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## HEALTH & SAFETY POLICY

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(June 2018)

To live and learn in harmony,  
Caring for each other;  
Treating everybody as a sister and a brother;  
Reflecting Christ's actions and His message too,  
By striving for excellence in all that we do.

## **INTRODUCTION**

This is a statement of organisation and arrangements for ensuring health and safety at The Ursuline Preparatory School Ilford.

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent Regulations. The Health & Safety Manual provides the foundation for this local school policy.

It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the Service Area. Copies and subsequent amendments will be made available to all employees. The phrase 'employee' includes all paid staff whatever their management function.

The success of this policy depends on the active support of all employees to achieve its objectives.

### **Policy Statement**

The employer, governing body is responsible for health and safety, though tasks may be delegated to staff.

The aim of the Governing Body and the Head teacher is to provide a safe and healthy working and learning environment for staff, pupils and visitors, this will be achieved by implementing the health and safety objectives detailed in this policy.

This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This establishment aims to provide for its employees when working on the premises or elsewhere:

- Instruction, training and supervision to enable employees to work safely without risk to their health; Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively, including first aid and paediatric first aid, handling of hazardous substances, fire safety, food and kitchen hygiene and risk assessment training through the ISBA. The Law
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health & safety;
- Safe systems and methods of work that are without risk to health & safety;
- Machinery and equipment that is safe and without risk to health & safety;
- Articles and substances for use at work that are safe when properly used, stored, handled and transported;
- Suitable safety clothing and equipment when required by regulation, approved code of practice, departmental instruction or when considered necessary by the Key Manager or member of staff;
- Any other suitable protection, where appropriate, where staff might be at risk;

- For the safety of visiting contractors, members of the public and authorised visitors;
- Control of emissions into the atmosphere of toxic, noxious or offensive substances.
- Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- Employees also have a duty to look after their own and others' health and safety.

Procedures and operational guidance can be found in the "Health & Safety procedures" manual located in the admin office.

### **Security of the Site:**

The school has both an intruder alarm and fire alarm which are maintained at least termly by a reputable approved contractor. Main access doors are fitted with mag locks and protected by CCTV. All doors and windows are checked each evening before the alarm is set. Both intruder and fire alarms have direct access to the emergency services.

### **Responsibilities and duties concerned with safety The Head:**

- a) to be the focal point for day to day references on safety and give advice or indicate sources of advice,
- b) co-ordinate the implementation of the safety procedures approved in the school,
- c) maintain contact with outside agencies able to offer help,
- d) report all known hazards immediately to the Health & Safety manager and stop any practices he considers to be unsafe until satisfied as to their safety,
- e) make recommendations to the Board of Governors for additions or improvement to plant, tools, equipment, etc., which are dangerous or potentially so,
- f) make or arrange for investigation of the premises and working practices on a regular basis and ensure that he is kept informed of accidents and hazardous situations,
- g) review from time to time the provision of first aid in the school,
- h) recommends necessary changes and improvements in welfare facilities,
- i) informs the Board of Governors from time to time on safety procedures of the school, j) to ensure that the safeguarding measures enacted in the Child Protection Policy are adhered to.

The ultimate responsibility for all school safety organisation and activity rests with the Head.

### **Obligations of all Employees:**

In order that the statutes of the Health and Safety Act 1974 be observed and responsibilities to pupils and other visitors to the school are carried out, all employees are expected:

- to know the safety measures and arrangements to be adopted in their own working area and to ensure they are applied,
  - to observe standards of dress consistent with safety and/or hygiene,
  - to exercise good standards of cleanliness and housekeeping,
- to know and apply the emergency procedures in respect of fire and first aid,
- to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others,

- to cooperate with other employees in promoting improved safety measures in the school,
- to cooperate with the Enforcement Officer of the Health and Safety Executive or the Public Health Authority,
- to ensure that upon arrival and when leaving the school premises, they sign in and out on the staff register.

### **Special Obligations of Class Teachers:**

The safety of pupils in classrooms and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in charge. If, for any reason, e.g., the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he cannot accept responsibility, he/she should discuss the matter with the Head before allowing practical work to take place. Class teachers are expected:

- a. to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out,
- b. to give clear instructions and warning as often as necessary,
- c. to follow safe working practices personally,
- d. to call for safe working procedures where necessary, improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

### **The Pupils**

The pupils are expected:

- a. to exercise personal responsibility for the safety of self and classmates,
- b. to observe standards of dress consistent with safety and/or hygiene,
- c. to observe all the safety rules of the school and, in particular, the instructions of teaching staff given in an emergency,
- d. to use, and not wilfully misuse, neglect or interfere with things provided for their safety.

### **Visitors Regular**

Visitors and other users of the premises should be required to observe the safety rules of the school. Visitors to the school while the school is in session are required to sign in and sign out in the Visitors' Book kept in the school office. Visitors who are unescorted by the headmaster, deputy headteacher or other authorised member of the school staff within the school premises will be required to wear visitor badges.

### **Parents of pupils of Reception 1 and above**

should report directly to the school office and should not access the premises unless they are escorted and have a prearranged appointment with a member of staff. Parents and their guests are welcome to attend school mass and official events and are asked to go directly to the venue of the event following arrival at the school.

### **Supervision of pupils:**

- a. All adults – including parents – placed in a supervisory capacity over pupils must receive an enhanced DBS check. Documentary proof of staff qualifications should be kept in the school office. Playground staff should be certified as being proficient in First Aid. Each year group will have at least one designated teacher who is certified as proficient in paediatric first aid. A designated member of staff will be on duty from 7.30 a.m. when access is permitted to the school playground. Staff should ensure that they are punctual in collecting pupils from the playground at 8.30 a.m. In the mornings, parents are requested to avoid blocking the sight lines of supervisors by congregating around at the entrance to the playgrounds.