

LEEDS LANGUAGE COLLEGE LTD.

POLICY ON HEALTH AND SAFETY

1. It is our policy to provide a healthy and safe environment for staff, students and all persons dealing with Leeds Language College Ltd.
2. At all times our employees will cooperate fully in implementing health and safety initiatives. They will do everything possible to make sure injuries do not occur to themselves or to others.
3. We expect employees to take responsible care of their own health and safety at all times.
4. A first aid box is always available which is stocked according to HSE requirements. It is to be found at Reception. Wieslawa (Vivienne) Davidson, Helen Duffy and Veronica Omeni are responsible for restocking the first aid box.
5. We expect students not to attend college if they have any infectious or contagious illness. Staff will also be asked not to attend work under the same circumstances.
6. An accident book is available which must be filled in if any student or member of staff sustains an injury whilst on the premises. Details of how, where and to whom the accident happened must be recorded by the member of staff who saw or dealt with the injury. The treatment given must be recorded. Accident and Near Miss forms are also available at the reception desk.
7. We will act on the advice given by DfeS, environmental health, the fire brigade, our health and safety advisors and Ricsion LLP, landlord of Aquis House.
8. Procedures to be followed in the event of an accident:
 - A. If a students or member of staff has an accident, they will receive first aid from a member of staff at the discretion of the teacher in the room or the member of staff present.
 - B. Gloves will be worn when dealing with blood or any other bodily fluids.
 - C. The wound will be cleaned with sterile cloths or a cold compress applied.
 - D. If hospital attention is needed, then the Principal will make that decision and will take the necessary action to get that person to hospital.
 - E. An accident form will be completed and the accident will be recorded in the accident book. It will state the time the accident happened, the date, how it happened, first aid given and will be signed by the staff.
9. Weekly fire alarm checks are carried out by Harvey Burns and Co., who service the building for Ricsion LLP, to ensure alarms can be heard throughout college premises. A log is kept on site by Harvey Burns and Co. Fire drills are held every six months. Fire alarms are checked on weekly basis and serviced every quarter.
10. In the event of fire, students will leave the building in an orderly manner by the main staircase. The route is clearly marked and there are instructions in the main corridor outside the college. The lift must not be used. Wheelchair users will be evacuated in accordance with a personal evacuation plan drawn up by the Principal and Vice Principal/Director of Studies.

11. Fire extinguishers are kept in reception. They are installed and serviced annually by the registered supplier.
12. Computers are serviced under a contract with appropriate hardware and software suppliers.
13. There is a no smoking policy throughout the building.
14. The entrance door to the building is always locked and can be opened through an intercom system kept at Reception.
15. All wires in the offices are fastened down and kept out of the way of staff and students.
16. Electrical appliances used at the school are regularly checked and have passed the Electrical Safety Test.
17. Filing cabinets are kept closed except when in use.
18. Fire exits have been clearly marked and checked weekly.
19. Fire extinguishers have been placed in the foyer.
20. Leeds Language College have contracted UK SAFETY MANAGEMENT LTD. and TG CUTTS to advise on matters relating to risk assessment and health and safety.
21. Students aged under 18 will not be permitted to drink alcohol, smoke cigarettes or other substances at Leeds Language College. Any incidents seen, heard or reported through third persons should be written down by all staff and reported to the Vice Principal/D.O.S, Academic Executive or Administration Manager. The college will then take steps to report the incident to parents, guardians and the relevant authorities.
22. Teachers should be aware that some individuals may use social media, electronic devices such as mobile phones, tablets and cameras to groom and exploit under-age students. Teachers are required to report any cases of inappropriate or suspicious on-line conduct or activity such as cyber-bullying, stalking or photographing of under-age students.
23. Junior visiting groups (students aged 16 and 17) would normally be allocated at least one teacher and one group leader/teaching assistant per 10 students for leisure activities. Any accompanying teachers or group leaders must have DBS clearance.
24. The college policies on Anti-Bullying, Break-Time Supervision, The Use of Audio and Video Equipment, E-Use, Equality and Diversity, First Aid, Care of Under 18's, Prevent Duty, Safer Recruitment, Temporary Visitors, Tutorials and Student Feedback aim to inform all staff and students of the required attitudes, procedures and behaviours expected of all staff, students and visitors to the college, to ensure the safety and welfare of the whole college community.

PERSONS RESPONSIBLE

- **Health and Safety is the responsibility of everyone at Leeds Language College Ltd.**
- **The following are specifically responsible for coordinating activities in the following areas and can be approached at any time.**

PERSON RESPONSIBLE	TASKS
1. PRINCIPAL – ADAM PRIESTLEY	WRITTEN POLICY AND RISK ASSESSMENT
1. PRINCIPAL – ADAM PRIESTLEY 2. ADMINISTRATION MANAGER – WIESLAWA (VIVIENNE) DAVIDSON	ACCOMMODATION
1. PRINCIPAL – ADAM PRIESTLEY	DESIGNATED SAFEGUARDING LEAD 16-17 YEAR OLDS
1. PRINCIPAL – ADAM PRIESTLEY 2. VICE PRINCIPAL AND D.O.S – VERONICA OMENI 3. ACADEMIC EXECUTIVE – HELEN DUFFY	PERSONAL EVACUATION PLAN DISABLED STUDENTS
1. VICE PRINCIPAL AND D.O.S – VERONICA OMENI 2. ACADEMIC EXECUTIVE – HELEN DUFFY 3. RICS LLP (LANDLORD) 4. HARVEY BURNS AND CO. - SIMON CROFT – (MANAGING AGENTS) 5. SPS/ICS – JOHN BEHARREL – (TECHNICAL SERVICES AND MAINTENANCE)	FIRE
1. PRINCIPAL – ADAM PRIESTLEY 2. VICE PRINCIPAL AND D.O.S – VERONICA OMENI - ADMINISTRATION 3. ADMINISTRATION MANAGER – WIESLAWA (VIVIENNE) DAVIDSON 4. ACADEMIC EXECUTIVE – HELEN DUFFY	FIRST AID
1. VICE PRINCIPAL AND D.O.S – VERONICA OMENI 2. ACADEMIC EXECUTIVE – HELEN DUFFY 3. SENIOR TEACHER – STEPHANIE MCINTOSH 4. TEACHERS AND NOMINATED ACTIVITY SUPERVISORS FOR INDIVIDUAL GROUPS DURING TRIPS AND OUTINGS	OFF-SITE RISK ASSESSMENTS
1. ADMINISTRATORS, TEACHERS, ALL STAFF, STUDENTS AND VISITORS TO LEEDS LANGUAGE COLLEGE LTD.	GENERAL WELFARE ON COLLEGE PREMISES, APPLICATION OF AND ADHERENCE TO ALL COLLEGE RULES, POLICIES AND PROCEDURES