



Stirling
School of English SCIO
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Health and Safety Policy

The Stirling School of English SCIO adheres to the Health and Safety Policy of Stirling Baptist Church- Level one, a copy of which is appended. All staff and volunteers shall familiarise themselves with the Health and Safety Policy.

The Volunteers at the Stirling School of English will undertake a fire drill each semester as part of a Volunteer Tutor Meeting, by arrangement with Level One Manager.

All Volunteer Tutors are expected to know the location of the fire alarm points, emergency exits, fire extinguishers, fire blanket and First Aid boxes. In the event of a fire or other emergency all Volunteer Tutors and Students will follow the evacuation procedures as instructed.

All incidents are to be reported to the Volunteer Manager, who will fill in the appropriate form and report the incident to Level One Manager. For all accidents a tutor shall fill in the appropriate form, to be countersigned by the Volunteer Manager or Level One Manager.

For the safety of the injured person and of staff and volunteers of the Stirling School of English, a doctor, ambulance paramedic, or suitably qualified hospital staff member should be requested to confirm the nature and extent of the injuries sustained.

It is the intention of the Stirling School of English to provide and maintain safe and healthy working conditions, equipment and systems of work for all volunteers, employees and students and to provide such information, training and supervision as are needed for this purpose.

For the protection of Volunteers All volunteers are advised not to

- Teach students face-to-face in the students' or their own home
- Teach single students in a closed room
- Teach in a way that would provoke students (be sensitive to the ethnic and cultural diversity of the school's students)

Electrical equipment shall be inspected annually and shall be carried out by a qualified electrician who will attach an appropriate compliance certificate to the item of equipment indicating compliance with current electrical safety standards, the name of tester, the date of testing, and the date of the next retest. All volunteers should advise management of any obvious faults in equipment
All workplaces will be risk assessed.

Looking after your mental Health and wellbeing

The health and wellbeing of the school's community is of paramount importance. The school recognises that the Coronavirus (COVID-19) outbreak will affect each of us in different ways and will present personal and health challenges to many. It can be normal to feel overwhelmed and anxious by the current situation, although it's important to allow ourselves time to adjust to the impact of these changes. While it's important to stay informed, there are also many things that we can do to support and manage our wellbeing during such times. On this webpage you can find information on Coronavirus and your wellbeing. MIND and the Mental Health Foundation have created helpful guides to support individuals to maintain their health and wellbeing during the Coronavirus outbreak. These resources highlight the importance of considering the impact that our daily routine, environment, activity levels, nutrition, social interaction and self-care habits can have on our overall quality of life during this difficult period of adjustment. • Although your volunteering engagement may only be for a small number of hours per week, you should still be aware of good working from home practices and try to adhere to them to avoid any accidents or injuries. The following checklist can help you create a safe environment for home volunteering: <https://www.hse.gov.uk/pubns/ck1.pdf>

This policy will be kept up to date, in particular to reflect changes in the size or nature of the Stirling School of English and to ensure that its responsibilities are met in relation to:

- Health & Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Other relevant current legislation.

In pursuance of this goal, this policy and the standard of compliance with it shall be reviewed annually in May/June by the Board of Management in consultation with the volunteers and the Volunteer Manager.

Last reviewed: June 2022