

# Coloma Convent Girls' School

## Health and Safety Policy



Approved by:

Board of Governors - 3rd December 2020

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| Date          | Version | Author / Revision/Amendment made by             | NBs                        |
|---------------|---------|---|----------------------------|
| July 2012     | V1.0    |   | Approved July 2012         |
| July 2013     | V2.0    |   | Approved July 2013         |
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## **OUR COMMITMENT**

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, volunteers 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. to 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 representative. He/she will act as 'watchdog' in a close working relationship with senior management/the Headteacher. 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**

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 spot checks/inspection of the premises. This will be undertaken 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 one Governor 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' Full Board will include a Health and Safety agenda item at their meetings. Issues that arise will be reported to, and discussed, 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 Health & Safety Representative 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 Health and Safety Representative, a member of the senior management team or the Headteacher.

### **A. Reporting Concerns**

Concerns are to be reported to the Site Manager (verbally in the case of a concern which needs immediate action) via email. Where necessary, concerns will be referred to the staff Health & Safety Representative, Headteacher and/or the appointed Governor for further action.

### **B. Areas of Potential Concern**

#### School Location

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

#### Electrical Facilities

3. Switch room (off Kitchen corridor) - access limited to key staff.

#### Storage of Hazardous Substances

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

#### Areas with Potentially Dangerous Equipment/Utensils

6. School Kitchens - sharp implements.
7. Staffroom - sharp implements.
8. Food Technology Area - sharp implements/ovens.
9. Practical Subjects e.g. PE, Art, DT
10. Caretaker's Store - access limited to key staff.
11. Kiln Room - glazes/heat of kiln.
12. Boiler Room - heat of boiler.

### **C. Supervision**

#### Leaving the School Site

- KS3 and KS4 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 at reception.

#### 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 by every call point).
- Person activating alarm must notify premises 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 at a minimum once a year 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 it is threatening your exit.
- 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**

- The school has several members of staff who are qualified in First-Aid.
- Medication should not be shared between staff.
- Should a pupil be sick, the area should be covered with appropriate cleaning solution 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 an injury, the injured person should go to the medical room to be attended by First Aid staff.
- A MEDICAL KIT MUST BE TAKEN ON ALL OFF-SITE VISITS.

Please also refer to the Supporting Pupils with Medical Conditions Policy.)

#### **F. Use of Tools and Equipment**

- Pupils should not use tools/equipment in practical subjects unless the teacher is present. The use of saws, glue guns, craft knives etc. should always be strictly supervised.
- Pupils must receive appropriate instruction before being allowed to use tools/equipment.

#### Arrangements for Testing Appliances

1. FIRE ALARMS WILL BE TESTED BY THE PREMISES STAFF.
2. ALL ELECTRICAL APPLIANCES WILL BE TESTED IN LINE WITH LEGISLATION.
3. HEATING SYSTEMS WILL BE REGULARLY SERVICED.

#### **G. Visitors**

- All visitors should report to Reception. Staff should report any un-authorised visitors to a senior member of staff immediately and try to take a description.
- If a pupil reports any safeguarding issues on the way to or from school, staff should take details and inform the Designated Safeguarding Lead.

### **HEALTH AND SAFETY**

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. Use 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.
- 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.
- Do not use electrical equipment with 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 to premises staff.

### **GENERAL**

- All corridors must be clear and safe.
- Check playground and field for safety hazards or during PE lessons.
- School equipment e.g. equipment used in PE, DT, Science, 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.