

Policy Name: ICE Health & Safety

Policy Statement:

The Irish College of English is committed to, in so far as reasonably practical in ensuring the safety, health and welfare at work of all staff members, students, contractors, visitors and any other persons at the school who may be affected by work and school activities.

Person Responsible – Susan Mc Elhinney and Centre Managers

Procedures

Managing health and safety at our school is an ongoing activity throughout the year. This Safety Statement is a live written document which provides details of how we manage health, safety and welfare at our school. This Safety Statement along with our Risk Assessments form the basis of our Safety Management System.

Our Safety Statement and Risk Assessments will be reviewed and updated annually, or sooner, if necessary, should significant changes to the safety management system take place. Our Health & Safety Statement & Policy is available on our web-site. The Irish College of English places great importance on the health, safety and wellbeing of our students and will do everything possible to ensure that the school is comfortable and free from risk. Any accident, no matter how small, or any observations you make regarding health and safety matters should be reported to a member of staff.

Every person must find out what to do in case an emergency situation arises in the school, area or building in which he or she works. Each person should determine, before any emergency occurs, the location of the telephones, the fire alarms, the emergency fire exits and the fire-fighting equipment, and the location of first aid materials, in the area of the building where they normally work, study or reside

The Irish College of English will so far as is reasonably practicable:

- Provide a safe working, studying and living environment
- manage and conduct school activities so as to ensure the safety, health and welfare of staff & students
- prevent improper conduct or behaviour deemed likely to put staff and students' safety and health at risk
- provide safe means of access and egress for all
- provide safe equipment and safe systems of work
- provide appropriate information, instruction, training and supervision where identified
- prepare, review and revise fire and emergency provisions and evacuation plans
- designate staff members for fire and emergency evacuation duties
- provide and maintain welfare facilities
- provide assistance and resources in securing the safety, health and welfare of staff and students
- Assist students access to first aid and medical professionals.
- Ensure parents/guardians of children have read and agree to our terms and conditions including waivers, medical needs.