



ISE - Intensive School of English Language Limited

ISE HOVE: 2 The Drive, Hove, East Sussex, BN3 3JA, UK

Tel: +44 (0) 1273 74 9244 / +44 (0) 1273 357224

E-mail: hoverception@ise.uk.com *Web:* www.isehove.com

Facebook: @ISE Hove / *Instagram:* @ise_hove / *Twitter:* @EFLteacherISE

ISE Health & Safety Policy & Practice

Statement of general policy:

Premises: ISE Language Ltd, Panorama House, 2 The Drive Hove, BN33JA, or any other temporary premises used. Our Policy is to provide and maintain a healthy and safe working environment for all staff, students, volunteers and visitors, targeting zero accidents.

1. Responsibility

Responsibility for health and safety is firstly that of the School Manager or in his absence the Director of Teacher Training or Director of Studies. It is however the responsibility of every member of staff to follow the Health & Safety Guidelines to ensure that the standards are maintained.

2. Employees' responsibility

All employees have a legal responsibility to

- take care of their own health and safety at work
- take care of the health and safety of others
- co-operate with their employer
- report dangerous situations to their line manager or a school director
- not misuse or interfere with anything provided for health and safety purposes

3. Students' Responsibility

It is the responsibility of the 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.

4. Policy and Communication

The Health & Safety policy will be reviewed on an annual basis by the Senior Management Team. Health & Safety is on the regular agenda at the monthly management meeting.

5. Accidents and Incidents

All accidents occurring on site requiring first aid treatment are to be recorded in the Incident/Accident Book (Reception). The following details of all incidents or near misses must be noted.



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- Name of injured person
- Type of injury
- When, how and where it occurred
- the name of the person in charge
- the treatment given

Where the accident or incident involves a student this information should also be added to the student profile on the enrolment system.

Under RIDDOR 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations any major injury or condition which has occurred during the course of work must be reported to the local Health & Safety Executive.

In the case of serious accident or illness requiring urgent or immediate medical attention the nearest local hospital, with accident & emergency facilities is:

- Royal Sussex County Hospital 01273 696955 In an emergency an ambulance should be called dial (9) 999.

In less serious circumstances a local doctor or medical clinic may be attended and arrangements made through the Welfare officer or School Manager.

In all cases of accident or illness to a student aged under 18 a parent or guardian, host family and agent will be contacted and the same will apply to over 18's if deemed necessary.

6. Emergency fire procedures

Throughout the school premises there are clear notices describing the action required in the event of a fire.

In the event of a fire the fire alarm must be sounded and the fire brigade called by dialing (9)999.

The premises will be evacuated as described in the school Fire Policy. ISE will ensure that:

- Emergency escape routes are kept clear and accessible at all times
- Emergency notices are displayed in all classrooms & administration offices

Hi-viz jackets are in all classes for teachers to put on if the fire alarm sounds. In this way all teachers become Fire Marshalls.

- Fire extinguishers are checked and serviced annually.



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7. Risk assessments

Risk assessment checks are carried out in all buildings and documentation recording these checks is held by the Managing Director.

The Activities Officer carries out risk assessments for off site visits and these are stored in his/her office.

Any machine, piece of equipment or substance that could potentially cause harm to anyone on the premises and as such any potential hazard should be brought to the attention of the School Manager and anyone else that may come into contact with the hazard.

8. Premises General

Should anyone be aware of problems in any area they should contact the School Manager or the next senior member of staff.

- The premises, floors and stairs, furniture and fittings are cleaned regularly and all dirt, dust, refuse and waste removed
- Toilet supplies of paper and soap are provided and regularly checked and special arrangements are made for the removal of sanitary waste
- Supplies and equipment are stored safely and away from public areas
- All light bulbs and fluorescent tubes will be replaced as necessary to ensure adequate lighting at all times.
- All electrical equipment is regularly checked in accordance with risk assessment regulations
- Staff should report any damaged or frayed cables, broken sockets or plugs or any other electrical appliance that is not functioning correctly
- Staff should report any trip hazards eg carpet or matting.
- Annual maintenance of photocopiers is in place and staff should report any photocopying problems to reception.

9. First Aid

ISE will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and students attending the school, during normal office hours. As far as is reasonably practicable arrangements may be extended to some out of hours activities and include others that may be affected by our activities.



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Responsibility for first aid at ISE is held by the School Manager. All staff are obliged to follow and cooperate with the requirements of this policy.

We will seek to implement the policy by

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for the ISE premises and off site activities

The First Aid Needs Assessment will be reviewed periodically or following any significant changes in staff, students or premises that may affect first aid provision

- Ensuring that there is a sufficient number of trained first aiders on duty and available for the numbers and risks in the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

ISE Qualified First Aid Staff

First Aid Certificates are held by:

Elliot Eke: Office Manager

Reception & Activities Officer

Afsaneh Bakhshae: Welfare Officer

Appointed people:

Chris Edge

Lawrence Eke

First Aid Provision

The First Aid Needs Assessment has identified the following:

3 First Aid kits on the premises to be situated

Reception (top shelf right)

Cafe (underneath counter, to left of hatch)

Activities Officer's office (April to August only; shelf unit)



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It is the responsibility of the School Manager to check the contents of all first aid kits every 6 months and record the findings of the checklist in the kit itself. The Welfare Officer is responsible for ensuring that the contents of the first aid box conform to statutory requirements and any additional requirements by the school.

ISE Accident & Emergency Arrangements

On being called in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following his/her assessment of the injured person, administer appropriate first aid and make a balanced judgment as to whether there is a need to call for an ambulance.

An ambulance should always be called in the event of:

- A serious injury
- Any significant head injury
- A period of unconsciousness
- Where the possibility of a fracture is suspected
- When the first aider is unsure about the severity of injuries
- When the first aider is unsure of the correct treatment

NB DO NOT MOVE an injured person unless instructed to do so.

In the event of an epileptic fit or seizure, **DO NOT** touch the person, but stay with him/her and send someone else to notify Reception. Reassure others, who may be alarmed, that the seizure will pass.

In all cases and in the event of an accident to a student under 18, where appropriate, it is ISE policy to always notify the parents of the child if it:

- Is considered to be serious (more than minor) injury
- Requires first aid treatment
- Requires attendance at a hospital

Parents will be contacted by attempting all known phone numbers and email and agents of students will also not notified.

In the event of a hospital treatment being required a member of staff or as adult member of the homestay family will accompany the under 18 year old student to hospital and remain with them until such a time as it is consider safe to leave the student in the hospital or that suitable alternative arrangements are in place.



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Recording

All accidents occurring on site requiring first aid treatment are to be recorded in the Accident Book (Reception). In the case of all reported accidents to students these must at all times be recorded in the incident page on the student record in the enrolment system and the parent/agent notified.

10. IN CASE OF FIRE:

The fire alarm will start automatically, but if not, or in case of drills the key is located on the right as you leave the main entrance, in the Fire Box. Turn the key to 'Arm control' then to 'Evacuate'. The Chief Fire Marshall or replacement senior staff will do this.

CHIEF FIRE MARSHALL: OFFICE MANAGER or MOST SENIOR STAFF MEMBER PRESENT

MARSHALLS all teachers, who will put on HI-VIZ jackets as they evacuate classrooms.

STUDENTS

1. Leave the building by the nearest exit and go to the assembly point in The Drive. (see notices in classrooms & corridors)
2. Report to your teacher. If your teacher is not there, report to any Marshall

STAFF

i. Reception:

- a) Call the Fire Brigade
- b) Close windows and take Visitor Book
- c) One person to stand outside the front of the school to prevent entry by front door.
- d) Remaining staff leave by the nearest fire exit with the Visitor Book
- e) When outside, report to the Chief Marshall

ii. Teachers:

- a) Close classroom windows
- b) Escort your students to your assembly point in The Drive, through the fire exit
- c) Check the Register and report to the Chief Fire Marshall

iii. Cafe

- a) Close windows and evacuate; report to the Chief Fire Marshall



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iv. Fire Marshalls:

- a) Together check that every part of the building has been evacuated, including classrooms, computer room, cafe, toilets, corridors and reception. Report to the Chief Fire Marshall.
- b) Confirm the Fire Brigade has been called
- c) If willing and able and the fire is small enough, extinguish it and inform the Fire Brigade

v. Assembly Point

- a) Confirm with the Fire Marshalls that the building has been evacuated. Confirm with teachers and admin that Registers and Visitor Book have been checked
- b) If it is suspected that someone may still be in the building, this should be immediately reported to the Fire Brigade.

11. Health & Safety checklists:

Remind all students of the fire exit procedure

Fire: Evacuate all students.

Call the Fire Brigade: (9)999

Call a School Director or Senior Staff member.

Lawrence: 07799764577

Chris: 07957432918

12. Youth Disturbance: Call Lawrence: 07799764577

or the Police in an emergency: (9)999

13. End of Activity eg Film night:

- Ensure all furniture & equipment is replaced safely
- Release students and lock the front door
- Collect any litter in black bag(s) and place in outside bin
- Wipe down tables / surfaces as necessary
- Check the building for people and ensure windows and doors are closed
- Set the alarm and leave the building, ensuring the front door is locked!



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14.ISE H & S Smoking policy

All ISE buildings, including those occupied temporarily, and entrances are strictly **NO SMOKING**. Smokers may only smoke during designated breaks and only outside the building, well away from the entrance.

When YISE are using the building, smokers must be out of sight and contact with the Young Learners.

All staff are responsible for robustly implementing this policy. Report any breaches immediately to the School Manager or Managing Director.

Document history:

12 January 2006 (Lawrence Eke, Chris Edge) First draft.

29 August 2012 (Lawrence Eke, Chris Edge, Welfare Officer, Health and Safety Officer) Revised and agreed.

17 December 2013 (Lawrence Eke, Anna Bernardi) Revised and agreed.

12 December 2014 (Lawrence Eke) Revised and Agreed

10 October 2018 (Chris Edge) Revised and Agreed

The official version of this document will be maintained on-line. Before referring to any printed copies please ensure that they are up-to-date.