

HEALTH & SAFETY POLICY

"The safety of the people shall be the highest law."

Marcus Tullius Cicero

STATEMENT OF INTENT

Edison International Academy Management believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum standard
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the school
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. School Principal, General Manager, staff and pupils will play their part in its implementation.

Name _____ Signature _____ Date: _____

ORGANISATION

INTRODUCTION

An organisational chart showing the school's health and safety management structure is attached at Appendix 1.

THE GENERAL MANAGER AND THE SCHOOL PRINCIPAL

The ultimate responsibility for ensuring that the school premises, the activities undertaken there, access and egress on site, and any plant or substance provided for use within the premises is safe and does not present an intolerable risk to human health, rests with General Manager and the School Principal. They will ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety and demonstrates their commitment to 'lead by examples' in all health and safety matters.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work and ensure continual improvement in health & safety performance.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.
- h) The school co-operates fully with any health & safety audits carried out in order to facilitate their effective completion and a meaningful outcome.

THE SAFETY COMMITTEE

At internal safety consultant level, the Safety Committee is responsible, on a day-to-day basis, for helping to implement this school health and safety policy and for all matters relating to health, safety and welfare within the school. In particular this will include, ensuring that:

- a) **Organisation** - there is an appropriate organisation within the establishment for implementing this policy;
- b) **Health and Safety Policy** - the health and safety policy is brought to the attention of all staff, a copy should be given to all staff and one displayed in the staff room;

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- c) **Responsibilities** – Management and supply staff are aware of their responsibilities for health and safety;
- d) **Consultation** - promote through consultation and other means, the active involvement of staff and pupils/students in the development, promotion, implementation and monitoring of measures provided for health and safety;
- e) **Information** – copies of relevant codes of practice, risk assessments, procedures and safe working methods are kept in the administrative office of the school and the staff room.
- f) **Health & Safety Law Poster** – A copy of the poster is displayed prominently within the school and all required information filled in.
- g) **Implementation** - the provisions set out in the Corporate Health & Safety Manual and other policies, procedures and Codes of Practice are implemented;
- h) **Communication** - Health and safety information is communicated effectively to relevant staff;
- i) **Risk assessment** - adequate assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice;
- j) **Visitors** - the health and safety of any visitors to schools, and volunteers involved in any school activity is assessed and adequate precautions applied;
- k) **New or pregnant mothers** - that adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured;
- l) **Security** - that the security of premises, staff and pupils are protected;
- m) **Planning** - risks to health and safety are taken into account and assessed/re-assessed when any change to policy, buildings, methods or equipment are being considered or planned;
- n) **Manual Handling** - manual handling operations are avoided whenever possible, or where they cannot be avoided, the risks are reduced to the lowest possible level through the process of risk assessment and the implementation of controls such as planning of tasks, use of moving and handling aids, instruction, training and documented safe working methods and limitations;
- o) **Display Screen Equipment** - VDU workstations for "users" are assessed and the risks reduced to the lowest reasonably practicable level;
- p) **COSHH** - exposure to hazardous substances is risk assessed and controlled to prevent ill health and the relevant hazard control data sheets are available and adhered to for all hazardous substances within the school;
- q) **PPE** - personal protective equipment is provided free of charge where identified in the risk assessment process, and that staff or pupils/students using it are aware of how and why it is to be used;
- r) **Maintenance** - that all electrical installations, portable electrical equipment, machinery, equipment and plant is maintained in a safe condition, and that inspections are arranged as appropriate and records kept;
- s) **Educational visits** - that educational visits are adequately planned, organised and the risks assessed in accordance with the Local Authority's Code of Practice, and that performance monitoring of educational visits and staff competency is carried out;
- t) **Incident reporting** - incidents and hazards are reported, investigated and recorded promptly using the established procedures and forms in the Corporate Health & Safety Manual and that all persons under their control are aware of the reporting procedure; and that appropriate remedial action is taken;
- u) **Hazard removal** - in the event of any hazard or risk to health and safety of any person under their control, appropriate action is taken to remove the hazard. Where action is of a

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temporary nature, consultation will take place as appropriate to enable further positive steps to be taken;

- v) **Training, instruction & supervision** - training needs are identified and met, and that employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work;
- w) **Induction** - new employees receive appropriate health and safety information, instructions and training, including details of the Health and Safety Policy, Codes of Practice, fire and other safety procedures;
- x) **Volunteers** - all volunteers and similar agents receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged;
- y) **Fire precautions and Emergency procedures** - fire precautions and procedures are implemented (including fire drills) and all staff, pupils and visitors are made aware of these. All staff receives in house fire instruction annually and staff designated as Fire Wardens receive specific training from an external provider. Procedures for a variety of emergencies are developed and implemented and the schools Emergency Plan detailing these is completed and submitted to the concern Authority.

TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes Heads of Departments, maintenance responsible, IT Responsible, electrical responsible, Clinics, Laboratory, Security and cleaners. They have the following responsibilities:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible.
- c) Ensure that any staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work
- d) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

TEACHERS

Teachers are responsible for the health and safety of pupils and students while in their care.

Teachers are responsible for ensuring that they:

- a) carry out risk assessments as necessary to ensure the safety of pupils/students in their care;
- b) follow school procedures relating to educational visits, and that they are clear about their duties on any educational visit, and that proper planning and organisation has taken place with risks assessed before and during the educational visit with appropriate control measures followed;
- c) know the 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 to ensure they are applied;
- d) exercise effective supervision of pupils and students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- e) give clear instruction and warnings as often as necessary (notices, posters, hand outs are not enough);

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- f) manage the storage of equipment and materials to ensure good housekeeping and prevention of slip/trip hazards;
- g) integrate all relevant aspects of health and safety into the teaching process and if necessary give special lessons on health and safety;
- h) follow safe working procedures personally;
- i) call for protective clothing, guards, special safe working procedures where necessary;
- j) make recommendations on health and safety matters to the Safety Committee;
- k) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- l) Report all accidents, defects and dangerous occurrences to the Safety Committee.

NEW AND EXPECTANT MOTHERS:

New and expectant mothers must inform the Principal as soon as possible when they are aware of the pregnancy so that they can be advised of any special precautions or changes to working practices. Without being aware of your condition, the school cannot properly support you.

ALL EMPLOYEES:

In addition to any specific responsibilities which may be delegated to them, all employees have responsibilities:

- a) to take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions;
- b) to co-operate with Safety Committee and the Management, so far as is reasonably practicable, to enable it to meet its responsibilities for health, safety and welfare;
- c) to be aware of, and follow, this policy, codes of practice and guidelines;
- d) Act in accordance with any specific health and safety training received.
- e) to make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident/incident reporting;
- f) to use work equipment provided correctly and carry out any activities in accordance with instructions and training;
- g) to take reasonable care of all safety equipment and clothing given to them, report any defects, and always wear personal protective equipment when undertaking those jobs for which it is required, and use all safety devices provided;
- h) to use, and not wilfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others;
- i) to ensure good housekeeping and prevention of trip hazards;
- j) to ensure that occasional one off manual handling operations are assessed before attempting them;
- k) to report all accidents, incidents, damage, hazard and defects to the Safety Committee;
- l) to co-operate in promoting improved safety measures in the school;

PUPILS AND STUDENTS:

Pupils/Students, depending of their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Report to the Teacher, matters which may require their attention in accordance with agreed procedures;
- c) Wear personal protective equipment provided;
- d) Follow safe working practices and instructions;
- e) Observe standards of dress consistent with safety and/or hygiene;
- f) Observe all the health and safety rules of the school and in particular the procedures and instructions of staff given in an emergency;
- m) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety and the safety of others.

PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Management Statement of Intent.

RISK ASSESSMENT

General Risk Assessment will be co-ordinated by Health and Safety Officer on site

Return to Work Assessments will be carried out by Human Resources Manager, IT Manager, Health and Safety Committee & Principal

Stress risk assessments will be carried out by Human Resources Manager, School Nurse

Curriculum Activities will be Risk Assessed by relevant Heads of Department/Heads of Faculty and subject teachers following Health and Safety Codes of Practice.

Science risk assessments will be carried out by Science Laboratory Technician

Fire risk assessment will be carried out by Health and Safety Officer, Maintenance in charge

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Manual Handling risk assessments will be carried out by Health and Safety Officer, Maintenance in charge

Display Screen Equipment (DSE) risk assessments will be carried out by IT Officer on site

Hazardous Substances: Science Lab Technician, Maintenance in charge will identify hazardous substances.

Working at Height / Use of Ladders risk assessments will be carried out by Maintenance in charge

Work Equipment risk assessments will be carried out by Maintenance in charge

Events will be planned and risk assessed by School Management, Events Committee, Health and Safety Officer

Lone Working risk assessments will be carried out by Maintenance in charge

First Aid Provision will be risk assessed by School Nurse

Heat Conditions will be risk assessed by School Nurse, Health and Safety Officer to develop controls that will enable staff to work safely and ensure the operational continuity of the school and safe access and egress by students/pupils and visitors.

Playground Supervision will be risk assessed by Health and Safety Officer, Coordinators and all teaching staff, together with the Maintenance Officer on site to ensure that supervision levels are suitable and sufficient for the size, shape and layout of the playground and play equipment, taking account of the age and ability of students/pupils.

EMERGENCY PROCEDURES

Fire and Evacuation: please refer to Edison International Academy's Emergency Response Plan.

First Aid

First aid boxes are provided at the following locations:

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The following staffs are available to provide first aid:

School Nurses

Other qualified First Aiders on site (full list available with the Health and Safety Officer on site, the school nurses and the Admin Manager, as well as the Principal)

In event of needing first aid assistance contact the school clinic or call 33216982, who will contact the Available and nearest First Aider.

Transport to hospital:

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a pupil/student/staff to a casualty department without using an ambulance, but this should always be on a voluntary basis.

No casualty should be allowed to travel to hospital unaccompanied. The School Principal will designate an accompanying adult in emergencies where parents cannot be contacted.

Incident Reporting

See Appendix 3.

Gas Leaks:

Please refer to the Emergency Response Plan

Chemical Spills

Please refer to the Emergency Response Plan

HEALTH AND SAFETY TRAINING

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Health and safety induction training will be provided for all new employees by the Health and Safety Committee on site, led by the Health and Safety Officer on site.

Staff will receive informal health and safety training in the following areas:

- Health and Safety Awareness
- Fire Safety Induction
- Educational visits safety
- Playground safety
- Mini Bus safety
- Housekeeping
- Manual Handling
- Reporting Incidents, accidents and work related diseases
- Risk assessment
- COSHH
- Stress

Some members of the Staff will receive formal training on Essential Skills

- First Aid at Work and Emergency First Aid at Work
- Paediatric First Aid
- Dealing With Aggressive Situations
- Fire Warden Training

Training records are held by the Administration Manager.

The Health and Safety Committee, in conjunction with the Management, will identify and provide informal training. Formal Training will be conducted by a third party Certified Training Centre.

INSPECTION AND TESTING OF PLANT AND EQUIPMENT

Statutory Inspections

All plant and equipment requiring statutory inspection and testing will be inspected by appropriate contractors through Corporate Property Services.

Schools not in the Corporate Property scheme should summarise arrangements for inspection and testing of plant and equipment here.

Portable Electrical Appliances

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Inspection and testing of portable electrical appliances will be carried out annually by the on-site technician.

Equipment Maintenance - Curriculum

Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented.

Ladders and Access Equipment

Inspection and maintenance of ladders and other access equipment will be carry out by the Maintenance Officer on site.

HEALTH AND SAFETY MONITORING

Inspection of Premises

General Workplace Inspections will be co-ordinated by the Safety Committee and the Management

Monitoring inspections of individual departments will be carried out by Heads of Department.

Performance Monitoring

Performance monitoring will be co-ordinated by Principal

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

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The Health and Safety Committee meets weekly to discuss health, safety and welfare issues affecting staff, pupils/students or visitors. Action points from meetings are brought forward for review by school management.

Committee members are: Science Laboratory Technician, School Nurses, members of teaching staff

Communication of Information

The Safety Committee will ensure that systems are established so that staff and students/pupils are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed at the entrance to the main reception.

PREMISES MANAGEMENT

Supervision of Pupils/Students

Arrangements for supervision of pupils/Students are 25 Pupils/Students for one Adult.

Security and Visitors

All visitors must report to Security to collect a Visitor's Pass and are then to be directed to the Main Reception.

Vehicles on Site/Parking

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Cars must be parked in designated areas and NOT on school premises. The risks of persons and vehicles coming into contact will be controlled by Security.

Arrangements for Disabled People

Disable people must be reported to the management for special care.

Building Maintenance

General building maintenance is carried out by the Maintenance Officer on site

Control of Contractors

All contractors must report to Security where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Admin Manager and Principal, together with the Health and Safety Officer on site, is responsible for monitoring areas where the contractor's work may directly affect staff and pupils/Students and for keeping records of all contractor work .

OTHER PROCEDURES

Emergency Planning & Critical Incident Management

Please refer to the Emergency Response Plan

Managing Medicines

The Clinic nurses are responsible of administration of medicines to pupils/Students and staff.

Educational Visits

Educational visits will be organised following written safety procedures.

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Minibuses

Safe Operation of minibuses will be will be co-ordinated by the Administration Manager.

REVIEW

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, students, contractors and other visitors.

Policy Review:

This present Policy is to be reviewed annually or in case of Change of Premises.