

Health and Safety Policy

Sheffield Language Centre gives the greatest importance to the safety of its employees, clients and customers, considering this a management function equal to that of any other responsibility. In the design, construction, operation and maintenance of all equipment and facilities it is the duty of the Directors to do everything possible to prevent personal injuries. To this end, the Directors will provide basic safety training for all employees. It is also part of Sheffield Language Centre policy to undertake regular discussion of safety and health in staff meetings where appropriate.

Health and Safety Induction

The inductor is responsible for showing the student/worker around the premises, referring particularly to:

- Emergency exits
- The emergency assembly point, which is the pavement at the END of the alley behind the school.
- Fire alarms and fire extinguishers
- First aid boxes
- The accident book

The inductor is also responsible for explaining procedures for signing in and out, emergency evacuation, fire drills, fire alarm testing and for informing the worker of the names and location of nominated first aiders.

Organisational aims and policies

The inductee should be allocated time to read all Sheffield Language Centre policies, not just those provided in the induction pack, and any questions can be raised during supervision/support time. The inductor should ensure that the worker understands the role and responsibilities of the management committee and sub-committees.

The worker should be allocated time with the senior staff in order to gain a broad awareness of the work and activities of Sheffield Language Centre.

The inductee should be introduced with the current members of staff.

General Office Administration

The inductor should ensure the inductee is shown the following systems and procedures:

- Showing the premises in detail starting from the entrance to the fire exit in the rear. (toilets, classrooms, staff rooms.)
- Introduction to the current staff.
- Operating office equipment (including photocopier, shredder, computers, snacks and coffee machines)

- Outgoing and incoming post systems, pigeon holes and notice boards
- Location of publications/directories for general use
- Use of the telephones
- Information technology (hardware and software) including network, internet and email facilities

Personal and Contractual Information

The worker should provide Sheffield Language Centre with the following documents or written information:

- National Insurance number and, if available, P45 tax form from previous employer or a P46 where s/he cannot provide a P45
- Authorisation to pay salary and expenses to a bank account, giving bank name, account name, number and sort code or any information needed for other types of payment.
- All relevant certificates regarding the position in **Sheffield Language Centre**. The inductor must take copies of the originals and sign them with a note indicating that the original of the document has been seen.
- A declaration form which says the inductee is not unfit to be working with children under the age of 16.

Internal Systems

The inductor should allocate time to explain the following procedures and provide any necessary guidance associated with them:

- Completing lesson plans and forms
- Support and appraisal systems
- Cost effective use of telephone, postage, electricity (light/heating), stationery, travel and time
- Office access and security, keys, alarms and locking-up procedure
- Office hours and working hours

General

They should be encouraged to comment on the effectiveness of their induction and provide constructive ideas for general improvement.

The inductor should ask the inductee to fill in the induction checklist so that no point is missed.

Where workers are employed on a temporary basis or work for a small number of hours per week, the content of the induction may be varied at the discretion of the inductor.