

# Maryvale Institute



## Health and Safety Policy

- 1 Maryvale Institute is committed to ensuring the safety of its staff, students and visitors. All employees have a duty of care in respect of the Health and Safety of not only themselves but of other employees, students and visitors.
- 2 The Institute undertakes to take all reasonable measures to provide a safe environment within Maryvale House, its grounds and its approved centres.
- 3 It also undertakes to ensure that the activities of the Institute will take reasonable account of the well-being of every person.
- 4 The Institute cannot accept responsibility for personal health and students are expected to take reasonable precautions, such as bringing with them any essential medications and not taking unnecessary risks while visiting.
- 5 A Health and Safety talk is given at the opening residential session of each programme each year.
- 6 Each student in residence is issued with a key to their bedroom for their own safety and security.
- 7 All students must take time to read the fire instructions in their rooms and acquaint themselves with the location of the fire exits, fire alarm points and fire extinguishers.
- 8 All accidents, however minor, must be reported to the residential warden or responsible member of staff without delay. An accident report book is held at the reception desk.
- 9 First Aid kits are available at Maryvale in the general office, student lounge and library areas; and several members of the resident community are trained in first aid, as are a number of the Institute staff.
- 10 Healthcare in the UK is not free to overseas visitors. Students attending residential are expected to ensure that they have adequate health insurance before visiting.
- 11 It is realised that in the provision of courses at Maryvale, the subject matter of lectures, seminars and written materials may touch on areas of sensitivity. The Institute will endeavour to inform students of the nature and content of these activities and, where required, to provide the opportunity of help for anyone who may be affected by these activities.

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