



*Where English doesn't stop in the classroom!*

## **HEALTH AND SAFETY**

The purpose of this policy is to ensure that all practicable steps are taken to secure the health and safety and welfare of all persons participating in a New Forest Language School course as well all employees, staff and volunteers connected to New Forest Language School.

### **Policy Statement**

New Forest Language School establishes and maintains insofar as is reasonably practicable:

- an environment which is safe and without risk to health;
- safe working procedures among staff and students;
- instruction / training and supervision of students to enable them to avoid hazards and contribute positively to their own health and safety;
- the formulation of effective procedures for use in the case of an accident;
- an effective system of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety (Accident Book);
- safe means of access to and from the teaching centre;
- a person nominated as First Aid Responsible;
- risk assessments for all activities undertaken;
- a non-smoking policy throughout each course.