





Safety is Priceless

"Because an accident hasn't happened doesn't mean it won't.
Safety isn't expensive - it's priceless"

Meg Turner - School Principal and Managing Director

Statement Of Intent

Introduction

We regard the management of health and safety as an integral part of our business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees and others who may be affected by our activities.

Our target is for zero accidents and zero work-related ill health to be achieved by applying current best practice in health and safety management.

Compliance with current H&S legislation is therefore seen as the absolute minimum standard acceptable.

Proper H&S management is seen as an integral part of our activities, and critical in developing a professional culture and establishing and maintaining a solid reputation with our clients. The names of the individuals responsible for H&S issues and the arrangements to implement are set out in our more detailed H&S policies.

The objectives of this policy are fundamental to the success of our business and senior management are responsible for ensuring requirements of this policy are achieved.

Management, staff and operatives have responsibility for implementing the specific arrangements. All employees are expected to carry out their defined responsibilities.

A copy of the H&S manual is held at head office premises and made available to all employees on request. Remote workers may be provided this digitally. Employees are expected and encouraged to be proactive on H&S issues as part of our continuing development of an effective H&S culture.

We will provide appropriate training and make available competent H&S advice and adequate resources so that legal obligations may be met.

Law relating to this document

- Health and Safety at Work etc Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975 (SI 1975/1584)

This is the health and safety policy statement of

Pro Language Ltd
2nd Floor
McLintocks Building
Summer Lane
Barnsley
S70 2NZ

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Meg Turner

Managing Director
Pro Language Ltd
December 2021
Policy Review Date Is Set For December 2022

Responsibilities

Introduction

It is deemed that no-one at Pro Language Ltd is in full possession of all material parts to deem them solely responsible for matters relating to health and safety. These responsibilities are therefore delegated through the management organisation sufficient to reflect the diverse nature of our business.

In order to ensure that health and safety is competently managed, the following responsibilities have been allocated by the Directors of Pro Language Ltd, with whom responsibility for compliance rests:

The Directors will as far as is reasonably practicable:

- facilitate resources so that there is an effective policy for Health and Safety within the organisation.
- and as often as necessary, and at least annually, approve the effectiveness of the policy and as necessary make changes.
- take a direct interest in the policy in regard to the Health and Safety at Work Act.

The Managing Director is responsible for all matters relating to health, safety and welfare of Pro Language Ltd employees, learners and visitors. The Managing Director will:

- Be directly responsible for the preparation and revision, and for the approval by all/any other Directors, of a Health and Safety Policy.
- Take a direct interest in the policy and support all persons carrying it out.
- Review reports by the teachers on Health and Safety issues and seek to monitor and maintain health and safety standards; through the work of the teachers.
- In conjunction with the teachers:
 1. Approve and review the Policy at least annually
 2. Distribute the Policy so that all teachers, employees and sub-contractors can understand its content
 3. Properly assign responsibilities and check this is accepted
- Review safety statements with all teachers at least annually
- Monitor the policy review, with the Board of Directors, as often as necessary and at least annually
- Agree any required training for teachers.

Each teacher is responsible for the implementation of the safety policy within his/her own function and area. They must monitor the workplace and relevant facilities to maintain safe conditions. Where risks are identified, it is the teacher's responsibility to manage change requirements in risk control measures, so far as is reasonable practicable.

Every employee is expected to comply with their duty to take responsible care for the health and safety of themselves and their work colleagues or learners or other persons who may be affected by their actions or omissions. Employees should co-operate with other persons within the work environment to enable statutory duties or requirements to be fulfilled, having particular regard to:-

Working safely and efficiently; using any protective equipment provided in the correct manner.

Not undertaking any task for which authorisation and/or training has not been given.

Reporting any hazardous conditions, incidents or deficiencies to their Line Manager that have led to, or may lead to, injury or hazards to health and safety.

Adhering to all safety rules and procedures.

A clear knowledge of appropriate emergency evacuation routes and participating in keeping these clear of obstructions at all times.

Co-operating in the investigation of accidents with the object of introducing measures to prevent their reoccurrence.

Maintaining good and hygienic housekeeping standards.

Not interfering with, or misusing, anything provided in the interests of health, safety and welfare.

Every employee is provided with health and safety training as part of their induction with Pro Language Ltd. Employees will be informed of any updates to the health and safety policy, and will be required to complete a signed declaration to confirm they understand the changes and to implement these with immediate effect. Employees will also be made aware of any necessary training requirements via written communication or during monthly team meetings.



Risk Assessments

Introduction

Pro Language Ltd regards safety as a high priority for all of its learners and workforce. Risk assessments in the workplace are not only a legal responsibility, but an effective way of ensuring safety by removing or reducing potential hazards. It is Pro Language Ltd policy that an appropriate risk assessment is carried out prior to any course activity.

Risk assessment does not have to be complicated or only done by a qualified person – it is mostly a matter of using common sense and thinking things through carefully beforehand. The aim is to identify the hazards in a particular activity and see where the potential for each hazard to cause harm (i.e. the risk) can be removed or reduced by taking appropriate precautions to avoid injury.

A hazard can be defined as something with the inherent potential to cause harm or injury.

Risk can be defined as the likelihood of harm or injury arising from a hazard (some risk assessments may identify this as being low, medium or high) and its consequences. Some examples of hazards and the associated risks are:

Use of electrical equipment – there is a risk of electric shock or burns.

Lifting heavy objects – there are risks of back injury or injury due to dropping the object.

The five key steps to risk assessment are:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record your findings and implement them
5. Review your assessment and update if necessary

If, having done a risk assessment for a particular activity, there is some doubt as to the most appropriate precautions to take to reduce the level of risk for a specific hazard, please contact a suitably trained member of Pro Language Ltd staff.

Risk assessments should always be in writing, clearly identified and dated, as well as being in a format that can be modified and easily reproduced. When undertaking any risk assessment, particular attention should be given to safeguarding learners under the age of 18. All risk assessments should be reviewed for each course, when an accident has occurred or when a significant change is introduced into that situation.

Pro Language Ltd will carry out risk assessments covering the normal day-to-day office-based activities expected within the offices. If any staff member needs to undertake a task not covered by this, then he/she should first do a risk assessment using the generic template and notify a Director.

Prior to running any new Pro Language Ltd training courses the teacher will thoroughly familiarise themselves with the office facilities and carry out risk assessments appropriate to the course that they are delivering (whether or not they have previously delivered a course in the same room).

These risk assessments should cover the general environment (escape routes, toilet areas, etc.) and the classroom learning environment. Risk assessments should also be carried out for any learner/apprentice who have declared particular physical, medical or learning needs or impairments – these should relate not only to the physical environment but also to the impact on the requirements of the course Risk assessments. Having done the risk assessments, the teacher should then consider the different hazards and attempt to reduce the level of risk in each case. If he/she is unsure on any aspect, then a Director should be consulted.

Should an accident, incident or near miss occur during a lesson where the safety of staff or learners is at risk, or if the teacher has concerns about the standard of safety within the learning environment where there is the potential for the safety of staff or learners to be put at risk, a report should be made to the Director as soon as possible. Full details of this procedure follows.



Accident, Incident and Safety Concerns

Introduction

Pro Language Ltd regards safety as a high priority for all of its learners and workforce. It is Pro Language Ltd policy to record and investigate all accidents that result in injury or ill health.

It is also Pro Language Ltd policy to record and investigate all “near miss” incidents that might potentially have resulted in injury, ill health or damage to property, plant or equipment. Ensuring that steps are taken, where possible, to avoid recurrence of any such accidents or incidents is vital.

Pro Language Ltd requires its teachers to maintain good safety standards. Where concerns are raised in regard to potentially unsafe practices, these will be investigated and appropriate action taken as required.

All Pro Language Ltd employees are required to co-operate in ensuring that the following procedures are adhered to. These apply whether the accident takes place within the Pro Language Ltd offices or in a remote location (including other course delivery sites):

Reporting Injuries

- Any accident must be reported to the nearest first aider as soon as possible (even if no treatment is necessary).
- Lists of first aiders are displayed at prominent positions in the Pro Language Ltd offices.
- The first aider must be provided with information about the injured person and the circumstances of the accident.
- In cases where the injured person is sent for immediate hospital attendance, it is the responsibility of the first aider to ensure that a Director is informed.
- All injuries must be recorded, as soon as possible, in the accident book either by the injured person or by a responsible person on their behalf. If the accident takes place during a Pro Language Ltd lesson it is our responsibility to record what happened in the accident book and, if appropriate, make a formal report to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).
- The Director must be notified of all accidents and injuries using the Accident Report form.
- It is the Directors responsibility to ensure that a report and notification is made to the HSE where required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013), unless this has already been done by the teacher.
- The Director will carry out an investigation and complete an Accident Report as soon as circumstances permit.
- Following an investigation, the Director will take all necessary precautions to reduce the risk of recurrence of such an accident in the future.

Reporting Near Miss Incidents

- Staff should report all near miss incidents immediately to the Director. A near miss is defined as any unplanned event that resulted in damage to property or any unplanned event that might potentially have caused injury to yourself or others, or damage to property
- The Director will ensure that a report and notification is made to the Enforcing Authority (normally HSE) where required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).
- The Director will carry out a full investigation and complete an Incident Investigation Report as soon as circumstances permit.

Reporting Safety Concerns

- Teachers or other staff should report all safety concerns to the the Director via email.
- A safety concern is defined as:
 1. A significant lapse in expected standards of safety that could result in injury to staff or learners.

On receiving a safety concern the Director will carry out a thorough investigation. If further action is deemed to be necessary in order to ensure a safe environment for Pro Language Ltd staff and learners the necessary reasonable adjustments will be made.





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