

# **Sallygate School**

# **Health & Safety Policy**

**Date Agreed: September 2016**

**Date of next Review: September 2017**

**Headteacher signature:**

**Management Committee Chair signature:**

**All staff must have access to this policy, and sign to confirm that they have read,  
understood and will adhere to its contents.**

# Sallygate School Health & Safety Policy

## Introduction

Sallygate School is committed to providing safe and healthy working conditions for all persons using the premises. This commitment extends to providing adequate resources to implement this policy.

The aim of this statement is to ensure all reasonably practical steps are taken to secure the above and thereby adopt the following:

- Establish and maintain a safe and healthy environment throughout the School.
- Establish and maintain safe working procedures for staff and pupils.
- 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 people on the site to:
  - Avoid hazards and contribute positively to their own safety training as and when provided.
  - Maintain a safe and healthy place of work and safe access and egress from it.
  - Formulate effective procedures for use in case of fire, medical and other emergencies and for evacuating the School premises.
  - Lay down procedures to be followed in case of accident.
  - Provide and maintain adequate welfare facilities.

This statement is issued to all employees for inclusion in the Staff Handbook. It must also be given to student teachers, supply teachers and others who may have reason to stay in the School for extended periods.

## Responsibilities and Duties in Matters Concerned with Safety

The Operations Manager:

Acknowledges that co-operation from all staff in health and safety matters is essential for controlling risks and complying with legal requirements; and recognises the role of safety representatives appointed by a recognised trade union and allow such representatives to investigate accidents and potential hazards, pursue staff complaints and carry out School inspections.

Soo Finn has the ultimate responsibility for all School safety organisation and activity and is:

- The focal point for day-to-day references on health and safety and will provide advice or indicate sources of advice.
- Co-ordinates the implementation of the approved safety procedures in School.
- Maintains contact with outside agencies able to offer expert advice.

- Will stop any practices or the use of plant, tools, equipment, machinery, etc. she considers being unsafe, until satisfied as to their safety.
- Will make or arrange inspection of premises, places of work and working practices on a regular basis and report on such inspections to the directors.
- Will ensure she is kept informed of. Accidents and hazardous situations.
- Will review from time to time the provision of first aid in the School, the emergency regulations and make recommendations for improving the procedures laid down.
- Will review regularly the dissemination of safety information concerning the School.
- Will recommend necessary changes and improvements in welfare facilities.

### **All Employees**

All teachers and support staff are expected to:

- Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- Observe good standards of dress consistent with safety and/or hygiene.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the emergency procedures in respect of fire and first aid.

### **Teaching and Non-Teaching Staff Holding Posts/Positions of Special Responsibility**

- Have a general responsibility for the application of the safety policy and are directly
- out a regular safety inspection of the activities for which they are responsible and where necessary, report to the Operations Manager.
- Will ensure, as far as is reasonably practicable, the provision of sufficient information. Instruction, training and supervision to enable other employees and pupils to avoid work hazards and contribute positively to their own safety and health at work.
- Will, where appropriate, seek advice and guidance from expert sources.
- Will propose to The Operations Manager requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially hazardous.

The following people are responsible for safety in particular areas:

<b>Person</b>	<b>Area</b>
Emma Brown	Whole School: overall
James Lee	First and Second Floor: for specific issues
Becky Davison	Third Floor: for specific issues
Mark Hopkins	Basement: for specific issues

### **Teachers and Learning Mentors**

Teachers and learning mentors are expected:

- To exercise effective supervision of the pupils and to know the emergency procedures and to carry them out.
- To know the special safety measures to be adopted in their own teaching areas and to ensure they are supplied.
- To give clear instructions and warning as often as necessary.
- To follow safe working procedures personally.
- To call for protective clothing, guards, special safe working procedures personally.
- To make recommendations to The Operations Manager e.g. on safety equipment and on additions or improvements to plants, tools, equipment or machinery which are dangerous or potentially so.

### **Pupils**

Pupils are expected:

- To exercise personal responsibility for the safety of self and class-mates.
- To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous).
- To observe all safety rules of the School and in particular the instructions of teaching staff given in an emergency.
- To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

**NB** All pupils should be made aware of the contents of this section.

### **Visitors and Contractors Security**

- All visitors to School must report on arrival; this is for security and fire reasons. Visitors will be given a badge to wear whilst in School so they can be identified,
- This includes parents, work people etc.

- All visitors must sign in and out of School in one official School signing in book, indicating time of arrival, purpose of visit, and time of departure.
- Visitors and other users of the premises, (e.g. delivery personnel), must be required to observe the safety rules of the School.

### **Supervision of Pupils**

- Pupils will be supervised during breaks.
- Pupils taking medicines as part of a course of treatment are asked to hand all medicines to the School admin office immediately on arrival at School.

### **Accidents and First Aid**

- The First Aid Box is available on each level of the building, Basement, Office, Sick room, Therapy room.
- A First Aid Box must accompany staff at all times, for all work / activities offsite.
- Each box contains only first aid equipment and a list of contents. First aid items and boxes are replenished as necessary.
- If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed.

#### **Note:**

If a pupil becomes sufficiently unwell they will be sent home, they will be accompanied by a member of staff, until transport arrives.

Following any accident, however slight, an accident report must be completed (see below).

### **First Aid Procedure**

- First aid should be rendered, but only as far as knowledge and skill permit. The casualty should be given all possible reassurances, and if absolutely necessary, removed from danger.
- Only authorised, trained First Aiders/Appointed Persons should Administer any aid
  - For an up-to-date list please contact Operations Manager
- Transport to hospital.
  - If an ambulance is required the emergency "999" (dial 999 on School systems) service should be used.
  - It may be appropriate to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis.
  - There will be cases of a less severe nature than those requiring transport by ambulance.
  - No casualty should be allowed to travel to hospital unaccompanied.

## **Accident Reporting**

- In the event of any accident (however minor), incident or violent event, and involving employees, visitors or pupils the reporting form **MUST** be completed using the appropriate Staff / Pupil Accident Book, located in the OFFICE.
- The affected person (or any person acting on behalf of the affected person) should complete and sign the appropriate form. The Headteacher keeps completed copies of these forms secure and confidential in a file for at least five years.
  - The original of the form must be retained in the accident file, and photocopies distributed as required.
- All accidents should be reported and investigated because they can help to show trends which might help to prevent similar or more serious accidents.
- The following list is a guide to when an investigation would be required:
  - Anything causing an injury
  - Anything resulting in lost work or School time
  - Incidents apparently arising from insufficient supervision
  - Accidents caused by a third party
  - Any significant incident involving assault or violence Depending on circumstances notification will be to:
    - Directors and HR
- A short guide entitled "Reporting Accidents and Incidents at Work" is kept in the office.

## **Fire and Emergency Procedures**

- The Fire/Emergency Procedure is displayed in all areas.
- It is the responsibility of all members of staff to be familiar with this procedure and carry it out when necessary.

## **Fire Drill and Evacuation Procedure**

- Ensure you carry your attendance register/signing in/out book so once assembled you can double-check that all are present.
- The Operations Manager or nominated other will ring for the fire service and or the appointed Fire Marshals check designated areas are clear and then go to the assembly point.
- There will be regular fire drills each term to familiarise staff and pupils and there is a weekly check and log of the fire alarm by the Operations Manager.

## **Evacuation Procedure**

- Full details of the fire drill are included in the emergency plan. Copies of the fire drill must be displayed on each call point

## **Hazards**

- For specialised information relating to: nature of hazard, location and guidance in Science or Technology the appropriate Departmental Health and Safety Statement should be consulted.

## **Other Key Matters**

- With respect to the Offensive Weapons Act 1996 the School does not permit any firearms or other offensive weapons (interpreted as any device made, used or adapted to cause injury) to be brought in to or kept at School (this includes laser pointing devices).

## **Special Arrangements for School Holidays**

- Staff are instructed not to carry out any hazardous activity if they are alone in a particular area. Examples include:
  - Using cutting machines in workshops
  - Climbing ladders
- Support staff must meet together early in the morning, every day of a School holiday, and ensure everyone knows where everyone else will be working. At this meeting a system of regular internal calls should be established.
- ALL visitors must sign in and out. A book will be kept for this purpose by the main front door.
- All entry and exits must be via the main front door.
- The front door is to be kept shut when the entrance area is unattended.

## **Review**

- This procedure will be kept under continual review Termly