

GENERAL STATEMENT

BSC Young Learners Ltd. (BSC YL) recognises its moral and statutory obligation to practical compliance with relevant health & safety legislation (Health & Safety at Work Act 1974 and the Management of Health & Safety at Work regulations 1999) in order to meet the legal and moral duty to team members, students and members of the public on its premises, meet the expectations of other stakeholders who have an active interest in how we operate and the external bodies to whom we are accountable to. This policy will be reviewed annually but may also be amended at other times if changes to legislation or best practice require it.

Policy objective

The objective of the BSC YL Health and Safety policy is to provide a safe and secure environment for students, team members and visitors and to promote the highest standards of healthy and safe working conditions. Procedures and key documents will be inspected from time to time to ensure compliance.

It is the responsibility of all BSC YL team members to maintain the safety of students as well as their own and to successfully implement BSC YL health & safety procedures at work. Every BSC YL team member will receive Health and Safety training at their inductions to ensure that they're confident and capable of complying to BSC YL safety rules and practises.

The aims of the BSC YL Health and Safety policy are best summarised as:

- To understand important health and safety terminology, be able to use it and act upon it safely
- To ensure that health and safety procedures are communicated to students, BSC YL team members, group leaders and visitors
- To protect students, BSC YL team members and all non-team members from ill health and injury
- To ensure all compliance with relevant health and safety legislation and bodies
- To eliminate (or effectively control, where elimination isn't possible) any risk to the safety to students or BSC YL team members during BSC YL onsite or off-site activities, lessons and excursions
- To maintain BSC YL premises (including residence, sports facilities, office space, dining areas, class space and all other areas used by students/BSC YL team members) in a healthy and safe condition at all times
- To ensure that all equipment is safe to operate at all times and replaced immediately if necessary
- To establish emergency and recovery procedures
- To ensure all BSC team members receive a Health and Safety induction
- To ensure that an appropriate number of BSC YL team members receive First Aid training
- To allocate health and safety awareness, knowledge and responsibility to every team member
- To ensure qualified BSC YL First Aid aiders and kits are made known to all
- To maintain procedures for safeguarding and ensure that they are followed at all times
- To monitor the promotion of healthy living for all students and BSC YL team members

The implementation of this policy is the overall responsibility of BSC Young Learners Central Support through the attitude and application of every BSC YL team member at BSC schools and BSC YL residential centres. The Designated Safeguarding Person (DSP) will ensure that team members implement this policy on-site. (Please refer to Staff Handbook)

HEALTH AND SAFETY TERMINOLOGY

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At BSC Young Learners Ltd., we aim to make health and safety as straightforward and effective as possible for all BSC YL team members, students, visitors and International Group Leaders. Below is a glossary of commonly used terms devised for all BSC YL team members who are responsible for health and safety in the BSC YL workplace.

a. In Loco Parentis (acting as 'in place of a parent')

Loco parentis refers to the authority delegated by parents to 'responsible others'. All BSC YL team members are responsible for the health, safety and welfare of all children left within their care once their parents are not present. Literally, it means, "in the place of a parent".

b. Pastoral care

Pastoral care is the provision BSC YL makes to ensure the physical and emotional welfare of children. A successful pastoral care programme at BSC YL means that children are safe, healthy, involved and able to perform to their potential.

c. Duty of Care

All BSC YL team members and students have the right to live their lives free from violence and Abuse.

Duty of Care is defined simply as a legal obligation for BSC YL team members to:

- Always act in the best interest of individuals and others;
- Not act or fail to act in a way that results in harm;
- Act within your competence and not take on anything you do not believe you can safely do.

d. Higher Duty of Care

A **higher duty of care** is owed to children and young persons. BSC YL team members must be prepared for children to be less careful than adults would be in a similar situation. This consideration should be even greater if a child is known to have learning difficulties (please refer to BSC YL Accessibility and the BSC YL SEND Policy) or is known to have a medical condition which may make them more vulnerable than the average child to foreseeable risk of harm.

For example, Activity Leaders should be aware of any medical conditions that their students may have and be prepared if the condition is affected within training or a competition. For example, checking to see if those within the student body with asthma have their inhalers, if not the Activity leader must know how to deal with an asthma attack if this situation arises.

**Please note that all BSC YL team members are made aware of all special requirements for students, however (under no circumstances) can team members give medicine to children. (Please refer to the BSC YL Safeguarding Policy and the BSC YL First Aid Policy)

e. Vicarious Liability

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Vicarious liability applies to a situation where BSC YL team member is held responsible for the actions of another. This can apply in any number of situations at BSC YL, where one person has a duty of care for the health and safety of another person.

For example, a BSC YL team member responsible for leading an activity is responsible for that group of student's wellbeing. However, the responsibility can pass onto BSC YL Management if it's proven that:

- The team member wasn't trained or briefed
- There were insufficient safety procedures
- Management didn't check that procedures were in place

f. Negligence

Negligence is the failure to adhere to the standards of behaviour that the law puts in place to ensure the safety of others. BSC YL can be found negligent with regards to their teams if it is proven that team members are not provided a safe work environment to work in or an unsafe environment for students to study in.

g. Hazard

A **hazard** is a potential source of harm or adverse health effect on a person or persons.

h. Risk Management

The process of putting control measures into practice and monitoring the results, with the intention of reducing, or eliminating, the potential risks to health and safety at the BSC YL centre.

ARRANGEMENTS FOR IMPLEMENTING HEALTH AND SAFETY

Management Meetings on site

Centre Management will meet onsite regularly to discuss health and safety issues relevant to a particular department or work area. The Designated Safeguarding Person (DSP) will lead these meetings.

There are daily management meetings, daily departmental meetings and weekly team meetings held at each BSC YL school site where health and safety matters can be raised by everyone. If team members need to be made aware of a health and safety concern prior to a meeting they would be informed by email, text, phone call or by a notice in their office of work.

BSC Young Learner Central Support visits

BSC Young Learner Central Support make regular visits to the YL centres throughout the year and work closely with the Student Experience Managers (SEMs) at every BSC Adult school to ensure that health and safety procedures are in place at every BSC YL location. BSC Young Learner Central Support Management also collaborate with the Designated Safeguarding Leads (DSL) of the host school/college during pre-summer visits to cover safety planning for team-student ratios, fire safety, pre-student arrival risk assessments,

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construction work, managing the site in collaboration with other ELT schools as well as the usage on-site equipment.

Risk Assessments

BSC YL health and safety procedures are all drawn up on the basis of an assessment of risks in line with the requirements of the Management of Health and Safety at Work regulations act 1999. Some require further detailed necessary assessments of the activity at the school/centre (e.g. equipment, weather, educational visits, different size or groups and other external factors); in these cases, the relevant Activities Manager or Welfare Manager must undertake the assessment at the school or residential centre. Others are generic risk assessments and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the BSC YL team member responsible for the activity must ensure there is a reassessment to account for these variations. Where this is minor it may be no more than adding a simple local variation to the generic assessment.

Centre Management at the centres and schools are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control. For many such activities, line managers should arrange for a departmental health and safety procedure to be drawn up as a generic assessment, although, again, local variations may be needed when it is necessary to deviate from the generic assessment.

Centre Management (in most cases the Activities Manager or Welfare Manager) should review the Risk Assessment and procedures at the end of every activity or excursion and discuss any amendments if necessary. All changes should be made directly to the document, dates and communicated to every BSC YL team member.

Below are some examples of typical hazards and the risk management required to maintain Health and safety for BSC YL team members, students, visitors and International Group Leaders. (The list isn't exhaustive) Please refer to BSC YL Risk Assessment Handbook and follow the steps to complete a risk assessment and how to maintain these working documents.

Accommodation

| Hazard | Method of controlling risk |
|---------------------|--|
| Fire escapes | Clear signposting Students instructed as to their location |
| Stairways and lifts | Have rules for their use – e.g. walking on the left of stairs/limited use of lifts/clear notices in cases of lift breakdown. |

Outside Areas

| Hazard | Method of controlling risk |
|--------------------------|--|
| Poor lighting | Active supervision |
| Areas with rough surface | Active supervision to ensure no running |
| | Informing students of the route they should use to |

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| | |
|------------------------|---|
| Escape routes off site | enter/leave site and not to use other routes. Clear campus maps with out of bounds areas highlighted. |
|------------------------|---|

Canteen/Dining Room

| Hazard | Method of controlling risk |
|--|---|
| Slippery surfaces (split drinks or food) | Make sure canteen has wet surface signs |
| Overcrowding | Ticketing system or staggered entry system for eating |

Sport

| Hazard | Method of controlling risk |
|----------------|---|
| Sports general | Appropriate clothing/footwear e.g. no flip-flops for sports. Make sure all staff are aware of first aid procedure/designated first-aider and where the first aid box is located |
| Swimming | Lifeguard(s) must be on duty Check ratios required |

Arts and Crafts

| Hazard | Method of controlling risk |
|-----------|--|
| Materials | Make sure they are not toxic (those supplied by Head Office Support are not) |
| Scissors | Scissors: use children's scissors in younger centres |

Off-site excursions

| Hazard | Method of controlling risk |
|-----------------|--|
| Losing students | Check that all students have ID card when leaving the site with emergency contact number and address. Copy of map to be given to each student. Clear meeting point marked out on a map. Concept-check students understand where they should meet. Constant head counts. Active supervision at all times (Please refer to BSC YL Lost student procedure.) |

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Copies of all official risk assessments for all attractions will be provided to BSC YL team members before their first contact with Young Learners. All BSC YL team members are expected to read all BSC YL risk assessments (on-site and off-site) as well as external suppliers' assessments and should sign off a Risk assessment declaration to be filed away on SharePoint by the Centre Manager.

Training

Every BSC YL team member will receive Health and Safety training that complies with the Health and Safety at Work Act 1974 as well as attending an advanced safeguarding training. Centre Management will receive intensive H and S compliance and Safeguarding training in person at Young Learners Central. All non-management will receive a thorough health and safety induction onsite lead by Centre Management and will take an online Level 1 safeguarding training course before arriving at the centre or school. Every school/centre will have at least two contracted members of management that are First Aid trained (Emergencies at Work) accredited by St John's the Ambulance. **(Please refer to BSC YL First Aid Policy)**

All general risks (to teams and students), health & safety information and terminology will be covered during training and inductions. All BSC YL team members will be made aware of the below:

- Monitoring student attendance (academic, activities, excursions and residence registers)
- Student absence checks
- Managing special requirements (dietaries, allergies, special needs)
- Risk areas for all activities (on-site and offsite)
- Plans to reduce risks
- What to do in emergencies
- The First Aiders on site/off site,
- Where/when to advertise first aiders to students
- HSE safety information (poster, reporting and forms)
- The location of First Aid kits onsite
- Named centre/school Designated Safeguarding Person (DSP) and Designated Safeguarding Officer (DSO)
- Contact details of the Designated Safeguarding Leads (DSL) and Deputy Designated Safeguarding leads, (DDSL)
- Giving Safety briefings to students
- Fire safety procedures
- Key external Health & Safety and Local Authority contacts

Every BSC YL team member and International Group Leader will sign an induction declaration to confirm that they have received an appropriate level of training.

For more information about BSC YL Safeguarding and Child Protection procedures, please refer to the BSC YL Safeguarding Policy.

Accident Forms and Reporting

Any accidents and incidents should be reported immediately to the Centre Manager and an HSE report must be completed and acted upon.

The report should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital)
- Name and signature of the first aider or person dealing with the incident

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The seriousness of the event will determine whether or not Head Office need to be notified. (Please refer to BSC YL Escalation Structure and Emergency Protocols). Any accident causing injury, or any dangerous occurrences should be reported using a RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). A Deputy Designated Safeguarding Lead (DDSL) will complete online RIDDOR forms upon receipt of the report from the Centre Manager. These are required by law for serious accidents or near misses and must be stored in the accident and incident folder in the course office and will be uploaded by the Centre Manager to SharePoint.

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Fire and Safety Procedures

There is an obligation for duty BSC YL team members to lead a Fire and Safety induction within 48 hours of a student/group arrival. BSC YL team members arrange how the evacuation will be conducted; arrangements for ensuring everyone has left the building safely and other checks are derived from risk assessment and recorded in the Fire & Safety Induction Log. Teachers are the duty Fire Marshals in the case of a fire during class time. Activity Leaders will perform Fire Marshal duties during activity time. (Please refer to BSC YL Escalation Structure & Emergency Protocols)

Fire risk assessments are undertaken by the Centre Management Team at the beginning of a BSC YL programme. All fixed and portable fire protection systems and equipment will be provided by each host centre and are tested then maintained inline with the Regulatory Reform (Fire Safety) Order 2005.

All BSC YL team members, students and group leaders will be made aware of what to do in the event of a fire and where to assemble (Please refer to BSC YL Escalation Structure & Emergency Protocols)

General Fire Safety Instructions

- Raise the alarm
- Teachers or Activity Leaders will perform Fire Marshal students to lead students
- Leave the building via the nearest exit and head to the fire assembly point
- At the fire meeting point – Do not let anyone leave and students will never be left un supervised!
- Take and record the attendance
- Dial 999 and request the Fire Brigade

First Aid

BSC YL will have first-aid arrangements at every location. BSC YL is responsible for all team members and students to receive immediate attention if they are taken ill or are injured at work.

Accidents and illness can happen at any time and first aid can save lives and prevent minor injuries from becoming major ones. Arrangements will depend on the particular circumstances in the workplace and the need to assess what the first-aid needs are. As a minimum, they'll always be

- a suitably stocked first-aid box;
- an appointed person to take charge of first-aid arrangements;
- information for all employees giving details of first-aid arrangements and the qualified team members

For more detailed information please refer to the **BSC YL Health and Safety Annex – 2021**, BSC YL First Aid Policy or visit: www.hse.gov.uk/firstaid.

Administration

Maintaining the required level of health and safety in the workplace will require a great level of organization by Centre Management. In the course office there must be an up to date list of all BSC YL team members, students and International Group Leaders which includes rooming information

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and next of kin details. Centre Management will ensure that daily attendance records are kept and stored for academic, social and residence attendance checks as well as having all lists stored separately for student special requirements. An SCR (Single Central Register) that includes BSC YL team members contact details, e.g. mobile phone number and email address, must be available too. Management will also ensure that there are signing in/out forms for all team members, groups and visitors to ensure that all BSC YL centres are always aware of the exact number of BSC YL team members, students, group leaders and visitors on-site at all times.

HEALTH AND SAFETY WORKPLACE CONDITIONS

By law, BSC Young Learners Ltd. complies with Employers' Liability (Compulsory Insurance) Act 1969. BSC YL is required to supply items and conditions to ensure welfare including toilets, hand basins with soap, drinking water, somewhere to rest, good ventilation, reasonable working temperatures and well-maintained (and safe) usable equipment.

If BSC YL team members, are unhappy about general welfare conditions at the residence, school or dining areas then Centre Management (alongside BSC YL Central Support) will endeavour to work to make improvements. A poor working environment can damage health and put everyone's safety at risk.

BSC YL will ensure compliance to - The Workplace (Health, Safety and Welfare) Regulations 1992 Act – by following the main provisions of these Regulations that require:

- adequate lighting, heating, ventilation and workspace (and keep them in a clean condition);
- appropriate team member facilities, including toilets, washing facilities and refreshment; and
- safe passageways, i.e. to prevent slipping and tripping hazards.

General Health and Safety advice

Also, it is generally safer to work in pairs/teams than it is to work alone. While this is not always possible because of ratios, BSC YL team members should look to make a conscious decision as to whether tasks are safe to complete alone and to use common sense when using and maintaining equipment.

Lifting

BSC YL team members should use their own judgement when deciding whether an item is too heavy or move. Whenever lifting an item, the following good lifting technique should be followed:

1. Think before you lift. Plan the lift. ...
2. Keep the load close to the waist. ...
3. Adopt a stable position. ...
4. Ensure a good hold on the load. ...
5. Do not bend your back when lifting. ...
6. Do not bend the back any further while lifting. ...
7. Do not twist when you lift. ...
8. Look ahead. Ask for help if you need it!

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Electrical Equipment

Electricity is a familiar and necessary part of daily life at all BSC Young Learners Ltd. centres but can be extremely dangerous if not appropriately used.

BSC YL team members should

1. Ask onsite maintenance for damaged power cords to be replaced.
2. Don't overload your outlets.
3. Avoid extension cords as much as possible. ...
4. Don't use mains powered equipment in wet/humid conditions
5. Protect Young Learners from hazards.
6. Do not use without knowledge of using appliance

Centre Security

BSC YL team members are expected to take reasonable care of their own personal security and of the students to ensure that:

1. Valuables are kept out of sight
2. Rooms are kept locked (if out of use)
3. Windows and external doors should be locked
4. Correct signage displayed (out of bounds, fire exits, no smoking, toilets etc)
5. Unknown visitors challenged/greeted on arrival and directed to always sign in/out
6. Students and BSC YL team members always wear BSC YL lanyards
7. All BSC YL team members to be vigilant after dark around accommodation blocks
8. Set curfew times for BSC YL team members (signing in and out)
9. No smoking, vaping or drinking of alcohol on site
10. Report anything suspicious to the Centre Manager

LOCKDOWN: PANDEMIC

The health and wellbeing of all our students and BSC YL team members will always be our highest priority during the unfortunate event of a pandemic. BSC YL will continue to comply with the latest public health best practices.

It is important to note that the 'Keeping Children Safe in Education' statutory guidance (KCSIE) will continue to apply during such an event. However, where there is a BSC-Education school, the onus will be on that school to provide a safe environment as the procedure begins. BSC YL residential centres would work in collaboration with the host residential centres.

Immediate outbreak procedure at a BSC YL location

Contact respective DSL/DDSL immediately.

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Isolate those suspected from others.

- Separate bathrooms (male/female student and male/female adult)
- Separate rooms (male/female student and male/female adult)
- A designated team member to be assigned to stay with student who has suspected case.

Centre closures are at the discretion of the Young Learners Director (DSL).

Quarantine and self-isolation procedures, if required, should be followed as outlined in the BSC YL COVID-19 risk assessment.

In dealing with fast paced pandemic developments, BSC YL school's safeguarding and child protection policies (as well as other key policies in place) may not accurately reflect the arrangements in place at the time. However, amendments will be made as soon as it's possible.

For more information guidance in dealing with COVID 19. [Please refer to the BSC YL – 2021 – Health and Safety Policy Annex.](#)

MAKING ADJUSTMENTS TO THE HEALTH AND SAFETY POLICY

BSC Young Learners Ltd. Central Support systematically review this Health and Safety Policy yearly. Revisions and alterations to this policy will be made as and when necessary to ensure that it is kept up to date. These occurrences include changes of government legislation, updating of related policies and procedures and a change of DSL. BSC Young Learners Ltd. Central will ensure BSC YL team members are made aware of any changes to the policy when they happen.

Please contact info@bscyounglearners.com if any further clarification is required about Health & Safety arrangements at any BSC YL centre or with any other questions or recommendations about the provisions and procedures referenced in this policy.