



The English
Language Centre

BRIGHTON / CHESTER / EASTBOURNE

ELC Brighton
33 Palmeira Mansions
Brighton & Hove BN3 2GB

info@elc-brighton.co.uk
+44 1273 721771
www.elc-schools.com

English in Chester
9 – 11 Stanley Place
Chester CH1 2LU

study@english-in-chester.co.uk
+44 1244 318913
www.english-in-chester.co.uk

ELC Eastbourne
8 Trinity Trees
Eastbourne BN21 3LD

info@elc-eastbourne.co.uk
+44 1323 639271
www.elc-schools.com

Health & Safety Policies

The following document contains the Health & Safety policy information for the English Language Centre Brighton, English in Chester and the English Language centre Eastbourne.

Reviewed: April 2021, Phil Hopkins, Chief Executive

Health & Safety Policy

ELC Brighton

Section A

General Statement of Policy

The English Language Centre has responsibility to provide a safe & healthy learning environment for all students and staff but especially for students under the age of 18 and vulnerable adults.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and students, and 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 will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the organisation changes in size and nature. To ensure this, the policy and the way in which it has operated will be reviewed regularly, usually annually.

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

Section B

Statement of Responsibilities

Overall Responsibilities

Overall and final responsibility for the health and safety is that of Phil Hopkins (Chief Executive).

Local Responsibility

The Building Manager is responsible for this policy being carried out at all ELC premises.

Safety Representative(s)

The safety representative for all premises is Phil Steere.

Employees' Responsibility

By law, all employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace to take reasonable care of themselves and others.

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 Chief Executive, Building Manager or the safety representative named above.

Students' Responsibility

It is the responsibility of our students to co-operate with staff and the management of the school to achieve a safe learning and working environment and to take reasonable care of themselves and others.

If a student notices a health and safety problem they should inform the Chief Executive, the appropriate person named above or the safety representative named above.

Consultation Procedure

Consultation between management and employees is provided by regular meetings between Phil Hopkins (Chief Executive) and the Building Manager.

Health and safety may also be raised at all staff meetings. Any observations on risks must be recorded and action taken. The action will be reported to the next meeting.

Section C

General Arrangements

ACCIDENTS

First Aid

The First Aid boxes are located:

33/31 Palmeira Mansions:	In Reception and the Academic Director's Office.
Loxdale:	In the Course Directors office.

The First Aid 'Appointed Persons' are:

33/31 Palmeira Mansions:	Simon Cummings, Camilla Danelli, Ali Passmore, Fergus Kavanagh
Loxdale:	ELC Course Director

The person responsible for ensuring that contents of the First Aid boxes conform to statutory requirements is:

33/31 Palmeira Mansions:	Phil Steere
Loxdale:	ELC Course Director

Incidents

All incidents/dangerous occurrences must be logged in the accident logbook found in reception at the 33 Palmeira Mansions and in the Course Directors office at Loxdale.

The following details must be logged:

The name of the injured person, the type of injury, when it happened, how it happened, where it occurred, the name of the person dealing with the incident and the treatment given.

Under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR)' The Chief Executive is required to report any major injury or condition which has occurred during the course of work to the local Health and Safety Executive.

In the case of a serious accident or illness requiring professional medical attention, contact the nearest local hospital. The contact details are:

Accident and Emergency

The Royal Sussex County Hospital
Eastern Road
Brighton
Tel: 01273 696 955

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

In less serious circumstances, students should be advised to see their host family's GP, or go to:

The Brunswick Surgery

18-19 Western Road
Hove, BN3 1AE
Tel: 01273 772 020

Or

Portslade Healthcare Centre

Church Road
Portslade
BN41 1IX
Tel: 01273 422 525

This Surgery would be ideal for the vacation course students and any students living at the Boundary Road end of New Church Road.

Or if they wish to see a private doctor:

Charter Medical Centre

88 Davigdor Road
Hove
BN3 1RF
Tel: 01273 738 070

In serious cases the Chief Executive or the Accommodation & Welfare Officer is responsible for contacting the employee or student's family. The Accommodation & Welfare Officer will also contact the student's host family.

GENERAL FIRE SAFETY

Procedures

All classrooms and public areas have clear notices describing the correct action to take in the event of a fire. It is the Building Manager's responsibility to ensure that these notices are in place and that employees' and students' attention is drawn to them.

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 by the nearest available exit. Once safely outside, the teacher for each class is responsible for checking the register to ensure that all students are safe. The teachers must report their findings to the Building Manager or person in charge.

The Building Manager or person in charge is responsible for checking that all the other staff are safe.

Escape Routes

All fire escape routes must be kept clear, unlocked and easily accessible at all times.

Fire Notices

Fire notices should provide the following information:

- Instruction to sound the nearest alarm
- Instructions to leave the building by the nearest available exit
- 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

Fire drills are carried out once a month, and a record of the drill is kept in a logbook. The premises have to be vacated promptly and the situation treated as a real fire. The Building Manager is in charge of ensuring this is done.

Fire Extinguishers

The Building Manager is responsible for ensuring that the fire extinguishers are checked and maintained annually. A record of all the service dates should be kept on each extinguisher.

The fire extinguisher maintenance company responsible for the extinguishers is:

Southern Alarm Systems Ltd

Cradle Hill Industrial Estate

Seaford

East Sussex

BN25 3JE

Tel: 01323 899 634

This company/the local Fire Officer is asked to make sure that the number and type of extinguishers on the premises are appropriate.

Fire Alarms

The Building Manager will be 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 maintenance company responsible for the fire alarms is:

Southern Alarm Systems Ltd

Cradle Hill Industrial Estate
Seaford
East Sussex
BN25 3JE
Tel: 01323 899 634

ADVICE

The local Health and Safety Executive office is located at:

East Grinstead House
London Road
East Grinstead
RH19 1RR
Tel: 01342 334 200

TRAINING

All employees receive all the training necessary to ensure that they are able to do their work safely. The person responsible for health and safety training on these premises is the Chief Executive.

STUDENTS, CONTRACTORS AND VISITORS TO THE PREMISES

The safety of our clients is always of paramount importance. All students must be made aware of the existence of the Fire Procedures on arrival, either in written form in their leaflet/file, or in verbal form during the first day Induction briefing.

All visitors and contractors on the premises should be aware of any particular hazards at the time that they are on the premises and 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 they should take.

Contractors in particular should carry work out on the premises at agreed specified times. Dangerous tools, equipment and machine should not be left unattended. The Building Manager is in charge of ensuring that this done.

Upon arrival, Visitors/Contractors on the school premises are signed in at reception and issued with a visitor pass which they must display upon their person. A health and safety procedures sheet is also issued with the visitor pass.

RISK ASSESSMENT

Risk assessments are to be carried out annually or every time the building/room changes purpose or layout.

If any machine, piece of equipment or substance could potentially cause harm to anyone on the premises a risk assessment should be carried out and clear procedure laid down for the use of them. The manufacturer's guidance should be followed at all times. 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 Building Manager.

HOUSEKEEPING AND PREMISES

All of the following come under the responsibility of the Building Manager:

Cleanliness

All the floors and stairs must be kept clean and not slippery.

The premises, furniture and fittings (e.g. lights) should be cleaned regularly; and all dirt, dust, refuse and trade waste regularly removed.

All spillages must be reported to the Building Manager and cleaned promptly and with action appropriate to the nature of the spillage (e.g. this may involve cordoning off the area, use of protective clothing, use of spillage kit, etc).

Special arrangements must be made for the disposal of sanitary waste.

All waste paper bins should be emptied daily and the rubbish stored safely until collection. Rubbish should not be stored on the street, causing inconvenience and a potential hazard to the health of the general public.

Toilet supplies of paper, soap and towels should be maintained and regularly checked.

Safe Stacking and Storage

All materials and objects should be stored and stacked so that they are not likely to fall and cause injury.

On arrival, deliveries of supplies and equipment should be stored safely.

Storage is the responsibility of the Building Manager.

Exits, Corridors and Stairways

All exits, corridors and stairways must be kept clear at all times.

Lighting

All light bulbs and fluorescent tubes should be replaced as necessary in order to ensure adequate lighting at all times.

Comfortable Conditions

A reasonable working temperature should be provided at all times. The temperature should be at least 16°C.

Flooring

Carpets and floors must provide even surfaces to walk on. Carpets should not be worn through or frayed and floorboards should not be broken. Any broken tiles on the ceiling or on the floor must be replaced immediately.

ELECTRICAL EQUIPMENT

Routine Inspection and Procedures

All electrical equipment is visually checked annually by the Building Manager and also PAT tested by an outside company.

The safety representative and the Building Manager should make an annual inspection tour of the premises and arrange for replacement of any frayed or damaged cables, broken plugs, sockets or any other electrical appliance which is not functioning properly.

All appliances must be unplugged before cleaning or making adjustments. All electrical equipment used for teaching must be switched off after use. Extension leads may be used with portable electric equipment for teaching purposes. No leads are to be left where they could pose a threat to teachers, students or other staff.

All suspect or faulty equipment should be immediately removed from use, labelled 'Do Not Use' and kept secure until checked by a competent person.

Electric sockets in the classrooms are to be located in the most appropriate place for easy access for the teacher to avoid trailing wire on the floor or the classroom.

All staff are required to report any electrical problems to the Building Manager.

Photocopiers

Regular servicing will be arranged. The contact details of the company which carries out this servicing are:

ASL

Woodbridge House
Chapel Road
Smallfield
Surrey
RH6 9NW
Tel: 0345 207 7000

All staff should be careful when extracting jammed paper and take care not to touch the hazard areas of the machine.

Toner cartridges will be stored and disposed of carefully.

Health & Safety Policy English in Chester

Section A

General Statement of Policy

English in Chester has responsibility to provide a safe & healthy learning environment for all students and staff but especially for students under the age of 18 and vulnerable adults.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and students, and 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 will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the organisation changes in size and nature. To ensure this, the policy and the way in which it has operated will be reviewed regularly, usually annually.

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

Section B

Statement of Responsibilities

Overall Responsibilities

Overall and final responsibility for the health and safety is that of Phil Hopkins (Chief Executive).

Local Responsibility

The Principal is responsible for this policy being carried out at all ELC premises.

Safety Representative(s)

The health & safety officer is Nigel Paramor (Principal)

Employees' Responsibility

By law, all employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace to take reasonable care of themselves and others.

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 Chief Executive or the safety representative named above.

Students' Responsibility

It is the responsibility of our students to co-operate with staff and the management of the school to achieve a safe learning and working environment and to take reasonable care of themselves and others.

If a student notices a health and safety problem they should inform the Chief Executive, the appropriate person named above or the safety representative named above.

Consultation Procedure

Consultation between management and employees is provided by regular meetings between Phil Hopkins (Chief Executive) and Nigel Paramor (Principal).

Health and safety may also be raised at all staff meetings. Any observations on risks must be recorded and action taken. The action will be reported to the next meeting.

Section C

General Arrangements

ACCIDENTS

First Aid

The First Aid boxes are located:

9 Stanley Place:	Main School Office
Summer Course Campus	Main Office

The First Aid 'Appointed Persons' are:

9 Stanley Place:	Mandy Peatfield Gabi Maraver
------------------	---------------------------------

The person responsible for ensuring that contents of the First Aid boxes conform to statutory requirements is:

9 Stanley Place:	The Administrative Manager
------------------	----------------------------

Incidents

All incidents/dangerous occurrences must be logged in the accident logbook found in reception.

The following details must be logged:

The name of the injured person, the type of injury, when it happened, how it happened, where it occurred, the name of the person dealing with the incident and the treatment given.

Under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR)' The Chief Executive is required to report any major injury or condition which has occurred during the course of work to the local Health and Safety Executive.

In the case of a serious accident or illness requiring professional medical attention, contact the nearest local hospital. The contact details are:

Accident and Emergency

In an emergency 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 Countess of Chester

Liverpool Rd,

Chester

CH2 1UL

[01244 365000](tel:01244365000)

In less serious circumstances, students should be advised to see their host family's GP, or go to:

Northgate Medical Centre	01244 385553	northgate.medicalcentre@nhs.net
Cestria Buildings Fountains Health Delamere St Chester CH1 4DS	Out of hours: 111	

Or if they wish to see a private doctor:

Chester Wellness Centre

Wrexham Road

Chester CH4 9DE

01244 680214

Chester.wellness@btconnect.com

Or

Nuffield Health

Wrexham Road

Chester

CH4 7QP

01244 456 725

In serious cases the Chief Executive or the Accommodation & Welfare Officer is responsible for contacting the employee or student's family. The Student Services Manager or other member of the Student services team will also contact the student's host family.

GENERAL FIRE SAFETY

Procedures

All classrooms and public areas have clear notices describing the correct action to take in the event of a fire. It is the health & safety officer's responsibility to ensure that these notices are in place and that employees' and students' attention is drawn to them.

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 by the nearest available exit. Once safely outside, the teacher for each class is responsible for checking the register to ensure that all students are safe. The teachers must report their findings to the Fire Marshal on duty.

The Fire Marshal or person in charge is responsible for checking that all the other staff are safe.

Escape Routes

All fire escape routes must be kept clear, unlocked and easily accessible at all times.

Fire Notices

Fire notices should provide the following information:

- Instruction to sound the nearest alarm
- Instructions to leave the building by the nearest available exit
- 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

The fire evacuation procedure will be practiced at least once a year in each building. A record will be kept of the date and the time taken to evacuate the buildings. The meeting point for the school buildings is by the wall at the bottom of Stanley Place.

Fire Extinguishers

The health & safety officer is responsible for ensuring that the fire extinguishers are checked and maintained annually. A record of all the service dates should be kept on each extinguisher.

The fire extinguisher maintenance company responsible for the extinguishers is:

Derrick Binning
AB Fire Prevention Wales Ltd
Mayfield
Chester Road
Buckley
Flintshire
CH7 3AH

Tel: 01244 543171 or 07930210071

e-mail - info@abfire-prevention.co.uk

This company/the local Fire Officer is asked to make sure that the number and type of extinguishers on the premises are appropriate.

Fire Alarms

The health & safety officer will be 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 maintenance company responsible for the fire alarms is AB Fire Prevention Wales Ltd (as above):

ADVICE

The local Health and Safety Executive office is located at:

Health and Safety Executive

Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

TRAINING

All employees receive all the training necessary to ensure that they are able to do their work safely. The person responsible for health and safety training on these premises is the health & safety officer (Principal).

STUDENTS, CONTRACTORS AND VISITORS TO THE PREMISES

The safety of our clients is always of paramount importance. All students must be made aware of the existence of the Fire Procedures on arrival, either in written form in their leaflet/file, or in verbal form during the first day Induction briefing.

All visitors and contractors on the premises should be aware of any particular hazards at the time that they are on the premises and 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 they should take.

Contractors in particular should carry work out on the premises at agreed specified times. Dangerous tools, equipment and machine should not be left unattended. The Building Manager is in charge of ensuring that this done.

Upon arrival, Visitors/Contractors on the school premises are signed in at reception and issued with a visitor pass which they must display upon their person. A health and safety procedures sheet is also issued with the visitor pass.

RISK ASSESSMENT

Risk assessments are to be carried out annually or every time the building/room changes purpose or layout.

If any machine, piece of equipment or substance could potentially cause harm to anyone on the premises a risk assessment should be carried out and clear procedure laid down for the use of them. The manufacturer's guidance should be followed at all times. 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 Principal.

HOUSEKEEPING AND PREMISES

All of the following come under the responsibility of the health & safety officer or person delegated by the health And safety officer:

Cleanliness

All the floors and stairs must be kept clean and not slippery.

The premises, furniture and fittings (e.g. lights) should be cleaned regularly; and all dirt, dust, refuse and trade waste regularly removed.

All spillages must be reported to the health & safety officer and cleaned promptly and with action appropriate to the nature of the spillage (e.g. this may involve cordoning off the area, use of protective clothing, use of spillage kit, etc).

Special arrangements must be made for the disposal of sanitary waste.

All waste paper bins should be emptied daily and the rubbish stored safely until collection. Rubbish should not be stored on the street, causing inconvenience and a potential hazard to the health of the general public.

Toilet supplies of paper, soap and towels should be maintained and regularly checked.

Safe Stacking and Storage

All materials and objects should be stored and stacked so that they are not likely to fall and cause injury.

On arrival, deliveries of supplies and equipment should be stored safely.

Storage is the responsibility of the health & safety officer.

Exits, Corridors and Stairways

All exits, corridors and stairways must be kept clear at all times.

Lighting

All light bulbs and fluorescent tubes should be replaced as necessary in order to ensure adequate lighting at all times.

Comfortable Conditions

A reasonable working temperature should be provided at all times. The temperature should be at least 16°C.

Flooring

Carpets and floors must provide even surfaces to walk on. Carpets should not be worn through or frayed and floorboards should not be broken. Any broken tiles on the ceiling or on the floor must be replaced immediately.

ELECTRICAL EQUIPMENT

Routine Inspection and Procedures

All electrical equipment is visually checked annually and also PAT tested by an outside company.

The safety representative should make an annual inspection tour of the premises and arrange for replacement of any frayed or damaged cables, broken plugs, sockets or any other electrical appliance which is not functioning properly.

All appliances must be unplugged before cleaning or making adjustments. All electrical equipment used for teaching must be switched off after use. Extension leads may be used with portable electric equipment for teaching purposes. No leads are to be left where they could pose a threat to teachers, students or other staff.

All suspect or faulty equipment should be immediately removed from use, labelled 'Do Not Use' and kept secure until checked by a competent person.

Electric sockets in the classrooms are to be located in the most appropriate place for easy access for the teacher to avoid trailing wire on the floor or the classroom.

All staff are required to report any electrical problems to the health & safety officer.

Photocopiers

Regular servicing will be arranged. The contact details of the company which carries out this servicing are:

ASL

Technology House
20 Trafalgar Way
Bar Hill
Cambridge
CB23 8SQ
Tel: 0345 070 6305

All staff should be careful when extracting jammed paper and take care not to touch the hazard areas of the machine.

Toner cartridges will be stored and disposed of carefully.

Health & Safety Policy

ELC Eastbourne

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 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 will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the organisation changes in size and nature. To ensure this, the policy and the way in which it has operated will be reviewed regularly.

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

Section B

Statement of Responsibilities

Overall Responsibilities

Overall and final responsibility for the health and safety is that of the CEO (Phil Hopkins).

Local Responsibility

The Building Manager (Phil Steere) has a duty to ensure that this policy is adhered to in all ELC premises. The Centre Manager (John Veale) is responsible for ensuring that the responsibilities are met on a day to day basis.

Safety Representative(s)

The safety representative for all premises is Phil Steere.

Employees' Responsibility

By law, all employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace to take reasonable care of themselves and others.

Whenever an employee, manager or student notices a health and safety problem which they are not able to put right, they must immediately inform Phil Hopkins (CEO), Building Manager or the safety representative named above.

Students' Responsibility

It is the responsibility of our students to co-operate with staff and the management of the school to achieve a safe learning and working environment and to take reasonable care of themselves and others.

If a student notices a health and safety problem they should inform the Centre Manager, the appropriate person named above or the safety representative named above.

Consultation Procedure

Consultation between management and employees is provided by regular meetings between Phil Hopkins (CEO) and the Centre Manager.

Health and safety may also be raised at all staff meetings. Any observations on risks must be recorded and action taken. The action will be reported to the next meeting.

Section C

General Arrangements

ACCIDENTS

First Aid

The First Aid boxes are located:

Trinity Trees:	In Reception
Lismore Road:	Basement area cupboard

The First Aid 'Appointed Persons' are:

Trinity Trees & Lismore Road:	Melinda Morgan, Mark Hill, Giuliana Bracciali
-------------------------------	--

The person responsible for ensuring that contents of the First Aid boxes conform to statutory requirements is:

Trinity Trees:	John Veale
Lismore Road:	John Veale

Incidents

All incidents/dangerous occurrences must be logged in the accident logbook found in reception at Trinity Trees.

The following details must be logged:

The name of the injured person, the type of injury, when it happened, how it happened, where it occurred, the name of the person dealing with the incident and the treatment given.

Under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR)' The CEO is required to report any major injury or condition which has occurred during the course of work to the local Health and Safety Executive.

In the case of a serious accident or illness requiring professional medical attention, contact the nearest local hospital. The contact details are:

Eastbourne District General Hospital

Kings Drive
Eastbourne
East Sussex, BN21 2UD
Tel: 01323 417 400

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

In less serious circumstances, students should be advised to see their host family's GP, or go to:

Eastbourne Station Walk In Centre

Eastbourne Station
Terminus Road
Eastbourne
East Sussex
BN21 3QJ
Tel: 01323 726 650

Or

The Lighthouse Medical Practice

6 College Road
Eastbourne
East Sussex
Tel: 01323 735 044

In serious cases the Centre Manager or the Accommodation officer is responsible for contacting the employee or student's family. The Accommodation officer will also contact the student's host family.

GENERAL FIRE SAFETY

Procedures

All classrooms and public areas have clear notices describing the correct action to take in the event of a fire. It is the Building Manager's responsibility to ensure that these notices are in place and that employees' and students' attention is drawn to them.

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 by the nearest available exit. Once safely outside at the muster point – Outside the main entrance to the school on Trinity Trees, the teacher for each class is responsible for checking the register to ensure that all students are safe. The teachers must report their findings to the Building Manager or person in charge.

The Building Manager or Centre Manager is responsible for checking that all other staff are safe.

Escape Routes

All fire escape routes must be kept clear, unlocked and easily accessible at all times.

Fire Notices

Fire notices should provide the following information:

- Instruction to sound the nearest alarm
- Instructions to leave the building by the nearest available exit
- 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

Fire drills are carried out at least twice a year, and a note of the drill is kept in a logbook. The premises have to be vacated promptly and the situation treated as a real fire. The Building Manager is in charge of ensuring this is done.

Fire Extinguishers

The Building Manager is responsible for ensuring that the fire extinguishers are checked and maintained annually. A record of all the service dates should be kept on each extinguisher.

The fire extinguisher maintenance company responsible for the extinguishers is:

Southern Alarm Systems Ltd

Cradle Hill Industrial Estate

Seaford

East Sussex

BN25 3JE

Tel: 01323 899 634

This company/the local Fire Officer is asked to make sure that the number and type of extinguishers on the premises are appropriate.

Fire Alarms

The Centre Manager will be 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 maintenance company responsible for the fire alarms is:

Southern Alarm Systems Ltd

Cradle Hill Industrial Estate
Seaford
East Sussex
BN25 3JE
Tel: 01323 899 634

ADVICE

East Sussex Fire & Rescue Service

20 Upperton Road
Eastbourne
East Sussex
BN21 1EU

The local **Health and Safety Executive** office is located at:

East Grinstead House
London Road
East Grinstead
RH19 1RR
Tel: 01342 334 200

TRAINING

All employees receive all the training necessary to ensure that they are able to do their work safely. The person responsible for health and safety training on these premises is the Centre Manager.

STUDENTS, CONTRACTORS AND VISITORS TO THE PREMISES

The safety of our clients is always of paramount importance. All students must be made aware of the existence of the Fire Procedures on arrival, either in written form in their leaflet/file, or in verbal form during the briefing.

All visitors and contractors on the premises should be aware of any particular hazards at the time that they are on the premises and 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 they should take.

Contractors in particular should carry work out on the premises at agreed specified times. Dangerous tools, equipment and machine should not be left unattended. The Building Manager is in charge of ensuring that this done.

Upon arrival, Visitors/Contractors on the school premises are signed in at reception and issued with a visitor pass which they must display upon their person. A health and safety procedures sheet is also issued with the visitor pass.

RISK ASSESSMENT

Risk assessments are to be carried out annually or every time the building/room changes purpose or layout.

If any machine, piece of equipment or substance could potentially cause harm to anyone on the premises a risk assessment should be carried out and clear procedure laid down for the use of them. The manufacturer's guidance should be followed at all times. 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 Building Manager.

HOUSEKEEPING AND PREMISES

All of the following come under the responsibility of the Building Manager:

Ensuring the daily implementation of these responsibilities is the duty of the Centre Manager.

Cleanliness

All the floors and stairs must be kept clean and not slippery.

The premises, furniture and fittings (e.g. lights) should be cleaned regularly; and all dirt, dust, refuse and trade waste regularly removed.

All spillages must be cleaned promptly.

Special arrangements must be made for the disposal of sanitary waste.

All waste paper bins should be emptied daily and the rubbish stored safely until collection. Rubbish should not be stored on the street, causing inconvenience and a potential hazard to the health of the general public.

Toilet supplies of paper, soap and towels should be maintained and regularly checked.

Safe Stacking and Storage

All materials and objects should be stored and stacked so that they are not likely to fall and cause injury.

On arrival, deliveries of supplies and equipment should be stored safely.

Storage is the responsibility of the Centre Manager.

Exits, Corridors and Stairways

All exits, corridors and stairways must be kept clear at all times.

Lighting

All light bulbs and fluorescent tubes should be replaced as necessary in order to ensure adequate lighting at all times.

Comfortable Conditions

A reasonable working temperature should be provided at all times. The temperature should be at least 16°C.

Flooring

Carpets and floors must provide even surfaces to walk on. Carpets should not be worn through or frayed and floorboards should not be broken. Any broken tiles on the ceiling or on the floor must be replaced immediately.

ELECTRICAL EQUIPMENT

Routine Inspection and Procedures

All electrical equipment is visually checked annually by the Building Manager.

The safety representative and the Building Manager should make an annual inspection tour of the premises and arrange for replacement of any frayed or damaged cables, broken plugs, sockets or any other electrical appliance which is not functioning properly.

All appliances must be unplugged before cleaning or making adjustments. All electrical equipment used for teaching must be switched off after use. Extension leads may be used with portable electric equipment for teaching purposes. No leads are to be left where they could pose a threat to teachers, students or other staff.

All suspect or faulty equipment should be immediately removed from use, labelled 'Do Not Use' and kept secure until checked by a competent person.

Electric sockets in the classrooms are to be located in the most appropriate place for easy access for the teacher to avoid trailing wire on the floor or the classroom.

All staff are required to report any electrical problems to the Centre Manager or Building Manager.

Photocopiers

Regular servicing and maintenance is undertaken by:

ASL

Woodbridge House
Chapel Road
Smallfield
Surrey
RH6 9NW
Tel: 0345 207 7000

All staff should be careful when extracting jammed paper and take care not to touch the hazard areas of the machine.

Toner cartridges will be stored and disposed of carefully.