



Oxford Prospects Programmes

Health and Safety Policy

Oxford Prospects Programmes (OPP) attaches the greatest importance to the health and safety of our employees, students and contractors

General

1. OPP will provide a safe working environment for staff and contractors and a safe living and working environment for students when studying abroad. We also expect employees, contractors and students to take reasonable steps to protect their own health and safety. In particular we remind employees that they have a legal duty to protect their own health and safety and those of others that may be affected by what they do or omit to do.
2. We use office space, accommodation and teaching venues provided by external organisations, predominantly Oxford colleges. Whilst we do not have direct responsibility for maintaining these venues we take reasonable care to consider health and safety in our selection of venues. Similarly we take reasonable care in ensuring that our travel contractors have appropriate health and safety procedures in place.
3. OPP expects its employees, contractors and students to use venues in a responsible and safety-conscious way, for example by respecting maximum room capacities, being aware of trip hazards, etc.

Any significant health and safety related issue that is noticed must be reported to OPP and the venue in a timely fashion.

4. Rules for student behaviour vary from programme to programme depending on the age of the students and the nature of the programme. The following safety rules apply to all students:
 - Smoking is not allowed in any enclosed area. This is a legal requirement in the UK
 - Kettles may be used **only** to heat water. Using a kettle for heating other substances poses a health and safety risk and could lead to property damage which would lead to disciplinary action
 - Students must not leave any hot appliance (e.g. stove, oven, kettle, iron, hair appliances) unattended and must switch appliances off before leaving the room
 - Any student who is unwell must inform a member of staff in a timely fashion, whether or not medical attention is needed
 - Students must familiarise themselves with the fire evacuation procedure in force at their place of accommodation
 - Students should remember that we drive on the left in the UK and should take particular care when crossing the road
 - Students must follow safety instructions given by leaders of trips and activities

5. OPP will record and take active steps to learn from any significant health and safety related incident, by reviewing and where necessary amending this policy or any relevant risk assessments.
6. Our risk assessments for accommodation, teaching venues and activities including external trips are available for inspection by staff, contractors and students on request.
7. OPP's Health and Safety Officer is the Operations Manager.