



The Language
Gallery

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HEALTH AND SAFETY POLICY

1 General Policy Statement

1.1 The Language Gallery (TLG) will do everything possible to prevent accidents and illness by making sure that health and safety considerations are at the heart of everything we do. To achieve this, TLG will integrate health and safety procedures and principles into its operations and ensure that health and safety information is readily available across all TLG locations. TLG will provide relevant health and safety training such as First Aider training and Fire marshal training to all staff.

1.2 This policy outlines how TLG meets its legal duties under the Health and Safety at Work etc. Act 1974, relevant regulations including the Management of Health and Safety at Work Regulations 1999, and the requirements defined by Global Universities Systems (GUS).

1.3 Mental health and wellbeing form an integral part of TLG's health and safety culture. We recognise that psychological health is essential to a safe working and learning environment and we will ensure appropriate systems, support, and signposting are in place.

- TLG will participate in GUS-led audits, monitoring visits, and compliance reviews.
- GUS may support or intervene where an increased risk is identified.

2. Scope

This policy applies to all activities and facilities considered to be wholly or partly under TLG's control. It covers all members of staff, students, researchers, visitors and others involved with those activities and accessing those facilities.

The related policies are:

- GUS Health and Safety Policy
- Pregnancy, Adoption and Maternity Policy
- Student Code of Conduct
- Safeguarding Policy
- Student Disability Policy

Specifically, this policy will:

- Provide and maintain safe premises and healthy working environments.
- Ensure effective risk assessment and apply measures to control them.
- Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- Provide information, instruction, training and supervision to make sure staff, students and visitors can carry out their work or activities safely. These will be reviewed and updated regularly or if there are significant changes that could impact health and safety.
- Investigate accidents, incidents and cases of work-related illness, so we can identify and put right any shortcomings in our health and safety management processes.
- Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.
- Make sure information on health and safety issues is shared across our organisation.

3. Guidance

3.1 TLG recognises that maintaining safe and healthy working practices is a fundamental responsibility of all staff within the institution. We actively encourage both employees and students to participate in promoting these practices. TLG is committed to fulfilling its obligations under the Health and Safety at Work etc. Act 1974 and will implement all necessary measures to ensure compliance with this duty.

4. Students Responsibilities

4.1 Students must ensure that they:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.
- Co-operate with TLG on matters of health and safety.
- Do not interfere with or misuse any item provided for health, safety or welfare purposes.
- Report to management anything that they consider a serious and immediate danger to health and safety and any shortcomings in TLG's health and safety arrangements.



5. Nominated people

5.1 TLG has members of staff nominated for Health and Safety for each campus. This covers:

- Fire Safety
- First aid
- Accident reporting
- Risk Assessment

6. Risk Assessment

6.1 TLG will ensure nominated people carry out risk assessment on a regular basis, and the assessment is recorded and stored accordingly. Job specific risk assessments will be carried out by staff within the organisation in accordance with the relevant local arrangements, such as manual handling, fire, hazardous substances and display screen equipment.

7. Signs and Statutory Notices

7.1 TLG will ensure that Health and Safety posters, Fire Certificates, First-Aid boxes, Name of Person in Charge, and other relevant notices are displaced properly and clearly and are kept up to date.

8. Fire

8.1 TLG, in collaboration with its host institution, will ensure:

- buildings meet with fire regulations;
- all who are on campus are informed about fire procedures and fire assembly points;
- regular tests and drills are carried out;
- fire procedures are included as part of induction; and
- information is readily available to students, all escape routes are clearly signed and there is an adequate method of alarm.

9. First Aid/Accident Reporting

9.1 TLG has an Accident Book at each location, and all accidents are recorded. A named person will oversee First Aid and First Aid procedures are covered during induction and information available to students.

10. Welfare

10.1 TLG will ensure that all heating, lighting, ventilation, wash and toilet facilities, refreshment, workspaces, access and egress are adequate and within the Health and Safety regulations.



11 Implementation

11.1 TLG will ensure that all staff and students receive adequate information on Health and Safety. TLG will ensure there are safe systems of work and adequate supervision for staff and trainees. All new staff will be checked for their suitability to use all equipment. All safety and protective equipment (as and if relevant) will be provided and training given for their use.

12 Electricity

12.1 TLG will ensure that records of all electrical equipment testing are maintained, that equipment is kept in good working order, and that appropriate usage information is readily available.

13 Manual handling

13.1 TLG will ensure training and information is available for the manual handling of any loads.

13.2 Students and staff must only lift equipment and furniture within their own individual capability.

14 Reporting of Accidents/Incidents

14.1 The primary purpose of reporting accidents and incidents and any subsequent investigation is to identify the underlying cause(s) of the accident/incident and any contributing factors and to prevent further similar occurrences.

14.2 All students at TLG are required to report all accidents and any event that may be a 'near-miss'.

14.3 Any reports will then be discussed in the senior leadership team meeting as part of its Safeguarding/Prevent and Health and Safety responsibilities, during which next steps and actions plan can be introduced, if required.

All Employees must reference the GUS group health and safety policy for staff for reference.

15 Policy Review

This policy is reviewed annually or as required to maintain alignment with academic regulations and institutional requirements.