

Health and Safety Policy

Policy Statement

Nottingham Language Academy has established this Health and Safety Policy to ensure the Health, Safety and Welfare at work of all employees, students and others who may be affected by its activities.

We will:

- identify, assess and manage the health and safety risks arising from our work activities.
- consult with our staff and seek their cooperation on matters affecting their health and safety.
- provide and maintain safe plant and equipment.
- ensure safe handling and use of substances.
- provide information, instruction, and supervision for staff and students as required.
- ensure that all students receive a health and safety induction, including fire evacuation information on their first day.
- ensure all staff are competent to do their tasks and to give them adequate training.
- prevent accidents and cases of work related ill health, so far as this is reasonably practicable, maintain safe and healthy working conditions.
- take disciplinary action as appropriate for any breach of the school's health and safety policies.
- under-18 students will receive an in-depth health and safety induction on their first day and be shown each fire exit and the muster point.

All staff and students are required to:

- co-operate with line managers and colleagues on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- take reasonable care of the health and safety of others
- report all health and safety concerns to an appropriate person

Health and safety risks arising from work activities:

- The school will carry out and review annually work-related risk assessments.
- Risk assessments relating to excursions outside the school will be undertaken by the Premises Manager in conjunction with the teachers/group leaders as appropriate and reviewed annually.
- All risk assessments will be communicated to the relevant staff.

Safe Equipment:

- The Premises Manager will be responsible for ensuring all equipment is maintained appropriately.
- All portable electrical equipment used in the school is subject to annual portable appliance testing (PAT).

Information:

- The Health and Safety Law posters are displayed in staff offices.

Competency for tasks and training:

- Training will be identified, arranged and monitored by the relevant manager.

Accidents, first aid and work related health:

- The appointed first aiders are Jon Finch, Anastasia Polykandriotou and Adela Torres Martinez. First Aid Training will be updated every 2 years.
- First-aid boxes are located on the wall outside Reception and next to Room 13.
- First-aid kits are carried by Activity Leaders to all excursions and out-of-school events.
- All accidents and cases of work-related illnesses are to be recorded in the accident book. The book is kept at Reception.
- The Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Fire Risk

- The Premises Manager is responsible for ensuring a fire risk assessment is undertaken annually and findings are implemented.
- Escape routes and emergency lighting are checked weekly.
- Fire extinguishers and fire alarm systems are maintained and checked by Nottingham Fire and Rescue Services.
- A fire evacuation drill is carried out once a month on different days and times of the day.

Updated: 18.02.2015

Review date: 18.02.2016