



Health and Safety Policy

Last Reviewed Date: 16th June 2021

Reviewed by: Jonathan Kingham, Primary Deputy Head of Pastoral

Next Review Date: 16th June 2022

1. INTRODUCTION

Health and Safety is a vital concern at our school. The general aims of this policy are as follows:

2. AIMS

1. To maintain a safe environment wherein students can work and move around without risk to themselves or their good health.
2. To plan for the safety of students and staff in the event of fire or other emergency.
3. To develop, maintain and implement procedures to secure a safe working environment for all members of the school community.
4. To educate students to aim to stay healthy by eating properly, getting enough sleep and exercise and avoiding harmful substances.
5. To ensure students observe all safety rules of the school and in particular the directions of the teaching staff in the event of an emergency.
6. To ensure all accidents and injuries are reported to the principal (or one of the deputies in his/her absence) and fill in an accident report form as soon as possible.
7. To ensure all staff report defects in equipment and potential safety hazards to the principal.
8. To assist in the investigation of injuries, accidents and dangerous occurrences.
9. To monitor and review our health and safety policy and procedures consistently so that they remain fit for purpose.

This policy is informed by a number of specific policies and guidelines including:

- Fire evacuation procedures (see Appendix)
- Healthy Eating Policy
- Guidelines for school trips inc. Overseas Trips
- Behaviour Policy
- Anti-Bullying Policy
- Cybersafety guidelines
- Specific departmental/KS policies on Health and Safety e.g. chemical safety in Science classes
- Risk Assessment procedures

Promoting Safety and Good Health in School

In the classroom Teachers are responsible for:



- Ensuring that mobile phones are not allowed in the classroom.
- Maintaining a comfortable flow of fresh air into the classroom at all times.
- Checking all exits are kept free from any form of obstruction.
- Checking classroom for tripping hazards e.g. loose carpeting
- Seeing that students use their chairs correctly and sit safely at all times, with swinging or leaning back regularly discouraged.
- Paying particular attention to the safety aspect involved in the use of some educational equipment or resources e.g. scissors, thermometers, glass, wires and clips.
- During structured play and practical activities early years students should be supervised when using small materials like pegs and counters, as these could constitute a choking hazard.
- Keeping all dangerous objects in a lockable cupboard when not being used.
- Encouraging all students to participate in PE, swimming, lunchtime and early morning games, other games and other class activities to promote health and fitness. During PE classes, health and safety will be promoted where the opportunity arises.
- Encouraging all students to have good personal hygiene habits e.g. training in thorough hand-washing using soap, rinsing well and drying hands.
- Encouraging good dental hygiene
- Encouraging all students to bring healthy foods for snacks.

In Play areas Teachers should ensure that:

- Students are supervised in the playground at all times during the school day by teachers and co-teachers.
- Students have to remain in their designated play area until the end of break. At the end of their break, they line up in an orderly manner and are taken promptly to their classrooms by their teachers
- Students are discouraged from playing any game that requires rough physical contact. They are reminded to play in a manner that maintains their own safety and that of others.
- Should a student fall or have an accident the procedure will be to :
 - Examine the injury; comfort the student if that is all that is required.
 - If necessary, send the student to the school nurse with a member of staff or, if it is an older student and the injury is not too serious but requires first aid, a friend can accompany.
 - Any child who has suffered contact to the head or neck should be sent to the nurse immediately regardless of a lack of visible injury or the child feeling unhurt.

Specific Responsibilities

All persons involved in educating students have a responsibility to provide and maintain a healthy and safe environment.

The Principal will:

- Ensure all teaching staff hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.
- Ensure that staff are provided with regular training to assist them to work safely.
- Ensure the provision and maintenance of safety procedures.
- Put in place adequate arrangements for carrying out regular fire drills and ensure that all staff participate in and are aware of such arrangements.

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- Ensure that safe systems of work are used by contractors or persons carrying out inspections or non-structural repairs .
- Report all serious accidents to staff/students promptly to the Chairperson.
- Ensure all staff operate safe working practices in the execution of their duties.
- Apply all relevant policies to ensure the health, safety and welfare of all staff and students.

Teachers

Each teacher has a responsibility to exercise care and attention regarding the safety of themselves and their students.

Each teacher shall:

- Ensure that they take reasonable care during their work activities to avoid accident or injury to themselves and others.
- Exercise effective supervision of the students and know the emergency procedures e.g. in case of fire, first aid etc.
- Report all potential hazards to the Health & Safety officer and/or maintenance.
- Report all accidents and complete accident forms.
- Give clear instruction and reminders to students as often as necessary
- Ensure relevant protective clothing and equipment are available and used by themselves and students.

All staff

All staff have a responsibility to exercise personal care and attention for the safety of themselves and others as well as co-operate with their colleagues in the execution of this policy. In the discharge of this responsibility employees shall:

- Perform their duties in a safe manner and pay particular attention to safety procedures.
- Report all accidents and injuries to their line manager as soon as possible.
- Obtain adequate treatment for injuries as soon as it is practical.
- Report all defects in equipment or potential hazards to their line manager.
- Wear Staff badges when in the school building or on trips.

Students

All students are expected within their ability to:

- Exercise personal responsibility for safety of themselves and other students.
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.

Visitors

To ensure the safety of students and staff, all visitors must report to reception on arrival and exit times accordingly in the visitor book. All visitors will be issued with identification badges while present in the school.

IMPLEMENTATION OF THE HEALTH AND SAFETY POLICY

The responsibility for the implementation of the health and safety policy rests with the entire school community. The Health and Safety Officer will oversee the implementation of the policy, however, **all** members of the school must ensure the policy is implemented by them and that any Health and safety issues both inside the classroom and around school are reported.



Emergency Evacuation Plan (see Emergency Evacuation procedures for more detail):

You should familiarize yourself with:

- Your role in the event of a fire or evacuation
- Evacuation routes (from your class and areas such as staff room) – see route plan
- Primary Assembly Point – see route plan
- Where fire extinguishers and fire alarm call points are located – see route plan

Your role in the event of a fire (if without a class)

1. Raise the alarm if you see a fire
2. Attempt to extinguish the fire **ONLY** IF SMALLER THAN A WASTE BIN
3. Close the door and window of the room you are in **ONLY** IF SAFE TO DO SO
4. Leave the building by the designated route - **DO NOT** COLLECT ANY BELONGINGS
5. Help visitors to evacuate the building safely
6. Wait for instructions at the Assembly Point

Your role in the event of a fire (if with a class)

1. Raise the alarm if you see a fire
2. Evacuate your class by the designated route - **DO NOT** COLLECT ANY BELONGINGS
3. Close the door of the room you are in **ONLY** IF SAFE TO DO SO
4. Help visitors to evacuate the building safely
5. Class Teachers - Roll call your students at the Assembly Point
6. Specialist Teachers – take students to their class teacher then assist your allocated class
7. Wait for instructions at the Assembly Point

Registering students

- Students should raise their hand as well as verbally replying to their name
- If all students are accounted for hold up the GREEN side of your class Fire Register
- If any student is missing hold up the RED side of your class Fire Register

Class Fire Registers must be kept with the class at all times including assemblies.

The role of other staff in the event of a fire

Security

- to check all floors to ensure building is empty
- to locate fire and its cause
- to inform designated fire officer if it is safe to re-enter the building

Fire Safety Officer

- to check all students are accounted for at Assembly Point (green and red signs)
- to liaise with security staff and Head of school
- to inform staff when it is safe to re-enter the building

SMT

- Evacuate building to the Assembly Point
- To liaise with and assist the Fire Safety Officer at Assembly Point.



Health & Safety Maintenance Check Procedures 2021-22

- Keeping the school buildings and grounds safe is everyone's responsibility.
- If you see an issue in your classroom or around school, contact maintenance, IT or SMT immediately.
- Maintenance issues should be written on the maintenance log in the Reception areas.
- IT issues should be sent via a ticket to Jan or Zig at <http://nisl-helpdesk.nis.com/>

Annually (pre-start of year)

- All Class Teachers and Administrative staff complete a 'Classroom/Offices Checklist' pre-Term 1.
- H&S officers check all communal areas, including playgrounds and playground equipment.
- H&S officer for that department compiles a report passed onto maintenance or IT department.
- All maintenance to be logged by maintenance team in maintenance log.

Half-termly (end of half-term)

- Soap dispensers and hand sanitizers checked by cleaners (log kept with H&S officers).
- Water dispensers checked by outside company (log kept with Security).
- SMT and Subject Coordinators check of communal areas, Science labs and sports equipment.

Weekly (at the weekend)

- All communal areas, play equipment and playgrounds checked by maintenance team.
- All maintenance to be logged by maintenance team on the maintenance log.

As Maintenance issues Occur

- Staff should report any maintenance issues in classrooms or labs to the maintenance team.
- Maintenance issues should be written on the maintenance log in Reception area.
- IT department contact with IT issues.
- Maintenance manager to check this email daily.
- All maintenance to be logged by maintenance team on the maintenance log.

Emergencies

- Any emergencies must be reported to SMT as soon as possible.
- SMT to contact maintenance team and/or security by Whatsapp or phone message.
- Maintenance (Najeeb): 5596 2312)
- Security (Vijay: 7737 6539; Angelo: 5545 5732)
- All maintenance to be logged by maintenance team in maintenance log

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