

COLOMA CONVENT GIRLS' SCHOOL

HEALTH AND SAFETY POLICY



VOLUNTARY - AIDED

Date policy agreed: June 2015

OUR COMMITMENT

'You get the level of health and safety that you demonstrate you want. Health and safety is no accident: it has to be managed.' Health and Safety Executive.

It is the safety policy of our school to:

1. establish and maintain a safe environment throughout our premises;
2. establish and maintain safe working procedures among our staff, helpers and pupils;
3. establish procedures in the case of fire or other emergency; and for evacuating our buildings;
4. establish procedures to be followed in the event of accidental injury;
5. establish procedures for reporting accidents; and monitoring to measure the effectiveness of safety activities;
6. establish procedures for joint consultation on health and safety;
7. teach safety as an integral part of our curriculum;
8. provide such information, instruction and training to our staff and pupils as is required in all safety matters;
9. develop safety consciousness and responsible attitudes towards safety throughout our school;
10. comply with Health and Safety legislation.

OUR RESPONSIBILITIES

All employees have responsibilities under Health and Safety legislation. These include:

1. taking reasonable care of their own health and safety and that of others who may be affected by what they do or do not do
2. co-operating with their employer

3. not interfering with or misusing anything provided in the interests of health and safety welfare
4. using all equipment safely

5. reporting situations which may present a serious and imminent danger

6. reporting shortcomings in health and safety arrangements

All our staff are expected to carry out these responsibilities, as appropriate.

SPECIFIC RESPONSIBILITIES

The Governing Body:

1. to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people;
2. to safeguard the health and safety of pupils and visitors;
3. set the Health and Safety policy, appoint one Governor to have oversight of health and safety matters; to keep the policy under review and to review it either annually or in response to any major incident.

The Headteacher:

1. to take day-to-day responsibility for all health and safety matters in the school;
2. liaise with Governors and external agencies as appropriate on policy issues;
3. arrange for staff training as appropriate.

Health and Safety Representative

The Health & Safety Representative will not act as an agent of the Governing Body and does not carry legal liability for his/her acts or omissions as safety representatives. He/she will act like a 'watchdog' in a close working relationship with senior management. The following activities constitute the main focus of the school's H&S Representative:

1. investigate potential hazards and dangerous occurrences and examine the causes of accidents (this will involve a termly review of the accident book);
2. investigate complaints by staff and make representations accordingly;
3. arrange and carry out safety tours/inspections on a termly basis;
4. receive information related to matters affecting the health and safety of employees;
5. attending approved training courses.

All Staff have an ongoing responsibility to:

1. check classrooms/work areas are safe;
2. check equipment used is safe before use;
3. ensure safe procedures are followed;
4. ensure protective equipment is used;
5. report defects to the premises staff and Health and Safety representative.

OUR ARRANGEMENTS

1. The Governing Body will participate in and/or arrange for regular inspection of the premises. This will be undertaken **once per term** in order to identify and institute remedial work necessitated by any risk to health and safety as derived from the premises, materials or equipment.
2. The Governing Body will ensure through the Headteacher that those contractors employed to undertake work at the premises undertake that work in a safe manner, so that they do not expose employees or persons using the premises to health and safety risks.
3. The Governing Body have appointed the Chair of their Buildings Committee to assist them in undertaking the measures they need to take to comply with the requirements and prohibitions imposed by or under relevant statutory provision.
4. The Governors' Committee for Buildings Health and Safety set a Health and Safety agenda item at their meetings. Issues that arise will be reported to, and discussed, by the full Board of Governors at the termly general meeting.
5. The Governing Body will, with other agencies as appropriate, make arrangements to:
 - (i) provide appropriate training for safety;
 - (ii) disseminate health and safety information;
6. The Chairman of the Buildings Health and Safety committee will ensure that contractors' safety policy statements and safe working methods will be requested and examined prior to work commencing

HEALTH AND SAFETY GUIDANCE

Where a safety issue arises that is not covered by policy or routine documents, the staff member should consult the Headteacher, a member of the senior management team, the staff Health and Safety Representative or the Governors' Health and Safety representative.

A. REPORTING CONCERNS

Concerns are to be reported to the Site Manager either personally, in the case of a concern which needs immediate action, or via a blue form available from Reception. Where necessary, concerns will be referred to the Headteacher and/or the Governors' Buildings, Health and Safety Committee for further action.

B. AREAS OF POTENTIAL CONCERN

School Location

1. Built-up area with high traffic density.
2. Main entrances/exits onto busy road.

Electrical Facilities

4. Switch room off Kitchen corridor - access limited to key staff.

Storage of Hazardous Substances

5. Caretaker's Store and Cleaner's Store - access limited to key staff.

Areas with Potentially Dangerous Equipment/Utensils

6. School Kitchen - sharp implements.
7. Staffroom - sharp implements.
8. Technology Area - sharp implements/ovens.
9. Central Store - access limited to key staff.
10. Caretaker's Room - access limited to key staff.
11. Kiln Room - glazes/heat of kiln.
12. Boiler Room - heat of boiler.

C. SUPERVISION

Leaving the School Site

- Pupils are not allowed to leave the school during the school day for any reason unless permission has been given.
- If a pupil has a doctor/dentist etc appointment, the pupil must sign out.

Break Duty

General Principle

Each pupil should be treated with equal consideration. In all instances we must act like caring and prudent parents.

Movement about the School Site

- Movement about school should always be in an orderly fashion. Pupils should walk calmly to their destination. A high level of courtesy should be actively encouraged by **all staff at all times** by:
 - setting a good example
 - pursuing high standards
- **ALL STAFF SHOULD REFER TO AND COMPLY WITH THE REQUIREMENTS FOR OFF-SITE VISITS.**

D. FIRE SAFETY

- Teachers should know where to lead pupils to safety (a fire notice is in every class).
- Person activating alarm must notify the office of the fire's location/emergency so details can be sent through to the fire station etc.
- When the fire alarm is heard all must lead out silently in single line to their assembly point, where the teacher should call the class register.
- In the event of a fire, pupils working outside the classroom should go directly to their assembly point and report immediately to their teacher. It is therefore essential that all pupils remember the relevant details.

Fire Drills

These will take place once a term without warning.

During an Evacuation Procedure

- Do not try to rescue goods and equipment – remember they can be replaced, lives cannot.
- Only attempt to put out fire if small and lives are not put at risk in so doing. Acquaint yourself with the location of fire fighting equipment. The appropriate extinguisher should be used for the type of fire involved, ie electrical, fat, should not be tackled with water.
- All teachers should ensure their classroom and any areas they pass through are evacuated. Where there is no level of risk, all doors and windows should be closed.

(For further details please refer to the Fire Drill Arrangements in The Staff Handbook)

E. FIRST AID

- In law we are called upon to act like 'prudent parents'. Any complaint of illness should be given careful consideration. If in doubt, send the pupil to the office. If the condition is a matter of significant concern or shows no sign of improvement, the child's parent(s) should be contacted and the pupil collected.
- No medication should be administered unless prescribed by a doctor and an arrangement has been made between the child's parents and the school. Where pupils are on a course of medication, dosages should, wherever possible, be taken at home. When the dosage is three times a day, this can usually be arranged.
- Medication should not be shared between staff.
- Should a pupil be sick, the area should be covered with sawdust and cleared. This is primarily the responsibility of the premises staff. Should they be off-site, this responsibility passes down to the First Aid staff and, finally, the teacher in charge of the pupil.
- In the event of a minor injury, the pupil should be accompanied to the medical room to be attended by First Aid staff. If the injury is mildly serious, a note should be given and an entry made in the accident book in the medical room.
- For a head injury, **always** give a note and enter into the accident book. In such circumstances, check for signs of concussion:
 - check to see if their eyes are dilated;
 - ask them if they feel sick, faint or have a headache.

Where a spinal injury is suspected, unless the pupil is in a life-threatening situation, do not move the casualty.

- If you have any doubts about the severity of any injury, **ALWAYS CONSULT THE SCHOOL FIRST AIDER, SENIOR MANAGEMENT OR SEEK PROFESSIONAL MEDICAL ADVICE DIRECTLY. IF IT IS MORE THAN A MINOR CUT OR BUMP, PARENTS SHOULD BE NOTIFIED IMMEDIATELY**
- If the child is seriously injured on the playground, send another child to the staff room to summon extra help.
- **GLOVES SHOULD BE WORN WHEN DEALING WITH BLOOD. ALL BLOOD- STAINED ITEMS SHOULD BE DISPOSED OF IN THE PLASTIC BAGS PROVIDED IN THE MEDICAL ROOM.**
- **A MEDICAL KIT MUST BE TAKEN ON ALL OFF-SITE VISITS.**

F. USE OF TOOLS AND EQUIPMENT

- Pupils should not use tools for woodwork/technology unless the teacher is present. The use of saws, glue guns, craft knives etc should always be strictly supervised
- Children must receive appropriate instruction before being allowed to use a saw

Arrangements for Testing Appliances

1. FIRE ALARMS WILL BE TESTED BY THE PREMISES STAFF/HEADTEACHER.
2. ALL ELECTRICAL APPLIANCES WILL BE TESTED ANNUALLY.
3. HEATING SYSTEMS WILL BE REGULARLY SERVICED.

G. VISITORS

- All visitors should report to the school office. Report any strange visitors to the Headteacher immediately. Try to take a description.
- If a pupil reports any unusual strangers on the way to or from school, take details and inform the Headteacher.

HEALTH AND SAFETY

The following quote is from a recent booklet on Health and Safety in Voluntary- Aided Schools:

The safety of students in classrooms, laboratories and workshops is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted, it must be discussed with the head of department before any activities take place. These rules also apply to student teachers who must be made aware of their responsibilities by their head of department and professional tutor.

A class teacher is expected to:

- 1. Know the emergency procedures in respect of fire and first aid and the special safety measures adopted in his/her own teaching areas and to ensure they are applied.*
- 2. Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area.*
- 3. Give clear instructions and warnings as often as necessary (notices, posters, handouts are not enough).*
- 4. Ensure that students' coats, bags, cases, etc are safely stowed away.*
- 5. Integrate all relevant aspects of safety into teaching practice and, if necessary, give special lessons on safety.*
- 6. Follow safe working procedures personally.*
- 7. Call for protective clothing, guards, special safe working procedures etc when necessary.*
- 8. Make recommendations on safety matters to the head of department.*

This is a classroom checklist. It is useful to go through this list every half term.

CLASSROOMS

- Make sure that you **know** what to do in case of fire and make sure the instructions for your class are clearly displayed for any other person who may be in your area at any time, e.g. a supply teacher.
- Classroom displays and work displayed in corridors may be a fire risk if they are hung near light fittings.
- All doors, especially fire doors **must** be kept clear.
- Furniture in your area should be arranged to make it easy to move around or exit the area quickly.

- Check plugs and leads of all electrical equipment to make sure there are no bare or loose wires.
- Make sure that leads cannot trip anyone up.
- Do not overload sockets.
- Make sure that anything fixed to the walls, e.g. shelves or book racks, is fixed securely.
- Avoid having anything made of glass in the classroom, in general use or even on display.
- Make sure that all substances used in art, science, technology activities are safe to use and dispose of them correctly.
- Report any concerns over heating, ventilation or cleanliness.

GENERAL

- All corridors must be clear and safe.
- Check playground and field for safety hazards or during PE lessons.
- PE equipment is regularly checked but if you notice anything that could be dangerous, please report it.
- Make sure that you are aware of any pupils who have special health problems and that you know what action to take should an emergency occur.
- Do not let any pupil use potentially dangerous equipment unsupervised.