

HEALTH AND SAFETY POLICY

For school year 2018-2019
Date of approval: 31.05.2018

1. Policy Statement

This policy covers staff, pupils, visitors and other users of the premises. It aims to show how the Administrative Council and Directors discharge their duties under the Health and Safety at Work regulation.

The Strategic Leadership Team of the School and the Administrative Council are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants on school trips;
- Establish and maintain safe working procedures and practice for staff and pupils;
- To provide and maintain safe school buildings and safe equipment for use in and around the school;
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help at school;
- Formulate and implement effective procedures for use in the event of fire and other emergencies;
- Investigate incidents and take steps to prevent a re-occurrence, including reevaluation of practice and procedures.

2. Roles and Responsibilities

The **Administrative Council members** have ultimate control of the school. They will:

- Decide policy;
- Give strategic guidance;
- Monitor and review health and safety issues;
- Ensure adequate resources for health and safety are available;
- Take steps to ensure plant, equipment and systems of work are safe;
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe;
- Maintain the premises in a condition that is safe and without significant risk;
- Provide a working environment that is safe and healthy;
- Provide adequate welfare facilities for staff and pupils;
- In their critical friend role, maintain an interest in all the health and safety matters;
- Review and monitor the effectiveness of this policy.

The **General Director** is responsible for the day-to-day running of the school. He/she will:

- Promote a positive, open health and safety culture in school;
- Report to Governors on key health and safety issues;
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers, etc. as and when necessary;
- Ensure that all staff co-operate and comply with the policy;
- Devise and implement safety procedures;
- Ensure that risk assessments are reviewed on an annual basis;
- Ensure relevant staff have access to appropriate training;
- Meet with the Administrator every week to ensure any building/grounds issues are dealt with in a timely manner.

Health and Safety Committee within the school will support the Directors in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually;
- Deal with any hazardous practices, equipment or building issues and report to the Directors if they remain unresolved;
- Provide a good example, guidance and support to staff on health and safety issues;
- Carry out a health and safety induction for all staff and keep records of that induction;
- Keep up to date with new developments in Health and Safety issues for schools;
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise;
- Ensure any contractors on site are competent in health and safety matters.

The School Campus **Administrator** is responsible for day-to-day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised;
- Report any concerns regarding unresolved hazards in school to the senior management team immediately;
- Ensure that all work under their control is undertaken in a safe manner;
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards, such as broken glass, etc. in the play areas through the Support staff;
- Ensure that all Support staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling;
- Carry out a three month test of the fire alarm system;
- Ensure all contractors are “inducted” and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working;
- Fully co-operate with health and safety arrangements during larger building projects.

All School Staff will:

- Read the Health and Safety Policy;
- Comply with the School’s health and safety arrangements;
- Take reasonable care of their own and other people’s health and safety;
- Leave the classroom / playground / office in a reasonably tidy and safe condition;
- Follow safety instructions when using equipment;
- Supervise pupils and advise them on how to use equipment safely;
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff;
- Follow the accident reporting procedure (which is a separate document);
- Contribute to and highlight any gaps in the school’s risk assessments.

In accordance with the school rules and procedures on discipline, **Students** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others;
- Follow safety instructions of teaching and support staff, especially in an emergency.

The **Health & Safety Committee** will:

- provide advice and guidance to help the school fulfil the health and safety responsibilities;
- answer queries from staff on health and safety issues;
- visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures;
- collect information on accidents and incidents to report to HSE where necessary;
- advise on and facilitate (when possible) staff safety training;
- draft and/or advise on policies, procedures and guidance for health and safety;
- interpret and advise on new legislation impacting on the working environment ;
- attend meetings to advise on occupational safety issues.

3. Arrangements

Accidents and Incident Reporting

- The accident reporting procedure and all the associated paperwork can be found on the work space, folder “Healty & Safety Committee”.

Administration of Medicines

- Medication is only administered to pupils when the parental consent form has been completed;
- The medicine will be administered by medical staff and appropriate records kept;
- Medicines are only administered during school time when they have been prescribed by medical staff;
- Medicines are kept in a locked cupboard in the school medical office;
- The only exceptions to this are asthma medication and “Epipens” (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate;
- The doses administered during the school day are to be kept to the minimum, e. g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school.

Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum;
- The Support staff Coordinator (with appropriate support from specialised consultant) will complete a risk assessment for all hazardous substances used on daily routine;
- The Science Department coordinator will provide a Student Safety Sheet (CLEAPSS) in each science lab and he/she will monitor its use;
- The associated procedures and control measures will be enforced, evaluated and reviewed.

Display Screen Equipment

- For the members of staff with office workplaces, the procedure of health control of the employees mentioned by the Romanian law in force, for the annual performance of a medical check-up of the occupational medicine, shall be observed;
- Staff members using portable devices (such as Laptops, tablets) will be responsible for their safe use and will confirm by signing.

Educational Visits

- All off-site trips will be subject to risk assessment and the advice of the Health & Safety Committee will be closely followed.

Electrical Testing

- All items of portable electrical equipment in school are inspected and checked annually (IT department Report);
- The electrical installation is verified according to the standards provided by the Romanian legislation in force by an accredited collaborator (Administrator records).

Employee Health and Wellbeing

- The Health & Safety Committee's support for the school and staff are referred as outlined in the Back-up Policy.

Fire Safety & Evacuation of the Building

- Fire exits have appropriate bilingual signage;
- Plans showing exit routes are displayed on the level of each classroom;
- A fire drill is practised and documented once every three months;
- Evacuation times and any issues which arise are reported to the Administrative Council;
- Fire extinguishers are checked annually by SC COMPACT 95 STING SRL;
- A separate fire safety policy and risk assessment has been produced.

First Aid Provision

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits;
- Portable first aid kits are taken on educational trips;
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip.

Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place;
- Staff who use cooking equipment must be sure that the pupils have no access;
- During the activities that involve using cooking equipment, the coordinator of the activity is responsible for assessing the risks and training the students. Close supervision will be appropriate for riskier parts of the cooking process.

Legionella

- **Medical Staff** provide advice and have assisted with the preparation of the school's Legionella risk assessments;
- Air conditioner filters are changed according to the technical specifications for use with an authorised partner SC EURO CLIMA GROUP SRL (Administrator records);
- Water dispenser filters are changed according to the technical specifications for use by provider SC CUMPANA SRL (records Administrator).

Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability;
- Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift pupils safely.

Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day;
- If the equipment is used during lesson time, supervision is again maintained;
- A decision is made, recorded and enforced in case of inclement weather (damp / icy), meaning that equipment becomes unsafe to use on a particular day.

Playground Supervision

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

Pregnant Members of Staff

- For pregnant members of staff the requirement of the local law will be followed, including carrying out a “Pregnancy Risk Assessment”.

Risk Assessment

- The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds;
- They are all available on the school central server for staff to inspect and refer to as necessary;
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments;
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).

Slips, Trips and Falls on the Level

- The potential for slips, trips and falls in school has been risk assessed and appropriate controls have been put in place;
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections.

Snow and Ice

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions;
- If it becomes impossible to keep pedestrian routes clear, the Director is informed immediately and this information contributes to any decision to close the school.

Stress at Work

- Proactive - the Health & Safety Committee templates for Stress Risk Assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced;
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school’s welfare policies.

Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff;
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules;
- Pupils will only be allowed into or stay in classrooms under adult supervision;
- Appropriate supervision of toilet access will be in place at busy times.

Training

- Health and Safety Training Needs are assessed as part of individual’s annual review;
- Training needs may also be identified as part of a risk assessment process.

Violence at work / Lone Working

- A risk assessment has been carried out for violence at work and lone working.

Working at Heights

- Working at heights risk assessments have been completed for the school;
- Appropriate record keeping and safe systems of work are kept in the working at heights file;
- All site/caretaking staff who undertake working at heights have been on a half day training course;

- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
 - Use appropriate access equipment - step ladders, kick stools, etc.;
 - Wear flat shoes whilst putting up displays;
 - Not climb on furniture to put up displays.