



## Health and Safety Policy and Manual

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## Safety Policy - General Statement of Intent

CELT - Centre for English Language Teaching Ltd is committed to the maintenance of safe and healthy working conditions for all staff, students, and visitors to school's offices and classrooms.

CELT will therefore establish mechanisms for providing information, training and advice about the various potential hazards which are likely to be encountered, for monitoring the maintenance of safety standards, and for regular consultation between CELT and its staff on Health and Safety matters.

At the same time it must be remembered that all persons at CELT have an individual duty to take reasonable care for their own health and safety and for that of other persons who might be affected by their actions (or lack of them). They must also co-operate with those persons who are responsible for Health and Safety so as to enable them to carry out their duties.

Policies will be reviewed on an annual basis.

*GRN/GMD*  
*7 December 2018*

## Health and Safety Advice

Health and safety advice is available from the Directors of the school (Principal and Academic Director). Staff with doubts or queries regarding health and safety should refer directly to the Directors.

Health and Safety Law posters are displayed in the reception areas of both buildings.

## Emergency Contact Details

### 1. CELT Contact Details

#### Main School Building (Adult Centre)

CELT – Centre for English Language Teaching  
6-8 SALISBURY ROAD  
CARDIFF  
CF24 4AD  
Tel: (029) 2033 9290

## Young Learners' Centre

CELT – Centre for English Language Teaching  
20-22 NORTH ROAD  
CARDIFF  
CF10 3DY  
Tel: (029) 2034 1210

## 2. Emergency Telephone Numbers

To call out from the school premises, press Line 1 or Line 2 to obtain an outside line and then dial (for both Salisbury Road and North Road offices) or direct dial from the landline (for North Road only).

### Medical

A & E Unit, University Hospital of Wales, Heath Park, Cardiff CF14 4XW.  
Tel: 029 2074 7747

### Dental

Heath Dental Hospital, University Hospital of Wales, Heath Park, Cardiff CF14 4XT.  
Tel: 029 2074 2413/ 029 2024 4500. Monday - Friday (only)

Cathays Dental Surgery, 159 Cathays Terrace, Cathays, Cardiff CF24 4HW.  
Tel: 029 2023 0945

### Pharmacy

Woodville Road Pharmacy, 74 Woodville Road, Cathays, Cardiff, CF24 4EB.  
Tel: 029 2022 7835

Boots, Unit 17, The Capitol Centre, Queen Street, Cardiff, CF10 2HQ. Tel: 029 2066 4506

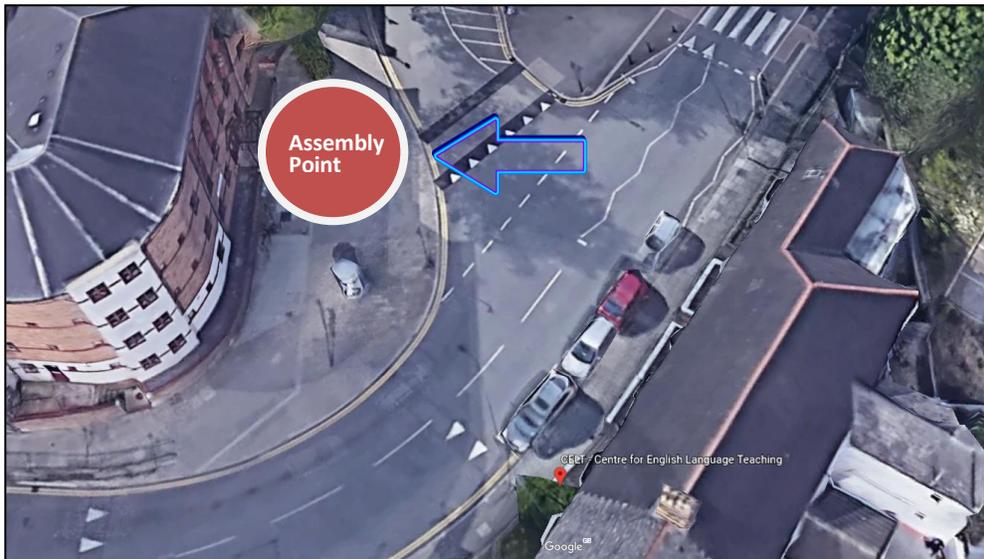
<b>999/112    EXTERNAL EMERGENCY SERVICES FIRE, POLICE, &amp; AMBULANCE</b>
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When telephoning for assistance in an emergency, the following information must always be given:

1. Who you are,
2. Where you are: the location and telephone extension from which you are telephoning,
3. The nature of the emergency and what services are required,
4. To ensure that the message has been correctly received, ask for it to be repeated by the person you speak to after dialling 999 or 112,
5. If it is safe to do so, contact a member of the safeguarding team or another senior member of staff so they are aware of the situation.

## The Assembly Point

Should there be a need to evacuate the buildings, the assembly point for students attending courses at CELT's adult centre is the pavement across the street between Senghennydd Road and Salisbury Road (in front of Senghennydd Halls of Residence).



*Diagram to show the 'Assembly Point' for the adult school in the event of an emergency evacuation*

For the Young Learners Centre in North Road the assembly point is in the car park to the rear of the building.

## Action to be taken in an emergency

Contained in this Safety Manual will be daytime evacuation procedures. There are certain points which should be remembered:

- Memorise the standing orders for emergency action. You will have no time to read them in an emergency.

**Remember: You are expected to act in the spirit of the instructions. There is no substitute for common sense.**

- The most important consideration at all times is human safety.
- Remember: If you become a casualty someone must rescue you, possibly at personal risk to themselves.

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- Act quietly and methodically.
- Do not rush or attempt to pass others when leaving the scene of an emergency.
- The Duty Health and Safety Officer should assume control of the situation, ensuring the safe evacuation from the premises of all persons present and be prepared to warn the Emergency Services, of known specific hazards.

### Accident Procedures

Whenever an accident occurs to any person at CELT, details should be entered in the Accident Book (these are kept in reception offices in both Salisbury Road and North Road) as soon as possible and the Directors should be notified. An accident is defined as an unplanned incident resulting in injury to person(s).

If the accident or incident is potentially serious where an injury may necessitate absence from work or study, then the Directors must be notified. An investigation will then be undertaken by the Directors. This may also require the Directors to establish the circumstances of the accident and seek statements from witnesses to the accident.

Some accidents are reportable to the Health and Safety Executive in order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Types of reportable accidents are: death, occupational disease, major incidents and accidents where the employee is absent for more than 7 days. RIDDOR report forms and up-to-date information about reporting are available from the HSE website on <http://www.hse.gov.uk/riddor>

All incidents, accidents or damage to property must be reported to the Directors or Course Director in the Young Learners Centre so that they can be investigated to ensure prevention of potential future occurrences.

### First Aid Policy and Procedures

CELT is committed to providing first aid support for any individual who becomes injured or unwell on CELT's premises. Every effort is made to ensure that there is at least one first aider on site both at the Adult centre and the Young Learners' Centre.

The school is willing to train any suitable member of staff who would like to undertake the training. This is to ensure that there is the highest probability of there being a first aider on site at any one time. In the case that several first aiders are present in the occasion of an incident, the first aid will be led by the first attending first aider or most senior staff member present in the case that several arrive simultaneously. To maintain their first-aider status each staff will attend a refresher course every three years.

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If a first aider is needed please contact one of the staff members named below. If a first aider cannot be located, the injured party should be accompanied to the accident and emergency unit at the Heath Hospital. If there is doubt about the person's ability to move, an ambulance should be called.

A first aid report should be written after any incident, whether accident or illness related. In the unlikely occurrence that first aid support cannot be provided, this should also be recorded. This may be indicative of insufficient first aid support within the staff and that further training is necessary.

In the case of administering first aid to a student under 18, the staff member should ensure that there is another staff member present where possible. This helps to avoid the risk that any physical contact could be misconstrued.

### **Current people First Aid trained are as follows:**

- Grace Durighello
- Mike Burden
- Chen Hodges
- Neil Harris
- James Norman

### *First Aid Kits and Supplies*

In both centres first aid kits are found in the downstairs reception offices.

The content of the first aid kits is checked annually and refreshed as needed or after an incident where the majority or all of an item has been used.

## **Fire Procedures**

Your role in the case of a fire is dependent upon your role in the organisation, it is important that you are familiar with your role in the case of a fire. Information for students is written simply and placed on the back of the classroom doors as well as in the student handbook. Fire drills are held once a term.

### **Duty Health and Safety Officer is Greg Nelson and Trained Fire Marshalls are as follows:**

- Greg Nelson
- Grace Durighello
- Mike Burden
- Neil Harris

## 1. Reception and administrative staff: Responsibilities

- Familiarise yourself with the duties of the Duty Health and Safety Officer and Fire Marshalls in respect of Emergency evacuation procedures
- Make sure you know the whereabouts of any visitors to the school.

### **IF YOU DISCOVER THE FIRE:**

- If the alarm has not sounded, set off the alarm immediately (the alarm should trigger automatically on sensing smoke)
- Try to extinguish the fire **ONLY IF SAFE TO DO SO**
- Ensure the fire service has been called by dialling 999 or 112
- Then, as below.

### **ON HEARING THE FIRE ALARM:**

- Close all doors to prevent the spread of fire and smoke
- Direct all students and visitors off the premises
- Leave by the nearest available route and take the staff and visitor signing-in registers with you
- Proceed to assembly point
- Check all members of the staff and any visitors are present.

### **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

### **DO NOT RE-ENTER THE BUILDING**

### **DO NOT TAKE PERSONAL RISKS**

## **Teachers: Responsibilities**

- Familiarise yourself with the duties of the Duty Health and Safety Officer in respect of Emergency evacuation procedures
- During morning, afternoon and individual classes make sure you know the whereabouts of all members of your class.

### **IF YOU DISCOVER THE FIRE:**

- If the alarm has not sounded, set off the alarm immediately (the alarm should trigger automatically on sensing smoke)
- Try to extinguish the fire **ONLY IF SAFE TO DO SO**
- Ensure the fire service has been called by dialling 999 or 112
- Then, as below.

### **ON HEARING THE FIRE ALARM:**

- Close all doors to prevent the spread of fire and smoke
- Direct all students off the premises
- Leave by the nearest available route and take the class register with you
- Proceed to assembly point
- Check all members of your class are present.

### **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

### **DO NOT RE-ENTER THE BUILDING**

### **DO NOT TAKE PERSONAL RISKS**

### **Duty Health and Safety Officer and Fire Marshalls: Responsibilities**

If you need to leave the building during a time when you are the allocated health and safety officer, make sure that another staff member is in the building and knows that you have delegated the responsibility to them.

### **Duties: Medical Emergency**

For small emergencies, there is a first aid box in the cupboard in reception. This is clearly marked from outside the cupboard with a sign 'First Aid Kit here'; inside there is a leaflet which explains some basic first aid. Grace Durighello, Michael Burden, Chen Hodges, Neil Harris and James Norman are all trained first aiders. For any serious medical emergency, call 999 or 112.

### **Duties: Fire Evacuation Procedure**

When acting as Duty Health and Safety officer and/or Fire Marshall, you have the duty, on hearing the alarm at any time, to encourage all employees, students, visitors or others present to leave the building immediately and to check that there is no-one left in the building. You should put on your yellow florescent jacket to indicate that you are the person in charge. Then report to the Fire Assembly Point (the pavement between Salisbury and Senghenydd Road for the adult centre or at the back of the car park at the North Road site).

### **DO:**

- Make sure you are familiar with all escape routes and exits.
- Encourage everyone to leave the building using all available routes and exits
- Check that all accessible rooms in the building (including toilets) are empty of people, on your way to the exit
- Close all doors behind you
- Go to the Fire Assembly Point and check all teachers are conducting a role call for their students. Check all visitors have also been evacuated. Inform the fire brigade of any missing people or if you were unable to search any particular area.

### **DON'T**

- Take personal risks
- Re-enter the building
- Try to enter locked or obstructed areas - report them to the fire service
- Argue with people who refuse to leave - report them to the fire service
- Try to fight the fire unless you are trained and it is safe to do so.

## **Fire: General Information**

### *Fire Precautions*

Most fires can be prevented by applying routine precautions, some of which are set out below. When a fire occurs, the principal hazard to people is the smoke which is generated and most deaths at fires are due to asphyxia by smoke.

Ensure that rooms, passages, corridors and stairways are not obstructed. If a room contains an emergency exit, make sure that it is unobstructed so that it is immediately available for use in an emergency.

No smoking is allowed in any of CELT's buildings.

Do not allow the accumulation of combustible materials. Always place waste in the appropriate bins.

Switch off all non-essential electrical equipment when not in use.

## **Fire Fighting**

### *Fire Extinguishers*

CELT will check frequently that fire extinguishers are not hidden by temporary obstructions so that they are visible and can be reached quickly in an emergency. If

the use of the room changes, check that the existing extinguishers are of the correct type and adequate in capacity for the new use. Staff other than the Fire Marshals are not expected to use the extinguishers, nevertheless familiarity with the different types of extinguishers is recommendable in case staff need to use the extinguishers to clear their own (and their students) escape route.

Discretion is essential in deciding the lengths to which first aid and fire fighting is carried out. Portable fire fighting equipment is not designed to cope with extensive fires and it is important that first aid and fire fighting should cease and the location be evacuated, as soon as the effects of the fire threaten the means of escape, the building structure, or otherwise becomes out of control.

Although further action might reduce the risk of material losses no such saving can compare in importance with human safety.

### When fighting a fire remember:

a. Use the correct fire extinguisher but only do so if you are trained to use the equipment. When using a fire extinguisher remember to do the following:

P- Pull safety pin from the handle  
A - Aim at the base of the fire  
S- Squeeze the trigger handle  
S- Sweep from side to side

b. Carbon Dioxide extinguishers should be used with care. They can reduce the oxygen content of the atmosphere in a confined space to a dangerously low level. A fire needs oxygen to burn but humans need oxygen to breathe.

c. Several kinds of fire fighting equipment may be found in the building. It is the duty of everyone to know where they are located, and for what type of fire each one may be used. Whenever fire fighting equipment has been used an immediate report should be made to reception. The person in charge of health and safety will subsequently order a replacement unit.

### **Use of Fire Extinguishers**

#### *Carbon Dioxide* (Red with black label)

Carbon Dioxide extinguishers can be found in the building and have several advantages in dealing with small fires. No mess is made and there is little danger of apparatus nearby being knocked over or damaged. They can be used where live electrical circuits are involved. However, they have little cooling effect and until the extinguished material has cooled below the ignition temperature care must be taken to ensure that the fire does not re-ignite.

### *Water (Red)*

Extinguishers discharging water under pressure from a carbon dioxide cartridge are recommended for use on ordinary fires, e.g. those involving paper, wood, etc.

Water and carbon dioxide extinguishers are located in fixed points throughout the buildings and clearly labelled.

All fire extinguishers and signage are checked annually by Chubb Fire Ltd.

### **Fire Doors**

Fire doors are installed throughout the building so as to prevent smoke and hot toxic gases circulating along routes to safety. These doors must not be wedged or propped open.

Misuse of fire fighting equipment, e.g. fire extinguishers and fire alarms, may render them inoperable when required in an emergency and could even result in loss of life. Moreover, misuse is a criminal offence which may result in the imposition of severe penalties by the courts and disciplinary action by the company.

### **Fire Detection Systems**

Fire detectors located in the ceiling give an early alert and warning of a fire particularly if the fire starts in an unoccupied area.

#### *Smoke Detectors*

These contain an ion chamber and detect the products of combustion. Because of their high sensitivity, larger areas can be protected by a single detector and these systems can be found in many areas of the building.

All fire detectors are necessarily sensitive devices and can easily be activated to give a false alarm. Care should be taken to avoid damage during decorating or other maintenance work. The surface of detectors must not be painted since this affects their performance.

*The attention of contractors should be drawn to the presence of detection systems when appropriate.*

Smoke detectors can be activated by dust or exhaust from petrol or diesel engines. Smoke detectors along with the fire and burglar alarm systems are checked annually by an approved and qualified person (currently Eurosec Ltd. Tel: 01633 666365) to ensure that the devices are working correctly.

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## *Fire Instructions*

These appear in the Emergency Procedures and also they are displayed around the building. All fires, however small, must be reported to the Manager and Duty Health and Safety Officer.

Full fire risk assessments of all CELT's buildings have been completed and are reviewed on an annual basis.

## **Manual Lifting**

The safe way to lift is as follows:

- In all cases – take up the lifting position, make sure the load is not too heavy to lift, check there are no obstructions in the way, check feet are correctly positioned, slightly apart with one in advance of the other. Bend to the load, bend knees, tuck chin in, straighten back, secure grip, and get fingers well under load.
- In all cases – lift load, keep back straight, keep arms to body and let the leg muscles take the strain.
- Carry load away, keep back straight, keep arms to body, keep load close to body and check that you can see over the load before moving.
- Always ask for assistance if the load is too heavy for you to carry alone.

## **Electrical Equipment**

The school Principal Greg Nelson is responsible for identifying any classroom and school equipment in need of maintenance. All staff are asked to be vigilant and report any apparently faulty equipment to Greg at the earliest possible opportunity. Staff are also told not to use any equipment that appears to be defective in any way.

Portable equipment is subject to periodic PAT testing, which is undertaken in conjunction with a qualified electrician (Kevin Elliott, telephone: 07580 003701). This is undertaken every three years on classroom and office equipment (CD players, projectors, laptops, computers, photocopiers, etc.). The latest PAT test was undertaken in December 2018.

## **Work outside Normal Office Hours**

CELT's adult centre is normally open from 8.45am to 5.00pm, Monday to Friday. The building might be closed from time to time for essential maintenance. Maintenance is carried out during the times when lessons are not taking place and during the holidays whenever possible.

The North Road YL centre is only open when courses are running. Lessons generally take place in the mornings from 9.15 to 12.45 and the building opens at 8.45am. The building closes after the lunch break (2.00pm approx) unless there are afternoon classes or project sessions.

If any person needs to use the building outside office hours then prior arrangements must be made with the Directors.

### **Precautions in Offices, Meeting Rooms, etc.**

Recent nationwide surveys have revealed that offices are the scene of a substantial number of service accidents every year. Most of these are avoidable.

There is an increasing use of machinery in offices which should only be used operated according to the maker's instructions. Only maintenance personnel should remove the enclosing panels of machines.

Leads should not be allowed to trail in a manner likely to cause persons to trip over them or pull the item over. Do not leave appliances in precarious positions. Always switch off appliances that are not in use.

Smoking is not permitted inside the building. Do not use outside waste bins as ashtrays. CELT provides ashtrays for use in the back garden (adult centre).

Care must be taken to avoid spillage of water in rooms in which there are electrical power points or equipment. Water entering the points or equipment can cause a short circuit of electrical supplies and this in turn may start a fire.

When carrying files and books, do not carry so many that your vision is obscured. Filing cabinet drawers should always be closed as soon as you have found what you want. The corner of a metal drawer can inflict a very painful injury. Only open one drawer at a time, more than one draw open may cause a filing cabinet to tip forward.

Never stand on revolving stools or chairs and avoid using any chair or stool where steps are provided. A fall on to the end of a desk or an open drawer can cause a very serious injury.

Do not leave stacks of boxes or files on the floor near doorways or in the corridors for people to fall over.

Polished floors, particularly if waxed or wet, offer a hazard. Never run on the polished floors. If the floors are wet or damp always place one of the yellow "wet floor" signs in a prominent position.

## Spillage Policy

Staff and students should report any spillages that occur to reception so that appropriate action can be taken. The person dealing with the spillage should follow the actions described below.

### 1 – Bodily Fluids

Any spillage of vomit, urine, excrement or blood will be cleaned up promptly. The procedure for dealing with the spillage is as follows:

1. Direct people away from the area and ensure that no individuals can walk through the spillage.
2. The person cleaning the spillage must put on disposable vinyl gloves (provided).
3. The body fluid spillage kits are kept in reception and contain disinfectant, super absorbent granules, wipes and tissues to quickly and safely contain and clean up all body fluids bio hazards e.g. blood, vomit and urine. Follow the instructions on the kit and dispose of the waste in the biohazard bags included in the kit.
4. The bucket and mop are kept in the cupboards under the stairs.
5. Clean and rinse the mop thoroughly after use.
6. Wash your hands thoroughly with soap and water.

### 2 – Tea, coffee, soft drinks & water

1. Soak up as much as possible using paper towels.
2. If the spillage is in an area with tile or wooden flooring, use a mop to rinse the area and then dry with paper towels. If there is still some moisture, place the “wet floor” sign in a prominent position until the floor is completely dry.
3. Wash your hands thoroughly with soap and water.