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## ISC Health and Safety Policy Statement

The directors of ISC Ltd recognise their duty under the Health and Safety at Work Act to ensure the health, safety and welfare of all employees, students and leaders participating in the company's language courses. All staff should familiarise themselves with this safety policy and assist in making sure that safe working practices are adopted. We all share a responsibility for our own safety and the safety of others.

### **Responsibility.**

The person with overall responsibility for Health and Safety management is the Managing Director of ISC, Jill Cutting.

### **Arrangements.**

This policy has supporting information contained in the Health and Safety Manual. The arrangements detailed in the manual are designed to provide safe and/or healthy:

Working conditions

Work methods

Information, training and supervision for staff as required.

### **Staff responsibilities.**

All employees have a legal duty to:

- Take care of themselves and all others around them including colleagues, students, group leaders and contractors
- Follow work/safety guidance as instructed
- Use only equipment for which they are trained
- Co-operate with their managers so that everyone is able to carry out their responsibilities
- Report any unsafe situation to the directors.

### **Review and changes.**

This statement and other health and safety information will be reviewed at least annually and amended as required.

Approved on behalf of International Student Club Ltd by Jill Cutting, Managing Director.

Signed:

Date: 21 March 2016.

Jill Cutting  
Managing Director

**Please read the Health and Safety manual before you start your contract.**