

ACTIVE LANGUAGE LEARNING

HEALTH & SAFETY SECTION

2025

January 2025

This is a live document with continuous necessary updating where required.

ACTIVE LANGUAGE LEARNING

Health & Safety Policy

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Health & Safety Policy Active Language Learning

1. Policy Statement

Active Language Learning is committed to providing a safe and healthy environment for all staff, students, visitors, and contractors. We aim to proactively manage health and safety risks, comply fully with the Safety, Health and Welfare at Work Act 2005, and foster a culture where safety is everyone's responsibility.

2. Objectives

- Prevent accidents, injuries, and ill-health in the school environment.
- Identify hazards and assess associated risks, implementing appropriate control measures.
- Provide staff training and instruction to ensure safe work practices.
- Maintain safe premises, equipment, and systems of work.
- Have clear emergency procedures for fire, first aid, and critical incidents.
- Ensure safeguarding arrangements are aligned with our Junior Student Protection Policy.

3. Responsibilities

3.1 School Directors

- Have overall accountability for health & safety at Active Language Learning.
- Ensure resources are allocated for health & safety initiatives and compliance.
- Regularly review this policy and the effectiveness of our safety measures.

3.2 Management Team

- Implement health & safety procedures.
- Conduct and update risk assessments.
- Organise fire drills, equipment checks, and first aid training.

3.3 Staff

- Take reasonable care of their own health & safety and that of others.
- Follow safety procedures and attend required training.
- Report hazards, accidents, or near-misses immediately.

3.4 Students & Visitors

- Are expected to cooperate with our health & safety measures and follow instructions during drills or emergencies.

4. Arrangements

4.1 Fire Safety

- We work with **AQUA Fire Prevention** to maintain extinguishers and fire equipment, with checks at least twice a year.
- Fire exits are clearly marked and unobstructed.
- Fire drills are carried out at least once per term.
- Staff receive training on the use of extinguishers and fire blankets.

4.2 First Aid

- A designated number of trained first-aid responders are present in the building at all times.
- Staff are encouraged to complete a recognized online first aid course, with a €30 incentive for certification.
- First aid boxes are maintained and clearly located.

4.3 Risk Assessments & Inspections

- Risk assessments are carried out on classrooms, common areas, and activities, especially those involving under-18s.
- Health & safety walks are conducted regularly.

4.4 Accident & Incident Reporting

- All accidents, incidents, or near-misses are recorded in the Accident Report Book and investigated to prevent recurrence.

4.5 Accommodation & Activities

- Host family homes and activity providers are briefed on our health & safety expectations.
- Group leaders are encouraged to stay close to where students are accommodated for support in emergencies.

5. Communication & Training

- Health & safety information is provided to staff and students through induction, briefings, and notices.
- Specific training is provided for staff on fire safety, first aid, and child protection.

6. Monitoring & Review

- This policy is reviewed annually, or following significant changes in legislation or operations.
- Findings from drills, inspections, and incident reports inform improvements.

ACTIVE LANGUAGE LEARNING

First-Aid Policy

2025

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First-Aid Policy

Active Language Learning

1. Policy Statement

Active Language Learning is committed to providing a safe environment for all staff, students, group leaders, visitors, and contractors. We recognise our responsibility to ensure that adequate first-aid arrangements are in place to respond promptly and effectively to accidents and ill health.

2. Purpose

This policy outlines how first-aid is provided at our premises to:

- Preserve life and prevent a condition worsening,
- Promote recovery,
- Ensure quick and appropriate responses to incidents.

3. Responsibilities

Management

- Ensure appropriate numbers of trained first-aiders are present on-site.
- Provide and maintain suitable first-aid equipment and facilities.
- Review this policy annually and after any significant incident.

First-Aiders

- Administer first-aid in line with their training.
- Record details of any treatment given.
- Maintain the contents of first-aid boxes.
- Currently six staff members trained in basic First-Aid

All Staff

- Be aware of first-aid arrangements and comply with procedures.
- Report any incidents or hazards promptly.

4. First-Aid Equipment

- Clearly marked first-aid boxes are located at: • Reception • Teacher resource room • Canteen • Academic Manager Office
- Boxes are checked monthly by the designated first-aider to ensure contents are stocked and within expiry dates.

6. Procedure in the Event of Illness or Injury

- **Call for assistance from a first-aider immediately.**
- **Do not move the person** unless it is unsafe to leave them where they are.
- The first-aider will assess the situation and provide appropriate first-aid.
- If further medical help is needed, dial emergency services (112 or 999 in Ireland).
- Report and record the incident in the accident book kept at reception.

7. Recording & Reporting

- All incidents requiring first-aid treatment must be documented in the accident book.
- Serious incidents will be reviewed by management and, if applicable, reported to the Health & Safety Authority (HSA) under relevant legislation.

8. Communication

- Staff are informed of this policy during induction.
- Students are advised during orientation on whom to approach in case of an emergency.

9. Review

This policy will be reviewed annually or following any significant incident, to ensure continued effectiveness and compliance with legislation.

ACTIVE LANGUAGE LEARNING

Fire Drill Policy

2025

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Fire Drill Policy Active Language Learning

1. Policy Statement

Active Language Learning is committed to ensuring the health and safety of all students, staff, visitors, and contractors. Regular fire drills form a vital part of our fire safety procedures, ensuring everyone knows how to evacuate quickly and safely in the event of a fire or emergency.

2. Purpose

The purpose of this policy is to:

- Ensure everyone on the premises knows what to do if the fire alarm sounds.
- Familiarise staff and students with evacuation routes and assembly points.
- Test the effectiveness of our evacuation plan and make improvements if needed.

3. Responsibilities

Management

- Organise at least **two fire drills per year** (or more frequently if risks or regulations change).
- Review outcomes of each drill and update procedures if necessary.

Fire Wardens

- Guide staff, students, and visitors safely out of the building.
- Check designated areas (classrooms, toilets, common spaces) to ensure full evacuation.
- Report back to the assembly point coordinator.

All Staff

- Know the evacuation procedures and encourage calm, orderly exits.
- Direct students and visitors to the nearest safe exit.

Students & Visitors

- Follow staff instructions immediately.
- All fire evacuation procedures are clearly displayed throughout the school.
- Leave belongings behind and proceed directly to the assembly point.

4. Fire Drill Procedure

Alarm Activation:

- Fire alarm will sound throughout the building.
- Treat every alarm as an actual emergency.

Evacuation:

- Leave the building by the nearest safe exit.
- Do not use lifts.
- Close doors behind you if last to leave (do not lock).

Assembly Point:

- Proceed to the designated assembly point outside the school, away from entrances (exact location posted on all exit doors).
- Remain there until the all-clear is given.

Roll Call:

- Teachers or group leaders take roll calls of their students.
- Reception or the designated person checks staff and visitor registers.

Re-entry:

- No one may re-enter the building until instructed by management or fire services.

5. Record Keeping & Review

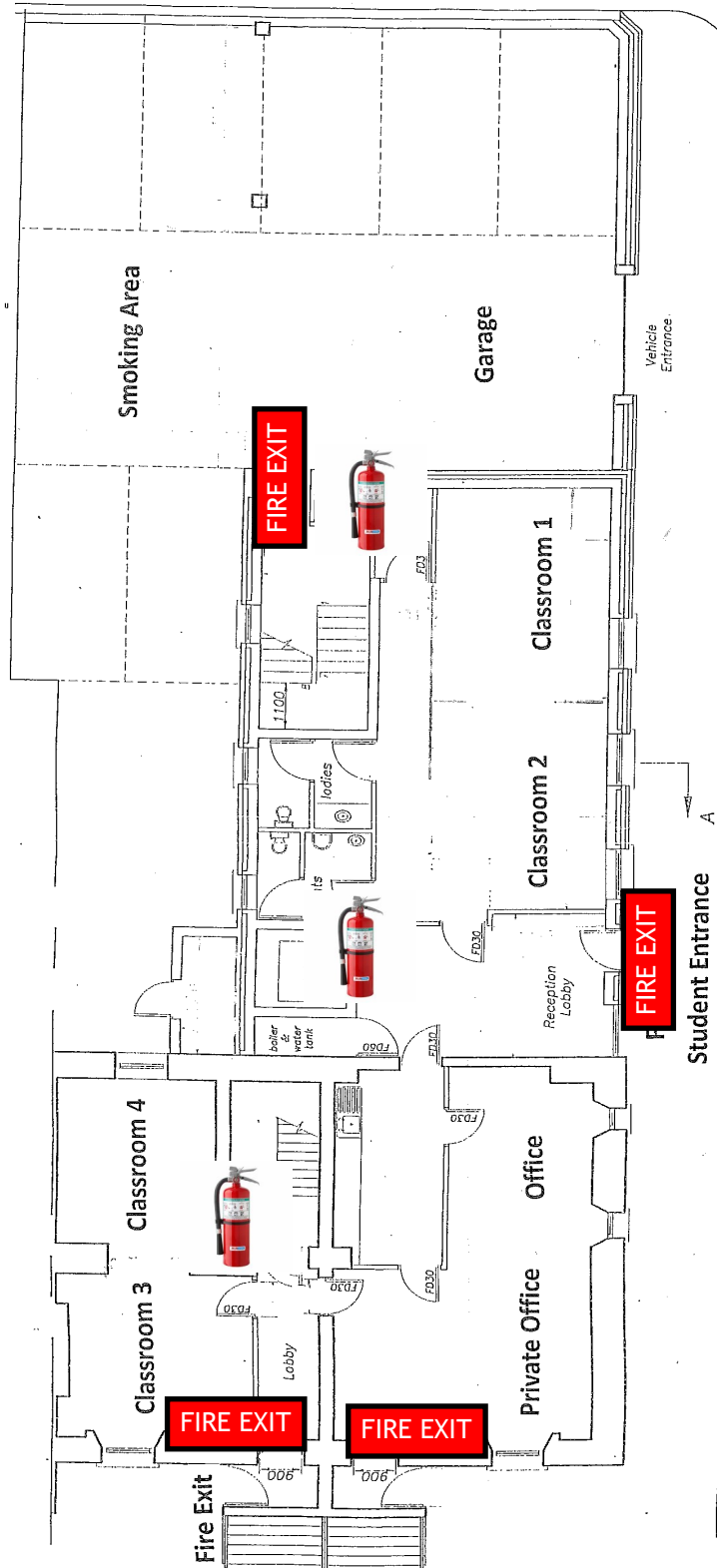
- Each drill is documented, noting the date, time, duration, and any issues.
- The Operations Manager (or designated person) reviews results and adjusts procedures if needed.
- A summary is shared at staff meetings to ensure everyone is informed.

6. Communication & Training

- All staff receive fire safety training during induction, including evacuation procedures.
- Fire drill information is included in student orientation.
- Maps showing exits and assembly points are clearly displayed throughout the building.

7. Policy Review

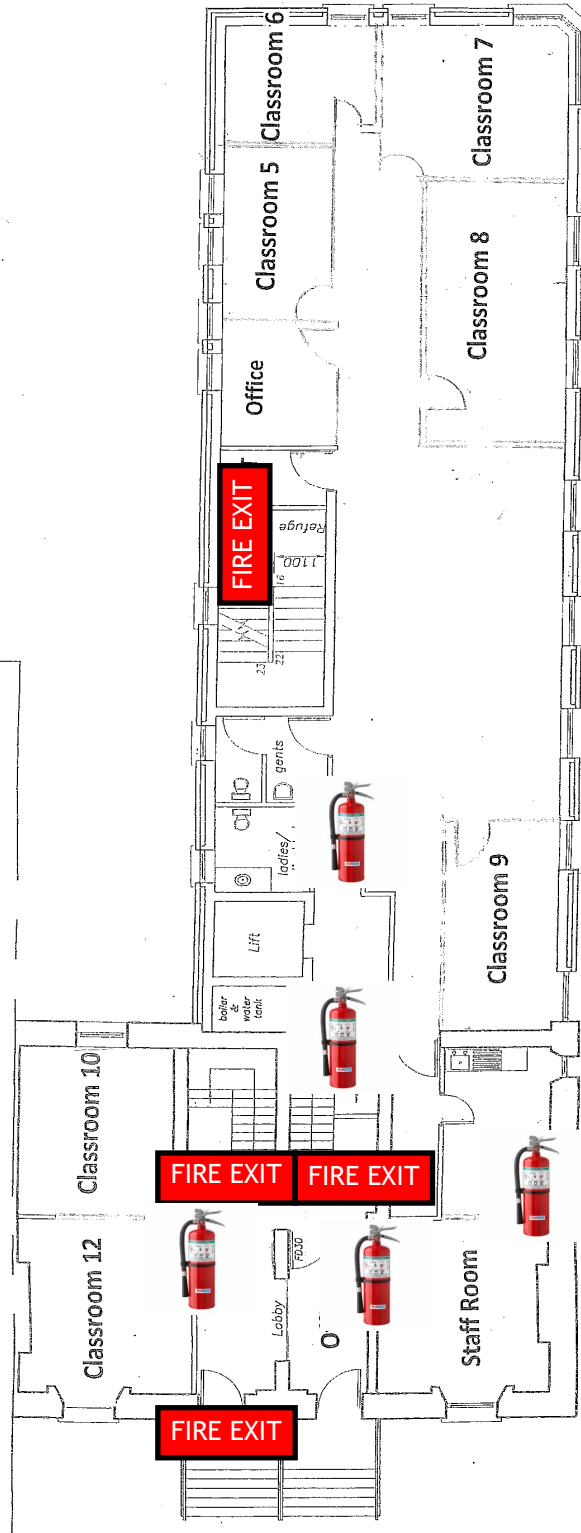
This policy is reviewed annually or immediately following any significant incident, change to the building layout, or updated regulatory guidance.



Ground Floor Plan
You are here

WE ♥ ALL

Site Boundary

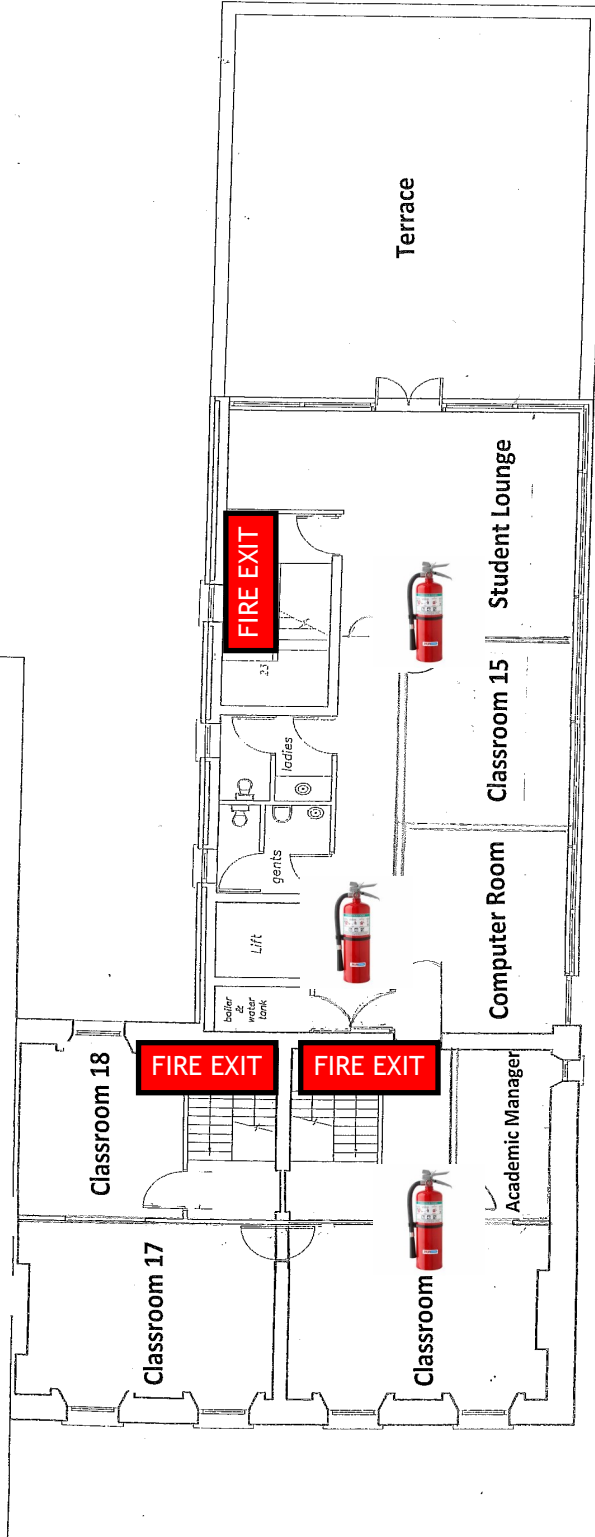


WE ♥ ALL

First Floor Plan
You are here

active language learning

Site Boundary



WE ♥ ALL

Second Floor Plan
You are here

ACTIVE LANGUAGE LEARNING

Carbon Omissions Policy

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Carbon Omissions Policy

Active Language Learning

Purpose

Active Language Learning is committed to sustainable practices that support our local community and protect the environment. As a boutique, family-run English language school located in the vibrant coastal town of Dun Laoghaire, we recognise our responsibility to minimise our carbon footprint. This policy outlines our intentional omissions—practices and processes we actively choose *not* to engage in—to reduce carbon output and support climate-conscious operations.

Scope

This policy applies to:

- All staff (permanent, temporary, and seasonal)
- Students and group leaders
- Partner organisations and host families engaged in service delivery

Our Carbon Omissions

To minimise our environmental impact, we have deliberately omitted the following high-carbon practices from our operations:

No long-distance internal commuting requirements: Our staff and host families are all locally based. This avoids extensive travel and related emissions.

No online course delivery infrastructure: While many schools offer online learning (which involves significant server usage and digital infrastructure carbon loads), we focus exclusively on face-to-face local education, benefiting local businesses and reducing the indirect environmental costs of large-scale digital operations.

No air-conditioning systems: Our building relies on natural ventilation where possible and energy-efficient heating systems in winter, eliminating energy-hungry cooling.

No disposable plastic catering: We encourage students to bring refillable bottles, avoiding single-use plastics that add to carbon-intensive production and waste management.

No print-heavy marketing: We prioritise digital communication for brochures and agent materials, significantly reducing paper waste and the carbon footprint associated with large print runs and international shipping.

Additional Measures

Though this is an “omissions” policy, we also reinforce our sustainability by:

- Encouraging staff and students to walk or use public transport (90% of host families are within 15-20 minutes’ reach). Bike to work scheme in operation.
- Partnering with local suppliers to cut down transport miles.
- Using energy-efficient lighting and appliances.
- Supporting local restaurants and services, thereby reducing the carbon costs tied to larger supply chains.

Review & Accountability

This policy is reviewed annually alongside our health & safety and quality policies. Suggestions from staff, students, and partners are welcome. Compliance is overseen by the Director and Operations team.

