

Health and Safety

- Statement of Policy and School Regulations –

Bloomsbury International acknowledges its duty to ensure, so far as is reasonably practicable, the health safety and welfare of all who are affected by the way their undertaking is conducted. This refers to all school staff, its students, contractors and anyone else who comes into contact with the school and its activities.

Bloomsbury International has a policy to provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to health. To this end, the School will allocate sufficient resources and sound management systems to the fulfilment of this policy.

Bloomsbury International will comply with the Health and Safety at Work Act 1974, all its relevant statutory provisions and appropriate Approved Codes of Practice, and follow the best current practice in all aspects of its undertaking.

In particular, the School will, so far as is reasonably practicable:

- provide and maintain safe and healthy working conditions and systems of work
- provide and maintain safe plant and machinery
- provide information, instruction, training and supervision to enable all staff and students to perform their work safely
- provide suitable and appropriate protective equipment and supervise its use
- maintain high standards of health, safety and welfare in all school activities

This policy statement will be made available on the School's website and all school staff will be given a copy to read as part of their induction at the School. Copies will also be posted on appropriate notice boards around the school premises.

In return, the school requires its staff and students to take reasonable care of themselves and other persons who may be affected by their acts or omissions whilst at work, and to abide by School Regulations.

This policy statement and the systems in place will be reviewed annually to ensure their effectiveness.

The following statement of policy for the health and safety at work of all employees is issued in accordance with section 2(3) of the Health and Safety and Welfare at Work Act 1974, for the information of the staff of the school, its students, contractors and anyone else who comes into contact with the school and its activities.



1. The management recognises and accepts its responsibilities as an employer for providing a safe and healthy environment for all its employees and students, and conducting its undertaking without risk to the health and safety of others.
2. The Management fulfils its responsibilities under the Act, paying particular attention to the provision and maintenance of:
 - a) Plant, equipment and systems of work that are safe
 - b) Sufficient information, instruction, training and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety at work
 - c) A safe place of work with safe access
 - d) A healthy work environment
 - e) Adequate welfare facilities
3. The Management expects all employees and students to appreciate that their responsibility for health and safety is no less than any other function. Employees and students are expected to take reasonable care for the health and safety of themselves and others. Employees and students are expected to co-operate with Bloomsbury International to enable it to carry out its own responsibilities successfully.
4. It is the employees' and students' responsibility to bring any deficiency in health and safety to the attention of the Management immediately.
5. This statement will be reviewed and revised as required and any revision will be brought to the attention of employees and students.

Health and safety guidance

General

1. The following notes should be read in conjunction with the Health and Safety Policy statement:

The member of staff responsible for health and safety is:

Moid Mohammad - Health & Safety Officer

Bloomsbury international
6-7 Southampton Place
London
WC1A 2DB
Tel: 020 7242 2234

2. All accidents or dangerous occurrences that result in injury to employees, students or any other person on Bloomsbury International's property, or cause damage to equipment should be reported to the above-named staff member.

Electricity

- a. Employees and students must not overload the socket outlets

- b. Employees and students must report to the H & S Officer faulty plugs, leads and equipment.
- c. Employees and students must switch off equipment before unplugging and cleaning.

Safety

1. Employees and students must not allow trailing leads to create tripping hazards.
2. Employees and students must notify the H&S Officer of faulty plugs, leads and equipment.
3. Employees and students must not block corridors
4. Employees and students must notify the H&S officer of loose or torn floor coverings.

Health

1. Employees and students must not attempt to handle, lift or carry heavy or bulky items without assistance from another person or by using a trolley.
2. Employees and students must smoke in the designated area outside the building.
3. When using the computers, employees and students must make full use of the adjustment facilities on the VDU and adjust the workstation to make the most comfortable working environment.