



**Oxford International Study Centre**  
individually designed study programmes in the heart of Oxford

## **Health and Safety Policy**

This statement is issued in accordance with the Health and Safety at Work Act (1974).

### **General Guidelines**

It is the policy of OISC, so far as is reasonably practicable, to:

- establish and maintain a safe and healthy environment throughout the school
- establish and maintain safe working procedures among staff and pupils
- ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
- maintain all areas in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk
- formulate effective procedures for use in case of fire and for evacuating the school premises
- lay down procedures to be followed in case of accident
- provide and maintain adequate welfare facilities and to make recommendations to the Oxfordshire Authority as appropriate

### **Responsibility of the Senior Management**

Senior Management is responsible for implementing this policy within the school. In particular they will:

- monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis
- make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures
- make arrangements for the implementation of the accident reporting procedure and draw this to the attention of all staff at the school as necessary
- make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed

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- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe
- monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable

### **Duties of the Person Designated to Assist in the Management of Health and Safety**

The designated person, Benjamin Llewelyn, shall:

- assist in the implementation, monitoring and development of the safety policy within the school
- ensure that the premises are regularly inspected and that standards of Fire Safety, Electrical Safety (PAT) and First Aid equipment are maintained
- monitor general advice and advise on its application to the school
- investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action
- order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Senior Management
- assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
- ensure that staff with control of resources (both financial and other) give due regard to safety
- co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained

### **Responsibilities of Staff towards Students and Others in their Care**

All staff are responsible for the health and safety arrangements in relation to staff, and students under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible, including pupils
- be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
- provide the opportunity for discussion of health and safety arrangements

- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training

### **Responsibilities of Students**

All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- use and not abuse, neglect or interfere with things provided for safety purposes

### **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

### **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

### **First Aid and Accident Reporting Procedures**

1. First aid is available in the kitchen. The college's qualified First Aider is Ben Llewelyn.
2. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is Ben Llewelyn.