

At Oxford Spires International, we understand the importance of ensuring that systems are in place for checking that our setting is a safe and secure place for children, staff and other visitors.

Our Health and Safety Policy aims to:

- To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities
- To provide adequate training to ensure employees are competent to do their work
- To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health
- To implement emergency procedures - evacuation in case of fire or other significant incident
- To maintain safe and healthy working conditions, provide and maintain, equipment and ensure safe storage / use of equipment

Procedures

- Fire evacuation drills to be carried out at least once a week a year in conjunction with partner Colleges where necessary
- Log to be kept of drills. All staff members to be made aware of assembly points and procedures during their initial induction. All students to be made aware of procedures during first day orientation
- Fire risk assessments to take place as legally required.
- All fire exits and signage to comply with legal codes of practice.
- A risk assessment to be carried out annually in the winter of each year, action plan put forward as a result and remedial action taken in cases of hazard.
- All potential hazards or problems liable to affect the health and wellbeing of staff to be reported to the relevant member of staff and recorded in the log book.
- No member of staff should administer drugs of any description to students.
- Sanitary bins to be regularly emptied by approved contractors.
- All staff given Fire Safety and Health & Safety training upon arrival.



- Any emergency problems to be referred to one of the school's certified first aiders.
- Accident book to be kept at reception.
- First Aid kit to be kept appropriately stocked at all times and kept at reception.

In the event of students requesting medical attention, all requests should be passed to the course office and ideally one of the nominated people responsible for first aid.

Members of the centre team will assess the situation and present the following options, depending on the situation:

1. Book an appointment with a doctor
2. Call NHS Direct
3. Visit an emergency health centre
4. Visit the nearest local hospital A&E department
5. Contact the emergency services and call an ambulance

Depending on the circumstances, the office team may offer to pay for a taxi to the doctor's/hospital and will also offer to accompany the student there together with any visiting Group Leader.