

## 4.1 - Health & Safety

### Rationale

The purpose of this document is to record the arrangements made by the School with respect to Health & Safety. As a British School we will endeavour as closely as possible to reflect the good practice prescribed by the Health & Safety at Work Act (1974) and recommendations made by the DfE and HSE (Health and Safety Executive).

### General aims

The school is confident that teachers know best how to look after pupils and keep them safe and does not want Health and Safety to become a burden to staff or have a negative impact of the running of the school or teaching & learning. It is determined that spurious concerns about health and safety should not be allowed to inhibit good teaching or reduce the number of school trips.

However, it is the duty of all members of the staff:

- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during work;
- to be familiar with this health & safety policy by periodic reference to it;
- to look out for any revisions;
- to follow its provisions, and
- to cooperate with other members of staff in promoting health and safety.

### Health and safety roles

#### Duties, functions and tasks

The Board of Governors has the ultimate duty to ensure the health and safety of employees and others on the site. The task of overseeing health and safety on these sites has been delegated by the employer to the Principal. This task is further delegated to the school's Health and Safety Officer who has the particular functions of coordinating the formulation, monitoring and implementation of this policy document and ensuring the school strives to comply with current legislation. The Health & Safety Officer works closely with the Campus Manager to ensure a safe environment.

#### Communications

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the Health and Safety Officer with the assistance of the Senior Leadership Team. Any new instructions, restrictions or rescinded (lifted) restrictions are communicated to all staff via email or verbally during meetings.

#### Monitoring and checking

The Principal expects the Health and Safety Officer to monitor the implementation of this policy and provide support for assessment throughout the school. Checklists on resources and facilities are made termly. Records of the checks are kept by the Campus Manager.

## Training

The person with the task of seeing that training is provided where appropriate is the Health and Safety Officer in conjunction with the HR Officer.

## Risk assessments

Sensible management of risk does not mean that a separate written risk assessment is required for every activity. The school takes a common sense and proportionate approach, and uses risk management as a tool to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork. Refer to 2.7 Trips Policy.

## **Equipment and resources**

### Equipment safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose. Equipment listed by specialist educational equipment suppliers is taken to meet these regulations but all other equipment, especially gifts, are treated with caution and carefully assessed. Advice on safety and suitability is sought from the Health & Safety Officer, Campus Manager and through publications.

Any member of staff who discovers a hazardous defect in an item of equipment must report it to the Campus Manager.

### **Personal protective equipment**

The employer accepts the duty to provide protective equipment and clothing for employees where the risk assessment requires them.

The employer expects eye protection to be available for pupils and visitors in Science lessons. Safety spectacles are provided for general use, with goggles or face shields used whenever a risk assessment requires them. The condition of the eye protection is checked regularly by the Science Technician.

### **Chemicals (COSHH)**

The task of arranging safe storage of chemicals is delegated to the Head of Science with respect to laboratory chemicals and the Campus Manager with respect to cleaning products.

### **Waste disposal**

Waste is disposed of in as environmentally-responsible a manner as possible.

### **Manual handling and working at height**

If staff have concerns involving lifting or carrying equipment, pushing trolleys, etc the task will be assessed by the Campus Manager or Health & Safety Officer to see if any may give rise to risks of injury.

When it is impossible to avoid storage or display above head height only light-weight and rarely-used items are stored there. When displaying items at high level or fetching or replacing items stored at high level, step ladders or kick stools should be used where possible.

## **Drills**

There will be a fire drill during the first two weeks of the autumn term at a designated time. There will be a fire drill at least once a term at a non-designated time. Time taken to evacuate will be noted and a record of fire drills will be kept by the Health & Safety Officer.

## **Reporting**

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be reported to the Health and Safety Officer and Campus Manager. These will be analysed and discussed and brought to the attention of the Land and Buildings sub-committee if applicable.

**This policy has been discussed and agreed by The British School, Alexandria.**

## **Related policies**

4.5      Emergencies

Signed ..... Date .....  
**Principal CEO**

*Policy review date: March 2016*