



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

POLICY ON SAFETY AT EXTERNAL SITES

At each site a nominated person is responsible for:

1. Liaising before use of the site with the person at the external site about the health, safety and fire organisation at the site
2. Communicating in writing to the teachers, before use, the information about the site
3. Communicating to all new students using the site the important information about Health, Safety and Fire Regulations

The essential information includes:

- Location of first aid kits
- Identity of named first aider/appointed person at each site
- Location of male/female toilets
- Location of drinking water supplies
- Information on and timing of fire drills
- Fire exits
- Emergency assembly points
- Registration procedures (signing in and out) and attendance registers
- Location of fire alarms

All staff at any external site are well-briefed in the evacuation and other emergency procedures at that site. Staff are aware of the contact numbers to be used to communicate with the main administrative office in case of any concern or emergency, namely:

Working Hours – Main Office: 01865 201009

24-Hour Emergency: 07747136271