

Health and Safety Policy

Section 1: Policy Statement

Weybridge International School of English (WISE), is committed to ensuring the highest reasonably practicable standards of Health and Safety of all its employees and students. In particular, we acknowledge our duties under the Health and Safety at Work Act 1974 and secondary health and safety legislation. We regularly assess the risks associated with our business as required under the Management of Health and Safety at Work regulations 1992.

Accordingly, WISE is committed to ensuring the health and safety of our employees, students and members of the public who may be affected by our work as much as is reasonably practicable, and will assess and alter our work conditions, systems and equipment where necessary.

We genuinely care for our staff and others affected by our work and we design our systems accordingly. In addition, we actively encourage all our staff and contractors to engage and cooperate on workplace matters, in health and safety.

It is a mandatory requirement of working at Weybridge International School of English (WISE) that all staff members need to be fully conversant with this policy and any failure to observe this policy may result in disciplinary action.

Section 2: Responsibilities

If you have any concerns regarding any health and safety issues on the premises you have a legal obligation to report these concerns to the Health and Safety Designate (Amanda Thorogood) or Liz Denham (Managing Director) immediately.

1. Manager, Health and Safety Designate with overall responsibility for Health and Safety at WISE:
Liz Denham, Managing Director
2. Health and Safety Designate: Amanda Thorogood

Employees' Responsibility

By law, all employees have the responsibility to cooperate with the supervisor and managers to achieve a healthy and safe workplace and take reasonable care of themselves and others. If an employee puts another person at risk through not following the WISE Health and Safety Policy, then they are considered to be breaking the law. If an employee does not follow the WISE Health and Safety Policy, then they are liable to disciplinary action.

All matters concerning Health and Safety are to be reported to the Deputy Health and Safety Designate (Amanda Thorogood), who will report the matter to the Managing Director (Liz Denham) if a matter cannot be rectified and dealt with.

Students' Responsibility

It is the responsibility of our students to cooperate with the staff and management of WISE to achieve a safe learning and working environment and to take reasonable care of themselves and others. All students are advised of this via the student handbook and via notices on display around the school. If a student notices a Health and Safety problem they should inform the Health and Safety Designate (Amanda Thorogood) or Liz Denham (Managing Director).

Health and Safety Meetings with Management and Employees

Termly staff meetings are held and minuted. Any Health and Safety concerns/updates are reported at this meeting. Any observations on risks must be reported, minuted and action taken (by Amanda Thorogood). The action should be reported at the next staff meeting.

SECTION 3: Accidents

First Aid

Please see the separate First Aid Policy.

There are 2 First Aid Boxes.

First Aid Box 1: Reception, bottom shelf, corner teacher desk, clearly marked.

First Aid Box 2: Meeting Room 1, on right hand corner cupboard, clearly marked. The Head First Aider (Amanda Thorogood) is responsible for all first aid box contents and ensure they conform to statutory requirements.

The trained first aiders are:

1. Amanda Thorogood (Head First Aider)
2. Liz Denham
3. Claudine Angear

Accident/injury/illness Log

All incidents must be logged. The Accident Log is kept with First Aid Box 1, in Reception, bottom shelf, corner teacher desk, clearly marked.

Serious Accident/injury/illness

Any fatal and major injury must be reported to the Health and Safety Executive, by phoning the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

In the case of a serious accident or illness that requires professional medical attention, phone 999 or 112 (from a mobile).

If the injury/accident is not deemed serious enough for an ambulance to be called, the injured person must be accompanied to the nearest Emergency Department at the nearest Emergency and Casualty Department:

St. Peter's Hospital, Guildford Road, Chertsey, Surrey, KT16 0PZ.

Tel.: (01932) 87200 OPEN: 24 hours

OR

The Royal Surrey County Hospital, Egerton Road, Guildford, Surrey, GU27XX Tel.:

(01483) 571122 OPEN: 24 hours

In serious cases, the person in charge is responsible for contacting the employee's or student's family. Amanda Thorogood and Liz Denham must be informed. This number can be found on the student's registration form. The employee's emergency contact number can be found in the Personnel Cabinet in reception.

SECTION 4: Fire Safety

- Amanda Thorogood is the Fire Action Designate.
- Liz Denham is the Deputy Fire Officer.

Fire Risk Assessment

Amanda Thorogood is responsible for ensuring that the fire risk assessment is undertaken and implemented (see separate document: Fire Risk Assessment with action points, in the Health and Safety file in reception). The fire risk assessment was carried out by Alan Palm, Fire Industry Resources and Equipment Ltd., Unit 19, Enterprise House, 44 – 46 Terrace Road, Walton-on-Thames, Surrey, KT12 2SD. Tel. (01932) 222010 on 27 September, 2018.

Fire Prevention

- . Arson: is the most common source of fires. Ensure that debris is not left outside the building especially in the alleyway and garden.
- . Smoking: is not permitted in the building. It is permitted in the WISE garden and ends must be disposed of in the labelled bucket.
- . Combustible materials: e.g. paper, are kept away from any sources of heat (Amanda Thorogood (Liz Denham in her absence).
- . Electrical Devices: ensure that these are PAT tested and not overloaded (Amanda Thorogood). All devices show a PAT test label. This was carried out in October 2019 and the test label is valid until October 20. Students can NOT use their own chargers in the school or can NOT use their laptop chargers in the school.
- . Gas Boiler: This is serviced annually and was last serviced in January 2019 and is due again by 21 January 2020. A visual record is displayed on the boiler.
- . Mains electricity: All are checked and a certificate can be seen in the 'Premises File'.
- . Fire doors: must always be kept closed and must not be wedged open (apart from Reception).
- . Fire extinguishers: Amanda Thorogood (Liz Denham in her absence) to ensure that these are never blocked and always accessible.
- . Paper, stationery, books, etc. are to be stored in tidy piles.

Fire Safety Awareness Training

- . All staff receive fire safety awareness training at the teacher induction (Liz Denham).
- . There are signs in all rooms giving fire action.
- . Visitors and contractors are informed of the fire exit and assembly point, on arrival.

Fire Action Notices

All classrooms and public areas have clear exit sign notices, the correct action to be taken in the event of a fire notices and a map showing the Fire Assembly Point. It is Liz Denham's responsibility to ensure that all staff and tutors (at induction and at staff meetings) are aware of what to do in the event of a fire. It is Amanda Thorogood's responsibility to ensure that all teachers inform their students of what to do in the event of a fire (via student charter, fire action signs in classrooms and meeting rooms).

The Fire Action notices display:

- . where the nearest fire alarm is
- . instructions to call the fire brigade
- . instructions to tackle the fire using appliances provided (not endangering themselves or others)
- . Close all doors
- . Assemble at the Assembly Point (Los Hermanos Car Park)
- . NOT to collect belongings
- . NOT to re-enter the building until told to do so (by Amanda Thorogood, Liz Denham).

Fire Escape Routes

Amanda Thorogood checks all escape routes in the building are free from blockages on a daily basis. If Amanda Thorogood is out of school or Liz Denham will do this.

Fire Alarms

There is a fire alarm on every floor of the school. Amanda Thorogood is responsible for checking the fire alarms at 9am, Mondays, on a weekly basis. In her absence, Liz Denham will carry this out. A log of these is kept in the Fire and Safety Maintenance Log Book kept in the Health and Safety Policy file, in reception, above the corner teacher desk.

Fire Alarm 1: Ground Floor near the main door.

Fire Alarm 2: First Floor, outside reception.

Fire Alarm 3: Second Floor, on landing between the two rooms

In the event of a fire the alarm is sounded and the fire brigade called. The premises must be evacuated as quickly as possible. Teachers are responsible for escorting the students off the premises as quickly as possible. Once outside, teachers are responsible for checking that all students and other staff are safe.

Fire Extinguishers

These are checked weekly by Amanda Thorogood. A log of these is kept in the Fire and Safety Maintenance Log Book kept in the Health and Safety Policy file, in reception, above the corner teacher desk. In her absence, Liz Denham will carry this out.

These are checked annually by Paragon Fire (see Certificate Health and Safety File). There is a certificate on each fire extinguisher. The fire extinguisher maintenance company responsible for the fire extinguishers is: Paragon Fire Protection, Unit 10A, Manor Way, Old Woking, Surrey. Tel: (01483) 724484

There are fire extinguishers on every floor:

Ground Floor: opposite the main front door.

First Floor: on landing, opposite reception door.

Second Floor: on landing, near classroom 2, opposite reception door.

Fire Drills

Are carried out termly by sounding the fire alarm. Amanda Thorogood is responsible for organising these. A log of these is kept in the Fire and Safety Maintenance Log Book kept in the Health and Safety Policy file, in reception, above the corner teacher desk.

Fire Registration Check

The class teacher is responsible for checking that all students in her/his class is present at the Assembly Point (Los Hermanos Car Park, Baker Street), by calling out the register and reporting this to Amanda Thorogood (Liz Denham in her absence). Teachers are to take the paper register copy with them to the Fire Assembly Point. The signing in file will be taken to the Assembly Point to ensure that all visitors present in the premises have vacated the building. Amanda Thorogood (Liz Denham in her absence) will do a sweep of the premises. Amanda Thorogood (Liz Denham in her absence) is to have overall responsibility of ensuring that all students and staff have vacated WISE premises.

Reporting a Fire

Any major fire incident is to be reported by Amanda Thorogood to the Health and Safety Executive, by phoning the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Fire Advice

WISE has access to 24/7 advice by contact the Federation of Small Businesses (FSB)
Tel: 08082020888. We inform FSB of our membership no. and lead member (Liz Denham).
All FSB Information can be found in the FSB file in reception, above the corner teacher desk.

SECTION 5: Training

All employees are to be trained to enable them to carry out their work safely. This includes use of: electrical appliances, workstations VDUs. The use of all other tools, e.g. use of stepladder, storage of hazardous materials are restricted to specific staff (Amanda Thorogood, Liz Denham). The person responsible for health and safety training on these premises is Amanda Thorogood.

SECTION 6: Students, staff, contractors and visitors to the premises

Students

All students are made aware of the Health and Safety Policy via the Student Handbook which is sent to new students once they start classes. Fire Action notices are in each class on the display board and on class tables. Fire action is also stated in the Student Handbook and mentioned at the welcome speech (by the class teacher in the first class of term). If students join the class throughout the term, teachers tell the new students of the fire action.

Overall responsibility to ensure that the above action is carried out is Liz Denham (Managing Director).

Staff

All staff are to sign in and out in the Signing In Staff Book in reception. Staff should be informed of any precautions they should take regarding possible hazards. There is a column in this book for this action. It is Amanda Thorogood's (Liz Denham in her absence) responsibility to note any new hazard on a daily basis, and note in this book, and to ensure that staff sign in and out.

Contractors

All contractors are to sign in and out, in the Signing In Visitor's Book in reception. They should be informed of any precautions they should take regarding possible hazards and the fire action procedures. There is a column in this book for this action. It is Amanda Thorogood's (or Liz Denham) responsibility to note any new hazard on a daily basis, and note in this book. It is also her responsibility for ensuring signing in and out is carried out.

Contractors should carry out work on the premises at agreed specified times (and out of class times, i.e. after 3pm). Dangerous tools, equipment and machines should not be left unattended. Amanda Thorogood (or Liz Denham) is responsible for ensuring this is carried out.

Visitors

All visitors are to sign in and out, in the Signing In Visitor's Book in reception. Visitors should be informed of any precautions they should take regarding possible hazards and the fire action procedures. There is a column in this book for this action. It is Amanda Thorogood's (Liz Denham) responsibility to note any new hazard on a daily basis, and note in this book. Amanda Thorogood (or Liz Denham) is responsible for ensuring signing in and out is carried out.

SECTION 7: Risk Assessment

Hazardous substances

All hazardous substances are stored in the understairs cupboard which remains locked. The key is kept in reception in the marked 'key' container, under reception desk. Amanda Thorogood is responsible for keeping these substances safe, out of reach and locked up.

Substance	Use	Dangers/Action	Staff use
Bleach	Toilet clean	Danger if touches skin/inhaled. DISPOSABLE GLOVES are to be worn.	Amanda Thorogood Liz Denham
Disinfectant	Toilet and kitchen area clean First Aid bodily fluid clean	Danger if touches skin. DISPOSABLE GLOVES are to be worn.	Amanda Thorogood Liz Denham Claudine Angear

Weed Killer	Garden weeds	Danger if touches skin/inhaled. DISPOSABLE GLOVES are to be worn. Mouth and nose guard to be worn.	Amanda Thorogood Liz Denham
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Contractors may use hazardous substances when carrying out maintenance work in or outside the premises. This work is to be carried out when class students are not on the premises (after 3pm) wherever possible and practical. The contractor is to inform Amanda Thorogood of any possible dangers and Amanda Thorogood will take necessary action to inform students/staff to stay away from the hazards.

Machines/Equipment

Amanda Thorogood is responsible for the maintenance of all electrical equipment and machines. She is responsible for teaching all staff in the use of these machines, where necessary. The manufacturer's guidelines will be following or suppliers will be contacted if necessary. All manuals are kept in the Premises File in reception. Amanda Thorogood is responsible for keeping this file in order and up-to-date.

Machine/equipment	Danger	Action to avoid injury	Staff use
Kettle	hot water/burns	All to take care when pouring. All staff and students to use cups WITH lids to avoid hot water spillages. Kettle base is taped to kitchen side at the rear.	Amanda Thorogood
Photocopier	Heat burn from rollers/toners when changing and unblocking.	Wear disposable gloves (to the side of copier). Trained staff only to change toners/unblock.	All staff. Only Amanda Thorogood Liz Denham to change toners and cartridges. (see notice on copier).

Laminator	Heat burn Fingers jam	Do not put fingers near entrance/exit. Use of desk surface. Turn off immediately after use. See warning on laminator.	All staff. Amanda Thorgood Liz Denham to deal with fault. (see notice on laminator). Last staff member out to ensure turned off at mains.
CD Players	Revolving CD when lid open. Overheating.	Keep lid closed when in use. Turn off immediately after use. Turn off at mains when leaving classroom.	All staff. (see notice on players). Last staff member out to ensure turned off at mains. AT regularly reminds staff of this.
Projectors	Overheating. Incorrect connection.	Turn off immediately after use. Turn off at mains when leaving room. Connect properly.	All staff. (see notice on projector). Last staff member out to ensure turned off at mains.
Kitchen Equipment: Kettle	Overheating.	Turn off microwave	All staff. Last staff member out to ensure turned off.
Fridge Microwave		Fridge leave on. Turn microwave off at mains at end of day.	

All other electrical equipment	Overheating.	PAT tested. Turn off immediately after use and at mains on leaving rooms.	All staff. Amanda Thorogood is responsible for organising all PAT testing. Last staff member out to ensure turned off at mains.
Lifting heavy objects	Injury/strain	To note h and s guidelines (Manual handling and lifting heavy objects)	All staff.
Contractor DIY work	Spillages/inflammable liquids	Contractors organised to carry out work on the premises out of class times.	Amanda Thorogood to liaise with all contractors and ensure out of school timings
Portable whiteboards classes 1 and 2	Trapped fingers	Close legs of whiteboard carefully before moving	All staff
Coats and bags	Trip hazard/fire escape hazard	Hang coats on coat hooks/store bags neatly in locker provided for staff (mtg room 1) or under desks	All staff and students

Manual Handling and Lifting Heavy Objects (health and safety guidelines) Introduction

Incorrect manual handling is one of the most common causes of injury at work. It causes work-related musculoskeletal disorders (MSDs) which account for over a third of all workplace injuries. (For the latest statistics, visit the HSE web page, www.hse.gov.uk/statistics/causdis/musculoskeletal/index.htm.) Manual handling injuries can happen anywhere people are at work. Heavy manual labour, awkward postures, manual materials handling, and previous or existing injury are all risk factors in developing MSDs.

All staff are to be informed of the risks in the workplace.

The Health and Safety Executive for Employers regulations are:

- **avoid** the need for hazardous manual handling, so far as is reasonably practicable
- **assess** the risk of injury from any hazardous manual handling that cannot be avoided
- **reduce** the risk of injury from hazardous manual handling, as far as practicable.

To avoid such injuries, employees should:

- . systems of work in place for their safety;
- . use equipment provided for their safety properly;
- . cooperate with their employer on health and safety matters; . inform
- their employer if they identify hazardous handling activities; . take
- care to make sure their activities do not put others at risk.

It is almost impossible to ascertain 'completely safe' manual handling, but the following guidelines will reduce the risk of injury.

Good Handling Techniques for Lifting

Here are some practical tips, suitable for use in training people in safe manual handling.



Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

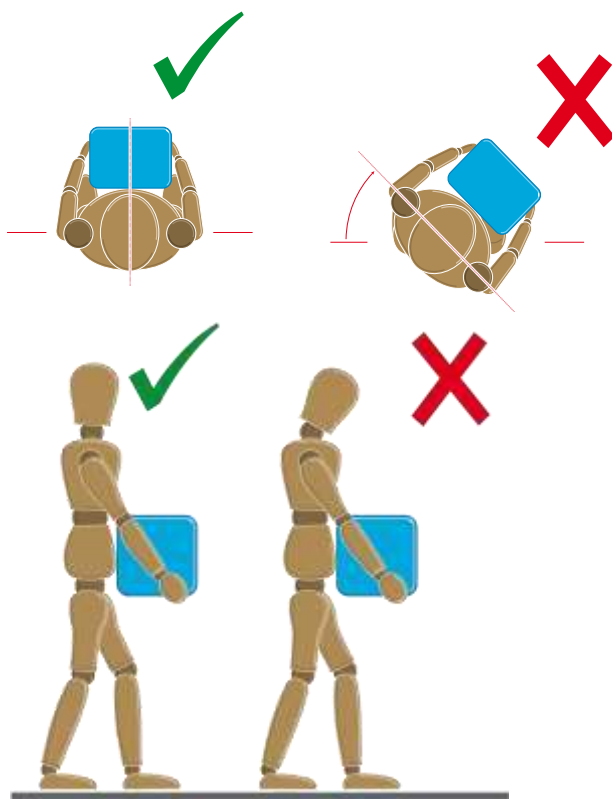


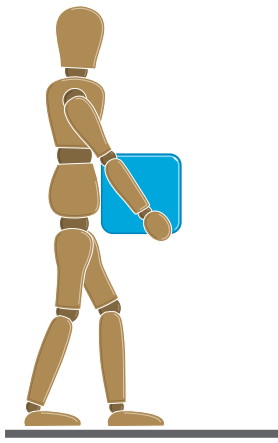
Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.





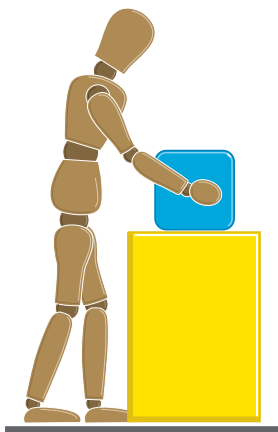
Avoid twisting the back or leaning sideways, especially while the back is bent.

Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.



Put down, then adjust precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Here are some practical points to remember when loads are pushed or pulled.

Good Handling Technique for Pushing and Pulling

Handling devices. Aids such as barrows and trolleys should have handle heights that are between the shoulder and waist. Devices should be well maintained with wheels that run smoothly. The law requires that equipment is maintained. When you buy new trolleys etc, make sure they are good quality with large diameter wheels made of suitable material and with castors, bearings etc which will last with minimum maintenance. Consulting your employees and safety representatives will help, as they know what works and what doesn't.

Force. As a rough guide the amount of force that needs to be applied to move a load over a flat, level surface using a well-maintained handling aid is at least 2% of the load weight. For example, if the load weight is 400 kg, then the force needed to move the load is 8 kg. The force needed will be larger, perhaps a lot larger, if conditions are not perfect (eg wheels not in the right position or a device that is poorly maintained). The operator should try to push rather than pull when moving a load, provided they can see over it and control steering and stopping.

Slopes. Employees should get help from another worker whenever necessary, if they have to negotiate a slope or ramp, as pushing and pulling forces can be very high. For example, if a load of 400 kg is moved up a slope of 1 in 12 (about 5°), the required force is over 30 kg even in ideal conditions – good wheels and a smooth slope. This is above the guideline weight for men and well above the guideline weight for women.

Uneven surfaces. Moving an object over soft or uneven surfaces requires higher forces. On an uneven surface, the force needed to start the load moving could increase to 10% of the load weight, although this might be offset to some extent by using larger wheels. Soft ground may be even worse.

Stance and pace. To make it easier to push or pull, employees should keep their feet well away from the load and go no faster than walking speed. This will stop them becoming too tired too quickly.

Is there a risk of injury?

It's a matter of judgement in each case, but there are certain things to look out for, such as people puffing and sweating, excessive fatigue, bad posture, cramped work areas, awkward or heavy loads or people with a history of back trouble. Operators can often highlight which activities are unpopular, difficult or hard work.

It is difficult to be precise – so many factors vary between jobs, workplaces and people. But the general risk assessment guidelines in the next section should help you identify when you need to do a more detailed risk assessment.

General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.

- Use Figure 1 to make a quick and easy assessment. Each box contains a guideline weight for lifting and lowering in that zone. (As you can see, the guideline weights are reduced if

handling is done with arms extended, or at high or low levels, as that is where injuries are most likely to happen.)

- . Observe the work activity you are assessing and compare it to the diagram. First, decide which box or boxes the lifter's hands pass through when moving the load. Then, assess the maximum weight being handled. If it is less than the figure given in the box, the operation is within the guidelines.
- . If the lifter's hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes.
- . The guideline weights assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions, with the lifter in a stable body position.

Women

Men

Figure 1 Lifting and lowering



Twisting

Reduce the guideline weights if the handler twists to the side during the operation. As a rough guide, reduce them by 10% if the handler twists beyond 45°, and by 20% if the handler twists beyond 90°.

Frequent lifting and lowering

The guideline weights are for infrequent operations – up to about 30 operations per hour – where the pace of work is not forced, adequate pauses to rest or use different muscles are possible, and the load is not supported by the handler for any length of time. Reduce the weights if the operation is repeated more often. As a rough guide, reduce the weights by

30% if the operation is repeated once or twice a minute, by 50% if it is repeated 5–8 times a minute, and by 80% where it is repeated more than 12 times a minute.

Pushing and pulling

The task is within the guidelines if the figures in Table 2 are not exceeded:

Table 2

	Men	Women
Force to stop or start the load	20 kg	15 kg
Sustained force to keep the load in motion	10 kg	7 kg

See ‘Good handling technique for pushing and pulling’ for some examples of forces required to push or pull loads.

If a more detailed assessment is required

Using Figure 1 is a first step. If it shows the manual handling is within the guideline figures (bearing in mind the reduced limits for twisting and frequent lifts) you do not need to do any more in most cases. But you will need to make a more detailed assessment if:

- . the conditions given for using the guidelines (eg that the load can be readily grasped with both hands) are not met;
- . the person doing the lifting has reduced capacity, eg through ill health or pregnancy;
- . the handling operation must take place with the hands beyond the boxes in the diagram; or
- . the guideline figures in the diagram are exceeded.

For pushing and pulling, you should make a more detailed assessment if:

- . there are extra risk factors like uneven floors or constricted spaces;
 - . the worker can’t push or pull the load with their hands between knuckle and shoulder height;
 - . the load has to be moved for more than about 20 m without a break;
- the guideline figures in Table 2 are likely to be exceeded.

See the HSE guidance *Manual handling* (see ‘Further reading’) for more advice on how to make a more detailed assessment.

HSE has also developed a tool called the Manual Handling Assessment Chart (MAC), to assess the most common risk factors in lifting, carrying and team handling. You may find the MAC useful to help identify high-risk manual handling operations and to help complete detailed risk assessments. It can be downloaded from www.hse.gov.uk/msd.

WISE main duty (Amanda Thorogood or Liz Denham or Liz Farmer in her absence) is to avoid lifting operations that involve a risk of injury by making the task less demanding.

Cultural Activities Risk Assessment

Cultural activity risk assessments are carried out and form completed for the different activities. These are kept in the Cultural Activity File in reception.

SECTION 8: Housekeeping and Premises

(Disposable gloves stored under stairs cupboard)

This is the responsibility of Amanda Thorogood/Liz Denham.

The lead is Amanda Thorogood.

Floors and stairs are to be kept clean, tidy and free of any unnecessary objects. Any worn through or frayed carpets or worn kitchen and toilet flooring, door mats are replaced as soon as is practicable.

Furniture and fittings are to be kept clean and in good order.

Recycling Bins are to be emptied regularly throughout the week into the recycling alley bin (weekly rota on display in toilet area; disposable gloves to be worn). They are to be washed out weekly.

General Rubbish Bins are to be emptied regularly throughout the week into the general rubbish alley bin (weekly rota on display in toilet area; disposable gloves to be worn). They are to be washed out weekly.

Toilet facilities are to be kept clean (checked four times per day: rota on display) and sanitary bin emptied regularly into the general rubbish alley bin (disposable gloves to be worn; weekly rota on display in toilet area). The bin is to be washed out regularly and bag renewed. Paper towels, toilet paper, sanitary bags and anti-bacterial soap should be maintained (weekly rota on display in toilet area).

Spillages are to be cleaned up immediately by the person who spilt the liquid.

Lighting - all light bulbs and tubes are replace as necessary to ensure adequate lighting at all times.

Windows are cleaned regularly, inside and outside.

Temperature – a reasonable working temperature is provided at all times. The temperature should be at least 16 degrees centigrade.

SECTION 9: Safe Stacking and Storage

This is the responsibility of Amanda Thorogood.

All materials and objects should be stored and stacked so they will not fall and cause injury.

This includes books, stationery, fresh water container and teacher resources. Staff members are responsible for this and for their own belongings. Staff are allocated their own pigeon hole in reception and their own space in a locked cupboard in meeting room 1.

When deliveries arrive, it is the responsibility of Amanda Thorogood (or Liz Denham in her absence) to store the delivery safely and away from public areas, then checked by Amanda Thorogood.

SECTION 10: Electrical Equipment

This is the responsibility of Amanda Thorogood.

Electrical Devices

All electrical devices are PAT tested and a valid sticker is attached to all flexes.

Appliances are checked annually and staff inform Amanda Thorogood if different appliances are brought into WISE so that AT can arrange for one off testing.

Amanda Thorogood and Liz Denham make regular checks of the premises to check that there are no electrical appliances that are not functioning properly.

All electrical appliances are to be turned off at the mains after use. It is the responsibility of the last member of staff (Amanda Thorogood, Liz Denham) to ensure this is checked and carried out. There are reminder signs in every room to switch off appliances at the mains.

- No leads are to cause a trip hazard.
- Faulty equipment is to be removed and disposed of or repaired or returned to the seller.
- All faulty equipment or faults with wiring are to be reported immediately to Amanda Thorogood (or Liz Denham in her absence).

Photocopier

This is regularly serviced and a record of faults maintained by the supplier. The contact details of this service is: Advanced Business Equipment, Tavistock House, 5 Rockingham Road, Uxbridge, London, UB8 2UB. Helpdesk: (01985) 811811, option 1. A record of this is kept in the Photocopier File in reception.

There is a warning on the copier regarding changing toners and waste cartridges (Amanda Thorogood, Liz Denham) for staff to wear disposable gloves (to the side of the copier).

VDUs

- The display screen equipment are regularly cleaned
- Staff are responsible for organising their own eye tests and should do this on a regular basis.

Projectors

The two projectors are PAT tested and staff shown correct connection points to connect to the class computer/laptop.

Electrical Installations

All electrical installations are certified by the landlord, Sorbon Estates, Contact: Lee Scowen, 24 – 26 Aylesbury End, Beaconsfield, HPT 1LW, E-mail: lee.scowen@sorbonestates.com, Mobile: 07551 155026, Office: (01494) 671331. A full report is in the Premises Folder in reception. The certificate is valid until 27/11/25.

SECTION 11: Lone Workers

Employees who are working on their own at WISE or tutoring, must keep the main door shut. If the member of staff is waiting for a student, they must open the door only on hearing the buzzer and the person has said who they are. Outside there is a WISE buzzer to the left of the front door. Inside the intercom is located on the first floor landing, outside Reception and next to Classroom 1.

On leaving the premises, they must turn all lights off, ensure electrical devices are switched off at the mains, ensure all windows are shut and lock the front door. Amanda Thorogood, Liz Denham, Claudine Angear (teacher) are the only staff key holders and will be the only members of staff working alone on the premises and responsible for the locking up procedure.

If the lone worker experiences any problems, they are to contact Amanda Thorogood or Liz Denham, by mobile phone (see Section 12: Useful Contacts).

SECTION 12: Useful Contacts

Name	Title	Mobile	E-mail
Amanda Thorogood	Lead Health and Safety	07894 504550	amanda.thorogood@weybridge-english.com
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