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English Path Health and Safety Policy

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CONTENTS

1. POLICY STATEMENT	3
2. THE DUTIES	3
3. STUDENTS' RESPONSITBILITIES	3
4. FIRE DRILL PROCEDURE	4
5. FIRST AID.....	5
6. INCIDENT REPORTING	5
7. PERSONAL SAFETY.....	5
8. MANUAL HANDLING	6
9. DISPLAY SCREEN EQUIPMENT	6
10. DISABILITY DISCRIMINATION ACT	6
11. OUT OF HOUR ACCESS	6
12. ELECTRICAL SAFETY	6
13. SPOTTING HAZARDS	6
14. SMOKING REDULATIONS	7
15. DRUGS AND ILLEGAL SUBSTANCES.....	7

1. Policy Statement

1.1 English Path (EP from now on) aims to achieve the highest standard of occupational health and safety for its staff and students in order to provide an excellent environment for learning and working. EP has moral obligation and statutory duty to ensure the health, safety and welfare at work of all of its staff, students and other persons who may be affected by its undertakings.

2. The Duties

2.1 The main duties include:

- Providing adequate control of the health and safety risks arising from our work activities.
- Providing adequate resources to ensure the highest possible standards of health and safety are achieved within the college.
- Ensuring every staff member and student knows his/her legal responsibilities in taking care of the safety and wellbeing of themselves and other people who may be affected by their actions.
- The provision and maintenance of a safe working and learning environment for members of staff and students, with adequate facilities and arrangements for their welfare.
- Prevention of accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions for all employees, students and the third parties.

3. Students' Responsibilities

3.1 It is a condition of enrolment that students agree to abide by EP's Health and Safety Policy and procedures especially in relation to emergency preparedness and general safe behaviour. Student responsibilities:

- Each student is required to observe all instructions issued by EP, concerning Health and Safety. In particular, each student is required to follow the Fire Evacuation procedures including evacuating the premises promptly on hearing the fire alarm, and obeying instructions given by Fire Wardens or other members of staff.
- Students must familiarise themselves with any notices detailing Health and Safety procedures.
- It should be noted that by in most of jurisdictions that English Path operates it is an offence for anyone to "intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare".
- EP has overall responsibility to ensure that work carried out within EP conforms to the relevant legislation, and that risk assessments are carried out where appropriate. All students must co-operate, where necessary, in the compilation of such assessments and must strictly adhere to instructions given in relation to all Health & Safety.
- Their own health and safety and that of others who may be affected by their actions or omissions.
- Behaving in a correct and safe manner.
- Complying with all relevant statutory regulations, codes of practice and EP's safety rules and standards.
- Donning personal protective equipment whenever provided and required.
- Reporting, without delay, to the person responsible for the area/ activity any and all recognised hazards, defective equipment and unsafe conditions.

- Reporting without delay (within 24 hours of occurrence) to the person responsible for the area/activity, or Health and Safety Department, all accidents, ill health and/or incidents.
- Co-operating with all members of EP staff in maintaining the requirements of EP's health, safety and fire policies and all other safety regulations affecting EP.
- Familiarising themselves with the Health and Safety Policy as well as support procedures.
- Not to intentionally or recklessly interfere with or misuse any equipment provided in the interest of safety.

All students should be aware that failure to comply with the Health and Safety procedures may lead to disciplinary action by EP.

4. Fire Drill Procedure

4.1 In compliance with current fire safety legislation and good working practice, the EP requires that fire evacuation drills are carried out in EP premises at least once every twelve months. All students must be informed about Health and Safety policy during Induction.

4.2 All students must familiarise themselves with the actions they need to take in the event of fire and evacuation of the building. If you discover a fire or suspect the presence of fire:

- In the event of fire being discovered in the building you must inform immediately any member of staff or the Programme Manager of the location and nature of the fire.
- The appointed Fire Marshal must rapidly go from room to room to inform all students and staff to evacuate the building.

4.2 Purpose of fire evacuation drills

To allow the building occupants to learn or be reminded of the:

- (i) sound of the alarm;
- (ii) location of fire exit routes;
- (iii) location of the fire assembly point; and
- (iv) fire action procedures:
 - to identify any areas where the alarm is not sufficiently audible;
 - to ensure that all fire exit routes are available and free from obstruction;
 - to assess the speed and efficiency with which a building can be evacuated; and
 - to comply with the statutory requirement to carry out fire evacuation drills.

4.3 Fire risk assessment

The Fire Warden or Building Manager must carry out and regularly review a fire risk assessment of the premises.

Carrying out the assessment:

1. Identify the fire hazards.
2. Identify people at risk.
3. Evaluate, remove or reduce the risks.
4. Record your findings, prepare an emergency plan and provide training.
5. Review and update the fire risk assessment regularly.

The EP Fire Warden uses a fire safety maintenance checklist as a means of supporting the EP fire safety policy.

4.4 Drill procedure

The Building Manager or Fire Warden will determine the frequency, date and time of the drill. The Building Manager or Fire Warden may supervise the drill themselves or appoint a **Fire Drill Supervisor**. The Fire Drill Supervisor will:

- **Inform Estate Patrol of the date, time and place of the drill.** This will prevent the Fire Service being called unnecessarily.
- Appoint staff to control entrances to the building to prevent people entering or re-entering the building during the drill.
- Appoint staff to search the building to ensure that all staff have heard the alarm and are in the process of evacuation.
In all cases other than fire drills (when prior notice will have been given) staff must not search the building, this is a task for the fire service.
- Time the evacuation from the activation of the alarm until the last person leaves the building. Total evacuation should occur in under three minutes.
- Remind the assembled evacuees of the correct method of raising the alarm for their particular building and, if necessary, advise them not to use lifts.
- On completion of the drill, instruct the maintenance staff member to reset the alarm, permit occupants to re-enter the building and inform Estate Patrol. Occupants must not re-enter the building until instructed to do so by the Fire Drill Supervisor.
- Complete a Fire Evacuation Drill Report Form. The report must be kept for at least five years.

5. First Aid

5.1 EP has at least one trained First Aider at each of its schools. The First Aid kit is located at the Reception at each campus.

6. Incident Reporting

6.1 All incidents must be reported to ensure that EP complies with its legal requirement to notify serious incidents and to help identify preventative measures so that similar incidents do not happen in future.

7. Personal Safety

7.1 Ensuring the safety of our staff and students is of paramount importance at EP. However, it is also a matter of personal responsibility as well. Most crime can be prevented by taking common-sense precautions and staying vigilant. As well as being aware of your own safety, you should also report anything that looks suspicious to a member of staff.

8. Manual Handling

8.1 You have a responsibility to take care of your back and should not lift or move any item if you are not comfortable and competent to do so. If a heavy item requires moving, assistance should be sought or lifting equipment used if available.

9. Display Screen Equipment (DSE)

9.1 Students using a Display Screen (or Computer) should be aware of the dangers involved in their use. Breaks from activity should be taken away from screens on a regular basis and each user should adjust chairs and screens before use to ensure maximum comfort. Any issues should be reported to Staff in order to be addressed. Students using display screen equipment should undertake a DSE assessment at their workstation.

10. Disability Discrimination Act (DDA) Issues

10.1 EP has a responsibility, where reasonably practicable, to ensure that any disabled person is not discriminated against or unfairly hindered in any way, by their disability. If you feel that you have cause for concern in relation to this, please report your concern to a EP member of staff in order to be addressed.

11. Out of Hours Access

11.1 The building is generally accessible from 8 am to 7pm Monday to Friday inclusive. Any attendance occurring outside these times must be in the presence of a member of EP staff. Under no circumstances should a student be alone on the premises. Any activities that occur within normal hours, but involve high or medium risks, should also be organised to be in the presence of a full-time member of staff.

12. Electrical Safety

12.1 EP makes regular inspections of electrical equipment to ensure that it is safe and fit to use. If you bring in any electrical equipment to the college, you must inform the Receptionist and receive permission to ensure safe usage.

12.2 Students are required to make sure that before using any electrical equipment that it is in good condition.

12.3 Electricity can be very dangerous and even fatal if not used correctly. If you are using electricity as part of your studies, then you should follow any guidance/instructions given to you by the member of EP staff or course lecturer.

MOST IMPORTANTLY IF YOU NOTICE ANY DEFECTS IN ANY EQUIPMENT DO NOT USE IT AND INFORM A MEMBER OF STAFF IMMEDIATELY!

13. Spotting Hazards

13.1 Hazards are something that can cause harm to people, equipment or the working environment. Hazard spotting is essential to minimising accidents. We encourage everyone around EP to be vigilant and report all hazards to a member of staff.

14. Smoking Regulations

14.1 Smoking is prohibited in any EP building. Staff and students wishing to smoke must do so in external areas. We would ask that smoking takes place away from building entrances in order to prevent smoke from drifting back into the building.

15. Drugs and Illegal Substances

15.1 All suspicious handling or use of controlled or illegal drugs or substances should be reported to the Head of School in the first instance, so that an appropriate investigation can take place. EP has a zero-tolerance policy to the use or abuse of drugs and/or alcohol. Students failing to observe the terms of these policies will be considered to be in breach of EP rules and may be subject to action taken EP Disciplinary Procedures.