

## Guidelines

It is the responsibility of the School Committee, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school.
2. Establish and maintain safe working procedures among staff and pupils.
3. Make arrangements for ensuring safety an absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
4. Ensure the provision of sufficient information, instruction and supervision to enable all pupils and employees to avoid hazards and to contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided.
5. Maintain all areas under the control of the school committee and head teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and from that place without risk.
6. Formulate effective procedures for use in case of fire and for evacuating the school premises.
7. Lay down procedures to be followed in case of an accident
8. Teach safety as part of a pupils duties where appropriate
9. Provide and maintain adequate welfare facilities.

## Responsibility of School Committee and Director/Head Teacher

The School Committee and Director/Head Teacher are responsible for implementing this policy within the school. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded.
3. Make arrangements to draw the attention of all staff employed at the school and safety policies and procedures and of any relevant safety guidelines and information issued by the DfE.
4. Make arrangements for the implementation of the schools accident reporting procedure and draw this to the attention of all staff at the school as necessary.
5. Make arrangement for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed.
6. Ensure that regular safety inspections are undertaken.
7. Arrange for the withdrawal, repair and replacement of any item of furniture, fitting or equipment identified as being unsafe.
8. Report to the management any defect in the state of repair of the buildings or their surrounds, which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

N.B: The School Committee will deal with aspects of maintenance, which are under their control. In addition, they need to detail and make public any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.

9. Monitor within the level of their expertise, the activities of their contractors, hirers and other organizations present on site, as far as is reasonably practicable.
10. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is especially delegated to assist the board of trustees and head teacher in the management of health and safety at the school. Such delegated responsibilities must be defined as appropriate.

### **Duties of the Person Delegated to Assist in the Management of Health and Safety**

The Delegated Person shall:

1. Assist the headteacher in the implementation, monitoring and development of the safety policy within the school.
2. Monitor general advice on safety matters given by the DfE and other relevant bodies and advise on its application to the school.
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school.
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the school committee and the head teacher.
6. Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of solving any problems identified.
7. Ensure that staff with control of resources (both financial and other) give due regard to safety.
8. Co-ordinate arrangements for the dissemination, of information and for the instructions of employees, students, pupils, and visitors on safety matters and to make recommendations on the extent to which staff are trained.

### **Responsibility of staff toward pupils and others in their care**

All the staff is responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps:

1. Exercise effective supervision over all those for whom they are responsible, including pupils.
2. Be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimize the possibility of mishap.
3. Ensure that any equipment and tools used are appropriate to that use and met accepted safety standards.
4. Provide written job instructions, warning notices and signs as appropriate.
5. Provide appropriate protective safety clothing and safety equipment as necessary and ensure that these are used as required.

6. Minimize the occasions when a person is required to work in isolation, particularly in a hazardous situation or in a hazardous process.
7. Evaluate promptly and, where appropriate, take action on criticism on health and safety arrangements.
8. Provide the opportunity for discussion of health and safety arrangements.
9. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
10. Provide for adequate instruction, information and training of safe working methods and recommend suitable "off the job" training.
11. Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

NB. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the head teacher.

### **Responsibility of all employees**

All employees have a responsibility under the policy to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Co-operate with those in management and others in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare.
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the head teacher.
4. Ensure that tools and equipment are in good condition and report any defects to the head teacher.
5. Use protective clothing and safety equipment provided and ensure that these are kept in a good condition.
6. Ensure that offices, general accommodation and vehicles are kept tidy.
7. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the head teacher.

N.B: Whenever an employee is aware of any possible deficiencies in the health and safety arrangements she/he must bring these to the attention of the head teacher.

Please note the following:

1. It must be realized that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is the management's responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected to meet the same standards required of employees.

## **Responsibilities of pupils**

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.
2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous.
3. Observe all the safety rules and in particular the instructions of the teaching staff in the event of any emergency.
4. Use and not willfully misuse, neglect or interfere with things provided safety purposes.

N.B. The School Committee and the Head Teacher will make pupils (and where appropriate parents) aware of these responsibilities through direct instruction, notices and the school handbook.

## **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery persons) are expected, as far as reasonably possible, to observe the safety rules of the school.

## **Lettings**

The school committee and the head teacher must ensure that:

1. The means of access and exit are safe for the use of hirers, and that all plant equipment made available to and used by hirers is safe. If the head teacher knows of any hazards associated with the above, she / he should take action to make hirers aware of it.
2. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
3. Hirers of the building are briefed about the location of the telephone, fire escape routes and fire alarms and fire fighting equipment. Notices regarding emergency procedures are prominently displayed.
4. Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

## **Fire and emergency Evacuation Procedures**

1. The schools procedures for fire and emergency evacuation are displayed throughout the school.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.

## **Fire prevention equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of the fire extinguishers and the fire alarm system.

## **First Aid and Accident Recording Procedures**

1. First aid is available at the School Office and in the First Aid Room.
2. The names of the First Aiders are provided on the First Aid Policy. The persons responsible for administering the accident, reporting procedure, the notification of serious accidents causing major injury and dangerous occurrences are Mrs Adam & Apa Roshan.
3. The arrangement for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.