

## Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of **BERLITZ MANCHESTER**

Our statement of general policy is:

1. To provide adequate control of the health and safety risks arising from our work activities;
2. To consult with our employees on matters affecting their health and safety;
3. To provide information, instruction and supervision for employees;
4. To ensure all employees are competent to do their tasks, and to give them adequate training;
5. To prevent accidents and cases of work-related ill health;
6. To maintain safe and healthy working conditions; and
7. To review and revise this policy as necessary, at regular intervals.

### RESPONSIBILITIES

- i Overall and final responsibility for health and safety is that of Mark Harrington
- i The overall responsibility for ensuring this policy is put into practice is delegated to the Operations Director.
- i To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

RESPONSIBILITY	NAME
Health and Safety Officer	Rachena Kumari
First Aiders	Robert Squire James Hough
Fire Marshalls	Robert Squire James Hough

All employees have to:

- Co-operate with each other 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;
- Report all health and safety concerns to the appropriate person named above.

#### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by Mark Harrington who will then undertake the required action to remove/control the risks.

Assessments will be reviewed every 12 months.

#### CONSULTATION WITH EMPLOYEES

The Health and Safety Officer will consult with staff, as and when necessary, regarding any health and safety issues.

#### INFORMATION, INSTRUCTION AND SUPERVISION

- The Health and Safety poster is displayed in the reception area.
- Health and safety advice is available from the Health and Safety Officer.
- The Health and Safety Officer is responsible for ensuring that employees working off- site are given relevant health and safety information.

#### COMPETENCY FOR TASKS AND TRAINING

- New staff will be shown fire exits, extinguishers and given details of the evacuation procedure by the Fire Marshals.
- Induction checklists are kept in the School Documents file located in the Academic and General Management Room.

#### ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

- The first aid box is kept in the cupboard located in the reception area and in the staff room.
- The appointed first-aiders are: Russell Hall | Robert Squire
- All accidents and cases of work-related ill health are to be recorded in the accident book. This book is kept in the cupboard located in the reception area.
- Mark Harrington is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## MONITORING

- To check our working conditions, and ensure our safe working practices are being followed, we will undertake a 6 monthly risk assessment.
- Mark Harrington is responsible for investigating accidents, work-related causes of sickness absence and for acting on investigation findings to prevent a recurrence.

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

- The Fire Marshals are responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked in the first week of every month.
- Fire extinguishers are checked every 12 months.
- Alarms are tested every week.
- Emergency evacuation will be tested at least every 6 months.

## VERSION CONTROL

Version	4.0
Originator	Director Of Studies
Effective from	1 <sup>st</sup> October 2022
Approved by	Berlitz Executive Committee
Date Approved	2022