

GOSCHOOL HEALTH AND SAFETY POLICY

(To be read in conjunction with Child Protection Policy)

All employees have a duty to take care of their own health and safety and the safety of others. They should co-operate with the school to enable it to carry out its responsibilities. Employees also have a responsibility to report hazards and unsafe practices which they become aware of. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to follow the school's Health and Safety Policy and associated arrangements, and to co-operate with the school on its implementation. Employees must ensure that they are fully aware of their own health and safety responsibilities which will be detailed in this document. Employees are reminded that failure to follow health and safety requirements could lead to disciplinary action.

The Head of Centre is responsible for ensuring that:

- The health and safety decisions of GoSchool are followed.
- Routines and systems are constructed within the school to ensure that health and safety is effectively managed.
- A Health and Safety Coordinator is appointed.
- Ample funds are available to ensure health and safety issues are professionally managed.
- The Health and Safety Policy should be made explicit to all staff.
- A copy of all relevant policies is kept in the Head of Centre's office, also copies are distributed to relevant members of staff.
- Accidents are routinely recorded and investigated using the established procedures.
- Assessments for all risks to health and safety are carried out without exception and appropriate preventative measures being taken.
- Adequate arrangements have been made to manage potential emergency situations.

Senior Management Team

- The Senior Management Team manages the day-to-day operation of the school.
- Members of the Team are responsible for deputising for the Head of Centre in his/her absence.

Key responsibilities of all managers and supervisors

- All line managers and supervisors are responsible for ensuring this Policy is followed and make necessary arrangements within their relevant areas.

Key general management responsibilities include:

- Promoting a positive attitude towards health, safety and welfare.
- Guaranteeing that all risks are assessed and recorded with appropriate steps being taken to minimise potential incidents.
- Ensuring all accidents and near misses are investigated and recorded.
- Monitoring the Health and Safety Policy to aim for improvement of provision accordingly.
- Ensuring team members are trained and guided on these matters.
- Reporting any issues which cannot be resolved to the School's Health & Safety Co-ordinator

Health & Safety Co-ordinator

The main purpose of this role is to promote and monitor the implementation of the School's Health & Safety Policy on behalf of the Head of Centre. They are therefore responsible for:

- Establishing central records for the school.
- Preparing health and safety monitoring reports on behalf of the Head of Centre.
- Identifying weak spots within system and reporting back to the Head of Centre accordingly.

Site Manager/School Keeper/Caretaker

Is responsible for ensuring the health and safety of the site and Boarding Houses, in particular they are responsible for

- Ensuring that all fire exits are clear from obstruction at all times.
- Checking the fire alarm system weekly
- Scrutinising the hazard reporting book daily, resolving those issues within their authority and notifying the Health and Safety Co-ordinator of any unresolved issues
- Undertaking half termly inspections of the communal areas of the school to identify hazards.
- Linking with individuals or groups renting out our premises and facilities to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures.
- Coordinating with contractors to ensure that they are aware of relevant School procedures, including but not limited to fire, hazard and accident reporting.

Heads of Department

Heads of Departments are responsible for implementing the Health and Safety Policy within their Department. In particular, Heads of Department will need to ensure that:

- A copy of risk assessments relevant to the Department are filed and maintained.
- Equipment within the Department is maintained in a safe condition. To achieve this the Head of Department will ensure that the equipment is subject to regular inspections by competent staff and an annual maintenance programme.
- Half Termly inspections are undertaken to identify hazards within the Department, and that an action plan is produced to ensure that any issues identified are resolved.
- Records are maintained of the Department's health & safety activities:

Teachers

The health, safety and welfare of students in classroom, laboratories and workshops is the responsibility of the class teacher. A class teacher is expected to:

- Know all emergency procedures in respect of fire and first aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied.
- Be aware of, and follow, health and safety guidance.
- Exercise effective supervision of students in respect of the general emergency procedures
- Give clear verbal and non-verbal instructions about policies and practices within their teaching area.
- Guaranteeing that all students' bags and personal belongings do not present a hazard in their own right.

- Teach special lessons on health, safety and welfare as and when appropriate.
- Be an excellent role model to others.
- Make recommendations on these affairs to the Head of Department on a regular basis.
- Teachers teaching practical lessons should carry out half termly inspections and maintenance of all clothing, equipment and test power supplies, taps and sockets in their areas. They should also ensure that hazardous substances are stored appropriately, and preparation and practical teaching areas are kept tidy.

All teachers organising extracurricular trips.

- Should ensure that all trips and visits are approved by the Head of Centre and in line with school policy.
- All trips should first be proposed and accompanied by a full risk assessment.

Risk assessments

- The Health and Safety Co-ordinator keeps a record of all risk assessments. This includes all areas of life within the school and boarding houses, not exclusively trips. Copies of appropriate risk assessments are held by all concerned parties.
- All Line managers should ensure that members of their team are aware of these risk assessments and understand fully the implications of any recommendations made.
- Individuals in control of the activity/subject will ensure that a new or revised risk assessment is produced.
- Risk assessments will be reviewed at least annually.

Fire

- The school has carried out a full fire risk assessment and has introduced systems to deal with the eventuality of such an incident.
- Fire safety/fire drill policies are placed strategically around the school. All specifics are found in the Site Managers office.

Hazard and unsafe acts & omissions reporting

- Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc. It is the responsibility of all to find such hazards.
- Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their behaviour.
- All hazards and unsafe acts and omissions must be reported. The hazard reporting book/form is found in the Site Managers office.

Accident & near miss reporting

- A near-miss is an incident which could have resulted in injury or loss if the circumstances were different.
- All accidents and near misses must be reported. Minor injuries to pupils are recorded on incident report forms. All other accidents are to be reported to the school Health and Safety Coordinator who will record the incident using the forms supplied whilst also informing the principal.

Communication

The school communicates information on health and safety to its employees using the following methods:

- a) Departmental Meetings
- b) Staff Meetings
- c) Circulars/E-Mails
- d) Displays and Notices

First Aid/Hygiene

The school has assessed its needs in relation to first aid to ensure there is adequate provision at all times the school is occupied. A school nurse is always available, but any referrals must be accompanied by communication from the teacher concerned using the appropriate incident report form.

- The Health and Safety Coordinator shall ensure the school has an adequate water supply.
- They will also check that washrooms are sanitised regularly and both staff and students have access to soap in all communal areas.
- Lavatories will be routinely checked to ensure they are spotlessly clean and flush without exception and tissue paper is readily available.
- The Health and Safety Coordinator will check that all areas of both the school and boarding houses are cleaned, fresh and disinfected daily. They will coordinate with the cleaning staff to do this. This includes the areas assigned for both the preparation and eating of food.
- If a student needs assistance beyond basic first aid provision, then parents should come to the school to collect their children and take them away to aid convalescence.

Visitors to the School

All visitors to the school and Boarding Houses must report to reception upon arrival. They will then be aided by our receptionist who will direct them to the relevant and most appropriate people who can help. It is important to note that it is infinitely preferable to make appointments first. All visitors will be logged in the visitor's book held at reception and be issued with a visitor's pass for the duration of their visit. Similarly, this rule also applies to parents. Visiting their offspring during the day is not encouraged and permission to take their children away from campus or the boarding house should be made by special request in writing.

Contractors

The school will not use contractors unless they have been vetted and officially approved (including health & safety). All Contractors must sign in at Reception and will be issued with a Visitors Pass. The Site Manager handles the monitoring of all contractors within the school.

Monitoring of health and safety performance

A termly report is supplied which includes the following monitoring data:

- a) Number of accidents

- b) Number of near-miss reports
- c) Number of hazards reported/rectified
- d) Outcomes from fire drills

Each year the following are also reported:

- a) Number of risk assessments identified as being needed
- b) Number of risk assessments completed
- c) Number of risk assessments reviewed
- d) Percentage of risk assessments which are considered current (completed or reviewed in previous 12 months)
- e) Percentage of required maintenance activities and inspections completed
- f) Training against needs analysis