



Wimbledon School of English
Health and Safety Policy

HEALTH AND
SAFETY
POLICY
STATEMENT



WIMBLEDON SCHOOL OF ENGLISH



Wimbledon School of English London

HEALTH AND SAFETY

SECTION A - GENERAL STATEMENT OF POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and students, and to provide such information, training and supervision as they need for that purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we make to implement the policy are set out in our Health and Safety Policy Statement.

The policy is kept up to date and is reviewed at least once a year and updated whenever there is a material change, such as a change in personnel.

As part of our commitment to the safety of our staff and our students we regularly assess the risks associated with our business as required under the "Management of Health and Safety at Work regulations 1992".

Updated Nov 2019 (DM)



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SECTION B

STATEMENT OF RESPONSIBILITIES

It is a mandatory requirement of working at Wimbledon School of English that all staff members need to be fully conversant with this policy and any failure to observe this policy may result in disciplinary action.

If you have any concerns regarding any health and safety issues on the premises you have a legal obligation to report these concerns to the Health and Safety representative or Jane Dancaaster (Managing Director) immediately.

1. Overall Responsibility
Overall and final responsibility for health and safety in the school is that of

..... SANDRO SAVIOLO.....
3. The Safety Representatives are:
Academic & Administrative staff – Julian Oakley
Facilities staff – Gvidas Seibutis
The Health and Safety Committee members are: Jane Dancaaster, Fiona Dunlop, Sandro Saviolo, Jo Krouso, Julian Oakley, Gvidas Seibutis and Martin Cowdrey.
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. If an employee should put another person at risk through not carrying out Health and Safety policy, then they are considered to be breaking the law. If an employee does not follow School Health and Safety policy, then they are liable to disciplinary action.

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 Principal, or the 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. All students are advised of this during their induction meeting. If a student notices a health and safety problem they should inform the Principal or a member of the Reception team.
6. Consultation Procedure
Consultation between management and employees is provided by regular six-monthly Health and Safety committee meetings. These meetings are minuted. The minutes are available for inspection and are kept in the H&S Meeting Minutes folder in the Academic Office office.

Health and Safety also appears on the agenda of all staff meetings. Any observations on risks must be minuted and action taken. The action should be reported at the next meeting.



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SECTION C GENERAL ARRANGEMENTS

ACCIDENTS

First Aid

1. The first aid boxes are kept in Reception
2. The trained first aider(s) are:

DUNCAN MACINNES, JULIAN OAKLEY, DILLY GROTTA
3. The person responsible for ensuring that the contents of the first aid box conform to statutory requirements is the Health & Safety Officer.

Incidents

1. All incidents including near misses must be logged in the accident log book kept by:

THE STUDENT SERVICES OFFICER in Reception

The following details must be logged: the name of the injured person, the type of injury, when, how, where it occurred, the name of the person in charge and the treatment given.

Under "the Reporting 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:-

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

The nearest Emergency and Casualty Departments are at:

KINGSTON HOSPITAL
GALSWORTHY ROAD
KINGSTON. KT2 7QB

OR

ST GEORGES HOSPITAL
BLACKSHAW ROAD
TOOTING. SW17 0QT

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



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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 the Operations Director'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. The premises must be evacuated as quickly as possible. Teachers are responsible for escorting the students off the premises. 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 any missing students to the DOS or person in charge.
3. The Principal or person in charge 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 provide the following information:

Instructions to sound the nearest alarm

Instructions to leave the building by the nearest escape route

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

Fire Drills

1. Fire drills are carried out on a regular basis, that is, every 4-12 weeks, and a record 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 in charge of ensuring that this is done.

Fire Extinguishers

1. The Operations Director 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:



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Battersea Fire Protection Services, 35 Culmstock Rd, London SW11 6LY
Tel: 020 7228 6838

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

Fire Alarms (where applicable)

1. The Facilities Co-ordinator is in charge of checking that the fire alarms are kept in working order at all times. The fire alarm should be sounded at a pre-arranged time each week. The company responsible for maintenance is:

V-Tech Solutions UK Limited, 9 Stoneleigh Broadway, Epsom, Surrey, KT17 2JA

Tel: 0800 043 1783
Mobile: 07817 509388 (Andy Bevan)

ADVICE

1. The local Health and Safety Executive office is located at 1 Long Lane, London, SE1 4PG.

The telephone number is 020 7407 8911

Our contact there is: Education Group

TRAINING

1. All employees will receive all the training necessary to ensure that they are able to do their work safely. This includes training in the use of all electrical appliances, workstations and VDUs, the use of all other tools and implements such as stepladders and the storage of hazardous materials are restricted to specific staff. The person responsible for health and safety training on these premises is the Operations Director.

STUDENTS, CONTRACTORS AND VISITORS TO THE PREMISES

1. The safety of our clients must always remain of paramount importance. All students should be made aware of the existence of the Safety Policy and the Fire Procedures on arrival, either in written form in an orientation pack or in verbal form during a welcome speech. The Operations Director is in charge of ensuring that this is done.
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 Facilities Co-ordinator is in charge of ensuring that this is done.



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RISK ASSESSMENT

1. If any machine, piece of equipment or substance, or any procedure could potentially cause harm to anyone on the premises a risk assessment will be carried out and clear procedures laid down for the use of the item*. This will be done in writing. The manufacturer's guidance should be followed at all times. All manuals for equipment and appliances used are kept by The Facilities Co-ordinator.

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 Facilities Co-ordinator.

* stepladders	tools (drills etc)	garden machinery
photocopier	PCs	kitchen equipment
laminator	chemicals	lighting
interactive classroom technology		lifting heavy objects (TVs, boxes)

HOUSEKEEPING AND PREMISES

All the following come under the responsibility of The Services Co-ordinator

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 with the appropriate cleaning products; 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 never be left to accumulate to the amount that it becomes a fire hazard or blocks the 39 side Fire Exit. It should not be stored on the street, causing inconvenience and a potential hazard to the health of the general public.
6. Toilet supplies of paper, soap and towels should be maintained and regularly checked.

All the following come under the responsibility of The Facilities Co-ordinator

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. This includes books and other teaching materials. It is the responsibility of all members of staff to ensure that nothing is ever stacked in such a way that it might fall and cause injury. Similarly, it is the responsibility of all members of staff to ensure that storage facilities (cupboards and lockers) do not present any form of hazard, for example through a door left open.



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2. On arrival, deliveries of supplies and equipment should be stored safely away from public areas.
3. Storage is the responsibility of The Facilities Co-ordinator.

Exits, Corridors, Stairways

1. All exits, corridors and stairways must be kept clear at all times. It is the responsibility of all members of staff to ensure that all floors, exits, corridors, doorways and stairways are kept free at all times from obstructions which may present a hazard or impede access.

Lighting

1. All light bulbs and fluorescent tubes should be replaced as necessary in order to ensure adequate lighting at all times. This is the responsibility of The Facilities Co-ordinator.

Any light bulb or fluorescent strip which is not functioning properly must be reported immediately to the Principal.

Comfortable Conditions

1. A reasonable working temperature must be provided at all times. The temperature must be at least 16°C. While there is no statutory maximum temperature in the workplace, it is recommended that temperatures should not exceed 22-24°C.

Flooring

1. Carpets and floors must provide even surfaces to walk on. Carpets should not be worn through or frayed and floor boards 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 is PAT checked annually by The Facilities Co-ordinator or the Maintenance Support.
Our electrical contractor's contact details are Roger Briggs, Churchill
Electrical, 227 Church Hill Road, North Cheam Surrey SM3 8LB m: 07976 248525
2. The Health & Safety Representative(s) and the management of the school should make an annual inspection tour of the premises to check that there are no electrical appliances that are not functioning properly.
3. All appliances must be unplugged before cleaning or making adjustments. All electrical equipment used for teaching, and all portable electric fans and heaters must be switched off at the mains after use. It is the responsibility of the teacher to ensure that this is done. Extension leads may be used with



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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 locked away 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 frayed or damaged cables, broken plugs, sockets or any other electrical appliance which is not functioning properly should be reported (and replaced) immediately.
7. All staff are required to report any electrical problems to the Operations Director.

Photocopiers

1. Regular servicing should be arranged. The contact details of the company which carries out this servicing are Sharp, Tel: 0845 243 183
2. All staff should be careful when extracting misfed paper and take care not to touch the hazardous areas of the machine. Please be aware a photocopier that has been used heavily will be hot inside. Any member of staff who is unsure of how to extract misfed paper should ask an ADoS to do this for them.

VDUs

1. The display screen equipment and 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. In addition to this a risk assessment should be carried out by each user of display screen equipment, and checked by the supervisor. The member of staff responsible for this is the Operations Director.
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 who habitually use VDUs for a significant part of their normal work.

CODE INFORMATION

If it is necessary for staff to enter the following rooms in an emergency situation, in addition to the users of the room, a list of codes is kept with:

- The First Aiders (Duncan MacInnes, Julian Oakley, Dilly Grotto)
- The Principal
- The Director of Studies
- The Operations Director
- The Student Services Manager

Registrar's Office (1st floor 41)

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Administration Office (1st floor 41)
Accounts Office (2nd floor 41)
Operations Director's Office (2nd floor 41)
Server Room (2nd floor 41)



Health and Safety Executive

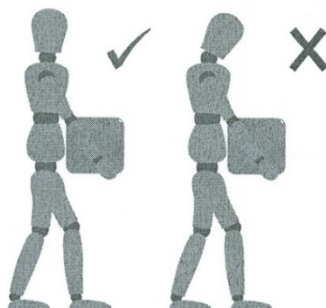


Adopt a stable position
with feet apart and one
leg slightly forward to
maintain balance



Start in a good posture

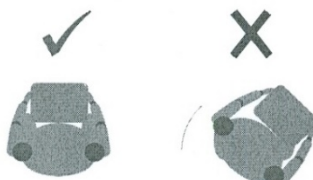
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.
- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



Keep the head up when handling



Put down, then adjust



Avoid twisting the back or leaning
sideways, especially while the back is bent



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Good handling technique for pushing and pulling

Here are some practical points to remember when loads are pushed or pulled.

- **Handling devices.** Aids such as barrows and trolleys should have handle heights that are between the shoulder and waist. Devices should be well-maintained with wheels that run smoothly (the law requires that equipment is maintained). When purchasing new trolleys etc, ensure they are of good quality with large diameter wheels made of suitable material and with castors, bearings etc which will last with minimum maintenance. Consultation with your employees and safety representatives will help, as they know what works and what doesn't.
- **Force.** As a rough guide the amount of force that needs to be applied to move a load over a flat, level surface using a well-maintained handling aid is at least 2% of the load weight. For example, if the load weight is 400 kg, then the force needed to move the load is 8 kg. The force needed will be larger, perhaps a lot larger, if conditions are not perfect (eg wheels not in the right position or a device that is poorly maintained). The operator should try to push rather than pull when moving a load, provided they can see over it and control steering and stopping.
- **Slopes.** Employees should enlist help from another worker whenever necessary if they have to negotiate a slope or ramp, as pushing and pulling forces can be very high. For example, if a load of 400 kg is moved up a slope of 1 in 12 (about 5°), the required force is over 30 kg even in ideal conditions - good wheels and a smooth slope. This is above the guideline weight for men and well above the guideline weight for women.
- **Uneven surfaces.** Moving an object over soft or uneven surfaces requires higher forces. On an uneven surface, the force needed to start the load moving could increase to 10% of the load weight, although this might be offset to some extent by using larger wheels. Soft ground may be even worse.
- **Stance and pace.** To make it easier to push or pull, employees should keep their feet well away from the load and go no faster than walking speed. This will stop them becoming too tired too quickly.

How do I know if there's a risk of injury?

It's a matter of judgement in each case, but there are certain things to look out for, such as people puffing and sweating, excessive fatigue, bad posture, cramped work areas, awkward or heavy loads or a history of back trouble. Operators can often highlight which activities are unpopular, difficult or hard work.

Can you be more definite?

It is difficult to be precise - so many factors vary between jobs, workplaces and people. But the general risk assessment guidelines in the next section should help to identify when a more detailed risk assessment is necessary.



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General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.

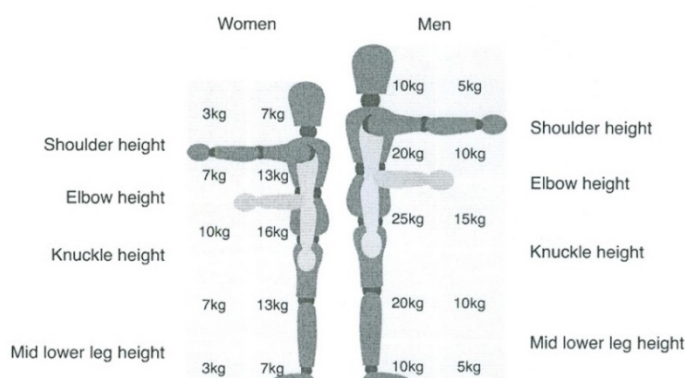


Figure 2 Lifting and lowering

- Use Figure 2 to make a quick and easy assessment. Each box contains a guideline weight for lifting and lowering in that zone. (As you can see, the guideline weights are reduced if handling is done with arms extended, or at high or low levels, as that is where injuries are most likely to occur.)
- Observe the work activity you are assessing and compare it to the diagram. First, decide which box or boxes the lifter's hands pass through when moving the load. Then, assess the maximum weight being handled. If it is less than the figure given in the box, the operation is within the guidelines.
- If the lifter's hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes.
- The guideline weights assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions, with the lifter in a stable body position.

Twisting

Reduce the guideline weights if the handler twists to the side during the operation. As a rough guide, reduce them by 10% if the handler twists beyond 45°, and by 20% if the handler twists beyond 90°.

Frequent lifting and lowering

The guideline weights are for infrequent operations - up to about 30 operations per hour - where the pace of work is not forced, adequate pauses to rest or use different muscles are possible, and the load is not supported by the handler for any length of time. Reduce the weights if the operation is repeated more often. As a rough guide, reduce the weights by 30% if the operation is repeated once or twice per minute, by 50% if the operation is repeated five to eight times a minute, and by 80% where the operation is repeated more than 12 times a minute.



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Pushing and pulling

The task is within the guidelines if the following figures are not exceeded:

	Men	Women
Force to stop or start the load	20 kg	15 kg
Sustained force to keep the load in motion	10 kg	7 kg

See 'Good handling technique for pushing and pulling' for some examples of forces required to push or pull loads.

Using the results: Do I need to make a more detailed assessment?

Using Figure 2 is a first step. If it shows the manual handling is within the guideline figures (bearing in mind the reduced limits for twisting and for frequent lifts) you need not do any more in most cases. But you will need to make a more detailed assessment if:

- the conditions given for using the guidelines (eg that the load can be readily grasped with both hands) are not met;
- the person doing the lifting has reduced capacity, eg through ill health or pregnancy;
- the handling operation must take place with the hands beyond the boxes in the diagram; or
- the guideline figures in the diagram are exceeded.

For pushing and pulling, you should make a more detailed assessment if:

- there are extra risk factors like uneven floors or confined spaces;
- the worker can't push or pull the load with their hands between knuckle and shoulder height;
- the load has to be moved for more than about 20 m without a break; or
- the guideline figures in the table are likely to be exceeded.

More advice on how to make a more detailed assessment is given in our main guidance booklet Manual handling. Guidance on regulations (see 'Further reading' for details).

HSE has also developed a tool called the Manual Handling Assessment Chart (MAC), to help you assess the most common risk factors in lifting, carrying and team handling. You may find the MAC useful to help identify high-risk manual handling operations and to help complete detailed risk assessments. It can be downloaded from www.hse.gov.uk/msd.

Are you saying I mustn't exceed the guidelines?

No. The risk assessment guidelines are not 'safe limits' for lifting. But work outside the guidelines is likely to increase the risk of injury, so you should examine it closely for possible improvements. You should remember that you must make the work less demanding if it is reasonably practicable to do so.

Your main duty is to avoid lifting operations that involve a risk of injury. Where it is not practicable to do this you should assess each lifting operation and reduce the risk of injury to the lowest level reasonably practicable. As the risk of injury goes up you must look at the operation increasingly closely to make sure it has been properly assessed and the risk of injury has been reduced.