



Health, Safety and Welfare Policy

This policy also applies to the EYFS

Updated	Review Date	Version
September 2023	September 2024	2023.01

Signed: Mr John Clarke (Chairman of the Board)

This policy reflects the newest DfE non-statutory advice: Health and Safety advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies. This policy is applicable to all pupils, including those in the EYFS.

This Policy should be read in conjunction with:

- Fire Policy
- PSHE Policy
- Recruitment Selection and Disclosure Policy
- Online Safety Policy
- Keeping children safe in education (2023) Statutory guidance for schools and colleges
- Safeguarding and Child Protection Policy
- Risk Assessments
- Covid 19 Risk Assessment
- Working at Height Policy
- Lone Work Policy

1 Introduction

- Our school is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:
 1. be healthy;
 2. stay safe;
 3. enjoy and achieve;
 4. make a positive contribution;
 5. Achieve economic well-being.
- The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Board of Directors takes responsibility for protecting the health, safety and welfare of all children and members of staff.
- Our school confirms that its premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. In EYFS, we comply with the requirements of health and safety legislation, including fire safety and hygiene requirements. There are no hazardous substances on the premises. All cleaning products and chemicals used in science lessons are securely stored in a locked cabinet to which only authorised people have access.
- The school premises are strictly non-smoking.

- The school's Health and Safety Committee is responsible for monitoring, establishing and reviewing measures needed to meet satisfactory Health & Safety standards. The Facilities Coordinator conducts regular scheduled and unscheduled checks across the premises and review annually his Health and Safety Policy for premises.
- The committee is composed of the Facilities Coordinators, the Bursar and the Head Master. Whenever there is a health and safety emergency, they can be reached on 020 7286 4785 or 020 7723 8700. The committee meet regularly during term time where minutes are taken.

2 Healthy schools initiative

Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative. This school fully supports the aims of this initiative, and we will strive to achieve the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents and external agencies to provide the best possible support for our children;
- Making sure all children have clear and appropriate targets.

3 The school curriculum

- We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic, we teach children about the danger of fire, "stranger danger" and how to avoid

accidents. Likewise, through the Science curriculum, we teach children about hazardous materials, and how to handle equipment safely.

- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).
- We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- Our school promotes the spiritual welfare and growth of the children through the PSHE curriculum, through special events, such as harvest festivals, and through acts of collective worship.
- Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

4 School meals

- Our school provides the opportunity for children to have a meal at lunchtimes. We use external caterers, Holroyd Howe, and they and we do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. Fresh water is provided to drink. Due to the increasing prevalence of nut allergies, no nuts or nut products are served, including peanuts. In addition, any products containing sesame are prohibited on school premises.
- We also ask our children to bring a mid-morning snack of fresh fruit.
- Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we ask that only healthy snacks be brought to school

5 School uniform

- It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours.
- It is the responsibility of the Head to ensure that the school uniform policy is enforced, and he may in his discretion allow a child to attend school without school uniform.
- We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. We ask

parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

- On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is earring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

6 Child protection

- The Designated Safeguarding Lead with responsibility for child protection in our school are the Head and Head Deputy Heads.
- If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the persons named in above about their concerns.
- When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Safeguarding Partners. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- We require all adults employed in school to have their application vetted by the Disclosure and Barring Service and in accordance with the School's Safer Recruitment Policy, in order to check that there is no evidence of offences involving children or abuse.
- All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns, which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

7 School security

- While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises. At the back of each visitor's badge, instructions in the event of a fire emergency are provided. Visitors should not be left unsupervised unless a clear DBS check is in place.
- Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

- If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head or member of SLT of the school immediately. The Head will warn any intruder that they must leave the school site straight away. If the Head has any concerns that an intruder may cause harm to anyone on the school site, they will contact the police.

8 Safety of children

- It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the Head before that particular activity next takes place.
- We do not take any child off the school site without the prior permission of the parent.
- If an accident does happen, and it results in an injury to a child, the teacher will do all they can to aid the child concerned. We keep first aid boxes in the main school offices; each building has its own medical room. All the staff at the school have been trained in basic first aid. The following staff have received more extensive training in first aid and are the school's designated first aiders:
 - **Lower School** - Paul Doyle, Vanya Katzarska, Katarina Klimkova, Michelle Molloy, Anila Qureshi, Joan Rowe, Katheryn Sareen, Radmila Sekeresova and Sara Springett.
 - **Senior School** - Egan Constance, Paula Correia, Barry Hopwood, Dylan Keen, Val Mason and Michelle Sanderson.
- Further details on our First Aid arrangements can be found in the First Aid Policy available on our website.
- Should any incident involving injury to a child take place, one of the abovementioned members of staff will be called to assist. If necessary, the school administrator will telephone for emergency assistance.
- We record in the school accident book all incidents involving injury, and, in all cases, we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.
- There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

- At Lower and Senior there is no vehicle movement whilst the children are entering or leaving the building and children are encouraged to stay away from any cars parked in the school entrance. Children at the end of the day are dismissed with a with direct eye contact acknowledgment straight to their carer/parent.
- Children at the end of the day will be dismissed with a handshake directly to their carer (unless there is a valid reason not to).
- Any contractual work with third parties or contractors is conducted out of school hours. Abercorn Maintenance Staff conduct all general maintenance.

9 Fire and other emergency procedures

Procedures for fire and other emergency evacuations are displayed prominently in all rooms. Fire drills are held twice each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the weekly testing of the fire alarm system. Logbooks can be found at each school office.

10 Educational visits

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Off-Site Visits).

11 Seat belts

We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

12 Medicines

- Pupils may at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents must sign the consent to administer medicine form if they wish a member of staff to administer the medicine in loco parentis.
- Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.

13 Online safety (see also the Online Safety Policy)

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use a filtered service, selected links, and child-friendly search engines. We also introduce the subject of the dangers of internet abuse in assemblies, computing

lesson, and assemblies. We seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

14 Theft or other criminal acts

- The teacher or Head will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the head will inform the police, and record the incident in the incident book.
- Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Committee, and support the teacher in question if they wish the matter to be reported to the police.

15 The health and welfare of staff

- The school takes very seriously the need to safeguard the health and welfare of all our staff including their wellbeing. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, they should inform the Head immediately.
- The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take appropriate action.
- None of our staff is required to work at height, nor are they subject to manual handling. Members of staff are aware that when they see spills, they are required to inform the domestic team so these can be cleaned as soon as possible. All of the building's slips and trips are documented in the buildings' risk assessments. Additionally each member of staff has been trained on Health and Safety (*Health and Safety in Education – Educare*). The Facilities Coordinators are responsible for the management of asbestos.
- Under its obligations to RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995), the school has a responsibility to report and record certain incidents to the Health and Safety Executive.

What is reportable under RIDDOR?

As an employer, Abercorn School has a legal duty under RIDDOR to report and record some work-related accidents by the quickest means possible.

Reportable deaths and major injuries

Deaths

If there is an accident connected with work and our staff, or self-employed person working on the premises, or a member of the public is killed the School will notify the enforcing authority immediately. The School will contact ICC on 0845 300 99 23 or complete the appropriate [online form \(F2508\)](#) ^[1].

Major injuries

If there is an accident connected with work and our staff, or self-employed person working on the premises, or a member of the public sustains a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident, the School will notify the enforcing authority without delay by telephoning the ICC or completing the appropriate [online form \(F2508\)](#) ^[2].

Reportable major injuries are:

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable over-three-day injuries

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on your premises, suffers an over-three-day injury the School will report it to the enforcing authority within ten days.

An over-3-day injury is one, which is not "[major](#)" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days.

You can notify the enforcing authority by telephoning the Incident Contact Centre on 0845 300 99 23 or completing the appropriate [online form \(F2508\)](#)

Reportable disease

If a doctor notifies the School that an employee suffers from a reportable work-related disease, then the School will report it to the enforcing authority.

Reportable diseases include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- Other conditions such as occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.
- A full list of reportable disease can be found online at

<https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report#list-of-notifiable-diseases>

The School will contact the enforcing authority by telephoning the Incident Contact Centre on 0845 300 99 23 or completing the appropriate [online form \(F2508\)](#) ^[5]

Reportable dangerous occurrences (near misses)

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence, which must be reported immediately. The School will call the Incident Contact Centre on 0845 300 99 23 or complete the appropriate [online form](#) ^[6].

Reportable dangerous occurrences are:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipework;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion; Accidental release of a biological agent likely to cause severe human illness;

- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- unintended collision of a train with any vehicle;
- dangerous occurrence at a well (other than a water well);
- dangerous occurrence at a pipeline;
- failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- a dangerous substance being conveyed by road is involved in a fire or released;
- the following dangerous occurrences are reportable except in relation to offshore workplaces: unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
- explosion or fire causing suspension of normal work for over 24 hours;
- sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
- Accidental release of any substance, which may damage health.

16. Display Screen Equipment Policy

It is our policy that all computer (*display screen*) users will be assessed once they commence Employment with us. This will help us determine whether they can be classified as “users” for the purpose of current legal requirements. This assessment will be carried out by completing Display Screen Equipment (DSE) questionnaire. This will then determine whether any further action is required. If so, a further assessment will be carried out by the Facilities Coordinators.

The legal position

The law relating to the use of DSE equipment, such as computers, is covered by the **Health & Safety (Display Screen Equipment) Regulations 1992**. These regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating,

lighting levels and workstation layout. We have also incorporated the amendments made to these regulations in 2002.

Definition of “user”

The Guidance to the DSE regulations defines a “user” as someone who uses a computer for *“Continuous spells of an hour or more at a time” on a daily basis*. Considering this, we have decided that the following job roles will qualify as users under these regulations: *Accounts personnel, Administration staff, & I.C.T. staff*. If your job role does not appear, then you are not considered a “user” although more teaching staff are using *“smart boards” or interactive TVs* these will be assessed on an individual basis.

Procedures

In order to comply with the DSE regulations, we have introduced some procedures, which are to be followed by all staff. These are as follows:

- All new employees who are required to use computers as part of their job role will be given a self-assessment DSE questionnaire to complete within one month of starting work with us. It is the duty of the Bursar to provide this to all new starters.
- All existing employees should have completed a questionnaire. However, should a member of staff change workstations or become a DSE user for the first time, then another one should be completed. This should be done shortly after the change in location or job role. Whilst care has been taken to ensure that the questionnaire is self-explanatory, any queries can be referred to your line manager.
- Where the questionnaire identifies problems, such as glare, it is the responsibility of the individual’s line manager to ensure these are rectified.
- Staff are actively encouraged to try and rotate their job tasks in order to spend a few minutes an hour away from their computer screen. This time should be spent engaged in work duties such as telephone calls and general office administration. If any employee feels that, their workload does not permit adequate breaks; this should be brought to the attention of the individuals line Manager. Where possible, this situation will be rectified.
- Where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.

Employees’ duties

Employees are expected to complete the self-assessment DSE questionnaire in a timely manner. They are also expected to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, employees should

bring this to the attention of their line manager as soon as possible. Each employee is also expected to abide by the procedures laid down in this policy.

Eye tests

Any employee who has been designated as a DSE user has the right to request an eye test. This can be organised through an optician of the employee's choice. However, it is the employee's responsibility to arrange to have the eye test carried out. Following the initial eye test, the frequency of any follow-up tests will be decided solely by the optician.

We do not offer the taking of paid leave for eye tests and whenever possible, employees are expected to arrange for them to take place in their own time.

Supply of glasses

Where the optician has confirmed in writing that glasses are needed for DSE use, the School will contribute £150 towards the cost. This figure is reviewed periodically and has been set to reflect the cost of a basic pair of glasses. Should employees wish to purchase a more expensive pair, then this amount will be made available towards the cost. The balance will need to be funded by the employee.

Laptop users

Some of our staff may use laptops instead of, or in addition to desktop computers. The policy guidelines remain unchanged regarding; *seating, lighting and length of use*. This policy also applies to the use of laptops in less than ideal conditions such as cars or trains.

17. Fire and evacuation procedure

The school's procedures for fire and evacuation are appended. They are also posted in the school entrance hall. These procedures will be updated as appropriate. The logbook for the recording and evaluation of practice and evacuation drills is available on each site.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

18. First aid and accident reporting procedures

First aid is available in the Staff Room and the Office. The names of the first aiders and the sites they are based at are listed below.

The person for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is Mrs. Greystoke or in her absence the School Head.

The accident book is kept in the Staff Room at each site.

The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

N.B. Any employee rendering first aid to the best of their ability is indemnified by Abercorn School.

Abercorn Place (Lower School) First Aiders:

Paul Doyle (P)

Vanya Katzarska (P)

Katerina Klimkova (P)

Michelle Molloy

Anila Qureshi (P)

RJoan Rowe (P)

Kathryn Sareen (P)

Radmila Sekeresova (P)

Sara Springett (P)

Staff listed above with (P), situated at Lower school, have Emergency Paediatric First Aid training in addition to First Aid at Work.

Paddington Street/Garbutt Place (Senior School) First Aiders:

Glaucia Caetano

Egan Constance

Paula Correia

Barry Hopwood

Dylan Keen

Val Mason

Michelle Sanderson

Staff listed above have First Aid at Work Certificate.

Part 2: Organisation of Health & Safety Policy

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Abercorn School.

General Guidelines

It is the policy of the Head and the Board of Directors, as far as it 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 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 Directors and Head 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 evacuation the school premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as a part of pupils' duties where appropriate;
9. provide and maintain adequate welfare facilities

Responsibilities of the Directors and Head

The Directors and Head 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 evaluation procedure and arrange for periodic practice evaluation drills (normally 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 safety policies and procedures and of any relevant safety guidelines and information;
4. make arrangements for accident 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;

6. ensure that the regular safety inspections are undertaken;
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identify as being unsafe;
8. monitor, with the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as it is reasonably practicable;
9. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specially delegated to assist the Directors and Head in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the Person Delegated to assist in the Management of Health and Safety: the delegated person shall:

1. assist the Head in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters given by relevant bodies 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 recommended (as appropriate) remedial action;
5. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
6. ensure that staff with control of resources (both financial and other) give due regard to safety;
7. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters 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, implement safe working practices, and set a good example personally.

3. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
4. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
5. provide written job instructions, warning notices and signs as appropriate;
6. provide appropriate protective clothing and safety equipment as necessary that these are used as required;
7. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on hazardous process;
8. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
9. provide the opportunity for discussion of health and safety arrangements;
10. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
11. provide for adequate instruction, information and training in safe working methods and recommended suitable "off the job" training;
12. where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

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 Head.

Responsibilities of all Employees

All Employees have a responsibility under the Act to:

1. take responsible care for the health and safety of themselves and for any person who might be affected by their act of omission at work.
2. co-operate with the Head and others in meeting statutory requirements; not interfere with or misuse anything provided in the interest of health, safety, and welfare;
3. make themselves aware of all safety rules, procedures, and safe working practices applicable to their post. When in doubt they must seek immediate clarification from the Head.
4. Ensure that tools and equipment are in good condition and report any defects to the Head;
5. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
6. ensure that offices, general accommodation and vehicles are kept tidy;
7. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS THEY MUST DRAW THESE TO THE ATTENTION OF THE HEAD

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 relations to their posts and work places, employees may from time to time find themselves in unfamiliar 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 standard of dress consistent with safety/or hygiene (this would preclude unsuitable footwear, jewellery, knives and other items considered dangerous);
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 for safety purposes.

N.B The Directors and Head 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 personnel) are expected as far as reasonably possible, to observe the safety rules of the school.

19. Monitoring and review

The Board of Directors has named the Head, Bursar and Facilities Coordinators as the persons with responsibility for health and safety matters. It is Bursar/ Facilities Coordinators joint responsibility to keep the Board of Directors informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters.

The Health and Safety Committee, in consultation with professional advisors if necessary, carries out regular risk assessments, to keeping the school environment safe.

The Head, Bursar and Facilities Coordinators implement the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Health and Safety Committee also report to the Board regularly on health and safety issues.