



Health and Safety Policy

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This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy, which have been written by Ethelbert Children's Services. The general aims of these policy statements are accepted, and the arrangements set out below are designed to implement the general aims of our school.

General Guidelines

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

- Establish and maintain a safe and healthy environment throughout the school,
- Establish and maintain safe working procedures among staff and students,
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances,
- 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 provided,
- Maintain all areas under the control of the Head Teacher in 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 is safe and without risk.
- Formulate effective procedures for use in case of fire and for evacuating the school premises,
- Lay down procedures to be followed in case of accident,
- Teach safety as part of student's duties where appropriate
- Provide and maintain adequate welfare facilities

Responsibility of the Headteacher and Senior Staff

The Headteacher and Teacher in Charge are responsible for implementing this policy within the school. They will:

- Monitor the effectiveness of the safety policy and the safe working practices described within the shall revise and amend it, as necessary, on a regular basis,
- 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
- Make arrangements to draw the attention of all staff employed at the school the safety policies and procedures and any relevant safety guidelines and information.
- Make arrangements for the implementation of the company accident reporting procedure and draw this to the attention of all staff at the school as necessary,
- Make arrangements for informing staff and students, of relevant safety procedures. Other users of the school will be appropriately informed.
- Ensure that regular safety inspections are undertaken.
- A Health and Safety team will inspect all school premises and property regularly
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety Inspection Team



- Report to the Maintenance Department 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.
- Identify any member of staff of having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Head Teacher in the management of Health and Safety at the school.

Duties of the person delegated to assist in the management of Health and Safety

- Monitor general advice on safety matters given by the company and other relevant bodies and advise on its application to the school
- Co-ordinate arrangements for the design and implementation of safe working practices within the school,
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action
- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Directors and Head Teacher,
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified,
- Ensure that staff with control of resources (both financial and other) give due regard to safety,
- Co-ordinate 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.

Responsibilities of staff towards students and others in their care

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

- Exercise effective supervision over all those for whom they are responsible, including students,
- Be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap,
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards,
- Provide written job instructions, warning notices and signs as appropriate,
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required,
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process,
- Evaluate promptly and, where appropriate, act on criticism of health and safety arrangements,
- Provide the opportunity for discussion of health and safety arrangements



- Investigate any accident and take appropriate corrective action
- Provide for adequate instruction, information and training in safe working methods and recommend suitable “off the job” training
- 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 and the correct insurance and documents have been logged by Head Office.

N.B 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 Teacher in Charge.

Responsibilities of all employees

All employees have a responsibility under the Act to:

- Take reasonable care for health and safety of themselves and of any person who might be affected by their acts or omissions at work,
- Co-operate with the directors and others in meeting statutory requirements. Not interfere with or misuse anything provided in the interests of health, safety, and welfare,
- 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 Teacher in Charge or Head Teacher,
- Ensure that tools and equipment are in good condition and reports any defects to the Head Teacher,
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition,
- Ensure that offices, general accommodation, and vehicles are kept tidy,
- Ensure that any accidents, whether an injury occurs, and potential hazards are reported to the Teacher in Charge.

Whenever an employee is aware of any possible deficiencies in health and safety arrangements, she/he must draw these to the attention of the Teacher in Charge.

Please note the following:

- It must be realised 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.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and workplaces, 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.



Responsibilities of students

All students are expected, within their ability, to:

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

Visitors

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

Fire and Emergency Evacuation Procedures

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system. Please see the Fire Risk Assessment for more information.

First Aid and Accident Reporting Procedures

- First aid boxes are available in the staff room, outside the hallway door, and the admin office.
- The names of the first aiders/appointed persons are displayed prominently in the school.
- All staff are responsible for administering the accident reporting procedure.
- The Head Teacher is responsible for the notification of serious accidents causing death or major injury and dangerous occurrences.
- Accident Report arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the company are to be founding the main office.
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

Activities and outings.

All activities must be subject to the following procedures.

- Any potential activity must be assessed as to its suitability in content and environment considering the age and ability of the group to attend.

- All activities must be risk assessed prior to attendance and must include students getting lost, physical capabilities of students, medication routines and potential side effects, student behaviours, students potential to abscond, emergency procedures, travel arrangements etc. Risk Assessments and considerations must also be given to the capabilities of the staff nominated to support the activity and group.
 - The activity must fall within any insurance guidelines and cover.
 - Staffing levels must be agreed based on the risk assessments
 - Travel arrangements must consider the requirements of the risk assessments.
 - Staffing must include a nominated First Aider, and a person trained in Medication Administration if required as well as a nominated Senior Teacher who will oversee the event and activity.
 - Prior to any activity the teachers should meet and discuss any potential issues and form an agenda for the activity including any direct support or supervision and responsibilities.
 - There must be On Call arrangements to enable immediate support to be provided in the cases of emergencies.
 - Post activity the Senior Teacher responsible will write a report on the activity and highlight any issues, the success and comment on the suitability for future groups.
 - Where the risk assessments have shown any potential risk, for example significant physical exertion, long distance travel, activities that have a higher chance of injury or stress, or which may involve anyone taking a significant risk, then there must be a consultation with the companies Health and Safety Manager prior to any such activity.
 - Parental/Social Worker/Carer consent must also be sought for activities.
 - Where the activity involves any training, coaching or support, then there must be always a suitably qualified instructor present. Qualifications must be checked prior to engaging on the activity.
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