

Health and Safety Policy

Purpose

The purpose of this policy is to ensure a safe environment for our students, staff, and visitors.

Overview

As a school we are committed to:

- Providing a safe and healthy working and learning environment on and off site
- Preventing accidents and work related ill health
- Providing safe premises (including access and egress), plant and equipment
- Maintaining safe systems of work among staff (including teaching and non-teaching staff) and pupils
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe means of use, handling, storage and transportation of articles and substances
- Formulating effective procedures for use in case of fire and/or the need for emergency evacuation of the school
- Providing adequate information, instruction, training and supervision to staff and pupils
- Consulting with staff, pupils and their representatives on health and safety matters
- Setting targets and objectives regarding health and safety performance to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the school
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Responsibilities

It is the responsibility of all staff members to reflect on this aspect of school life and ensure the best possible experience for our students, parents and staff. All teachers and adults in the school must be aware of health and safety procedures and must act accordingly in order to provide a safe environment for the children.

The Health and Safety Coordinator in each school (Head of Primary and Secondary) will work in close relation with the School Leadership Team and Middle Management in order to ensure all policies are applied accordingly.

The Heads of School are responsible for health and safety management at the school. They will arrange appropriate delegation of health and safety management issues as detailed in this part of the Policy.

The Heads of School will ensure:

- The promotion of a health and safety culture within the school and on off site visits in order to prevent accidents, work-related ill health and damage to property
- That a comprehensive Health and Safety Policy is implemented effectively and communicated in accordance with national legal obligations and ISI guidelines
- The effective management of the health, safety, and welfare of staff, pupils, contractors, visitors and others so far as is reasonably practicable



- Adequate management of health and safety risks arising out of the school's activities
- The provision and maintenance of safe premises, plant, and equipment
- Responsibilities for health, safety, and welfare are allocated to specific people and those persons are formally informed of these responsibilities
- Persons to whom health and safety responsibilities are delegated are competent to do their tasks i.e. that they have sufficient experience, knowledge and training to perform the tasks required of them and have sufficient time and resources to undertake the role
- The provision of adequate information, instruction, supervision and training for staff and pupils
- That arrangements are in place for the effective consultation with staff, regarding health and safety matters
- Clear procedures are created for risk assessment, the development of safe working practices and reporting of accidents/incidents
- The formulation of effective procedures for use in case of fire and/or the need for emergency evacuation of the school
- Sufficient funds are set aside for health and safety management
- An appropriate level of investigation into accidents, incidents, absence and complaints pertaining to matters of health and safety
- Health and safety performance is measured both actively and reactively and measures are put in place to monitor the effectiveness of the health and safety arrangements in controlling identified risks
- Health and Safety Policy and performance is reviewed at least annually and changes and improvements are part of the annual development plan.

The Middle Management Team (Heads of Departments/Key Stage Coordinators) will:

- Develop and disseminate a departmental/team health and safety policy, if appropriate, detailing the particular roles and responsibilities for health and safety in that specialist area and the organisational arrangements in place for achieving this
- Ensure they are familiar with current Regulations, Codes of Practice and Guidance appropriate to their specialist areas and with this Policy (this may require reading trade journals, CLEAPSS)
- Ensure that risk assessments of the activities for which they are responsible are conducted and reviewed at least annually
- Ensure that all staff under their control (to include supply teachers) receive adequate information, supervision and training (both induction training and ongoing training) in health and safety matters relevant to their specialist area
- Ensure that all statutory notices and appropriate safety signs are displayed in their specialist area
- Ensure that adequate first aid provision, protective clothing and equipment, registers and log books are available for use in their specialist area
- Ensure that machinery, equipment and substances are accompanied by adequate information on use and that use is restricted to named individuals where necessary for reasons of health and safety
- Evaluate promptly and, where appropriate, take action regarding criticism of health, safety and welfare arrangements reported to them, or refer them to the Head of School
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- Investigate any accidents, which occur within their sphere of responsibility



- Include information about Health and Safety area in the annual development plan and SEF for his/her department or area of responsibility
- Review health and safety at departmental/team meetings and refer any concerns in the MMM to SLT.

The Class Teacher will:

- Take reasonable care for their own health and safety and for that of staff, pupils, volunteer helpers and visitors under their supervision
- Ensure they are familiar with this Policy and the procedures in respect of fire, earthquake, lockdown, first aid, and other emergencies, and to carry them out as required
- Read all school policies as relating to Health and Safety and follow the procedures outlined
- Exercise effective supervision of pupils and give clear oral and written instructions and warnings to pupils as often as necessary
- Follow any safe working procedures issued for their subject area and generally
- Provide and require the use of appropriate protective equipment, clothing and guards where necessary and ensure they are used as required
- Make recommendations to their Head of School or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process and, where necessary, provide special lessons on health and safety in line with curriculum requirements for safety education
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- Report all accidents, defects, and dangerous occurrences to their Head of School or Head of Department/Key Stage.

Non - teaching staff will:

- Co-operate with the Head of School, their Head of Department and their Line Manager on health and safety matters
- Act with due care for the health, safety and welfare of themselves, other staff and other persons at the School
- Exercise effective supervision over those for whom they are responsible
- Ensure they are familiar with the contents of this Policy and, in particular, the procedures in respect of fire, first aid and other emergencies
- Implement safe working practices which comply with the approved school policies and procedures and set a good example personally
- Act in accordance with any specific health and safety training received
- Exercise good standards of housekeeping and cleanliness
- Ensure that offices, general accommodation and vehicles are kept tidy and report any defects to their Line Manager
- Ensure that tools and equipment are in good condition (and not use them otherwise), ensure that they are appropriate to that use and that adequate instructions for their use are provided
- Report any defects in tools and equipment and actual or potential hazards to their Line Manager or the Head of School, in particular those, which are of a serious or imminent danger, and introduce procedures to minimise the possibility of mishaps
- Use protective clothing and safety equipment provided (when appropriate) and ensure these are kept in good condition



- Provide instructions, warning notices and signs as appropriate
- Report all accidents in accordance with current procedure
- Ensure that any accidents or incidents which could have resulted in personal injury are reported to the Head of School
- Assist in the investigation of any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Ensure that if authorising work to be undertaken or authorising the purchase of equipment, the health and safety implications of such work or purchase are considered
- Ensure that if entrusted with responsibilities for specific aspects of health, safety and welfare they satisfy themselves that those responsibilities as appropriate are re-assigned in their absence
- Minimise the occasions when an individual is required to work or study in isolation
- Not interfere with or misuse anything provided to safeguard their health and safety
- Members of staff are expected to be vigilant at all times but particularly where there are vehicles on site and when activity is taking place at height.

Pupils (in accordance with their age and aptitude) will:

- Co-operate with the Head of School and staff on health and safety matters and in particular must follow the instructions of staff in the event of an emergency
- Take reasonable care for their own health and safety and that of others at the school
- Observe standards of dress consistent with safety and/or hygiene
- Use and not wilfully misuse, neglect, or interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns to the Head of School

Visitors/Parents on campus will:

All visitors and other users of the school premises (to include contractors, delivery people and visitors to the school) must:

- Ensure that they have consulted with the Head of School or Executive Director regarding the appropriate means of their access to and egress from the site
- Ensure that they are familiar with the school's fire and emergency evacuation procedures
- Ensure that they have adequate information about premises, plant, and equipment (if appropriate).
- Present ID at the gate and leave this with the guard whilst on campus
- Wear a visitors badge at all times whilst on campus
- Comply with all directives as outlined in the Visitors Policy

Medical (Refer Medical and First Aid Policies)

Children should not attend school unless they are physically fit to do so – if children are in school then they will be expected to join in with all school activities (including PE and playtime). Any exceptions to this should be arranged through the Head of School.

Allergic reactions or special medical conditions will come to the attention of the teaching staff through the medical form which parents fill in on applying for admission to the school. These should be noted on the appropriate form and kept in a prominent place in order for all staff to have easy access to it.



Parents are informed on admission of the medical insurance arrangement with the designated school medical clinic that enables sick children to be visited by the doctor at school. Parents are encouraged to take up this option. ²

Medicines can only be administered to children by the office staff if there is permission from parents or guardians in writing. ² (See School Medical Policy)

All students are required to present a medical certificate to confirm they are able to participate in order for them to participate in PE lessons and activities.

Student Supervision

Students are permitted to be on the school site from 8.00am and should leave the campus at 4.00pm unless they are involved in an after school activity and are supervised by a member a staff. (See School Attendance Policy)

A member of staff will be on duty every morning between 8.00 – 8.15 am.

There will a Secondary School teacher and a Primary School teacher on duty between 8.15 – 8.30am every morning and 3.50 – 4.15pm every afternoon.

All break times are supervised by two teachers in both schools. At all break times students are expected to stay outside except when a bad weather break is called (see Playground and Lunch Duty Policy).

Teaching and support staff are expected to be in school at 8:15 each morning and have a duty of care to ensure student safety during school hours and on educational visits. ³

Display Screen Equipment

The Head of School is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. Staff are reminded that laptops should not be used on laps, chair arms, and other unsuitable surfaces.

Movement around Campus

On entering the school children are expected to hang up their coats on the pegs provided in the corridors. The corridor should be left looking neat and tidy (while children are expected to leave the corridor tidy it is the teachers' responsibility to ensure they do so). Lunchboxes, bags and PE kit should be stored in the classroom in the places provided and should also be left in a tidy and responsible way.

Children are expected to move around the school in orderly fashion. There should be no running or pushing. When moving as a class, children should move in single file. When using the staircases we should all keep to the right hand side and it is expected that all users of the building will respond courteously to others when passing through doors.

It is expected that children will be permitted to move around the building on their own in order to carry out errands for the teacher – this will encourage a sense of responsibility in the children.



Fire and Earthquake/Evacuation Procedures (Refer Fire and Earthquake Risk Policies)

There are procedures drawn up for action in the event of fire or earthquake. These are displayed in each classroom- it is the responsibility of all staff to read these, to go over them with the students, and to be aware of the correct course of action in the event of these disasters. There are regular fire alarm checks and there is a fire/earthquake drill once a half term which is logged.

Lockdown Procedure (Refer Lockdown Policy)

There are procedures drawn up for action in the event of a terrorist attack. The procedures are outlined in the Lockdown Policy- it is the responsibility of all staff to read this policy, to go over the procedures with the students, and to be aware of the correct course of action in the event of a lockdown. There is a lockdown drill each year, usually in Term 1, to help familiarise students and staff with the procedure, which is followed by reflection and feedback- noted in the SLT meeting minutes tracking table.

School Lunch

Lunch (hot or cold) is eaten in the dining room for both schools. However, Sixth Form students are eaten in the new Sixth Form CODECS building eating area, and with parental consent may eat lunch off campus unsupervised by staff. Lunch should take 15 minutes and it is expected that the students will help maintain order and cleanliness in the lunch rooms or on the tables outside. The remainder of the lunch break will take place outside on the main campus, if the weather permits, or in the classrooms at the discretion of the supervisor. As well as the usual whole school rules on behaviour applying, children are not allowed to climb on walls or go behind the school / fire escape – this area is out of bounds, unless collecting a bike from the school bike rack to go home.

Clothing

Children should wear appropriate clothing to school. There is a school uniform which all students in Years 1 to 11 are expected to wear. There is a dress code for Sixth Form students which they are expected to follow. Students should also wear the school PE uniform and proper trainers for PE lessons. (See School Uniform Policy)

Children should also have suitable clothing for outdoors at playtimes – in winter they should have warm clothing and in summer it is advisable they have a cap. Students should not wear excessive jewellery to school.

School Egress

At the end of the day in the Primary School it is the responsibility of the class teacher or the teacher in charge of an afternoon activity to ensure the children go with one of the designated Recipients. The school has a record of those authorised to pick up Primary School children and children must never be allowed to go without anyone without prior written authority. Parents and other Recipients may gather on the playground in preparation for meeting their children and may then enter the school after the students have left the building if they wish to see a teacher.

Private cars are not allowed on the school grounds during school hours. School buses are permitted to enter the camps at selected times to drop off and pick up students in the specially

designated area which is cordoned off for safety. Special care should be taken by staff (teaching and ancillary) on duty to ensure that students are kept away from the area with the school buses.

In the Secondary School the students who are not travelling on school buses or are not collected by parents will leave school by themselves. If a parent wishes a student to remain on campus under the supervision of staff until collected, a special request must be made to the office and the Head of Secondary informed for this provision to be arranged.

Risk Assessments

Risk Assessment forms are completed in order to ensure the safety of all children in the following situations: departmental, educational visits, school events, sports days, science lab and using chemicals during Science lessons, Art and Physical Education lessons (in some cases). (See Educational Visit Policy, School Events Policy)

The Risk Assessment forms must be written prior to an event taking place, approved by the Head of School, and discussed with the children and members of staff involved prior to the event.

Accidents

In the event of a child being injured it is the responsibility of the staff member who witnessed the accident or is closest, to ensure the student/s are taken to the office to receive first aid attention as needed, or if necessary to provide First Aid or to find a staff member able to provide First Aid, depending on the situation:

- If the incident happens on campus and the child can be safely moved, he/she should be accompanied to the school medical room to receive MFA there by an office staff member.
- If the incident happened off campus or the child cannot be moved safely, MFA should be administered on the spot as required by a qualified staff member: There are designated staff responsible for First Aid in both schools and in the office. There is a First Aid Box in the office and one located on each level in the main school buildings which contain gloves as well as other basic equipment. (See First Aid Policy and Floor Plans in rooms)
- If necessary the school nurse/doctor can be called as a matter of emergency
- A call will be made at the emergency number (112) in case of a serious injury.

Bodily fluids are dealt with by the teacher or assistant in the case of looking after the child (injuries should be cleaned but not treated), while the school cleaners are responsible for any contaminated surfaces – in both cases gloves should be worn and any surfaces should be cleaned with bleach.

There is an electronic accident/incident record book on the server for both pupils and staff. This will be used by the relevant Head of School, as soon as the accident/incident has been recorded on the Incident/Accident Form by the member of staff involved in giving First Aid or helping the child.

An **Accident/Incident Report Log Form** is available on the server:

<\\\\NEWSERVER\\Academic\\Teachers\\Whole school\\Admin\\Accident, Incident Report>



The office personnel are responsible for immediately informing the parents by phone about the incident if MFA is applied, and should follow the phone call up with an email to ensure parents also have a written record of the event. (See First Aid Policy)

Monthly Health and Safety Audit

A monthly health and safety audit/inspection is also carried out on the building and appliances contained therein by the site manager.

Electrical cables and equipment are inspected yearly and labelled with the date of the last inspection.

There is a faults book in the office and on the school server. Any faults in the building should be recorded in this so that the administration can rectify them.

Staff Training

Staff are trained yearly in regard to health and safety procedures, including fire and earthquake procedures, fire extinguisher use, MFA training, completing risk assessments, Basic Child Safeguarding training, Online safety, educational visits. Selected staff also receive biannual Advanced Child Safeguarding training.

Romanian law dictates that staff sign a document indicating that they know the guidelines for health and safety at work quarterly.

24 Hour Security

The school has 24 hour security staff at the gates and CCTV.

Smoke free Campus

The school is a No Smoking area.

Working at height

The relevant Headteacher is responsible for the purchase and maintenance of all ladders in their school. All ladders conform to BS/EN standards as appropriate. The Headteacher is also responsible for completing risk assessments for all working at height tasks in the school. Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor. If you need to hang decorations or displays then a step stool or small step ladder must be used.

Standing on desks, chairs or other furniture is not permitted. Do not work at height when you are alone. If you are planning to use a step ladder ask a colleague to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need. Your knees should be no higher than the top platform of the ladder. Never overreach. Try always to keep one hand free on the ladder to steady yourself.



Manual handling and lifting

The relevant Headteacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask a colleague for assistance. Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times. Any member of staff working after hours must notify the Headteacher of the relevant school and security of their location and intended time of departure. Lone workers should not undertake any activities which present a significant risk of injury.

Annual Review

This policy is subject to an annual review

Related Policies

First Aid Policy/Medical Policy/Admissions Policy/Year 9-13 Cycling Policy
Educational Visits Policy/Anti-bullying Policy/Computer Use Policy
Internet Use Policy/Departmental Policies/PSHE Policy/CAS Policy
School Events Policy/Visitor's Policy/Playground and Lunch Duty Policy
School Closure Policy/Child Safeguarding Policy/Staff Recruitment Policy
School Uniform Policy/Missing or Lost Student Policy/
Recruitment of Ex-Offenders Policy/School Evacuation Policy
Disclosures and Disclosure Information Handling Policy

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