



HEALTH AND SAFETY POLICY

Responsibility

All employees and contractors of the school.

Policy

Story Institute is committed to providing a healthy and safe working and educational environment for all employees, contractors and students. The policy applies to all Story Institute employees, contractors and students.

First Aid

An Incident Form will be filled out by either Reception, Instructor, Admissions Advisor, Director, or Senior Educational Administrator to record any medical incident, regardless of however minor. Copies of the Incident Form will be placed in the Incident Form File.

A First Aid box is available in the Senior Educational Administrator's office. Items will be replenished as used.

Student files contain contracts with names, address, telephone numbers and name of person to contact in case of emergency as well as any medical information that may be relevant.

Safety

Care will be taken at all times to ensure the welfare and safety of all employees, contractors and students. Fire precautions, as detailed by annual Fire Pro Fire Protection audit, will be carried out and instructions for emergency evacuation of the premises clearly displayed. All firefighting equipment recommended by the City of Vancouver will be installed and maintained.

Insurances

The School is covered by a public liability insurance policy strictly and only for the school's premises. All other areas around the school's premises are the insured responsibility of the Landlords and their parties or intermediaries.



Emergency Procedures

In the case where the injury appears to be or is serious call 911. Someone must stay with the injured person at all times. After calling 911 the Senior Educational Administrator must be contacted immediately. Fire extinguishers are located in the **kitchen**, in the **main hallways** and **at each entrance/exit**. Instructors are responsible for leading students out the fire exits.

Meeting Area

In the case of an evacuation students and staff must meet in front of **Location address**. All students must immediately report to their instructor.