

MSE: HEALTH AND SAFETY POLICY

SECTION A: GENERAL POLICY STATEMENT

With reference to the Health and Safety at Work Act of 1974, *Mayfair School of English* accepts that as employers they must provide:

- A safe and healthy workplace (space, layout, electrical installations, access etc.)
- A safe working environment (lighting, heating, noise and ventilation)
- A safe working methods
- Safe equipment
- Information and instruction

To this end, *Mayfair School of English* will consult with employees' Health and Safety Representatives on a regular basis. Employees with responsibility for health & safety will not be disadvantaged as a result of carrying out these activities.

The *Mayfair School of English* is committed to developing policies and procedures and to seeking the necessary resources to improve health and safety standards for its employees. All *Mayfair School* employees have a duty to take care of their own safety and that of others (see 4) and not to misuse equipment or act recklessly.

The Mayfair School of English will inform employees:

- What to do in the event of fire
- Where the First Aid facilities are
- How to report an accident
- How to use equipment vital to the performance of their duties

SECTION B: STATEMENT OF RESPONSIBILITIES

1. Overall Responsibility

Overall and final responsibility for health and safety in the company is Principal, Mr. N. Ahmad.

2. Local Responsibility

Helen Thompson is the person responsible for this policy being carried out at the following premises:

Mayfair School of
English (Ltd) 103a
Oxford Street
London W1D 2HG
Tel: 44(0)2074379941
Fax: 44(0)2074943611
helenthompson@mayfairschool.co.uk

3. Safety Representative(s)

The Safety Representative for these premises is the (Managing) Director / Principal, Helen Thompson

4. Employees' Responsibility

By law, all employees have the responsibility to cooperate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee, manager or student notices a health and safety problem which they are not able to put right, they must immediately inform the (Managing) Director / Principal, the appropriate person named above or Safety Representative named above.

5. Students' Responsibility

It is the responsibility of our students to cooperate with the staff and management of the school to achieve a safe learning and working environment and to take reasonable care of themselves and others. If a student notices a health and safety problem they should inform the (Managing) Director / Principal, the appropriate person named above or the Safety Representative named above.

6. Consultation Procedure

Health and Safety may appear on the agenda of staff meetings. Any observation on risks must be minuted and action taken. The action should be reported at the next meeting.

STATEMENT C: GENERAL ARRANGEMENTS

Accidents

First Aid Provision

1. There are two first aid boxes: both are in the shelving area behind Reception on the first floor.
2. The school ensures that a minimum of two full-time members of the administrative staff are trained/certified first aiders at any one time. This policy is reviewed on a regularly (minimum 6-monthly basis) with reference to the number of active students studying in the school at the time.
3. The trained first aiders at Oxford Street are David Carnochan (MSE Meeting Rooms) and Helen Thompson (Principal). The location telephone number is:
 - **0207 437 9941.**
4. The person responsible for ensuring that the contents of the first aid box conform to statutory requirements is Helen Thompson.

Incidents

1. All incidents must be logged in the accident log book found in the Principal's office on the first floor. Ideally, the person who suffered the accident should complete the log; if they are unable to do so then this task should be completed in the first instance by the (Managing) Director / Principal and by the Registrar in her absence. These records are highly confidential and when completed must be stored in a sealed envelope in the school safe.

Under 'the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR)' the Principal is required to report any major injury or condition which has occurred during the course of work to the local *Health and Safety Executive*.

2. In the case of a serious accident or illness requiring professional medical attention contact the nearest local hospital. The contact details are:

Accident & Emergency Dept.
University College Hospital
Grafton Way
London WC1
Tel: 0207 387 9300

In an emergency the injured person must be accompanied to the hospital casualty department or an ambulance should be called by dialling 999, whichever is more appropriate.

In less serious circumstances the local doctor / health clinic should be contacted. Contact details are:

Fitzrovia Medical Centre
31 Fitzroy Square
London W1
Tel: 0207 387 5798

Baker Street Dental Clinic
102 Baker Street
London W1 Tel:
0207 935 5559

In serious cases the Principal, Helen Thompson, is responsible for contacting the employee's or student's family. Of course, in the case of a student lodging with a family, the latter must also be contacted.

General Fire Safety

Procedures

1. All classrooms and public areas have clear notices describing the correct action to take in the event of fire. It is Principal's responsibility to ensure that these notices are in place and that employees' and students' attention is drawn to them.
2. In the event of fire, the fire alarm must be sounded and the fire brigade called. It is the responsibility of a member of the office staff at 103a Oxford Street to sound the alarm or to respond to the alarm sounded by the smoke detectors in operation at 103a Oxford Street and to call the fire brigade. The premises must be evacuated as quickly as possible. Teachers are responsible for escorting the students off the premises along the escape route indicated on the nearest fire notice. Once safely outside, the teacher of each class is responsible for checking the register to ensure that all students are safe. The teachers must report their findings to the Fire Officer on duty.

The Principal, Helen Thompson, serves as the chief Fire Officer, in her absence this role performed by the Accounts Manager, David Leonel or the Director of Studies. The Fire Officer is responsible for checking that all the other staff are safe.

Escape Routes

1. All marked fire escape routes must be kept clear, unlocked and easily accessible at all times.

Fire Notices

1. Fire notices should provide the following information:

- Instruction to sound the nearest alarm
- Instructions on how to leave the building by the nearest escape
- No one should stop to collect personal belongings
- No one should return to the building
- Everyone should assemble at the named assembly point away from the building

The teacher will check that all students are present by calling out the register. In addition, each room should have a diagram showing the escape route to follow. This is particularly important in the case of a student with little knowledge of English who may have been in a room on his own when a fire breaks out.

Fire Drills

1. Fire drills are carried out on a regular basis, that is, every 6 months and a note of the drill is kept in a log book. The premises have to be vacated promptly and the situation treated as a real fire. The Principal is responsible for ensuring that the fire extinguishers are checked and maintained annually. A record of all service dates should be kept on each extinguisher.

The fire extinguisher maintenance company responsible for the fire extinguishers is:

Hallmark Fire Ltd
Head Office/South
Systems House
Stoke Road
Rochester Kent
ME3 9NT
service@hallmarkfire.co.uk
Tel: 08700 111150
Fax: 0870 111160

This company should be asked to make sure that the number and type of extinguishers on the premises are appropriate.

Fire Alarms

It is the responsibility of the premises management company, Capita Symmonds, to check that the fire alarms are kept in working order at all times at the Oxford Street site.

The company responsible for testing of fire alarms is:

Metro Safety
Metro House
79-80 Blackfriars Road
London SE1 8HA
mark.donghue@metrosafety.co.uk

The fire alarm should be sounded each week by a Testing Officer from *Metro Safety*, the company appointed to conduct test on the fire alarm systems at 103a Oxford Street by the Managing Agent, Capita Symmonds.

Advice

1. The local *Health and Safety Executive* office is located at:

St. Dunstan's House
201-211 Borough High Street London
SE1 1GZ
Tel: 0207 556 2100 (General enquiries)

Training

1. All employees should receive all the training necessary to ensure that they are able to do their work safely. The person responsible for health and safety training is: the (Managing) Director / Principal, Helen Thompson.

Students, Contractors and Visitors to the Premises

1. The safety of our clients must always remain of paramount importance. All students are made aware of the existence of the Safety Policy and the Fire Procedures on arrival.

2. All visitors and contractors on the premises should be made aware of any particular hazards at the time that they are on the premises and should be informed of any particular precautions that they should take.

3. Contractors in particular should carry out work on the premises at agreed specified times. Dangerous tools, equipment and machines should not be left unattended. The Office Manager, Mattia Borsoi, is in charge of ensuring that this is done at 103a Oxford Street.

Risk Assessment

Risk assessments should be carried out on the premises every 6 months by the Health and Safety representative at the site and followed up at the established review date by the appointed representative.

If any machine, piece of equipment or substance could potentially cause harm to anyone on the premises, a risk assessment should be carried out and clear procedures laid down for the use of the item. The manufacturer's guidance should be followed at all times. All potential hazards should be brought to the attention of anyone who may come into contact with them. The person responsible for ensuring that this information is disseminated is the Principal, Helen Thompson.

Housekeeping and Premises

Supervision of all the following come under the responsibility of: the Office Manager.

Cleanliness

1. All floors and stairs must be kept clean and not slippery.
2. The premises, furniture and fittings (e.g. lights) should be cleaned regularly; and all dirt, dust, refuse and trade waste regularly removed.
3. All spillages should be cleaned up promptly.
4. Special arrangements must be made for the disposal of sanitary waste.
5. All waste paper bins should be emptied daily and the rubbish stored safely until collection. Rubbish should not be stored on the street, causing inconvenience and a potential hazard to the health of the general public. Pre-Paid Waste Fax No: 0207 641 1463 (Westminster Council)
6. Toilet supplies of paper, soap and towels should be maintained and regularly checked.

Safe Stacking and Storage

1. All materials and objects should be stored and stacked so that they are not likely to fall and cause injury.
2. On arrival, deliveries of supplies and equipment should be stored safely away from public areas in the stairwell on the 1st floor.
3. Storage is the responsibility of the Accounts Manager.

Exits, Corridors, Stairways

1. All exits, corridors and stairways must be kept clear at all times.

Lighting

1. All light bulbs and fluorescent tubes should be replaced as necessary in order to ensure adequate lighting at all times.

Comfortable Conditions

1. A reasonable working temperature must be provided at all times. The temperature should be at least 16°C.

Flooring

1. Carpets and floors must provide even surfaces to walk on. Carpets should not be worn through or frayed and floorboards should not be broken. Any broken tiles on the ceiling or on the floor must be replaced immediately.

Electrical Equipment

Routine Inspection and Procedures

1. All electrical equipment must be checked annually by an independent electrical contractor. Our contractor's contact details are:

Clark Electrical Industries Ltd
Unit 1E Cody Business Centre
Cody Road
London
E16 4TG
Tel: 020 7474 7404
Fax: 020 7511 5090

2. The Safety Representative (s) and the management of the school should make an annual inspection tour of the premises and arrange for replacement of any frayed or damaged cables, broken plugs, sockets or any other electrical appliance which is not functioning properly.
3. All appliances must be unplugged before cleaning or making adjustments. All electrical equipment used for teaching must be switched off after use. Extension leads may be used with portable electric equipment for teaching purposes. No leads are to be left where they could pose a threat to teachers, students or other staff.
4. All suspect or faulty equipment should be immediately removed from use, labelled 'Do Not Use' and kept secure until checked by a competent person.
5. Electric sockets in the classrooms are to be located in the most appropriate place for easy access for the teacher and to avoid trailing wires on the floor of the classroom.
6. All staff are required to report any electrical problems to the Office Manager.

Photocopiers

1. Regular servicing should be arranged. The contact details of the company which carries out this servicing are:

The London Photocopying Co Ltd T/A In-Doc
Unit 17,
Kingsmill Business Park,
Chapel Mill Road,
Off Villiers Road,
Kingston upon Thames,
Surrey
KT1 3GZ

All staff should be careful when extracting misfed paper and take care not to touch the hazard areas of the machine.

2. Toner cartons should be stored safely in the main office on the first floor. Waste toner should be disposed of safely.

VDUs

1. The workstations of employees must be regularly assessed to ensure that they at least meet the minimum requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.
2. All staff using VDUs should plan their work so that there are 10 minute breaks after each 50 minutes of constant use.
3. On request eye and eyesight tests must be arranged and special spectacles provided, if required, to all staff that habitually use VDUs for a significant part of their normal work.