

# HEALTH AND SAFETY POLICY

<b>This is the statement of general policy and arrangements for:</b>		Blue Sky Education & Travel (UK) Limited
T P Nga Chu		has overall and final responsibility for health and safety
Hannah Dunhill		has day-to-day responsibility for ensuring this policy is put into practice
<b>Statement of general policy</b>	<b>Responsibility of</b>	<b>Action/Arrangements</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Hannah Dunhill / Operations Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Hannah Dunhill / Operations Manager	Staff are given necessary health and safety induction and provided with appropriate training.
Engage and consult with employees on day-to-day health and safety conditions	Hannah Dunhill / Operations Manager	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Hannah Dunhill / Operations Manager	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage/use of substances	Hannah Dunhill / Operations Manager	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects.

We believe this Health and Safety Policy relates to the following legislations:

- Health and Safety at Work Act 1974
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- The Education (Independent School Standards) (England) Regulations 2014

- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- School Premises (England) Regulations 2012
- Regulatory Reform (Fire Safety) Order 2005

We recognise our responsibilities under the Health and Safety at Work Act 1974 , and will take all reasonably practicable steps to ensure the health safety and welfare of our students, staff, visitors, and any persons who are affected by the way the business is conducted.

In particular, BlueSky Education will, so far as 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 and system in place will be reviewed annually to ensure their effectiveness and keep up to date with health and safety legislations. We monitor the Health and Safety Executive website (<http://www.hse.gov.uk/>) to keep track of changes in legislations.

## 1. Important contact information

### Centre Manager & First Designated First Aider:

Nicholas Chadwick, [npchadwickjobs@gmail.com](mailto:npchadwickjobs@gmail.com), +44 (0)7379 912558

### Second Designated First Aider:

Hannah Dunhill, [hannah.dunhill@bluesky-education.com](mailto:hannah.dunhill@bluesky-education.com), +44 (0)7759 553715

**School Office / 24-hour Emergency:** +44 (0)20 3004 9314 / +44 (0)7909 595719

**Emergency services (including Police):** 999 (or 112)

**UCL Ifor Evans Office/out of hours:** +44 (0)20 7485 9377 / +44 (0)7810 636 524

**Nearest Accident and Emergency Department:** University College Hospital, Euston Road (10 minutes away by car)

**UCL doctors' surgery:** Ridgmount Practice, 8 Ridgmount Street, WC1E 7AA, +44 (0)20 7387 6306 (13 minutes away by car)

**Nearest Police Station:** 12a Holmes Road, NW5 3AE, call 999 for emergencies or 101 for non-emergencies

## 2. Fire

Please familiarise yourself with the fire instructions displayed in each of the accommodation and classroom buildings, and locate your nearest fire extinguisher and fire exit.

The fire alarm is due to be tested during your stay. In all circumstances please evacuate the building immediately upon hearing the alarm. If this happens during the night, one staff member in each building or on each floor will be responsible for checking that everyone has left the building safely.

## 3. Accidents and First Aid

In the event of major accident or injury, please report it to a member of staff immediately. If necessary, dial 999 and summon an ambulance. Always report incidents to the Centre Manager's office.

If you need first aid, please go to the Centre Manager's office. where first aid kits are located. Two designated first aiders listed in the "Important contact information and phone numbers" can be contacted directly on mobile. There may be other first aiders onsite ready to assist.

Staff will be informed of first aiders on site for excursions during briefings. On duty first aiders will hold the first aid kit and are responsible for ensuring it is well maintained.

#### 4. Illness

If you feel ill, let a member of staff know as soon as possible. If urgent medical assistance is required, dial 999 and summon an ambulance.

#### 5. Personal Safety

You are expected to take reasonable steps to ensure your own safety and that of others in the camp:

- Wear your ID card and lanyard at all times on campus.
- Avoid taking unnecessary risks: e.g., if you feel uncomfortable walking on campus at night, arrange to go with someone.
- On excursions: bring pocket money and good shoes for walking; bring water, sunscreen, and any medication you need; you may also need a raincoat or umbrella; stay in groups at all times.
- If you notice suspicious behaviour, feel uncomfortable or at all threatened, report it immediately to a member of staff.

#### 6. Personal possessions

Neither BlueSky Education nor the host institution can accept liability for loss or damage to personal possessions, so everyone is expected to look after their own property. Keep valuable items in your bag or pocket.

If something is lost or damaged, please let a member of staff know so that efforts can be made to rectify the situation.

#### 7. Smoking

Smoking is prohibited in all buildings, including all bedrooms.

#### 8. Risk assessments

BlueSky has conducted comprehensive risk assessments for all excursions and activities. Risk assessments for each excursion/activity will be accessible during staff induction and prior to excursion/activity briefings. Please contact your Centre Manager if you are unsure of the risks involved and prevention measures.