



1. INTRODUCTION

This policy is issued in accordance with the *Health and Safety at Work Act (1974)* and the *Management of Health and Safety at Work Regulations (1999)* and subsequent legislation. This policy has also been written in accordance with the Department for Education's guidance: *Health and Safety, Advice on Legal Duties and Powers for Local Authorities, school leaders, school staff and governing bodies Feb 2014*. This policy covers activities that take place within the school. Activities, which take place off the school premises, including school trips, are covered by the 'Offsite Visits' policy. This guidance supports the School in helping our pupils to experience a wide range of activities and to do them safely. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Eagle House School (Mitcham).

2. GENERAL GUIDELINES

It is the policy of the Head of Education of Eagle House School (Mitcham) 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 pupils
- ensure that all staff sensibly manage risk in a common sense and proportionate manner
- ensure that a culture exists where staff think about the risk of any activity taken and the steps taken to counter them
- 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 pupils to avoid hazards and contribute positively to their own health and safety
- ensure staff have access to health and safety training at induction and annually thereafter
- maintain all areas under the control of the Head of Education in a condition that is safe and without risk to health
- provide and maintain a safe means of access to and exit from their place of work
- 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 pupils' duties where appropriate
- provide and maintain adequate welfare facilities as appropriate

3. RESPONSIBILITY OF THE PROPRIETORS AND HEAD OF EDUCATION

The Proprietor, Head of Education and Senior Leadership Team are responsible for the implementation of this policy within the School. In particular they will:

- monitor the effectiveness of the health and safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on an annual 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 to be recorded
- make arrangements to draw the attention of all staff employed at the School to the health & safety policies and procedures and of any relevant safety guidelines and information issued by relevant authorities
- make arrangements for the implementation of accident reporting procedures and draw this to the attention of all staff at the School as necessary
- make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed
- ensure that health and safety inspections are undertaken once a term, using the Ofsted Independent School Standards compliancy form
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe
- report to the insurers and freeholder 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. N.B. the Head of Education and Proprietor will deal with all aspects of maintenance which are under their control
- monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Head of Education in the management of health and safety at the School. Such delegated responsibility must be defined as appropriate

4. DUTIES OF THE PERSON DELEGATED TO ASSIST IN MANAGEMENT OF HEALTH AND SAFETY

The person delegated to manage health and safety within the School site is the Site Maintenance Officer. The delegated responsibilities are to:

- assist the Head of Education in the implementation, monitoring and development of the health and safety policy within the School
- monitor general advice on safety matters given by 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 Proprietors and Head of Education
- assist in carrying out regular safety inspections of the School termly 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, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained

5. RESPONSIBILITIES OF STAFF TOWARDS PUPILS AND OTHERS IN THEIR CARE

All staff are responsible for the health and safety arrangements in relation to staff, pupils, volunteers and supply staff under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- ensure they attend and understand all training, including online training, provided by the school
- exercise effective supervision over all those for whom they are responsible, including pupils
- be aware of and implement safe working practices and set a good example
- 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 instructions, warning notices and signs as appropriate
- provide appropriate protective clothing and safety equipment 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, take action on criticism of health and safety arrangements
- provide the opportunity for discussion of health and safety arrangements
- investigate any accident (or incident where personal injury could have arisen) 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 seat belts and seats appropriate to the age of the children are used

6. RESPONSIBILITIES OF ALL EMPLOYEES

All employees have a responsibility under the *Health & Safety at Work Act (1974)* to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work
- co-operate with the Proprietor, Head of Education, freeholder 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 them
- ensure that tools and equipment are in good condition and report any defects to the Head of Education
- 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 or not an injury occurs, and potential hazards are reported to the Head of Education
- ensure that any shortfalls are reported to the Head of Education

Newly appointed employees and supply staff are particularly vulnerable to risk. They must be encouraged to read policies and procedures relating to health and safety.

Whilst it is a management responsibility to instruct staff in safe working procedures, staff have a responsibility to ensure they are aware of procedures and policies in unfamiliar settings. They may from time to time, find themselves in unfamiliar environments. In such cases, staff will need to be vigilant and where possible, ensure a staff member familiar with the environment or appropriate safety procedures accompanies them or advises them.

All volunteers and supply staff will be expected, as far as reasonably possible, to meet the same standards required of employees.

7. RESPONSIBILITIES OF TEACHERS

All teachers are responsible for:

- the safety of themselves, pupils and their colleagues
- observing standards of safe dress (no unsuitable footwear, cigarette lighters, etc.)

- observing suitable hygiene standards (i.e. appropriate washing of hands)
- observing health and safety procedures with any pupil emergencies
- ensuring appropriate care of safety equipment

The Head of Education or Deputy Head of Education will ensure pupils, parents/carers, contractors and visitors are accompanied at all times and informed of health and safety procedures where necessary.

8. ACCIDENT RECORDING, REPORTING AND INVESTIGATION

All accidents will be recorded in the *Accident Book*, which is kept in the School Office.

Serious accidents must be reported to the Head of Education, CEO or senior staff member, who will decide on any further action. Where necessary, they will complete a RIDDOR (Injury or Dangerous Occurrence Report) Form.

Copies of the *Health and Safety Executive Form 2508* must be filled in online for the reporting of major injuries.

The senior staff member completing the Accident Book or report will be responsible for investigating the causes of the accident and, if necessary, making appropriate recommendations to prevent a recurrence.

Accident and Incident Investigation

The primary aim of an investigation is to establish the cause of the accident or incident. This is necessary to:

- identify the appropriate action to prevent a recurrence
- report details if necessary to the enforcing authority
- report details to the School's insurance company

Reporting Procedure

Where the person responsible for health and safety is unavailable, a trained first aider will attend and be responsible for reporting the incident or accident. If a first aider gives treatment, they must complete the Accident Report form, which is stored and filed in the School Office.

Correspondence regarding accidents must also be forwarded to the Human Resources Officer and Financial Controller for accident insurance claims documentation.

9. VISITORS/SECURITY

Regular visitors and other users of the premises (e.g. contractors and couriers) are expected, as far as reasonably possible, to observe the safety rules of the School. All visitors will be expected to report to the School Office, where they will be asked to sign the Visitor's Book and to wear an identification badge.

Staff are asked to politely challenge anyone they do not recognise who is on the School premises without either a visitors badge or photo identification.

For further information see the *Visitors & Contractors Policy*.

10. FIRE AND EMERGENCY EVACUATION PROCEDURES

The school's procedures for fire and emergency evacuation are posted in each classroom, in the School Office and in the School entrance hall. These procedures are updated as appropriate.

Fire drills are held termly and evacuation times are recorded. The logbook for the recording & evaluation of practice and evacuation drills is available from the Site Maintenance Officer.

For further information see the *Fire Emergency Plan* and *Fire Procedure*.

11. FIRE PREVENTION EQUIPMENT

Arrangements are made for appropriately qualified inspectors to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers, signage and the fire alarm system.

12. FIRST AID PROCEDURES

First aid boxes are available in the Staff Room, School Office, the basement of Eagle House, the Medical Room, Kitchen, Main Entrance and Early Years Department in Eagle Court.

Lists of the qualified first aiders are posted in a number of prominent locations around the school.

Supervising staff are responsible for first aid with sports, outdoor pursuits and field trips and must include an appropriately qualified person.

Following an incident where first aid was required, the first aider administering treatment must report back to the class team and arrange for the incident to be communicated to the pupil's parent/carers.

For further information see the *First Aid Policy*.

13. ADMINISTERING MEDICINES

School staff should not administer medicines unless:

- a) a pupil who suffers from a chronic condition, such as epilepsy or ADD/ADHD, could not otherwise attend school
- b) there is a compelling need to administer short-term medication for a complaint

In all cases, parental/carers authority is required before staff will administer such medication.

All medication being administered at school should be stored appropriately and safely.

For further information see the *Administering Medicines Policy*.

14. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Head of Education, the Site Maintenance Officer or the School Administrator are responsible for carrying out COSHH assessments depending on the substance concerned. COSHH data sheets will be requested from suppliers and, once assessed, will be kept by the Site Maintenance Officer.

The cleaning company does the COSHH assessments for the equipment and materials they use, and all chemicals used for cleaning, including detergents, must be kept in a locked cupboard. No staff or pupils are allowed to bring in to pupil areas, or use, any substances that would come under this category.

For further information see the *COSHH Policy*.

15. ELECTRICAL EQUIPMENT

All mains operated electrical apparatus must be 'PAT' tested, passed and labelled indicating that it is safe for use. This testing shall be carried out by an appropriately trained person.

16. POLICY REVIEW

It is the responsibility of the Head of Education supported by the other members of the school's Senior Leadership Team to monitor this policy. It should be reviewed annually or when new legislation is published. The Head of Education reports on Eagle House School (Mitcham) matters to the Executive Principal and in turn to the CEO/Directors.

17. RELATED POLICIES AND DOCUMENTATION

- ❖ Visitors and Contractors Policy
- ❖ Off-site Visits Policy
- ❖ First Aid Policy
- ❖ Administering Medicines Policy
- ❖ Food Hygiene Policy
- ❖ Fire Emergency Plan and Evacuation Procedure
- ❖ Risk Assessment Policy
- ❖ COSHH Policy and Procedure

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