

Health and Safety Policy

Procedures

1. Fire evacuation drills to be carried out twice a year. Fire drills are logged.
2. All staff members to be made aware of assembly point and procedures during their initial induction. All students to be made aware of procedures at induction.
3. All fire exits and signage to comply with legal codes of practice.
4. Fire risk assessments to take place as legally required.
5. A risk assessment to be carried out annually, action plan put forward as a result and remedial action taken in cases of hazard.
6. All potential hazards or problems liable to affect the health and well-being of staff or students to be reported to the relevant member of staff and recorded in our hazard logbook.
7. Sanitary bins to be regularly emptied by approved contractors.
8. All staff given Fire Safety and Health and Safety induction upon arrival.
9. First Aid Kit is kept at the reception in the tall white cupboard.
10. Any emergency problems to be reported to our First Aid Officer.
11. Accident logbook to be kept at reception next to the First Aid kit.
12. In the event of Students requesting medical attention, all requests should be passed to our First Aid Officer/s. They will assess the situation. In any extreme case, the responsible adult present should not hesitate to contact the emergency services by calling 999 from any school telephone. Examples of an 'extreme case' will include any situation where a person is Unconscious, where there is a large amount of blood, suspected neck or back injury or where it is felt that the person is in serious danger.

Important Information

- Emergency contacts: Dial 999 or 112 for Ambulance, Fire or Police
- Nearest Hospital: UCH, 35 Euston Road, NW1 2BU
- Local Police: West End Central Police Station.

This policy is kept up to date and reviewed annually.

Policy reviewed: October 2020

Due to be reviewed: October 2021