

## 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 under the requirements of the accreditation schemes by which they are bound. 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 activities
- complying with statutory requirements as a minimum and promoting good practice
- 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

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- ensuring safe use, handling and storage of substances at work
- 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 and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

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## PART 2 – ORGANISATION

<p><b>Organisation – Introduction</b></p> <p>In order to achieve compliance with the directors’ Statement of Intent, those outlined in the company’s normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy.</p>	<p>The company’s normal operations are the running of private language schools and private football academies, set over two sites, Arthur House, Manchester &amp; Ellesmere College, Ellesmere. The school also hires facilities for football at Ten Acres Lane Sports Complex. The Head Office is located at: 8 Oxstalls Lane, Longlevens, Gloucester, GL2 9HT and does not welcome students.</p>
<p><b>Directors’ Duties</b></p> <p>The directors have overall responsibility for ensuring compliance with this policy. 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>Peter Hayes</p> <p>Katie Hayes</p> <p>John O’Leary</p>

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<p><b>Senior Staff's Duties</b></p> <p>The senior staff have day-to-day responsibility for ensuring compliance with this policy. 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 O’Leary (Principal), Joseph Baker and Marie Pepper (Directors of Studies), Claire Bouédo (Welfare and Accommodation Manager), David Raven (Head of Football)</p> <p>Ellesmere College- David Raven (Head of Football)</p> <p>Gloucester (Head Office) – Katie Hayes (Registrar and Director)</p>
<p><b>Employees’ Duties</b></p> <p>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 this policy 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.</p>	<p>Employees include:</p> <ul style="list-style-type: none"> <li>Teaching staff</li> <li>Office Staff</li> <li>Sports Coaches</li> <li>Cleaners &amp; other contractors</li> <li>Homestay hosts</li> </ul>

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### 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 recognises that some of the students have limited English and therefore special arrangements are in place to ensure that safety information is accessible, via agents/parents if required.

Health and Safety information is covered during induction.

## PART 3 - ARRANGEMENTS

Overview	Responsibility of: Name/Title	Action/Arrangements
<b>Communication</b> The company recognises the importance of communication to staff, visitors, students, parents, volunteers, contractors etc.	John O’Leary (Director)  David Raven (Head of Football)	Companywide communication of health & safety information
	John O’Leary (Director), Claire Bouédo (Welfare and Accommodation Manager),	Communication of all matters to staff and students in the Manchester centre

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	David Raven (Head of Football)	
	John O’Leary (Director), David Raven (Head of Football)	Communication of all matters to staff and students in the Ellesmere centre
	Katie Hayes – Head office (Gloucester)	Communication of all matters to staff in the Head office

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<p><b>Consultation with Employees</b> The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>John O’Leary- Principal David Raven - (Head of Football)</p>	<p>Health &amp; Safety dissemination of information &amp; Communication</p>
<p><b>Risk Assessment</b> The company uses a risk assessment process and template as a standard for risk assessment. Risk assessment is the responsibility of the directors and relevant managers. The following staff are responsible for completion of risk assessments within the following areas:</p>	<p>John O’Leary - Principal Claire Bouédo (Welfare and Accommodation Manager)</p>	<p>General company risk assessments of premises</p>
	<p>John O’Leary - Principal Claire Bouédo (Welfare and Accommodation Manager)</p>	<p>Managerial oversight of all health and safety aspects: site and off-site activities</p>
	<p>Katie Hayes – Head office (Gloucester)</p>	<p>Head office site risk assessments</p>

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<p><b>On and Off-Site Excursions</b></p> <p>The company considers the safety of off-site activities a priority and safety measures are regularly reviewed to assess their effectiveness.</p>	<p>Amanda Lyons (Social Coordinator)</p> <p>David Raven (Head of Football)</p> <p>Claire Bouédo (Welfare and Accommodation Manager)</p>	<p>A pre-excursion risk assessment is completed by the Social Coordinator and public risk assessments are collected in advance for all external venues visited.</p> <p>For off-site excursions, pre-excursion briefings take place with the lead staff and Socials Co-ordinator prior to the excursion taking place and the excursion procedure document completed. For further information, see Excursion Policy.</p> <p>For on-site excursions, pre-excursion briefings take place with the lead staff and Socials Co-ordinator prior to the excursion taking place and the on-site risk assessment adhered to. (For further information, see the on-site risk assessment.)</p>
<p><b>Noise</b></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 O’Leary - Principal</p>	<p>Noise levels within normal range - no special measures in place.</p>

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<p><b>Violence to Staff</b></p> <p>The company is aware of its responsibility for assessing the risks of violence to staff, students and visitors-</p>	<p>John O’Leary - Principal</p>	<p>All managers to identify risk concerns. Staff and students report any incident of aggression or violence (or near misses) directed at them through the reporting process to line manager. Reported incidents of violence are recorded on the incident log, acted upon by senior management and reviewed.</p> <p>Reported incidents of violence are recorded on the incident log, acted upon by senior management and reviewed for procedural improvements.</p>
<p><b>Security Arrangements Including Dealing with Intruders</b></p> <p>The safety of our staff and students is paramount and robust systems are in place to prevent access to the premises from unsavoury characters. Risks to security of the premises and property are reassessed during the risk assessment review process.</p>	<p>John O’Leary - Principal</p>	<p>The building reception desk is manned during the school opening hours. If the receptionist is away from the desk, the front door is then locked from the inside to prevent access from intruders. On school premises, visitors are required to sign-in on arrival, using either the over-18 or under-18 sign in book. There is a member of staff in reception at all times, who is required to challenge any unidentified adult in the school as are all staff generally.</p> <p>Reported incidents of violence are recorded on the incident log, acted upon by senior management and reviewed for procedural improvements.</p>

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<p><b>Personal Security/Lone Working</b></p> <p>The company ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks.</p>	<p>John O’Leary - Principal</p> <p>Claire Bouédo (Welfare and Accommodation Manager)</p>	<p>Lone working may take place at various times but happens most frequently when a member of staff visits a homestay host off-site. A lone worker procedure policy and risk assessment have been put in place and dispersed to all staff via the staff handbook. See Lone Worker Policy.</p>
<p><b>Hazardous Substances</b></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>	<p>John O’Leary - Principal</p> <hr/> <p>Katie Hayes – Head office (Gloucester)</p>	<p>Only the ink for printers currently comes under hazardous substances. All ink is stored safely.</p>

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<p><b>Personal Protective Equipment</b> Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is required as a control measure and 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.</p>	<p>John O’Leary - Director</p> <p>David Raven - (Head of Football)</p> <p>David Raven (Head of Football)</p> <p>Katie Hayes – Head Office (Gloucester)</p>	<p>School is a low risk environment, no measures in place.</p> <p>Contractors are suitably registered and required to meet industry standards for PPE.</p> <p>The head coach is responsible for PPE during football and fitness sessions, and will ensure students have the appropriate footwear, clothing and shin guards for the sessions. All students, staff and volunteers on the football programme are provided with suitable clothing for training along with the football coaches. Students involved in the football provision are informed and sign to say they will wear appropriate footwear/protective equipment.</p>
<p><b>School Transport</b> The company no longer (as of Jan 2011) has company vehicles. Transport is provided by external companies.</p>	<p>John O’Leary – Director</p> <p>David Raven (Head of Football)</p> <p>Amanda Lyons (Social Coordinator)</p> <p>Katie Hayes – Head Office (Gloucester)</p>	<p>In the event of arranging transport for an excursion, the company will adhere to its risk assessment and work with the contracted company to ensure safe practices are in place. All contracted companies have suitable insurance and are vetted by the local council.</p>

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<p><b>Manual Handling (typical loads and handling pupils)</b> There should be limited manual handling issues within the company.</p>	<p>John O’Leary - Principal  David Raven- (Head of Football)</p>	<p>The company refers to the general risk assessment for manual handling.  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><b>Display Screen Equipment</b> The majority of staff within the company are considered to be DSE users.</p>	<p>John O’Leary - Principal</p>	<p>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.</p>

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## Part 4 - PREMISES

<p><b>Mechanical and Electrical (fixed and portable)</b> The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended.</p>	<p>John O’Leary - Principal</p>	<p>Annual PAT testing conducted by external contractors. Visual inspections done regularly, results logged by the principal.</p>
<p><b>Maintenance of Machinery and Equipment</b> The school inspects and maintains its equipment on a regular basis; the frequency of these inspections is dependent on the use and type of equipment</p>	<p>John O’Leary - Principal</p>	<p>Low-risk environment. Equipment used &amp; checked regularly:</p> <ul style="list-style-type: none"> <li>Printers</li> <li>Projectors</li> <li>Whiteboard/screens</li> </ul>

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<p><b>Service Contractors</b></p> <p>Service contractors are engaged to complete tasks such as cleaning or maintenance which is not covered by the job specifications of the company’s regular employees such as cleaning duties or technical maintenance.</p>	<p>Directors</p>	<p>Cleaning 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>
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## PART 5 MEDICAL/FIRE AND EMERGENCY

<p><b>Infectious Diseases</b></p> <p>The company follows the National Guidance produced by the Health Protection Agency, which is summarised on the PDF, <a href="#">Guidance on infection control in schools and other child care settings</a></p>	<p>Directors</p>	<p>Senior staff have read and understood the government advice and report instances to the HPT in line with advice.</p>
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<p><b>Dealing with Medical Conditions</b></p> <p>The school understands and takes seriously their responsibilities regarding the treatment of medical conditions and has clear plans in place to deal with issues as they arise.</p>	<p>Directors</p> <p>Principal</p> <p>WAM</p>	<p>The company accommodates pupils with medical needs wherever practicable and makes reference to DFE circular -<a href="#">Supporting Pupils with Medical Needs in School</a> 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>Adult students and parents of under 18 students are required to disclose any medical conditions or allergies in the application form. In addition to that, all students &amp; staff are requested to complete a Personal &amp; Medical form prior to arrival or on the first day in the school.</p>
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<p><b>First Aid</b> The company follows the statutory requirements for first aid and provides suitably trained first aid staff.</p>	<p>Directors Principal WAM</p>	<p>First aiders John O’Leary – Principal and Director Claire Bouédo– Accommodation and Welfare Manager David Raven – Head of Football Joseph Baker – Director of Studies For more info see First Aid Policy</p>
<p><b>Reporting of Accidents, Hazards, Near Misses</b> The company records and investigates all accidents, incidents and near misses. Reporting is in accordance with RIDDOR requirements.</p>	<p>All RIDDOR- John O’Leary</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. Incident log located on SharePoint.</p>

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<p><b>Fire Safety and Emergency Evacuation</b> A risk assessment has been carried out and a safety management plan is in place.</p>	<p>John O’Leary - Principal</p>	<p>Fire Marshals</p> <p>John O’Leary – Principal and Director</p> <p>Claire Bouédo– Accommodation and Welfare Manager</p> <p>Joseph Baker – Director of Studies</p> <p>For more info see Emergency Action Plan</p>
	<p>WAM</p> <hr/> <p>Katie Hayes – Head office (Gloucester)</p>	

## Section 6 - ENVIRONMENTAL MANAGEMENT

<p><b>Environmental Compliance</b> The company seeks to fulfil its waste management objectives through using only what is needed, seeking alternatives where possible, recycling as much as practicable, and disposing of as little as necessary.</p>	<p>John O’Leary - Principal</p>	<p>Recycling bins are in place in the school and their use cover in staff and student induction.</p> <p>Waste is disposed of in line with local government regulations.</p> <p>Staff and students are invited to suggest improvements which can be made as and when or are also considered during review processes.</p>
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## Section 7 - CATERING AND FOOD HYGIENE

<p><b>Catering and Food Hygiene</b> The company seeks to ensure that staff and students can study and work in a pleasant, hygienic environment.</p>	<p>John O’Leary - Principal</p>	<p>No catering of any type is conducted on any of the sites.  A small communal kitchen is available for staff and students. Contents of the fridge are cleared weekly.</p>
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## Section 8 - MONITORING AND REVIEW

<p><b>Monitoring</b> 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>John O’Leary - Principal  Claire Bouédo - Welfare and Accommodation Manager</p>	<p>This policy is to be reviewed at least yearly or whenever changes to the procedures are introduced.</p>
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