

A.18 Health and Safety

At The Oxford English Centre, we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our managers and supervisors are informed of their responsibilities to ensure they all take reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of the school.

OEC recognises its duty to make regular assessment of the hazards and risks created in the course of our business.

OEC undertakes to carry out regular risk assessments of the premises, maintain an accident book and log and report incidents.

Procedures

- Fire safety drills to be carried out and logged twice a year. Fire alarm to be tested once a week. Fire exits and procedures to be explained to staff at induction.
- Fire risk assessments to take place as legally required.
- All fire exits and signage to comply with legal requirements.
- A Health and Safety risk assessment to be reviewed annually.
- All hazards likely to affect health and well-being of students and staff to be reported.
- No member of staff should administer drugs of any description to any students
- Sanitary bins to be emptied regularly by contractors.
- All staff given fire safety and health and safety training at induction.
- Any emergencies to be referred to one of the school's qualified first aiders.
- Accident book to be kept at reception.
- First aid kit to be kept appropriately stocked at reception.
- In the event of students requesting medical attention, the problem should be referred to a certified first aider. The student may be offered on assessment: An appointment with a GP, an emergency appointment with a health centre, a call with NHS direct, visit to A&E, call the emergency services.
- If necessary, a member of staff may accompany a student to the hospital.

The person responsible for health and safety is Duncan Watson, Centre Director.

The Fire Marshal is Colin Lockhart, Academic Manager.

The qualified first aid staff are Colin Lockhart, Brian Finch and Melanie Speiser.

The full Policy Manual is available from the Centre Director.