



CAMBRIDGE MANAGEMENT AND LEADERSHIP SCHOOL

Health and Safety Policy

This policy serves to provide a guide for the Healthy and Safety procedures for Cambridge Management and Leadership School based on current government regulations.

1.0 Consultation

Student Welfare and Administrator is the contact person on all matters relating to Healthy and Safety. In his absence all queries should be referred to the Principal.

(a) Fire Precautions and testing

There are ten fire extinguishers on the premises.

(b) Evacuation.

Notices are posted in the building, staff and students are instructed as directed.

2.0 First Aid

The First Aid kit is held on the front door and anyone who wants to use is free to see the Admin or any member of staff.

3.0 Accident Book

A record of accidents and incidents that occur within the School premises is kept by the Principal and Admin Offices . All accidents and or incidents must be reported immediately.

4.0 Healthy and Safety Law notice

The Healthy and Safety statutory notice is displayed in the reception area. Reference must be made to this notice wherever applicable.