



# MAYFLOWER COLLEGE

## Health & Safety Policy (Including Fire & First Aid Policy)

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## Section 1: Introduction

### 1.1 General Statement of Policy

It is the policy of Mayflower College (“the Company”) to foster a positive health and safety culture throughout the Company for staff, students and visitors.

Mayflower College aims to:

- provide adequate control of the health and safety risks arising from on-site and off-site activities by means of suitable and sufficient Risk Assessments
- maintain safe and healthy working conditions and adequate welfare facilities
- ensure safe handling and use of substances (i.e. cleaning chemicals) that may be harmful
- ensure all employees are competent to do their tasks, and given adequate training, instruction and supervision and include relevant information in the Mayflower Staff Handbook
- prevent accidents and cases of work related ill health and stress
- consult with employees on matters affecting their health and safety at work
- review and revise this policy annually

### Implementation, maintenance and annual reviews:

The Director accepts overall responsibility for all Health and Safety within the Company and is responsible for all policy implementation. The Director will appoint competent persons to assist them with the implementation of health and safety policies and arrangements.

Signed by: Paul Stevens  
Signature:

Date: 01 December 2022  
Review date: 01 December 2023



## Section 2: Responsibilities

### 2.1 Overall Responsibility

Overall and final responsibility for Health and Safety in the Company is that of the General Manager (Jill Tyler) and Director of Studies (Steve Voysey).

### 2.2 Employees' Responsibility

By law, all employees have a responsibility to co-operate with managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee, manager or student notices a health and safety problem which they are not able to put right, and has potential to cause harm, they must immediately inform the General Manager in person or by email ([jill@maycoll.co.uk](mailto:jill@maycoll.co.uk)) or Director of Studies ([steve@maycoll.co.uk](mailto:steve@maycoll.co.uk)) or Assistant Director of Studies ([lee@maycoll.co.uk](mailto:lee@maycoll.co.uk)).

### **2.3 Students' Responsibility**

It is the responsibility of students to co-operate with the staff and management of Mayflower to achieve a safe learning and working environment and to take reasonable care of themselves and others. If a student notices a safety problem they should inform their teacher in the first instance, who should then pass the information on to the General Manager ([jill@maycoll.co.uk](mailto:jill@maycoll.co.uk)) or Director of Studies ([steve@maycoll.co.uk](mailto:steve@maycoll.co.uk))

### **2.4 Consultation Procedure**

The Health and Safety policy document is reviewed annually and issues can be discussed as necessary during weekly staff meetings. Any observations on risks are minuted and action taken. Any action taken is reported at the next meeting.

## **Section 3: General Arrangements**

### **3.1 Accidents**

#### **3.1.1 First Aid**

First Aid boxes are kept in the following places:

Ground floor: main office and kitchen

1<sup>st</sup> Floor: Teachers' staff room

2<sup>nd</sup> Floor: Room 205 (Summer school administration room)

#### **Emergency First Aid – Appointed Persons at Mayflower College are:**

Jill Tyler	General Manager (First Aid expires 07.11.25)
Steve Voysey	Assistant Director of Studies (First Aid expires 07.11.25)

First Aiders can be contacted via the main office and are responsible for ensuring that the contents of the first aid boxes conform to statutory requirements.

#### **3.1.2 Reporting of Incidents**

All incidents must be logged in the **Accident Report Book**. A pad of pro-formas are located in the main office (as required by the Data Protection Act; completed Accident Records are stored in a secure lockable cabinet. Contact the General Manager for copies of these.)

First Aiders are responsible for entering the following details:

- The name of the injured person.
- The type of injury.
- When, where, how the accident occurred.
- The name of the responsible First Aider.
- The treatment given.

Under 'the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)' the General Manager is required to report any major injury or condition which has occurred during the course of work to the local Health and Safety Executive.

Any incidents where First Aid assistance is not required should still be reported as an incident to a First Aider who will complete an accident form stating 'no first aid assistance requested'. Completed forms will be stored as above.

In the case of a serious accident or illness requiring professional medical attention call 999 for an ambulance. In an emergency an injured person should be accompanied to the hospital casualty department. If non-urgent assistance is required contact the nearest local hospitals:

**Emergency Dept**

Derriford Hospital  
Derriford Road  
Plymouth  
PL6 8DH  
Tel: 0845 155 8155  
<https://www.plymouthhospitals.nhs.uk/>

**Minor Injuries Unit**

Cumberland Centre (Minor accident unit)  
Damerel Close  
Devonport  
PL1 4JZ  
Tel: (01752) 434390  
<https://www.plymouthhospitals.nhs.uk/miu-at-the-cumberland-centre>

In less serious circumstances the local doctor/health clinic should be contacted:

West Hoe Surgery  
2 Cliff Road  
Plymouth  
Devon  
PL1 3BP

West Hoe Surgery can only be contacted in emergency situations, so for non-emergency, a list of contacts for alternative clinics/surgeries is available at <https://www.plymouthonlinedirectory.com/healthandwellbeing/nhs/services>

In emergency and serious cases the General Manager, or other senior managers, are responsible for contacting the employee's or student's family. In the case of a student lodging with a host family, the latter must also be contacted.

**3.2 General Fire Safety**

**Fire Marshalls – Appointed Persons at Mayflower College are:**

Steve Voysey (Chief)	Director of Studies (Valid until 31/01/25)
Jill Tyler	General Manager (Valid until 31/01/25)
Lee Higgins	Assistant Director of Studies (expiry date 26/09/22)
Ewa Danielewicz	IELTS administrator (Valid to 09/06/25)
Magda Kwiatkowska	TEA administrator (Valid to 08/06/25)

The Fire alarm is tested by the DOS or General Manager each week.

Fire Drills are carried out twice a year and logged in the RED FIRE & SAFETY MAINTENANCE LOG BOOK.

Fire safety risk assessments and maintenance of fire alarms, fire lighting and equipment are carried out by **ACE Fire Alarms, Unit 1, Wixenford Farm Industrial Estate, Colesdown Hill, Plymouth, PL9 8AA. Tel: (01752) 480488 or (01752) 482500.**

### **3.2.1 Action in the event of a fire**

All classrooms, offices and public areas have clear notices describing the correct action to take in the event of fire. It is the responsibility of the Director of Studies (Steve Voysey) to ensure that these notices are in place and that employees' and students' attention is drawn to them.

In the event of fire the alarm must be sounded (alarm points are located on each floor) the alarm passes to a Central Control Station who will telephone the premises to ask whether it is a false alarm. If not a false alarm, the Fire Brigade will be called by Central Control.

In any circumstance the premises must be evacuated as quickly as possible. Teachers are responsible for escorting their students off the premises along the escape routes indicated with emergency signs on the walls of the building. Once outside and assembled on the green, the teacher of each class is responsible for checking the register to ensure that all students are safe. The teachers must report their findings to the management in charge (usually the General Manager or Director of Studies or any senior manager) who should be wearing a high visibility vest. Managers should also report that all their staff are present and safe to the management in charge (who should be identifiable by a high visibility vest). The management in charge is responsible for checking that all persons are accounted for, passing this information on to the Fire Brigade if and when they arrive.

### **3.2.2 Escape Routes**

All marked fire escape routes must be kept clear, unlocked and easily accessible at all times. Fire doors within the building are to be marked as such and have closing devices to ensure they remain closed at all times. Automatic doors, with magnetic holding devices, must be suitably marked with a notice to indicate that the door should be closed at night. Fire Exit signs are positioned so as to be easily seen by anyone leaving a classroom or office, indicating the nearest fire exit from the building.

**If any staff or students require assistance to evacuate, a Personal Emergency Evacuation Plan (PEEP) will need to be completed (contact the Chief Fire Marshall or any of the Fire Marshalls).**

### **3.2.3 Fire Notices**

Fire notices provide the following information:

- Instructions on actions to be taken if a fire is discovered.
- Instructions on actions to be taken on hearing the fire alarm.
- Instructions for personal belongings not to be collected.
- Instructions to go to the assembly point in the park (on the green opposite Mayflower College)
- Instructions not to return to the building until told to do so.
- Instructions to use the nearest fire exit.

### **3.2.4 Fire Drills**

Fire drills are carried out on a regular pre-determined basis and includes at least two drills per year. In addition to the main drills, teaching staff are required to talk and walk their students through a 'drill' during the first morning of new classes. After each fire drill, where evacuation takes place, a report is produced by the Dos/General Manager detailing the time taken to evacuate the building, any problems experienced in recording the head count and any learning points which were highlighted during the drill. Details of the drill are recorded in the **RED FIRE SAFETY & MAINTENANCE** log book.

### **3.2.5 Fire Extinguishers**

The General Manager is responsible for ensuring that the fire extinguishers are checked and maintained annually. A record of all service dates is kept on file by the General Manager. The fire maintenance

company responsible is **ACE Fire Alarms, Unit 1, Wixenford Farm Industrial Estate, Colesdown Hill, Plymouth, PL9 8AA. Tel: (01752) 480488 or (01752 482500).**

ACE Fire Alarms ensures that the number and type of extinguishers on the premises is correct, that all are in working order, and provides an **ANNUAL CERTIFICATE OF MAINTENANCE** as well as carrying out regular inspections. Documentation is kept in the General Manager's office.

### **3.2.6 Fire Alarms**

The General Manager and Director of Studies are responsible for checking that the fire alarms are kept in working order at all times by sounding them once a week. The maintenance company responsible for maintaining the system is: **ACE Fire Alarms, Unit 1, Wixenford Farm Industrial Estate, Colesdown Hill, Plymouth, PL9 8AA. Tel: (01752) 480488 or (01752 482500).**

### **3.3 Advice**

The local Health and Safety Executive Office is located at Plymouth City Council, Civic Centre, Plymouth. If you would like to receive advice or to report an unsafe work practice please contact the Public Protection Service on 01752 304141, or email: [publicprotection@plymouth.gov.uk](mailto:publicprotection@plymouth.gov.uk) additional information on reporting accidents at work is also available at <http://www.hse.gov.uk/riddor/index.htm>

### **3.4 Training**

All employees receive an induction on their first day at Mayflower. This will include: instruction on fire precautions and procedures, first aid, working hazards and security. The induction will include a walk around the building to discuss fire exits and signs, extinguishers, fire points, fire doors, First Aid points and any working hazards, for example location of cleaning chemicals.

### **3.5 Students, Contractors and Visitors**

The safety of students and visitors must always remain of paramount importance. All students are made aware on arrival of the existence of the Health & Safety Policy and Fire Procedures (via the notices and in the student folders) and verbally during the induction process .

All visitors and contractors to the premises should be made aware of any particular hazards at the time they are on the premises and should be informed of any particular precautions that they should take. Special reference should be made to emergency procedures and actions to be taken if the fire alarm rings.

### **3.6 Fire Risk Assessment**

A full risk assessment of the building was last reviewed by **ACE Fire Alarms (29/01/19)**. This assessment includes the natural hazards of working in the building together with any specific risks associated with individual processes and equipment. These should include compliance of the Regulatory Reform (Fire Safety) Order 2005, the Electricity at Work Regulations 1989 and the Gas Safety (Installation and Use) Regulations 1994.

### **3.7 Housekeeping and Premises**

The General Manager and Director of Studies are responsible for the overall maintenance of the building internally and externally. The Mayflower College has an intruder alarm system and this is currently managed by Universal Fire & Security, Unit 34 Sisna Park, Estover, Plymouth, Devon, PL6 7FH. Tel: 01752 511222 email: [info@universalfireandsecurity.co.uk](mailto:info@universalfireandsecurity.co.uk)

Maintenance and Inspection documents are stored in the General Manager's office. Cleaners are employed (Minster Cleaning services) – 2 employees every weekday 3.30 – 5pm) to ensure the classrooms, offices and kitchens and external areas are clean and secure.

### **3.7.1 Cleanliness**

Floors and stairs are to be kept clean and free from spills which may cause accidents. All carpet tiles are to be maintained so that no edges stand proud thereby causing a trip hazard. Stair treads (nosings) are secure and slip and trip free.

Furniture and fittings (e.g. lights) are cleaned regularly.

All spillages should be cleaned up promptly. Should the spill be as a result of an accident which has the potential to occur again, the matter should be reported to the General Manager so that remedial action can be taken.

All waste paper bins are to be emptied daily and the rubbish placed in the bins at the back of the building. Empty cardboard boxes and paper are collected and placed in clear plastic sacks and collected regularly by a recycling company.

Supplies of toilet paper and soap should be maintained to allow for normal delivery lead times so that adequate supplies are maintained at all times.

### **3.7.2 Safe Stacking and Storage**

Bulky items which have to be stored prior to use, such as paper, binders, brochures etc., must be stacked in such a way as to eliminate the risk of injury through falling. The advice of the General Manager should be sought if a storage problem occurs and it is anticipated that there will be insufficient space to store the quantity of material delivered.

### **3.7.3 Exits, Corridors and Stairways**

Fire exits, corridors and stairways must at all times be kept clear (both inside and outside). All doors marked as fire doors should remain closed at all times.

### **3.7.4 Lighting**

It is the responsibility of the General Manager and Director of Studies to ensure that all light fittings are in working order. Should a problem occur with a light unit which cannot be resolved by replacing the bulb, strip or starter unit, the matter should be reported. An approved electrician should be sought to remedy any problems. Our approved electrician is Pilgrim Electrical Limited, Tel: 01752 772238 or Mobile: 07768 683673 or Mobile: 07747 866253 Email: [pilgrimelec@aol.co.uk](mailto:pilgrimelec@aol.co.uk) who look after general electrical maintenance. Strip lights in classrooms and offices should be fitted with diffusers to reduce eye strain.

### **3.7.5 Comfortable Conditions**

Heating and ventilation should be maintained so as to achieve an average working temperature of 20 degrees Celsius at all times in offices and classrooms with a minimum temperature of 16 degrees Celsius. All offices and classrooms have windows which can be opened during warm weather. Fans are also available for those offices and classrooms which are exposed to the sun during the warmer summer months. Requests for fans should be made to the Director of Studies. Should the conditions in any classroom or office become uncomfortable the matter should be brought to the attention of the Director of Studies.



### **3.7.6 Flooring**

Carpets and floors must provide even surfaces to walk on. Carpets should not be worn through and any carpets which present a trip hazard should be corrected immediately they are reported. Any unavoidable trip hazard must be clearly marked with black and yellow tape (available from the office). Any un-carpeted areas should be free of trip hazards and maintained to reduce risks from falling or other injuries.

## **3.8 Electrical Equipment**

### **3.8.1 Routine Inspection and Procedures**

The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. Although legal regulations do not specify how often this needs to be done, Mayflower College usually carries out PAT tests every year on electrical equipment. Our approved electrician for PAT testing is RED (S.W.) Ltd Tel: 01752 607029 or 01752 535025 [www.redtesters.co.uk](http://www.redtesters.co.uk)

The Director of Studies inspects the buildings regularly for broken plugs or sockets, damaged cables or other related problems.

All appliances must be unplugged before cleaning or making adjustments. All electrical equipment used for teaching must be switched off after use. Extension leads may be used with portable electrical equipment for teaching purposes. No leads are to be left where they pose a trip hazard.

All suspect or faulty equipment should be immediately removed from use, labelled 'Do Not Use' and kept secure until checked by a competent person. Electrical sockets in the classrooms are located in the most appropriate place for easy access for the teacher and to avoid trailing wires on the floor of the classroom. Because of the possibility of faulty electrical equipment causing a fire, private electrical equipment should not be brought on to the site.

### **3.8.2 Photocopiers**

If there is a problem with the photocopiers please contact the Director of Studies in the first instance. Regular servicing of the photocopiers is arranged through COMMERCIAL IT SERVICES LTD, Commercial House, Old Station Drive, Liddington Park, Leckhampton, Cheltenham, Gloucester. Tel: 01242 703400. Care should be taken not to touch any of the hot areas of the machine. Pens or other sharp objects should not be used to attempt to clear faults. All electrical equipment has the potential to cause injury through electrical shock.

Toner cartridges should be stored inside machines or in reception. Waste toner containers should be placed in the packaging of the new toner and safely stored in the basement until collection can be arranged. Disposable gloves (available in the office) should be used when replacing toner.

### **3.8.3 VDUs**

The workstations of employees must be regularly assessed to ensure they meet the minimum requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. Staff using the VDUs should plan their work so that there are 10 minute breaks after each 50 minutes of constant use.

On request eye and eyesight tests may be arranged and special glasses provided, if required, to all staff who habitually use VDUs for a significant part of their normal work. Currently we use Specsavers and

provide vouchers for staff for eye tests and glasses. Please ask the General Manager for further information.

### **3.9 Gas Appliances**

Gas is supplied to the building for heating water and for central heating. Under no circumstances should staff or students attempt to repair, service or otherwise interfere with either the supply of gas or the boilers. The only authorised adjustments are to moderate the level of heat, adjust the timing system and maintain the water pressure. An approved CORGI registered fitter will be selected by the General Manager for the maintenance of the boilers. The current plumber used is Paul Butler Plumbing Services, 62 Stentaway Road, Plymouth PL9 7EE 01752 404858 and/or Water & Warmth Services (SW) Ltd, 84 Hyde Park Road, Mutley, Plymouth, PL3 4RQ Tel: 01752 667179 24 hour emergency no: 07803 968030 Annual Gas check service (last 28/01/19, due for renewal 28/01/20).

The boilers are located within a locked room to reduce the risk of unauthorised interference. Should any member of staff notice a smell of gas they should contact the General Manager or Director of Studies as a matter of priority.

### **3.10 Fire Safety**

As a responsible employer we take our fire safety duties seriously. For this reason ACE Fire Alarms helps us to comply with our legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005. Fire Marshall training is done through St Johns Ambulance.

### **3.11 Environmental Considerations /Recycling**

Mayflower College takes into account environmental consideration and practices the principles of the 3Rs: Reduce – Re-use – Recycle.

### **3.12. Leisure Activities**

Mayflower College organises Saturday excursions and afternoon leisure activities for adults and juniors. All off-site activities will first be subject to a risk assessment to identify potential risks and responses in an emergency.

The General Manager attended the OCR Off-site Safety Management Course (2002) and risk assessments were produced for all off-site activities. These have been updated on an annual basis. Risk assessment scenarios and training is given to staff supervising the Juniors involving off-site activities.

Efforts are also made to obtain prior notification of any medical conditions that could cause difficulties such as asthma, diabetes, allergy to penicillin, etc.

### **3.13 Harassment and Bullying**

Harassment and Bullying are deemed to be an occupational health and safety issue and are part of our risk identification and control procedures. Mayflower College deems any form of bullying and harassment unacceptable. Please see separate policy document “Mayflower Harassment and Bullying Policy”.

### **3.14 Drugs & Alcohol in the Workplace**

Even a small amount of alcohol and/or drugs can affect work performance and, if an employee is found under the influence of either at work, there could be serious health and safety, work and personal consequences.

If an employee's behaviour is troubling and affecting performance and safety, then support and advice will be offered by management and the opportunity given to seek an outside assessment of the problem and, if necessary, treatment from an appropriate agency.

There are times where disciplinary action may be needed in response to drug/alcohol misuse, e.g. where the safety and reputation of the workplace, the individual and/or colleagues is compromised.

### **3.15 Training Policy**

We are committed to ensuring that all staff receive adequate training to be able to carry out their duties safely and without risk to themselves or others. If staff have a training request please contact the General Manager or Director of Studies.

The image shows a handwritten signature in blue ink that reads "J Tyler". To the right of the signature is a circular blue stamp. The stamp contains the text "MAYFLOWER COLLEGE OF ENGLISH" around the top and "PLYMOUTH" around the bottom. In the center of the stamp is a logo of a three-masted sailing ship on the sea.

Signed: Jill Tyler  
(General Manager)

The image shows a handwritten signature in blue ink that reads "S Voysey". To the right of the signature is a circular blue stamp. The stamp contains the text "MAYFLOWER COLLEGE OF ENGLISH" around the top and "PLYMOUTH" around the bottom. In the center of the stamp is a logo of a three-masted sailing ship on the sea.

Signed: Steve Voysey  
(Director of Studies)

**Last reviewed: 01/12/22**