



English in Totnes

A boutique language school in beautiful Devon

Health and Safety Policy 2023

English in Totnes works to ensure the Health, Safety and Welfare at work of all staff, students and others who may be affected by its' activities. This policy is implemented and continually reviewed in all premises owned or controlled by the school and is applicable to all staff and visitors at our sites.

If you have any health and safety concerns during your time at our school, please contact a member of the office team.

English in Totnes takes action to:

- 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 equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for staff as required
- 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 is reasonably practicable; maintain safe and healthy working conditions
- Oversee the implementation and function of the safety management system, and monitor and review this policy on an annual basis
- Take disciplinary action as appropriate for any breach of the school's health and safety policies.

Responsibilities

Overall and final responsibility for health and safety rests with the School Directors.

Line Management responsibility

All line managers must ensure that this policy is followed, and that staff are managed and supervised in accordance with it. Breaches of school safety rules and procedures will be subject to disciplinary action.

All employees 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 for the health and safety of others such as visitors
- report all health and safety concerns to an appropriate person.



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Registered in England and Wales. Company no: 07116300. Registered at the above address.





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Health and safety risks arising from work activities

- EiT carries out and reviews annually work-related and premises risk assessments
- Risk assessments relating to social activities outside the school will be undertaken by the Social Activities staff as appropriate, and reviewed annually
- The findings of all risk assessments will be reported to the Directors and will be communicated to the relevant staff in the form of an action plan.

Safe equipment

- The Directors are responsible for identifying all equipment needing maintenance, and that all identified maintenance is implemented
- Any problems found with equipment should be reported to the Directors
- All portable electrical equipment used in the school will be subject to regular portable appliance testing (PAT), and in any case at least every 2 years.

Information, instruction and supervision

- The Health and Safety Law poster is displayed in the office of English in Totnes building.
- Health and safety advice is available from the Directors

Competency for tasks and training

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

Accidents, first aid and work-related health

- The English in Totnes building has trained First Aid staff- these are Sady Thomas and Lucie Matthews.
- First Aid boxes are kept in the office as well as in coaches and brought on school excursions
- All accidents and cases of work-related ill health are recorded in the accident book
- Matters associated with health and safety are discussed at weekly staff meetings
- The Directors are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Fire risk

- The Directors are responsible for ensuring a fire risk assessment is undertaken and implemented
- Escape routes and emergency lighting are checked at least annually
- Fire extinguishers and the fire alarm system are maintained and checked by the appropriate provider every 12 months
- Alarms are regularly tested by the Directors
- Emergency evacuation of all school buildings are tested at least twice a year.



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