



## Millfield English Language Holiday Courses (MELHC) Health and Safety Policy

### Statement of Intent

All MELHC staff are committed to maintaining a safe and healthy working environment for all staff, students and visitors.

All activities at the three MELHC campuses will be conducted within the framework of relevant health and safety legislation. All staff and students will be encouraged to follow the best working practices at all times. To achieve this commitment, the co-operation of all staff, students and visitors is necessary.

Attention will be given to the provision of:

- A safe and healthy working environment.
- The positive well-being of all staff and pupils.
- Safe premises, equipment and work practices.
- Adequate information, instruction, training and supervision on health and safety issues to all staff and pupils.

### Responsibilities

The Health and Safety officer has overall responsibility for achieving this Health and Safety Policy and ensuring that it is implemented and monitored effectively.

The **Health and Safety Officer** is responsible for developing the health and safety culture throughout MELHC, this being achieved through:

- Providing guidance and information to the Director of Holiday Courses and Events, MELHC Managers and Coordinators on the Health and Safety requirements and best practice for MELHC.
- Providing advice, training and support for MELHC during the induction period and throughout the course.
- Providing help and support for all MELHC staff and students
- Promoting and co-ordinating health and safety through planning and implementing good practice, training programmes and appropriate procedures.
- Ensuring that all significant risks are assessed in writing (Risk Assessments) and that appropriate control measures are identified and implemented.
- Monitoring procedures and practices to ensure their effectiveness.



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- Measuring and auditing individual issues and locations.
- Monitoring and auditing health and safety within MELHC.
- Ensuring that they are aware of their health, safety and welfare responsibilities.

The **Director of Holiday Courses, MELHC Manager, Senior Managers, Department Managers, Department Coordinators and House Parents / Assistant House Parents** are responsible for:

- Promoting and maintaining an effective health and safety culture within their schools, departments/houses and or activities.
- Providing a Safety Representative from each campus to communicate and co-operate with the Health and Safety Officer.
- Ensuring the campus Health and Safety Representative is aware of their health, safety and welfare responsibilities given to them by the Health and Safety Officer.
- Ensuring that all staff have read and understood the risk assessment for the tasks being undertaken and report any issues that might need to be added to the risk assessment.

**Senior Managers, Department Managers are responsible for:**

- Considering Health and Safety issues as an integral part of their role.
- Ensuring that all staff and students receive adequate information, instruction and supervision to carry out their work/studies without risk to health, safety or welfare.
- Ensuring that all staff and students are aware of and follow the appropriate MELHC health and safety procedures.
- Reporting any accidents/incidents that affect the current risk assessments.

**All members of staff are responsible for:**

- Looking after their own health, safety and welfare and that of others who may be affected by their acts or omissions.
- Familiarising and following the agreed health and safety practices and procedures.
- Familiarising themselves, following and being aware of risk assessments and process which will affect their role and responsibility.
- Ensuring that all students are aware and practice correct health and safety procedures.

**All students are responsible for:**

- Looking after their own health, safety and welfare and that of others who may be affected by what they have or have not done.



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- Following the health and safety procedures that they have been made aware of in every environment they find themselves in.
- Taking part in activities using the correct equipment and protective equipment as supplied to them.

### **Consultation**

The Health and Safety Officer will consult with Health and Safety representatives from all the campuses on relevant health, safety and welfare issues.

### **Review**

This Health and Safety Policy will be reviewed on an annual basis by the Director of Holiday Courses and Events, the Health and Safety Officer, the Millfield Health and Safety Manager and the MELHC Manager.