



# *English by the sea...* *for adults and juniors*

The Towers, Hawley Square, Margate, Kent, CT9 1PH, England  
Tel: +44 (0)1843 227700 Web: [www.englishinmargate.com](http://www.englishinmargate.com)  
E-mail: [info@englishinmargate.com](mailto:info@englishinmargate.com)

## **Health & Safety and Fire Safety**

### **Policy Document**

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## 1. Health and Safety Policy Statement

**This is the Health and Safety Policy Statement of:**

### **English in Margate**

**Our statement of general policy is:**

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees and students;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Our Fire Safety Policy forms a part of this Health & safety Policy Document.

Signed

A handwritten signature in black ink that reads 'Adam Wilton'.

Adam Wilton, Owner

Date: April 2023

Review Date: April 2024



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## 2. Responsibilities

1. Overall and final responsibility for health and safety is that of:

*Adam Wilton, Owner*

2. All employees have to:

- a. *Co-operate with line managers and the Health and Safety Officer on health and safety matters;*
- b. *Not interfere with anything provided to safeguard their health and safety;*
- c. *Take reasonable care of their own health and safety; and*
- d. *Report all health and safety concerns to an appropriate person as detailed in this policy document.*

## 3. Arrangements

### 3.1 Health and safety risks arising from our work activities

- a. Risk assessments will be undertaken by:  
*The Owner*
- b. The findings of the risk assessments will be reported to:  
*The Owner*
- c. Action required to remove/control risks will be approved by:  
*The Owner*
- d. The person responsible for ensuring the action required is implemented is:  
*The Owner*
- e. The person responsible for checking that the implemented actions have removed/reduced the risks is:  
*The Owner*
- f. Assessments will be reviewed every 12 months or when the work activity changes whichever is soonest.

### 3.2 Consultation with employees

Consultation with employees is provided by:  
Including H & S issues on the agenda for all staff meetings and management meetings.

### 3.3 Safe equipment

- a. The Persons responsible for identifying all/any equipment needing maintenance are:



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*The Owner*

*The Academic Administrator*

*The User of the equipment, such as teachers or administrative staff*

- b. The Person responsible for ensuring effective maintenance procedures are drawn up is:  
*The Owner*
- c. The Person responsible for ensuring that all identified maintenance is implemented is:  
*The Owner*
- d. Any problems found with equipment should be reported to:  
*Your Line Manager*
- e. The Person responsible for checking that all new equipment meets health and safety standards before it is purchased is:  
*The Owner*
- f. Health and safety Equipment is not to be taken off-site without the authorisation of the School Owner.

## 3.4 Safe handling and use of substances

- a. The Person responsible for identifying all substances which need a COSHH assessment is:  
*The Owner*
- b. The Person responsible for undertaking COSHH assessments is:  
*The Owner*
- c. The Person responsible for ensuring that all actions identified in the COSHH assessments are implemented is:  
*The Owner*
- d. The Person responsible for ensuring that all relevant employees are informed about the COSHH assessments is:  
*The Owner*
- e. The Person responsible for checking that new substances can be used safely before they are purchased is:  
*The Owner*
- f. COSHH Assessments will be reviewed every 12 months or when the work activity changes whichever is soonest.

## 3.5 Information, instruction and supervision

- a. The Health and Safety Law Poster is displayed on:  
*The main notice board in the staff room*



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- b. Health and safety advice is available from:  
*The Owner*
- c. Supervision of work placement students will be arranged/undertaken/monitored by:  
*The Owner*

### **3.6 Competency for tasks and training**

- a. Health and safety induction training will be provided for all employees by:  
*The line manager and/or the Owner*
- b. Job Specific health and safety training will be provided by:  
*The line manager*
- c. Training records are kept by:  
*The Owner*
- d. Training will be identified, arranged and monitored by:  
*The relevant line manager*

### **3.7 Accidents, first aid and work-related ill health**

- a. Health surveillance is required for employees doing the following jobs:  
*Not Applicable*
- b. Health surveillance will be arranged by:  
*Not Applicable*
- c. Health surveillance records will be kept by/at:  
*Not Applicable*
- d. The first aid boxes are kept in:  
*The staff room*  
*The Hawley Club*
- e. The appointed first aiders are:  
*Amanda Williams and Lily Berrill-Gould*
- f. All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in:  
*The staff room*  
*The Hawley Club*
- g. The Person/s responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is/are:  
*The Owner*



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### 3.8 Monitoring

- a. To check our working conditions, and ensure our safe working practices are being followed we will carry out random health and safety inspections, have reports regarding health and safety submitted by staff when appropriate, investigate any accidents that occur, when deemed necessary by the Owner, and investigate any work related sickness that occurs.
- b. The Person responsible for investigating accidents is:  
*The Owner*
- c. The Person responsible for investigating work-related causes of sickness absences is:  
*The Owner*
- d. The Person responsible for acting on investigation findings to prevent recurrence is:  
*The Owner*

## 4. Fire Safety Policy

### 4.1 General Statement:

We are a responsible employer and take our fire safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff and visitors under the Fire Precautions (Workplace) Regulations 1997 (as amended). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this Fire Safety Policy also forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals.

### 4.2 Employees Duties

- a. All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm.
- b. All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff and visitors.

### 4.3 Communication

All employees will be kept informed (either directly or via their line manager) of any relevant changes to fire safety procedures or fire risk assessments.



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## 4.4 Procedures

The following procedures are in place in order to maintain high standards of fire safety:

- a. Fire risk assessments have been undertaken and are reviewed annually. However more frequent reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by:  
*The Owner*
- b. The fire evacuation procedures will be practiced at least every 6 months.
- c. Training will be provided as necessary to any staff given extra fire safety responsibilities, such as Fire Marshals.
- d. All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes.
- e. All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly by:  
*The Owner*
- f. All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to:  
*The Owner*
- g. Alarms are checked every 6 months. Employees will be notified when a test is scheduled.
- h. Emergency lighting will be checked annually by a Suitable Contractor. Employees will be notified when a test is scheduled.
- i. All visitors must be logged into the Visitors Book upon arrival on site. The Visitors Book is located at reception.
- j. Failure to comply with this policy may be treated as a disciplinary matter.

## 4.5 Emergency Evacuation Plan

**NOTE:** To try and account for occasions where members of staff designated with various functions within the Emergency Evacuation Plan are absent, deputies have been allocated for all functions. However, in the event that both members designated for a specific function are absent, a Director or Fire Marshal shall temporarily allocate the function to an alternative suitable member of staff.

- a. On Discovering a Fire:
  - i. If you discover a fire raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are situated at every fire exit and can be operated by pressing hard



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against the glass with your thumb

- ii. Evacuate immediately using the nearest available fire exit, do not stop to pick up any personal possessions and as soon as possible inform a Fire Marshal as to the location of the fire. Report to your assembly point for a roll call, if you are with a visitor ensure they accompany you.
- b. If You hear the Fire Alarm:
- i. Immediately leave using the nearest available fire exit
  - ii. Report to the assembly point for a roll call, if you are with a visitor ensure they accompany you. The Assembly Point for all personnel is by the blue coloured storage containers in the car park. Stand with the person responsible for taking your departments roll call.

Persons responsible for taking roll calls are:  
*Adam Wilton* for administrative staff  
*Amanda Williams* for teachers and students

- c. Fire Marshals – on discovering a fire:
- i. The designated Fire Marshals are:  
*Adam Wilton* – the Hawley Club  
*Amanda Williams* – classrooms  
*Sam Jamieson* – offices and staff toilets  
*Lily Berrill-Gould* – reception and student toilets
  - ii. In the event of a fire breaking out in your Department/Vicinity ensure the alarm is raised immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are situated at every fire exit and can be operated by pressing hard against the glass with your thumb.
  - iii. Encourage staff around you to evacuate and proceed to relevant assembly points.
  - iv. Evacuate immediately, do not stop to pick up any personal possessions, ensure that no-one is left in the room and close the door behind you.
- d. Fire marshals – on hearing the fire alarm:
- i. On hearing the fire alarm encourage staff around you to evacuate and proceed to the assembly point
  - ii. Evacuate using the nearest available fire exit, do not stop to pick up any personal possessions, ensure that no-one is left in the room and close the door behind you.
- e. Fire alarm status
- i. In the event that the fire alarm is for a genuine fire then the designated person must call the fire brigade as quickly as possible. The designated





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person for calling the fire brigade is:

*Adam Wilton* or in his absence *Amanda Williams*

- ii. In the event that the fire alarm is a false alarm then the Fire Marshals should establish the cause before letting anyone re-enter the building.
- f. Liaising with fire brigade on arrival:
- i. The person designated to liaise with the Fire Brigade on its arrival is:  
*Adam Wilton* or in his absence *Amanda Williams*
  - ii. The person designated to liaise with the Fire Brigade on its arrival shall ensure they have as much the information regarding the evacuation as possible (including the Visitor's Log Books).
  - iii. The person designated to liaise with the Fire Brigade on its arrival shall ensure they are in possession of the file containing all the fire related information i.e. extinguishers in use, location of emergency lighting, location of any hazardous materials etc.