

## Health and Safety Policy

Safety of staff, students and associates is key at inlingua Leeds. In the design, construction, operation and maintenance of all equipment and facilities it is the duty of the CEO to do everything possible to prevent personal injuries. To this end, the CEO will provide basic safety training for all employees. It is also inlingua Leeds 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
- Fire alarms and fire extinguishers
- First aid boxes

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.

### Risk assessments

Comprehensive risk assessments have been created and are regularly updated on all equipment and furniture on the premises and in other places where students may face risk. Risk assessments are required for all external locations where inlingua Leeds students are being taken by inlingua Leeds.

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Management

