



## HEALTH & SAFETY POLICY

<b>Date of last review:</b>	July 2018
<b>Date of next review:</b>	July 2019
<b>Approved by:</b>	Rabia Education Trust

At Rabia Girls' School, we recognise the importance of establishing a safe and healthy environment and that it is a statutory requirement.

The purpose of this policy is to fulfil our statutory obligations, and help further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff, visitors and other users of the premises.

Parents need to know that every measure will be taken to keep their children safe. We believe that achieving and maintaining high standards of safety and prevention of accidents and hazards will require every member of the school community to contribute, be aware of and accept their respective responsibilities.

Our policy deals with those aspects over which the Headteacher and GB (Governing Body) have control and covers safety associated with the building structure, plant and fixed equipment.

### **Aims**

The school will take all reasonably practicable steps to ensure the health and safety at work of its employees, pupils and other users of the school premises. The aim of the policy is to:

- provide a safe working/teaching environment
- safe systems of work
- safe plant and equipment
- adequate information, instruction, training and supervision to ensure health and safety at work.
- adequate first aid facilities
- safe storage of all inherently dangerous materials and substances
- effective procedures for the evacuation of the building in an event of an emergency.



## Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The **GB and Head Teacher** will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues at the Premises.
- Ensure adequate resources for health and safety are available.
- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report to all Governors on pertinent issues.
- Report accidents and incidents of violence to the Premises, Health, Safety and Security.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfils their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the GB.
- Ensure relevant staff has access to appropriate training.
- Meet with the Caretaker and SMT meet on a weekly basis to manage site issues.
- Report to the Caretaker and Admin staff any defects and hazards that are brought to their notice.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
  - a) Provide plant, equipment and systems of work, which are safe and without risks to health.
  - b) Plan for ensuring safety and absence of risks to health about the use, handling, storage and transport of articles and substances.
  - c) Develop safety awareness and provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
  - d) Promote the development and maintenance of sound safety, health and welfare practices.
  - e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and from the premises.

f) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.

g) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.

h) Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

All **Staff** will:

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations which may present a serious or imminent danger to the SMT, Caretaker or Admin staff.
- Report any defects and hazards to the caretaker through recording in his file in the School Office.
- Report any concerns of abuse to pupils to the child protection officer.
- Complete an 'Accident / Injury form, available from in the School Office, in the event of a significant accident or incident of violence.
- Complete the Inclusion Folder in the staffroom to inform all staff of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff are asked to familiarise themselves with this.

The **Caretaker** will:

- Ensure that s/he is familiar with the school's Health and Safety Policy.
- Conduct a termly health and safety survey with the SMT and GB.
- Conduct a half-termly site check with the SMT.
- Meet with the SMT and Admin staff on a weekly basis to manage site issues.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the SMT and Admin Staff any defects and hazards that are brought to his notice,



- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly.
- Inform the SMT whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

**The Admin Staff will:**

- Report to the SMT and Caretaker any defects and hazards that are brought to her notice.
- Liaise with the Caretaker when organising health and safety works.
- Report to the SMT and GB finance team on any financial implications for health and safety issues.
- Meet with the SMT and caretaker on a weekly basis to manage site issues.
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy.

**Subject Leaders will:**

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their curriculum areas.

**The Lunch Supervisors with the Admin staff will:**

- Report any health and safety concerns at lunchtime to the SMT.
- Organise first aid cover at lunchtime.
- Send out medical alert questionnaires to parents in September and compile a school list to be held by staff. Supply staff are asked to familiarise themselves with the form.
- Ensure 'Accident / Injury' forms are completed for any serious incidents.

**Pupils are expected to:**

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and the instructions of teaching staff given in an emergency.



- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

**Parents** are expected to:

- Support the school in any health and safety matters reported to them on newsletters.

## **ARRANGEMENTS**

### **Accidents and Injury Reporting**

- Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aiders to inspect and, where appropriate, treat.
- All incidents, ailments and treatment are reported in the accident book.
- More serious accidents or incidents of violence are recorded on 'Record of concern' forms obtainable from the School Office.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- In the event of a serious incident an ambulance is called, and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff, should ensure they have specific cover from their insurance company.
- If a staff member is concerned about the welfare of a pupil, they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.
- Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

### **Administration of Medicines**

- Our trained First Aiders administer medicines for chronic or long-term conditions.
- Medicines are stored in a locked cupboard. Staff record the time medication is given and sign the record sheet.
- Parents give written consent to authorise First Aiders to administer prescribed medication.
- Medication for asthma is stored in an unlocked cupboard in the School Office. Pupils are supervised by a First Aider when taking their asthma medication.



## **First Aid Provision**

The Head teacher is responsible for ensuring that there is an adequate number of qualified First Aiders.

Their names are displayed in all classrooms, passages, and school office.

First Aid is administered in the School Office.

First Aid boxes are in the medical room, office, and classrooms.

Portable First Aid kits are taken on educational visits and are available from the School Office.

A qualified First Aider will go on any educational visit.

An appointed staff member will ensure the maintenance of the contents of the first aid boxes and other supplies.

All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.

## **Head Injuries**

- Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
- First Aiders contact parents by phone if they have concerns about the injury.

## **Head Lice**

- If eggs are noticed in a pupil's hair a letter is sent home informing the pupil's parents.
- A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.
- If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to collect him/her from class.

## **HIV**

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the School Office and Staffroom.
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.



## **Communication of Information to Users of the Premises**

Any persons booking accommodation at the school will receive a copy of this Health and Safety Policy from the Admin Office.

## **Control of Hazardous Substances**

The Site Manager completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances.

## **Cooking**

- Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
- Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

## **Educational Visits**

The SMT and GB, has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. All staffs have a copy.

## **Electrical Testing**

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually and will be marked to show the date of the test.

## **Evacuation of the Building**

- Fire exits are clearly labelled.
- Plans showing exit routes are displayed by the door of each classroom.
- Fire bells and fire doors are tested weekly by the Care taker.
- A fire drill is practised once a term and reported by the SMT to the Governing Body.
- Fire extinguishers and smoke alarms are checked regularly and serviced annually.

## **Hot Drinks**

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom s/he should ensure that a pupil cannot reach it and that it is in a safe position.



## **Manual Handling**

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

## **Movement Around School**

- Pupils should walk around school in single file and stand in single file when waiting.
- No pupils should remain unsupervised in classrooms.

## **On Site Vehicle Movements**

- Car parking is separate to the school grounds.
- Contractors come onto the premises when loading/unloading equipment and park outside the main entrance. They can only gain access by contacting a member of staff to open the gate for them.

## **PE Equipment**

Gymnastic equipment is checked annually by site manager and repaired or removed as appropriate.

## **Playground**

- Staff actively encourage pupils to play safely and discourage fighting or other rough games.
- Two members of staff supervise the playground during morning playtime.

## **Pregnant Workers and Nursing Mothers**

The SMT will carry out a risk assessment. Appropriate action will be taken to ensure she is not exposed to any significant risks.

## **Safe Stacking and Storage**

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

## **Security**

- All Staff must ensure that the main gate is shut always except for when it is manned by the Care taker between 8.30 am to 9am and 3pm to 3.30pm.



- All staff must ensure that the door in the foyer leading to the School floors and Staffroom is closed at all times.
- The Care taker must change the lock pin twice a year.
- Visitors and Parents must buzz the intercom on the main door and staff must view before allowing access to the premises.

### **Site Inspections**

- The Site Manager inspects the site as part of his daily routine.
- Urgent matters are referred to the SMT or Administration Officer and actioned ASAP.
- More routine matters are discussed at the weekly premises meeting between the SMT, Site Manager and Administration Officer and actioned accordingly.
- The SMT and Site Manager inspect the site on a half-termly basis.
- The SMT, Site Manager conduct a termly health and safety survey and report back to the GB
- The SMT and GB conducts Risk Assessments on an annual basis or as and when necessary.
- All significant matters are reported to the GB.

### **Slips, Trips and Falls**

- It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the SMT, Admin or Site Manager.
- Classrooms are equipped with cable mats on overhead projector cables to prevent trips.

### **Supervision of Pupils**

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety always.
- No pupil should be left unsupervised.
- Staff should be in class when pupils come into class in the morning.
- Staff should be punctual in collecting pupils from the playground.
- The same duty of care applies when staff supervises pupils in after school clubs.
- If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.



- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent fails to collect a pupil after school staff should make every effort to contact the parent. If a parent or emergency contact person cannot be contacted, the Child Protection officer will need to be notified.

### **Transporting Pupils**

Parental consent must be sought before transporting any pupils and staff to any school visits or off-site activities.'

### **Working at Height**

- Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.
- Stepladders are in the boiler room.

### **Working during the evening**

Staff sometimes stay late at school. Staff should alert the Care taker that they are staying late (after 6pm) and are not allowed to stay on the premises on their own.

## **RISK ASSESSMENT PROCEDURE**

- Think of possible hazards. A hazard is anything that has the potential to cause harm e.g. a physical condition which can make the school unsafe, such as a slippery floor; unsafe acts e.g. rushing, horseplay, taking shortcuts. Unsafe omissions such as the failure to follow safe systems or wear protective equipment can also be termed hazards.
- Decide who might be affected and how.
- Evaluate the level of risk and consider preventive measures. Risk is the likelihood, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.
- Discuss with school staff/parents/carers/and child as appropriate.
- Formulate into a written plan.
- Put measures into practice.
- Review and revise as necessary

### **Hazard Identification:**

Identify all the hazards relevant to the activity.

Specific hazards should be assessed on a separate risk assessment form and cross referenced with this document. Possible hazards may include:

Manual handling operations, display screen equipment, lifting and handling of pupils, hazardous substances and some locations beyond the school.

Other hazards to consider include slipping/tripping hazards, electricity, noise, dust, temperature extremes, fire/explosion, portable tools, machinery, pressure systems, compressed gases, work at height, confined areas, lone-working, out-of-hours working, irregular or unusual activities such as maintenance or repair work.

### **Risk Evaluation:**

Evaluate the risks (low / medium / high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks need to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

### **Risk Control:**

Decide what controls are necessary to reduce the risk to individuals.

The steps to controlling the risks are as follows:

- Avoid the hazard - can the hazard be avoided or altered to reduce the likelihood or risk?
- Substitute or replace the hazard
- Procedural controls – can the procedure be altered to avoid or reduce the risk?
- Can the individual be removed / distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- Child management – make sure you and your staff are aware of each child's needs
- Setting management – such as the monitoring of exits and entrances.
- Additional staff – can an additional person be utilised to avoid or reduce the risk?
- Personal Protective Equipment - consider the value of using such things as gloves, over garments or a hat.
- Emergency procedures – have contingencies in the event of things going wrong such as an accident, incident or fire
- Health surveillance – are your staff or pupils physically able or sufficiently fit to engage in the planned activity.

Monitor the control measures that have been identified to ensure that they are effective and implemented correctly.



**Recording the Findings:**

Record the significant hazards and conclusions using the appropriate risk assessment form.

**Assessment Review:**

The assessment must be reviewed periodically to ensure it remains relevant and effective. In addition, the assessment must be reviewed if there are any significant changes to the activity such as different children or staff, new procedures, substances or equipment.

**School Visits:**

The school has a policy on school visits which is read by all members of staff.