

IJ Tours Ltd t/a “International House Manchester or IH Manchester”

Health and Safety Policy

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PART 1 STATEMENT OF INTENT

The company directors recognise and accept their responsibilities both under law and also under awarding accreditation bodies. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The company is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the directors and senior staff.

In particular the directors and senior staff are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

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- Tackling extremism in accordance with Prevent responsibilities.

In addition to the above commitment, directors and senior staff also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the company activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The directors will ensure adequate resources, including finance to implement the Policy.

The directors and senior staff are committed to this Policy and all staff are required to comply. They are encouraged to support the directors and senior staff commitment to continuous improvement in the company health and safety performance. For the Policy Document to be effectively implemented, the company requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually (August of each year) and revised as and when necessary.

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PART TWO – ORGANISATION

<p>Organisation – Introduction. In order to achieve compliance with the directors Statement of Intent the companies normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.</p>	<p>The companies normal operations are the running of private language schools, set over two sites, Brook House, Manchester &</p> <p>Head Office 8 Oxstalls Lane, Longlevens, Gloucester, GL2 9HT. the school also hires facilities for football from Salford council at Salford Sports Village.</p>
<p>The Duties of the Directors The directors have overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the senior staff the directors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the company, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	<p>Directors</p> <p>Mr Michael Brennan</p> <p>Mr Peter Hayes</p>
<p>The Duties of the Senior Staff The senior staff have day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the directors the senior staff will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The senior staff will maintain the profile of health and safety within the company by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.</p>	<p>With the company operating over split sites, the directors delegate day to day responsibility of health and safety to the centre managers at each site.</p> <p>Manchester – John Glew-O’Leary(Principal), Jude Richardson (Director of Studies), Julie Battesti (Welfare and Accommodation Officer)</p> <p>Gloucester (Head Office) – Katie Hayes</p>

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The Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with company management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

Employees include:-

- Teaching staff
- Temp teaching staff
- Welfare staff
- Sports leaders
- Cleaners
- Administration staff

Students

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the company and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

The company recognise that many of the pupils have a poor level of English language, therefore special arrangements are in place to ensure that safety information is translated for them via agents/parents if required.

Health and Safety information is covered during induction.

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PART THREE - ARRANGEMENTS

Arrangements The following procedures and arrangements have been established within the company to minimise health and safety risks to an acceptable level.	Responsibility of: Name/Title	Action/Arrangements
Communication The company recognises the importance of communication to such as staff, visitors, students, parents, volunteers, contractors etc:	Peter Hayes - Director	Companywide communication of health & safety information
	Principal & school administrator - Manchester	Communication of all matters in the Manchester centre to staff and students
	Katie Hayes – Head office (Gloucester)	Communication of all matters in the Head office to staff

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<p>Consultation with Employees The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>John Glew-O’Leary- Principal</p>	<p>Health & Safety dissemination of information & Communication</p>
<p>Risk Assessment The company uses a risk assessment process and template as a standard for risk assessment. Risk assessment is the responsibility of the company Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances. The following staff are responsible for completion of risk assessments within the following areas:</p>	<p>John Glew-O’Leary- Principal</p>	<p>General company risk assessments of premises</p>
	<p>John Glew-O’Leary- Principal Excursions – Tina Billam</p>	<p>Manchester site risk assessments including excursions undertaken by students/staff of the school</p>
	<p>Katie Hayes – Head office (Gloucester)</p>	<p>Head office site risk assessments</p>

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<p>School Trips/Offsite Visits</p> <p>The company takes the safety of offsite activities as a priority, therefore we have an offsite excursions procedure with a log of events to complete, along with risk assessments for each juniors trip.</p>	<p>Excursions – Tina Billam</p>	<p>For all sites pre-excursion briefings take place with the lead staff and Socials Co-ordinator, the excursion procedure & log is completed during the trip and returned to the centre manager where a junior trip is taking place</p> <p>As pre excursion risk assessment is completed by the Socials Co-ordinator /Lead staff.</p>
<p>Noise</p> <p>The company is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>	<p>John Glew-O’Leary- Principal</p>	<p>General company risk assessments. The company does not have a music/audio department therefore there would be no risk of noise generated from within the schools.</p>

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<p>Violence to Staff</p> <p>The company are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk within a school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process to line manager. All reported incidents of violence are recorded on the incident log.</p>	<p>John Glew-O’Leary- Principal</p>	<p>All managers to identify areas or students where this could be a risk, all instance to be reported and highlighted via the incident log, to the directors.</p>
<p>Security Arrangements Including Dealing with Intruders</p> <p>Risks to security of the premises and property are assessed through the risk assessment process.</p>	<p>John Glew-O’Leary- Principal</p>	<p>All areas of the school are coded doors to eliminate intruders and for security of students. Any member of staff/student who witnesses person on the premises/in the company areas who are unauthorized should inform line managers/centre managers immediately</p> <p>This instances should be reported, via the incident log, to Director Michael Brennan.</p>
<p>Personal Security/Lone Working</p> <p>The company ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety</p>	<p>Peter Hayes- Director John Glew-O’Leary- Principal</p>	<p>Lone working does take place at the head office and when on host family visits off site. A lone worker procedure and risk assessment has been put in place and dispersed to all staff via the staff handbook.</p>

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<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</p> <p>Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost.</p>	John Glew-O'Leary- Principal	<p>Only the ink for printers currently comes under hazardous substances. All ink is stored in a metal lockable filing cabinet with the centre managers.</p>
	Katie Hayes – Head office (Gloucester)	

<p>Personal Protective Equipment</p> <p>Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided. Students involved in the football provision are informed and sign to say they will wear appropriate footwear/protective equipment</p>	Peter Hayes - Director	<p>Ink for printer/copiers is used in all centres. The control of this is managed by each DOS.</p> <p>The responsibility of the PPE for the football activity is delegated to Nigel Keogh, the head coach, who will ensure students have the appropriate footwear, clothing and shin guards for the sessions. All students on the football programme are provided with suitable clothing for training along with the football coaches.</p>
	Katie Hayes – head Office (Gloucester)	

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<p>School Transport The company no longer (as of Jan 2011) has company vehicles. In the event of transport for an excursion the company conduct a risk assessment and work with the contracted company to ensure safe practices are in place.</p>	<p>School administrator</p> <hr/> <p>Katie Hayes – Head Office (Gloucester)</p>	<p>Centre staff must ensure that checks are made with approved companies including:-</p> <p>Insurance</p> <p>Registration</p> <p>DBS checks</p>
<p>Manual Handling (typical loads and handling pupils) The company refers to the general risk assessment for manual handling.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Directors and senior staff are responsible for assessing the appropriate approach to handling tasks and may seek professional advice.</p>	<p>John Glew-O’Leary- Principal</p>	<p>There should be limited manual handling issues within the company.</p>

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Display Screen Equipment

The majority of staff within the company are considered to be DSE users. Directors and senior staff ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

John Glew-O'Leary- Principal

Key full time staff are to be assessed on an annual basis who use the PC's.

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Part 4 - PREMISES

<p>Mechanical and Electrical (fixed and portable)</p> <p>The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the health & safety file with the Directors, and a copy onsite with the centre managers.</p>	<p>John Glew-O'Leary- Principal</p>	<p>Annual PAT testing conducted.</p> <p>Visual inspections to be done regularly.</p>
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<p>Maintenance of Machinery and Equipment The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment</p>	<p>John Glew-O'Leary- Principal</p>	<p>Equipment used & checked regularly.</p> <p>Printers</p> <p>Projectors</p> <p>Whiteboard/screens</p>
<p>Service Contractors Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the company. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The company provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them should they be on site for an extended period of time</p>	<p>Direstors</p>	

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<p>Building Contractors</p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the company site.</p>	<p>Directors</p>	<p>When work of this type is required, the Directors will be involved in pre meetings and briefings.</p>
<p>Slips/Trips/Falls</p> <p>The company recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the centre manager or the reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>All staff</p>	<p>Through the regulars risk assessments and daily checks in the building, items or areas that could be seen to be dangerous are cleared regularly. Staff are informed to ensure areas are clear.</p>

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<p>Cleaning</p> <p>A cleaning schedule is in place which is monitored by the centre managers. All waste is disposed of according to appropriate health and safety guidelines. The company ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	<p>John Glew-O’Leary- Principal</p>	<p>Manchester school employs a company, Brean Heath, 2 days a week.</p>
<p>Gas and Electrical Appliances</p> <p>Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>	<p>Directors</p> <p>John Glew-O’Leary- Principal</p>	<p>Yearly checks are carried out on all electrical equipment by qualified electricians.</p> <p>Regular visual checks are carried out on all equipment in the school by the centre managers.</p>

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PART 4 MEDICAL/FIRE AND EMERGENCY

<p>Infectious Diseases</p> <p>The company follows the National Guidance produced by the Health Protection Agency, which is summarised on the PDF, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>	<p>Directors</p>	
<p>Dealing with Medical Conditions</p> <p>The company accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - Supporting Pupils with Medical Needs in School which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>	<p>Directors Principal WAO</p>	<p>With the schools IJ tours operates being mainly of international students, they are all accommodated in local host families. With this the medical care can be dealt with by the host families GP, to whom they can register as a visitor.</p> <p>All students & staff are requested to complete a personal & Medical form prior to arrival or on the first day in the school.</p>

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First Aid

The company follows the statutory requirements for first aid and provides suitably trained first aid staff.

First aiders at IJ tours ltd

John Glew-O'Leary - Manchester

Julie Battesti – Manchester

Nigel Keogh - Manchester

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<p>Reporting of Accidents, Hazards, Near Misses The company record and investigate all accidents, incidents and near misses. Reporting them where required in accordance to RIDDOR.</p> <p>In line with the reporting procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.</p> <p>All completed accident/incident/near miss forms are reported to the Directors.</p>	<p>All</p>	<p>Incident books are located in each main office on all sites.</p>
<p>Fire Safety and Emergency Evacuation A risk assessment has been carried out and a safety management plan is in place</p>	<p>WAO</p> <hr/> <p>Katie Hayes – Head office (Gloucester)</p>	<p>Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.</p>

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Section 4 - MONITORING AND REVIEW

<p>Monitoring</p> <p>Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, student, contractors and other visitors</p>	<p>Peter Hayes- Director</p>	<p>The annual review takes place yearly.</p> <p>All senior members of the staff team and directors are involved in the process.</p>
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Section 5 -TRAINING

<p>Staff Health and Safety Training/Competence The company is committed to ensure staff are competent to undertake the roles expected of them.</p>	<p>Peter Hayes - Director</p>	<p>Meetings with the key staff are conducted to ensure they are fully aware of their responsibilities and clear.</p> <p>Principal & DoS & Welfare officer, raise any issues and concerns regarding Health & Safety in the weekly staff meetings at the school.</p>
<p>Staff/teachers The company take the importance of health and safety as a priority when inducting new or temporary staff. Therefore this policy and all procedures are part of the staff induction process.</p>	<p>WAO</p>	

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Section 6 - HEALTH AND WELLBEING

Smoking on Site	John Glew-O'Leary- Principal	No smoking on the company sites.
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Section 7 - ENVIRONMENTAL MANAGEMENT

<p>Environmental Compliance The company seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.</p>	Directors	
<p>Disposal of Waste All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner</p>	<p>Directors John Glew-O'Leary- Principal</p>	Manchester – New Look waste removal remove the waste daily.

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Section 8 - CATERING AND FOOD HYGIENE

<p>Catering and Food Hygiene No catering of any type is conducted on any of the sites.</p>		
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Section 9 – HEALTH AND SAFETY ADVICE

<p>Information</p> <p>First-aid box and accident book are located in the main offices of all sites.</p> <p>Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923</p>	<p>Peter Hayes – Director</p> <p>John Glew-O’Leary- Principal</p>	
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