

Health and Safety

General Guidelines

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

1. establish and maintain a safe and healthy environment throughout the school
2. establish and maintain safe working procedures among staff and pupils
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
4. 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 and to ensure that they have access to health and safety training as appropriate or as and when provided
5. maintain all areas under the control of the Governors and Headmaster 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 are safe and without risk
6. formulate effective procedures for use in case of fire and for evacuating the school premises;
7. lay down procedures to be followed in case of accident
8. teach safety as part of pupils' duties where appropriate
9. provide and maintain adequate welfare facilities.

Responsibility of the Governors and Headmaster

The Trustees and Headmaster are responsible for implementing this policy within the school. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis
2. 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
3. Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by other agencies
4. Make arrangements for the implementation of the reporting procedure and draw this to the attention of all staff at the school as necessary
5. Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed. Staff are given Health and Safety refresher training at the start of the academic year.
6. Ensure that regular safety inspections are undertaken
7. 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
8. Arrange for withdrawal, repair or replacement 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
9. Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable
10. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Trustees and the Headmaster in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the Health and Safety Committee in the Management of Health and Safety

The Health and Safety Committee consists of the Deputy Headmaster (Chairman), the Head of Science, Head of Physical Education and Games, and the Clerk of the Works (when required). They meet regularly to liaise over Health and Safety issues.

The Health and Safety Committee shall:

1. Assist the Headmaster in the implementation, monitoring and development of the safety policy within the school
2. Monitor general advice on safety matters given by other agencies and advise on its application to the school
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action
5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Trustees and Headmaster
6. Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
7. Ensure that staff with control of resources (both financial and other) give due regard to safety
8. 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.

Responsibilities of Staff Towards Pupils and Others in their Care

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

1. Exercise effective supervision over all those for whom they are responsible, including pupils
2. 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
3. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
4. Provide written job instructions, warning notices and signs as appropriate
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
6. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
7. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
8. Provide the opportunity for discussion of health and safety arrangements
9. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
10. Provide for adequate instruction, information and training in safe working methods and recommend suitable 'off the job' training.

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 Headmaster.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. 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
2. Co-operate with the meeting of statutory requirements.
3. Not interfere with or misuse anything provided in the interests of health, safety and welfare
4. 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 Deputy Headmaster
5. Ensure that tools and equipment are in good condition and report any defects to the Deputy Headmaster
6. Use protective clothing and safety equipment provided and ensure that these are kept in good condition
7. Ensure that offices, general accommodation and vehicles are kept tidy
8. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head teacher.

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

Please note the following:-

1. 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.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, 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.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils
2. Observe standards of dress consistent with safety and/or hygiene
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
4. Use and not wilfully misuse, neglect or interfere with things provided safety purposes.

N.B. The Trustees and Headmaster will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

Visitors

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

Accidents

Prevention is always better than cure. No boy should run in either of the school buildings (supervised gym is an exception). Standing on or jumping off furniture is forbidden. If any boy notices any broken object or any defect in equipment or in school fabric he should report it immediately to a member of staff. The member of staff will report it to the Deputy Headmaster.

Under the terms of the Social Security Act, 1975 we keep an Accident File and all accidents to staff or pupils are entered. In the case of accidents to pupils, the following procedure should be followed:

- Keep the other pupils away and send a message immediately to the Office.
- Never attempt to move anybody who may be seriously injured.
- If you saw the accident, or were the first person to deal with it, you **MUST** complete an accident form available from the Office and return it to the Deputy Headmaster. The Deputy Headmaster compiles statistics regarding location and frequency of accidents around the school.
- In very urgent cases an ambulance will be called and the parents notified by the office. The treatment will depend upon the degree of urgency of the particular case i.e., either immediate treatment or, in non -urgent cases, a visit to the doctor or hospital.
- Unless there are very special circumstances, teachers should not contact parents or escort a child to home or hospital. If such action is unavoidable it will be undertaken by the Head or Deputy Headmaster.
- An investigation should be carried out as soon as possible after any accident occurs, so that problem areas or procedures are identified and remedial action can be taken if necessary. (See also First Aid).

Risk Assessment Forms

Risk Assessment documentation is available from the Deputy Headmaster and must be completed for all trips, whether day or residential.

Insurance

The school has a highly comprehensive insurance policy. However, staff who are organising expeditions or trips and are uncertain about insurance should consult with the Bursar in advance. Where a trip involving a stay away from the school is concerned, staff should notify parents that there is comprehensive insurance cover.

Pupils Absent from Lessons Policy

Immediately after assembly one of the school secretaries will advise staff who teach the absent boy during the lessons they will miss that they will not be there. (The most likely reasons being a medical appointment / interview at a senior school).

Music staff are to **collect** boys at the start of the lesson and ensure that the subject teacher acknowledges this.

Upon discovering a boy is absent

- Teachers must **not** accept the word of other boys as to the whereabouts of their peers.
- The teacher is to contact the School Office to check the absence. In the event of there not being a legitimate reason the Office will immediately notify the Deputy Headmaster who, with the help of the School Marshal will instigate a search of the building.
- If the boy cannot be found the Deputy Headmaster will call the boy's parents.

- If the boy has not been located the Deputy Headmaster will notify the Police, giving as much identifying detail as possible. The school may instigate its own search of the locale with any available members of staff.

Unauthorised Visitors and Site Safety

- The School Marshal is first line of security on the door and is on hand at all times during school hours
- Staff are instructed to challenge any unfamiliar persons and ask for purpose and identification
- All external doors are kept locked or controlled by an entry system
- The School Secretaries in the School Office do not allow unidentified members of the public in to the building
- All visitors are accompanied as relevant e.g. The Head of ICT escorts guest speakers or IT contractors, The Director of Admissions conducts prospective parent tours
- The Art Room and the IT and Science labs are kept locked when not in use
- Classrooms are locked at the end of the school day
- Staff conducting late clubs remain vigilant for unauthorised visitors in the evening
- The key pad entry system on the annexe is disabled during school holidays and out of hours (the building is used in the evening by the Fencing Club)

ACCIDENT REPORT FORM

This form must be completed by the member of staff supervising at the time of any accident in which the pupil or adult has suffered harm. It is vital that the report is completed as soon after the accident as possible. The completed form should be filed by the Office and a copy should, as soon as possible, be given to the Deputy Headmaster. The School Secretary should enter the location and date of the accident onto the accident spreadsheet.

Name of pupil:		Form:	
Date:		Time of accident:	
Location: School/Gym/Games/Other		Names of any witnesses:	
Name of member of staff supervising:			

**Please provide a detailed description of incident & of any first aid administered.
Include diagrams if necessary and use a continuation sheet if necessary.**

Signature:		Date:	
For Office use:	Have parents been contacted? Y/N	Has Headmaster and/or Deputy Head been informed?	Y/N