

## 4.1 - Health & Safety

**Date of approval by governors' committee:** 10<sup>th</sup> January 2019 (tbc)

**Next review date:** Spring 2020

**Author of Policy:** Principal

### 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 wish Health and Safety to become a burden to staff or to have a negative impact on 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, having said this, our priority is to keep staff, visitors and students safe and healthy.

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;
- Be familiar with this health & safety policy by periodic reference to it and any revisions;
- Follow its provisions, and
- 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 is also the Campus Manager, 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.

### 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 Management 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 Any new instructions, restrictions or rescinded (lifted) restrictions are communicated to all staff via email or verbally during meetings.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 Health and Safety Officer.

## **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**

It is school policy to carry out risk assessments for all trips outside of school - Refer to 2.7 Trips Policy. However sensible management of risk does not mean that a separate written risk assessment is required for every activity inside of school. 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 and it should avoid needless or unhelpful paperwork. Written risk assessments/guidance are only be completed for higher risk activity within school which would normally be avoided anyway if they were very high risk. With regards to machinery, appliances and any new building work, we would also ensure that we use reputable manufacturers, retail outlets and contractors.

## **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 and Safety Officer and through publications.

Any member of staff who discovers a hazardous defect in an item of equipment must report it to the Health and Safety Officer.

## **Personal protective equipment**

The employer accepts the duty to provide protective equipment and clothing for employees where an activity requires it.

Eye protection must be used in Science lessons when pupils are doing experiments which could risk in damage to the eyes – for example heating a liquid in a test-tube. 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 Health and Safety Officer 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 any concerns involving lifting or carrying equipment, pushing trolleys they should ask the Health and Safety Officer to arrange for one of the campus team to carry out the task.

When it is impossible to avoid storage or displays 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.

## **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. The time taken to evacuate will be noted and a record of fire drills will be kept by the Health and Safety Officer. We also carry out a Bomb threat drill in the Autumn Term, an Emergency Lock down drill in the Spring Term and an Earthquake drill in the Summer term.

## **Fire prevention**

The Health and Safety Officer as part of his or her checks will look for any fire hazards such as blocked exits or large amounts of flammable material. The Health and Safety Officer will also carry out regular checks on Fire extinguishers.

## **Reporting**

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be reported to the Health and Safety Officer and logged on the "Accidents and Near Misses" Google classroom. These will be analysed and discussed and brought to the attention of the Land and Buildings sub-committee.

## **Health and Hygiene**

Toilets, washing facilities and areas where food is prepared or consumed are regularly checked (at least once every 3 weeks) personally by the Health and Safety Officer to ensure cleanliness and hygiene.

Water tanks are regularly cleaned.

Similarly air conditioning units are regularly serviced.

## **Health and Safety Inspections**

A governor from the Land and Buildings committee will carry out a visual inspection of all sites at least once a term.

The Health and Safety Officer with the Head of Administration and a member of staff who uses that particular campus will also carry out a formal visual inspection at least once every half-term of every site.

The outcomes of these inspections will be recorded and discussed at the Land and Buildings sub-committee.

## **Related policies**

The Critical Incident Policy

Medical and First Aid policy

4.5 Emergencies