



Health and Safety Policy

General Statement

Speak Like A Native is a small company in its infancy but it is committed to excellence in all aspects of its undertakings. It is our policy to achieve the highest standards of workplace health and safety, and to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, children, visitors and others who may be affected by the company's operations.

We will always meet the requirements of any existing legislation, and any other form of legislation that is subsequently introduced, and meet recognised industry standards where they apply to our operations.

In addition to our statutory responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other associated protective legislation, we also acknowledge the special responsibility placed upon us for the care and welfare of the young people who participate in multi-activity programmes or trips, outings and visits. We will continue to diligently discharge these responsibilities to ensure our guests' ongoing safety and wellbeing.

It is the policy of the Speak Like A Native to place the greatest importance on the Health and Safety of its employees, considering this as a management responsibility equal to that of any other function. Equally it is the duty of all employees to exercise responsibility and to do everything possible to prevent injury to themselves and others.

Policy Objectives

In support of this policy, Speak Like A Native will:

1. Engage all employees to maintain high standards of health and safety by enabling communication of workplace issues with managers and empowering them to take responsibility of their own wellbeing in the workplace.
2. Take steps to identify, assess and control any hazards that present an unacceptable risk to our staff, children or visitors.
3. Ensure employees receive suitable and sufficient training to ensure they have the necessary competence to fulfil their duties without risk to theirs or others health and safety
4. Prepare and implement arrangements to deal with health and safety concerns, accidents and serious emergencies.
5. Engage with other parties who may provide services on our behalf or who may be affected by our operations to ensure that an acceptable level of safety is understood, agreed and achieved.
6. Provide and maintain systems to monitor the effectiveness of risk control measures in order to confirm that company standards and legislative obligations are met



7. Provide accurate documentation to support the delivery of our operations and make this easily accessible to those who need it.

This policy is subject to review on an annual basis or sooner if changes to operation or circumstances necessitates an earlier revision.

Organisation

Roles and Responsibilities

At present, due to the size of the company, all roles and responsibilities are shared between the founding directors.

Arrangements

Risk Control

We will conduct suitable and sufficient risk assessments of all our activities, work processes and premises in order to reduce the likelihood of employees, children or visitors suffering accidents, incidents or cases of work-related ill-health. We will ensure that:

- All significant hazards are identified
- All risks are assessed using a common method
- Appropriate controls are identified and implemented
- The significant findings are recorded and made known to those they affect
- Risk assessments are reviewed in light of incidents or changes to work arrangements

We will use the findings of our risk assessments to inform the content of our Staff Manual and training programmes.

Competence and training

All employees will be competent to undertake the tasks required of them. Training will be delivered as part of induction and as ongoing development.

Arrangements to deal with emergencies

All employees, children and visitors to premises where Speak Like A Native programmes are delivered will, during normal periods of operation, have access to qualified first aid assistance. The level of first aid training and the availability of first aid facilities are determined by the risk assessment, with the minimum standards of provision outlined in our 'First Aid Procedures' document. The arrangements in place for obtaining first aid assistance are communicated to employees during their orientation period.

Any employee, child or visitor who suffers an illness or injury whilst at one of our camps will be required to have an 'Accident/Incident Report Form' completed for them. This is to ensure that:

- All incidents are reported in a standardised fashion
- Statutory notifications are made in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013



- Analysis of patterns within the incidents can be undertaken to help improve practice
- Investigation of serious and significant incidents takes place to identify improvements to practice

Speak Like A Native will ensure that all employees, children, visitors and others are safe from the dangers of fire. Our fire safety objectives and the measures we take to implement them are outlined in our 'Fire Safety Procedures'. All Fire Risk Assessments are carried out by the host school and are available through our school contact. These are to be used in conjunction with our Fire Risk Assessment.

We will prepare plans for the management of serious incidents and emergencies. These arrangements are described in our 'Emergency Incident Procedure', and describe our protocols for dealing with all serious accidents, incidents and emergencies, not just those relating to health and safety

Monitoring and review

We will use the outcomes from significant incidents, site inspections, external audits, feedback from guests, and consultations with employees to monitor the effectiveness of our health and safety management arrangements. Where improvements are identified to either this policy or the procedures that support it, these will be implemented following consultation with employees, internal and external advisors as necessary.

Our whole health and safety management system will be reviewed every two years as a minimum.