

Health & Safety Policy

Elizabeth School of London

118-119 Meridian Place
Isle of Dogs
Canary Wharf, E14 9FE

Phone : +44 (0) 207 0590489
Email : info@elizabethschool.com
Web : www.elizabethschool.com



Elizabeth
SCHOOL *of* LONDON

Health & Safety Policy

At ESL, it is our policy to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else that may be affected by our work activities. The minimum standard we will adopt will be compliant with legal requirements and appropriate codes of practice. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work.

We accept our responsibilities for health and safety and are committed to giving health and safety matters equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this policy are made available. However, it is your duty to follow the standards and procedures laid down by us.

Equipment that enables tasks to be carried out safely will be provided; these will be maintained to ensure their safe operation. If you are required to operate equipment you will be provided with appropriate training. Any other training and instruction necessary to ensure that you know how to work safely will also be provided. Where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment will be provided and instruction in its use and maintenance given.

Equipment will be stored in a safe manner. Safe access to and egress from our premises will be maintained, in order to protect all users of the premises. Suitable facilities for your welfare at work will be provided and maintained, as will arrangements to enable you to obtain first aid.

The Principal has ultimate responsibility for health and safety at ESL. He has been nominated the Health and Safety Coordinator for health and safety. Other responsibilities for health and safety matters have been assigned to Supervisors, as appropriate and are described in the relevant procedures.

The Director of Studies will oversee an annual review of this policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legally compliant and promote continuous improvement, the policy and associated procedures will be amended. Any amendments will be brought to the attention of all persons that need to know.

General Arrangements

1. What to do **IN THE EVENT OF FIRE** is covered by separate instructions, copies of which are posted throughout the premises. (See Fire Safety Arrangements in Section C).
2. You must report **ALL INCIDENTS**. Where necessary, incidents will be investigated to determine causes and identify actions to prevent recurrence. (See Incident Reporting Arrangements on ESL reception).
3. **FIRST AID** - The location of first aid boxes and the names of first aiders are displayed on notice boards.
4. Supervisors are responsible for the **INSTRUCTION** of employees in safe working methods and for ensuring that these methods are used. They are also responsible for initiating any steps necessary to improve unsafe conditions.
5. We will arrange for you to receive any **TRAINING** that you will need in order to work safely and avoid work-related ill health. This will include training in the operation of emergency procedures.
6. **GOOD HOUSEKEEPING** is an essential part of our safety programme and you must co-operate with us in maintaining suitable standards. There are arrangements for:
 - the proper storage of clothing, materials and waste and for the removal of waste;
 - the provision of adequate space for equipment and working materials;
 - »maintaining clean work areas, offices, washing, toilet and first aid facilities.
7. We are responsible for the **MAINTENANCE** of equipment, especially where there is a risk to your health and/or safety. All defective equipment will be withdrawn from use until faults are rectified; all maintenance work will be undertaken by competent persons.
8. Regular **SAFETY INSPECTIONS** of all areas will be undertaken in accordance with an agreed timetable (see Section E of ESL H&E Handbook on the website). Where the need is identified for action to be taken to rectify unsafe conditions, this will be carried out, if it is reasonably practicable to do so.
9. Safety procedures and rules for **CONTRACTORS** are outlined in Section B.

10. RISK ASSESSMENTS will be carried out as required under the current edition of the Management of Health and Safety at Work Regulations. They will be monitored and reviewed as necessary.

Implementation of Policy

Our policies will be implemented by:

- » taking health and safety into account when planning all business activities;
- » providing and maintaining equipment and systems of work that are carefully designed and monitored;
- » ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and substances;
- » ensuring that employees are provided with suitable and sufficient information, instruction, training and, where necessary, supervision to enable them to work safely;
- » ensuring that high standards of housekeeping are maintained throughout all our premises and in
premises where we are working and that means of access and egress are safe;
- » ensuring that, where its use is identified by risk assessment, personal protective equipment (PPE) is provided and used;
- » ensuring that specific arrangements are entered into when engaging contractors and subcontractors so that our policies are adhered to by them;
- » ensuring that adequate arrangements and facilities for welfare and first aid are provided;
- » ensuring that all employees and subcontractors comply with relevant legislation and co-operate with those responsible for enforcing it;
- » maintaining a system for the recording and investigation of all incidents;
- » Ensuring that the responsibilities of employees and subcontractors with regard to health and safety are specified clearly in writing.