



# Health & Safety Policy

Author/s	Randa Samir
Document Approval	Stewart J Cowden
Approval Date	September 2023
Review Date	To be reviewed annually on 30th September

## AIM

Our aim as a place of work and learning is to provide a safe and healthy environment for employees, students and visitors. We aim to ensure that the work and activities carried out by the Academy do not adversely affect the health and safety of any person.

In order to achieve our aim the Academy recognises the need for consultation and communication with all staff on Health and Safety issues. We also recognise the need to seek expert advice, where necessary, in order to determine risks to Health and Safety. We are committed to providing adequate training and information in respect of Health and Safety risks to all staff, and require support from everyone to enable the objectives of this policy to be fulfilled.

## GENERAL GUIDELINES & RESPONSIBILITIES

It is the policy of the Academy, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the premises;
2. establish and maintain safe working procedures among staff and students;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and hazardous substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and students to avoid hazards and 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 required;
5. maintain all areas under the control of the Academy on a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and 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 accident;
8. teach safety as part of students' duties where appropriate;

## Responsibility of the Directors & Academy Principal

The Directors and Academy Principal are responsible for implementing this policy within the premises. 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;
3. make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures;



4. make arrangements for the implementation of the Ministry of Social Affair and Labour's accident reporting procedure and draw this to the attention of all staff as necessary;
5. ensure that regular safety inspections are undertaken. i.e. fire inspection, gas system inspection etc.
6. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
7. report to the Ministry of Education any defect in the state of repair of the buildings or their surroundings which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
8. monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
9. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Directors and Academy Principal in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

**Duties of the Person Delegated to Assist in the Management of Health and Safety - The delegated person, Head of Administration, shall:**

1. assist the Academy Principal in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters given by Local Ministries and other relevant bodies and advise on its application to the school;
3. coordinate 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 Directors and School Principal;
6. assist in carrying out regular safety inspections of the premises & make recommendations on methods of resolving any problems identified;
7. ensure that staff give due regard to safety;
8. coordinate arrangements for the dissemination of information and for the instruction of employees, students, students and visitors on safety matters and to make recommendations on the extent to which staff are trained;
9. provide Health and Safety training to all staff annually during start of year induction programme;
10. liaise with Heads of School who will provide training for any mid-year induction of staff.

**Responsibilities of Staff Towards Students & Others in their Care**

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

1. exercise effective supervision over all those for whom they are responsible;
2. be aware of and implement safe working practices and set a good example personally;
3. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
4. exercise effective supervision over all those for whom they are responsible;
5. be aware of and implement safe working practices and set a good example personally;
6. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
7. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
8. provide written job instructions, warning notices and signs as appropriate;
9. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
10. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
11. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
12. provide the opportunity for discussion of health and safety arrangements;
13. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
14. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;



15. 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.

### **Responsibilities of all Employees**

All employees have a responsibility 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. cooperate with the Academy Principal and others in meeting local Ministry requirements;
3. not interfere with or misuse anything provided in the interests of health, safety and welfare;
4. 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 Academy Principal;
5. ensure that tools and equipment are in good condition and report any defects to the Academy Principal;
6. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
7. ensure that offices, general accommodation and vehicles are kept tidy;
8. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Academy Principal.

### **Responsibilities of Students**

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

1. exercise personal responsibility for the safety of themselves and their fellow students;
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 of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

## **KEY ACTION AREAS**

The following areas have been highlighted as requiring specific attention in ensuring the safety and well being of all within students, staff and visitors.

### **Accident recording**

Each attendance by the Nurse and visits by children to the Medical Room, which result in medical treatment, will be recorded. More serious accidents and injuries that require off site medical attention must be recorded by the Nurse using the Student Incident Form. .

### **Administering Medicines**

See the School's Medical Administration Policy.

### **Air Conditioning**

Recommended room temperatures are 22/23C for classrooms. There must be adequate ventilation and thermometers will be kept to monitor the temperature. Windows should open safely and have shading provided where necessary. The Maintenance Supervisor is responsible for ensuring that all air conditioning units are regularly maintained.

### **Anti-Bullying**

Please refer to the school policy.

### **Communicating Health and Safety Information**

Communication of Health and Safety information is a two-way process. The Academy Principal is responsible for circulating all relevant Health and Safety bulletins/updates to staff who need them. The Health and Safety Policy will be stored online for easy access by all staff. Staff who identify a Health and Safety issue or hazard are responsible for bringing it to the attention of the Academy Principal.



### **Contractors on Site**

The presence of workers other than those employed in school may create potentially hazardous situations. Contractors should discuss with the Head of Administration and Maintenance Supervisor the potential hazards that might be caused by the work e.g. materials, machinery noise, dust and traffic.

### **Control of Substances Hazardous to Health**

All hazardous substances such as science chemicals, cleaning products and swimming pool chemicals will be kept in lockable storage. Safety data sheets for all hazardous materials should be stored with and alongside the material as well as copies should be kept with the School Nurse and Bursar.

### **Controlling risks in curriculum areas**

It is the responsibility of the teacher to ensure that students are aware of any potential hazards and to check that all reasonable precautions are taken. Scissors, knives, and tools should be stored safely and children should be instructed in the correct usage of these. Students using craft knives, drills etc. should never be left unsupervised.

IT equipment must not be allowed to overheat the area of the room in which it is contained.

All physical education equipment must be regularly checked for defects. It is the responsibility of the teacher to ensure that apparatus has been correctly erected before students begin to use it. Apparatus must be sited and spaced so that collisions are unlikely to occur. The number of students using any one piece of apparatus should be limited to reduce the likelihood of accidents. Students should work quietly when using apparatus so that the teacher may be heard easily. Students who are stuck or unsure of their ability on certain apparatus must not seek help from other group members, but ask one of them to fetch the teacher. Each lesson should begin with warm-up activities and the need for these should be explained to the children e.g. to prevent straining of muscles.

Students should change into appropriate clothing for P.E. lessons. Whenever possible where high apparatus is involved students should have bare arms and legs. For indoor work bare feet are preferable. Long hair should be tied back, and any jewellery removed.

In the event of an accident all students must come down from the apparatus and sit on the floor. One student child must be sent to the Nurse for help while the teacher stays with the class and keeps the children calm and away from the injured child.

### **Disability**

The Academy is committed to improving access by adopting creative and sensitive solutions in the adaptation and management of the buildings and procedures. The Academy will explore all methods of providing and improving access to its buildings for people with limited mobility, within Ministry regulations imposed on making structural changes to buildings. Where physical access remains difficult or impossible, it will introduce alternative forms of interpretation in order to extend access as far as is practicable.

### **Electrical Appliance**

PAT testing will be performed in school.

### **Fire procedures**

See the Academy's Fire & Evacuation Policy.

### **First Aid procedures**

See the Academy's First Aid Policy.

### **Gas Supply**

The gas supply to the school science labs is tested annually by a third party service provider.



## **Out of school activities (visits etc.)**

Please refer to the Academy's Educational Visits policy.

## **Reporting**

Certain types of injuries, diseases and dangerous occurrences may be reported to the Ministry of Health, Social Affairs and Labour. These include: any injury resulting in absence of work for more than three (3) days. Any injury requiring admittance to hospital for more than twenty-four (24) hours. Road traffic accidents related to a work activity.

The definition of accident includes an act of violence to an employee. The Academy Principal is responsible for reporting such incidents to the appropriate authority.

## **Risk Assessments**

These will be prepared/reviewed annually for offices and teaching spaces. Risk assessments must be submitted when requesting approval for an off-site educational visit. SLT annually prepare / review an overarching risk assessment document.

## **Security arrangements**

There is a security guard on duty at all times. During the school day only one entrance is permanently open - Gate 1 / Entrance 1. .

## **Slips and Trips**

The School will endeavour to protect students, staff, parents and visitors, from the effects of slip and trip hazards, by good management and risk assessment. Risk assessments are carried out for the management of risks from slips and trips throughout the school.

The risk assessment includes suitable control measures to eliminate or minimise the risk of slips and trips. This would include:

- checking surfaces are in good condition
- reducing floor contamination
- checking that lighting is adequate.
- housekeeping is in order
- cable management is in place

All staff therefore must:

- Take responsibility 'See it - Sort it – Report it' - small spills on smooth floors are slip hazards don't just leave it, clean it up to leave floor dry.
- Report any premises problems straight away to the Head of Administration e.g. potholes, uneven flooring, carpet edges, bad lighting,
- Attend to any slip or trip risks immediately, e.g. water spills, student accidents, leaks, etc.
- Wear the right shoes - you are less likely to have a slip or trip accident if you wear sensible shoes. Shoes with no affixed strap or back, such as flip-flops - are not appropriate school wear at any time. For H&S reasons, it is recommended that open toed shoes are not worn.
- Use designated walkways - don't use shortcuts
- Carry hot drinks safely. Ensure that you have a cup with a lid to prevent injury from hot liquid. You are to clean up any spills promptly.
- Store bags and work equipment safely - all deliveries must be attended to as soon as possible. Boxes that have been emptied must also be disposed of promptly - these should not be deposited outside classrooms.
- Avoid trailing cables when undertaking activities such as IT lessons.
- Encourage Students to follow same procedures and talk to them about safe practices in relation to accidents including safe movement around the school and slips and trips

## **Supervision of Students**

There is a daily supervision duty schedule that details the role staff are expected to perform whilst on duty.