

Pol1 – Health, Safety and Welfare Policy



Introduction

The Proprietor of Olive Secondary School recognises and accept his responsibilities and recognises the duties and obligations of the Health and Safety at Work Act 1974 and the additional responsibilities placed upon us by the 1992 Health and Safety Regulations and the Health, Safety and Welfare at Work Act 2005. It is the Policy of this School to create an environment and encourage ways of working which will ensure the safety of children, staff and all other persons who come onto its premises and grounds. This policy has been written in compliance with Circular (DfES 0027/2004) “Safeguarding Children in Education”, “Health and Safety: Responsibilities and Powers” (DfES 0803/2001) and “Health and Safety: Advice on Legal Duties and Powers” (February 2014).

Responsibilities

The Headteacher – currently Yusuf Mayat (Boys’ School) and Amina Mohammed (Girls’ School)

1. is responsible for the general implementation of this Policy. Matters concerning Health and Safety should always be brought to the Headteacher’s attention in the first instance.
2. informs the Proprietor on the Health, Safety and Welfare matters within the School.
3. assists the Proprietor in the financial arrangements for Health, Safety and Welfare within the School.
4. makes themselves available to attend meetings on Health and Safety matters.
5. inspects the School every month to satisfy themselves that safety measures are being maintained and arranges for shortcomings to be rectified. Ensures that the fire register, testing of equipment and procedures are being applied.
6. is responsible for the effective implementation, communication and training of the School’s staff.
7. investigates all accidents and dangerous occurrences reported, and where necessary, takes action, and subsequently informs the Proprietor.
8. is empowered to make decisions without direct reference to the Proprietor where he considers it important that matters are dealt with urgently.

The Admin Team including Site Manager, Caretaker and Cleaning staff

1. inspects the school on weekly basis to note any risks around the school, assess and then manage risks in conjunction with the Headteacher.
2. is responsible for the upkeep of the premises in order to, at least minimise, if not completely eliminate any issues which could lead to dangerous occurrences and/or accidents
3. conducts risk assessments regularly and reviews on a weekly basis and updates the assessment file.

Teachers

1. are responsible for the children under their care.
2. have a responsibility to work in a way which will ensure the Health and Safety of themselves, and all other persons they come into contact with.
3. Inform the office of any potential risks whilst moving around the school.

PGCE Placements

4. are responsible for the children under their care.

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5. have a responsibility to work in a way which will ensure the Health and Safety of themselves, and all other persons they come into contact with.
6. Inform the office of any potential risks whilst moving around the school.

Other Staff

1. are responsible for working in such a way that their own safety and that of persons they come into contact with is ensured.

First Aider(s)

1. are responsible for maintaining the first aid equipment; all injuries should be reported to them.

The Proprietor

1. has overall responsibility for the Health, Safety and Welfare within the School and for any finance arrangements necessary.
2. should liaise with the Headteachers on Health and Safety matters.
3. should include Health and Safety matters as an agenda item on management meetings.
4. should make appropriate arrangements for any special risks that may occur in school.
5. will consider appropriate disciplinary action, employing agreed procedures, against employees who fail to carry out their duties and obligations under the Health, Safety and Welfare policy.
6. will make an annual inspection of safety arrangements with the Headteacher.

Procedures

Fire

The safe evacuation of the building is of primary importance. Exits must be kept clear. Outside doors must never be locked when people are in the building. All fire exits are marked with green and white signs; staff and children should always know where the nearest exit is. Fire doors must be kept closed.

ABC Fire Response (Contractors) check fire appliances regularly; all staff should know where appliances are, and be familiar with instructions for use. The Fire Drill is carried out at least once a term.

Electrical Appliances

Any faults must be reported to the Admin Office. If in doubt, do not use anything electrical if you think it might be dangerous. All electrical appliances should be unplugged when not in use. Care should be taken with electrical leads in that they do not trail in such a way as to be dangerous. Water should not be used or placed any where remotely close to any electrical appliance.

Pupils should be taught to understand the dangers associated with electricity.
'New Electricity at Work' Regulations 1989, came into force in 1990, states;

only competent persons carry out repairs or installations, this may include a minor job like changing a plug.

- There will be regular inspections of portable electrical equipment.

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- Only Electrical items which have green stickers with current inspection dates may be used in school
- We should know how to treat electric shock.

Other Potential Hazards

- Any defect to the building or equipment should be reported to the Admin Office.
- The premises should be kept as tidy as possible in order to reduce the risks of accidents; all spills need to be mopped up quickly in order to prevent slipping.
- Do not ask pupils, especially the younger ones, to carry hot liquids; all 'hot'; items should be out of reach.
- Special care needs to be taken when pupils are moving around school, particularly in doorways. Pupils should be asked to go quietly, without running or holding onto each other, and not to cause blockages.
- Gates must be kept closed, especially when pupils are outside.
- Pupils are not allowed to climb on fences and walls in the playground.
- Any potentially dangerous substances, e.g. cleaning materials, bleach etc. must be kept out of pupils' reach. Tops should be screwed on tightly.
- The School is a 'No Smoking' zone.
- Any person visiting the school should be asked to report to the Admin's office and will be asked to wear a visitor's badge.

It is the school's responsibility to identify and remedy potential hazards. Points to look out for include:

- unrestrained windows on upper floors
- unlocked cupboards containing chemicals and/or cleaning fluids
- access to maintenance equipment and power tools
- unsupervised access to laboratories
- lack of safety glass in low level windows
- trailing cables
- safety checks on electrical equipment (look for stickers)

Contractors on School Site

Whenever contractors are on site, irrespective of the size of job, then:

- The Headteacher must ensure that all Contractors performing work or services at Olive Secondary School are competent to carry out the proposed work or service, and, that they understand all the relevant Health and Safety Statutory requirements and Codes of practice; also that these are complied with. These will include such safe methods, systems and requirements of work as agreed and have statutory insurance requirements.

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- Contractors and their employees must report to the School office, sign in and receive a visitor's badge PRIOR to starting; upon completion they must sign out and return the badge.
- Contractors will ensure that their work activities are carried out by competent employees and in a safe manner.
- During a long contract the Headteacher will hold weekly meetings with the Contractor in order to discuss any changes in work patterns that may affect the health, safety and welfare of people on the site.
- Contractors must know that the Headteacher has the right to stop all work if they deem there is a risk to health/safety/welfare of people in the workplace. They will contact the Contractor to remedy the problem.
- Contractors must be made aware of First Aid and Fire Policies operating in the school.
- Contractors are not allowed to use any school equipment, e.g. ladders.

Supervision of Pupils

Pupils must be supervised at all times, in or out, during the school day. In school, pupils are the responsibility of the class teacher at all times, who must maintain a sense of order and discipline. Registers must be kept accurately and returned to the Office after each registration period.

When potentially dangerous equipment is in use i.e. glue gun, heating utensil, saws etc., pupils should be instructed in their safe use and the risks involved; also, closer supervision should be given.

At break time there should always be an adult who ensures all pupils are safely out of the building by checking corridors, hall areas, toilets etc. At the end of break time, pupils should come in quickly and quietly, with an adult supervising at the entrance; classroom staff should be waiting in their appropriate areas to receive pupils.

Pupils should go home in that manner agreed with parents/carers.

Pupils must be suitably clothed for PE. Shoes and socks must be removed for indoor PE, and pumps/trainers worn for outdoors. Loose clothing, which may get caught in apparatus, is also unsuitable. Staff should ensure any apparatus used is safe. Pupils should be reminded about careful use of apparatus, and numbers on each piece restricted for safety. Pupils will generally only attempt an activity with which they feel confident; they should never be pushed into doing something they feel unsure of. It is essential that we are aware of each child's capabilities, and give constant and close supervision when children are working on equipment above ground level. When balls or other equipment go out of the playground, pupils should not be sent onto the road to retrieve them.

Accidents and Sickness

The School's qualified First Aider(s) should check the first aid box periodically and replenish the used contents as necessary.

All accidents/sickness to staff or children should be reported to the First Aider. Pupils should be brought to the Office if they need attention. In the case of pupils, the event should also be reported to the Parents or the person who collects the pupil. A note informing the Parent of an accident should also be sent home.

Accidents to Staff and Pupils must be recorded in the Accident Book, kept in the Office.

Injuries should be treated, via the consultation of the First Aider. In the case of a serious injury, the Parents should be contacted, and the pupil sent home or to hospital for appropriate treatment.

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When a pupil is ill, Parents should be contacted, and asked to collect the pupil. No medicines should ever be given to pupils in school, except by special arrangement between the Headteacher and the pupil's parent or guardian.

Hazards

Cleanliness

The School will make the necessary arrangements for the cleaning of the building.

Waste Disposal

The School will make the necessary arrangements for the disposal of day-to-day waste for which it is responsible. It will take action to ensure the disposal of larger items of waste. Contractors are responsible for disposing of their waste. Skips will be positioned in areas authorised by the Fire Service.

Safe stacking and Storage

Equipment and materials will be stored in designated areas, e.g. stock rooms, cupboards etc. Storage will normally be at a height accessible from ground level and steps must be used where this is not so.

Marking and keeping exits and gangways clear

All corridors and fire exit routes will be kept clear. Fire exit routes will be marked, and designated exits kept unlocked and unblocked.

Use of ladders

Pupils must not use ladders. Staff must be accompanied and use these correctly.

Special access to particular places

No authorised access to roofs, boiler rooms or to any other area marked 'No unauthorised access'.

Dangerous Substances

Where it is necessary for Staff or Pupils to wear goggles or other items of protective equipment, in order to undertake a particular activity, these will be provided. Where these or a particular type of clothing is required in order to conduct an activity this will not be undertaken unless such requirements are met.