

# **Health and Safety Policy Template for English Language Schools (ITEFLAC)**

## **1. Introduction**

[Insert name of school] is committed to ensuring the health, safety, and well-being of all students, staff, and visitors on our premises. We are dedicated to creating a safe and healthy environment in which to learn, teach and work. This policy outlines our commitment to health and safety and the actions we will take to achieve our goals.

## **2. Responsibilities**

It is the responsibility of all staff, students, and visitors to take reasonable care for their own health and safety and that of others who may be affected by their actions or inactions. [Insert name of school] will provide training and guidance to ensure that all staff and students understand their responsibilities.

## **3. Risk Assessments**

[Insert name of school] will conduct regular risk assessments to identify potential hazards and to take action to minimize the risks to health and safety. The risk assessments will cover all aspects of the school's activities, including teaching, administration, and extracurricular activities.

## **4. First Aid and Emergency Procedures**

[Insert name of school] will maintain appropriate first aid facilities and equipment on our premises, and all staff will be trained in first aid. In the event of an emergency, [Insert name of school] will follow established procedures to ensure the safety and well-being of all staff, students, and visitors.

## **5. Health and Safety Training**

All staff will receive health and safety training to ensure they are aware of the risks associated with their work and are able to take appropriate action to minimize those risks. This will include training in fire safety, manual handling, and other relevant areas.

## **6. Safety Standards and Regulations**

[Insert name of school] will comply with all relevant health and safety standards and regulations, including those set out in the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and any other relevant legislation.

## **7. Reporting Incidents and Near Misses**

All staff, students, and visitors must report any incidents or near misses that occur on the school premises. This will enable [Insert name of school] to investigate the incident and take appropriate action to prevent a recurrence.

## **8. Review of Policy**

This policy will be reviewed regularly to ensure that it remains up to date and reflects any changes in legislation, best practice, or the needs of the school.

**Signed:**

[Insert name of Head Teacher/Principal]

**Date:**

[Insert date of signing policy]