



LONDON GRADUATE SCHOOL

HEALTH AND SAFETY POLICY

Health and Safety

1. For staff located at the College

London Graduate School maintains a policy of promotion of Health and Safety in compliance with the Health and Safety at Work Act 1974 and subsequent related legislation and commits to providing a safe environment for staff and visitors.

By use of notices and regular meetings, the management will ensure that all employees of the School are aware of their collective responsibility to contribute to matters of health and safety, helping to ensure that any potential problems or concerns are duly reported.

All employees of the School are also required to assist in the provision of information, instruction and basic supervision of students in the maintenance of a safe environment.

Accidents and near misses are recorded in the accident book.

Fire Safety

The School has trained fire marshals within the staffing structure and runs regular fire-safety drills.

The School uses registers and a visitor's book to check that the building is evacuated.

The School is inspected for fire safety, including the maintenance of emergency exit lights, the alarm and fire marshals.

The School has Employers Public Liability insurance to cover students, employees and visitors on site.