



# Health and Safety Policy

Reviewed: 08/02/2018; JME, DAT

## Statement

The Cambridge centre for Languages (CCL) is serious in its commitment to providing a safe and secure working and learning environment. The school's aim to comply with best possible practice in accordance with health and safety legislation and it is our responsibility to take all reasonable precautions to protect the welfare, health and safety of all students, workers and all other persons entering CCL's property or working environments.

## Legislation

The main legislation covering this area is the Health and Safety at Work etc Act 1974 and regulations made under that Act.

## Implementing Health and Safety

1. Premises – CCL has agreements with all site providers that premises, grounds and work areas should be properly maintained and that they are safe for all students, workers and visitors at all times, and that said providers will be liable if this is not the case at any time.
2. Equipment – It is the school's aim to keep equipment up-to-date and regularly checked for safety, and that staff, students and other persons using the equipment are properly instructed in the use of such equipment.
3. Training – The school will provide health and safety training, information, supervision and other supports to staff members and students in order to minimise risks to their wellbeing. Training should encompass:
  - awareness of risk assessments; their implementation, uses and feedback
  - First Aid arrangements, what is in place, where to get information, who the appointed person is
  - Any specific safety issues around work sites, residential accommodation and campus
  - Fire Safety - all aspects including information on drills and procedures.



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4. Accidents – CCL will ensure that all accidents are correctly investigated, recorded and that appropriate action is taken to safeguard the health and safety of all persons under our duty of care. Precautions will be taken to reduce the likelihood of accidents recurrence.
5. First aid – The school ensures that first aid provision is in place at each worksite by having a suitably stocked first-aid box, an appointed person and deputy to take responsibility for first aid arrangements and by informing employees about these arrangements.
6. Risk assessments – Premises, work sites and locations associated with student activities on and off-site will have a rigorous risk assessment carried out to negate any possible threats to the health and safety of staff, students and other persons under the school's care.
7. Transport – CCL endeavours to ensure the safe use, upkeep and maintenance of transportation means used by our students or staff, and to ensure the safe transportation of resources and equipment.
8. Contractors - The school insists that contractors engaged in cooperation with our programmes function in accordance with the health and safety principals and legislation laid out in this policy.
9. Reporting – Any unsafe practices or any actions that endanger the health of students, staff or other persons should be reported to a senior member of staff responsible for health and safety issues. This is in accordance with the schools Code of Conduct.
10. Fire – Precautions and processes will be put in place to guard against possible risk to health and safety from fire. Staff and students will be informed and trained in such systems on a regular basis, including the use of fire drills and assembly points.
11. Policy review - This policy will be the subject of regular review and refinement and react to changes in order to negate risks to the health and safety of employees, students and other parties under CCL's duty of care.