

Health & Safety Policy 2024



Statement of Intent

It is British Summer School's policy to take all reasonable and practicable steps to ensure the health, safety and welfare of all students and staff whilst they are at British Summer School and to extend the same care to members of the public and external contractors visiting our venues. It is our responsibility to ensure that all health and safety regulations are complied with. Staff have a duty to work in a safe manner and report any hazards promptly to the Centre Manager. The General Statement of Policy is shown below.

General Policy Statement on Health & Safety

British Summer School is committed to providing a healthy and safe working environment for all students and staff and is committed to ensuring that we do not adversely affect the health, safety, and welfare of any person(s) who could be affected by our actions.

We recognise that the successful business management of health, safety and welfare contributes to overall performance in a quality business.

Health and Safety Organisation

- **Managing Director:** assuming overall strategic responsibility for all aspects of health, safety, and welfare.
- **Assistant Operations Manager:** assuming operational responsibility for Health & Safety to ensure the implementation of this policy at all centres.
- **Centre Managers:** ensuring this Health & Safety policy is implemented at the centre.
- **Nurses:** advising on health matters including occupational health.
- **Activities Manager, Welfare Manager, Director of Studies:** ensuring all necessary health, safety and welfare measures are applied within their departments.
- **Teachers, Activities Leaders, House Parents:** ensuring that all health, safety, and welfare measures are followed by students under their supervision.
- **All British Summer School staff:** taking personal responsibility for their own wellbeing and for the health, safety and welfare of others who may be affected, directly or indirectly, by their actions. Co-operate with their employer so far as is necessary to enable the employer to comply with their legal duties.

British Summer School is committed to:

- Complying with all relevant statutory requirements, codes of practice and guidance on achieving best practice.
- Developing and constantly reviewing a positive health and safety culture throughout the company.
- Making available suitable and sufficient information, instruction, training and supervision to staff and others who could be affected by our actions.
- Reducing and, wherever possible, eliminating accidents and near misses related to the running of our centres.

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- Ensuring that staff understand and comply with their own responsibilities under health and safety law.
- Ensuring that there are opportunities and means for staff to provide feedback and / or raise concerns with regards to health and safety.

We expect all staff members to be leading examples of good health and safety practice by:

- Ensuring that staff do not adversely affect either their own or anyone else's health, safety and welfare by their own acts or omissions.
- Working in accordance with their training and in accordance with our policies and procedures.
- Using all personal protective equipment correctly as provided.
- Reporting all defects or potential hazards to the Centre Manager.
- Participating in good housekeeping.
- Reporting all accidents and assisting in subsequent investigations.
- Co-operating with their employer so far as is necessary to enable the employer to comply with their legal duties.

British Summer School considers health, safety, and welfare to be of the utmost importance and therefore, failure to cooperate with our health and safety procedures will be treated as a serious breach of contract and will be dealt with accordingly.

Accidents

British Summer School will comply with all statutory requirements in terms of Accident Reporting and First Aid. All accidents will be investigated by us, and appropriate measures taken to prevent their reoccurrence. If an accident occurs involving a visitor or contractor, the facts must be reported and investigated in the same way – including the individual's name and address. Under no circumstances must liability be admitted for the accident. All accidents must be reported immediately, and details recorded in the Accident log on the British Summer School database.

Signed:

A handwritten signature in black ink, appearing to read 'S Wood'.

Steve Wood
Managing Director of British Summer School

Date: 1 September 2023
Review Date: 1 September 2024