

St Andrews International School Samakee

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HEALTH, SAFETY and SECURITY POLICY

Health and Safety Policy

Introduction

This document is a statement of the aims, principles, organisation, responsibilities and procedures for ensuring the Health, Safety and Security at St Andrews School, Samakee Campus and provides a framework for the creation of a safe environment in St Andrews School, in which to work and learn. It reflects the commitment of the School management to providing a safe and secure environment for the community of staff and children.

Aims

- To provide a safe, healthy and secure environment for children in the school, for all employees of the school and all other people [e.g. parents, visitors, contractors,] who come onto the premises.
- To ensure that all members of the school community understand and implement their responsibilities to maintain a safe and healthy environment.

Principles

The creation of a safe, healthy and secure environment is a central aspect of school life. This depends on clearly defined roles, sound management, close cooperation between all personnel and vigilant and effective monitoring and review procedures.

Responsibilities

All members of the school community have responsibility for implementing the school's Health, Safety and Security Policy but specific responsibilities also apply.

Directors

Under the leadership of the Managing Director, Graham Sullivan, the Directors of *Samakee* are ultimately responsible for creating a safe, healthy and secure environment at the school. Through a system of monitored delegation to the Headteacher, the Directors' have responsibility for ensuring that the Health and Safety Policy is implemented, monitored and reviewed by the school.

Directors' will:

- facilitate training for staff
- allocate appropriate resources through the SDP and school budget to ensure the repair and replacement of equipment, the maintenance of buildings and grounds and for pest control
- make termly Risk Assessments of school premises
- monitor and review the policy and ensure that all necessary revisions are undertaken
- ensure the security of staff and school premises

The Headteacher will:

- take day to day responsibility for the operation of the policy

- maintain effective and up to date communication with all staff over Health, Safety and Security issues
- induct new staff in Health, Safety and Security issues
- liaise with the School Nurse and any other necessary safety personnel
- regularly communicate health and safety issues to parents
- liaise with the School Building & Grounds Manager to monitor all aspects of safety standards throughout the school
- arrange for the reporting of electrical, water, air con, fire appliance, security and other faults
- establish a system for reporting, recording and investigating accidents and for its regular application
- ensure that Fire and Emergency precautions for the evacuation of the buildings and for a major incident are in existence and are practised regularly
- ensure that effective systems are in place for monitoring visitors to the school and for ensuring that children only leave the premises accompanied by recognised and authorised adults
- ensure termly fire drills are carried out and that notices and fire fighting equipment is in place
- routinely report Health, Safety and Security matters to the Headteacher.

Other School Staff have responsibility for:

- maintaining good and regular communication with the Headteacher over health, safety and security issues
- undertaking termly Risk Assessments of classrooms [class teachers]
- making children and others working in the school safety conscious, aware of and understanding the need for and requirements of the safe practices
- promoting opportunities for discussion of health, safety and security issues
- being good role models in areas of safety
- taking firm, prompt action not to allow children or visitors to jeopardise their safety or others
- maintaining good order in the school

Children have responsibility for:

- developing a growing understanding of health, safety and security issues commensurate with their age and maturity
- conducting themselves in an orderly fashion within the explained policy (e.g. never using PE equipment before it is checked by the teacher in charge, or going on playground equipment without an adult in attendance)
- contributing to and following the School Behaviour Policy - [PO-B-2 Positive Relationships Policy](#) (behaviour policy)
- not bringing objects to school that could injure others or leaving dangerous items lying around
- not wearing jewellery (other than watches and ear studs) to school
- following correct hygiene procedures
- flushing toilets after use and washing hands
- alerting staff to health, safety and security issues

Parents have responsibility for:

- alerting the school promptly over any health, safety and security issues regarding their child
- ensuring that children attend school in good health [Good Health Policy*](#)
- following the school guidelines over issuing medicines
- supporting school policy over the wearing of appropriate uniform, providing a change of clothes for PE and over not wearing jewellery (apart from watches and ear studs)
- arranging for the prompt delivery to and collection of children from school
- contacting the school to explain absences, providing up to date contact names, addresses and phone numbers for emergency contact
- working and liaising with staff to support school discipline and their child's conduct

Procedures to be carried out by the school:

A Demonstrating a high level of commitment to health, safety and security by involving all members of the school community

- the inclusion of health, safety and security issues in the SIP and the allocation of resources
- regular opportunities at Senior Leadership Team meetings to raise issues related to site or curriculum health, safety and security issues
- scheduling regular meetings for all school staff to receive reminders, updates and training in health, safety and security issues
- ensuring opportunities for the PTG to raise and discuss health, safety and security issues
- ensuring that school meals meet health and nutritional standards
- establishing a programme of Health education
- establishing a Personal and Social education programme including the use of circle time
- maintaining and sharing a dynamic Relationships Policy with the whole School Community
- developing and publishing a policy that ensures children's security whilst at school

B Creating a healthy, safe and secure environment in which to work and learn

- the formulation and use of agreed accident and emergency procedures including reporting, treatment and investigative action [Accident Procedure Policy](#)
- the provision of sufficient welfare/first aid cover and equipment to staff and resource the school
- the establishment of a code for the administration of medicines in schools
- passing information to all staff about children's specific medical conditions (e.g. cases of asthma and anaphylaxis)
- delivering regular road safety instruction
- developing and monitoring systems to ensure children are secure from external threats whilst at school
 - the completion of regular risk assessments by Directors, The Building & Grounds Manager, the Office Manager, class teachers and Phase Leaders.

Health, Safety and Security – Risk Assessment

Why Assess Risk?

To prevent accidents by identifying hazards and reducing the chances of injury from those hazards to as low a level as is reasonably practical.

Our health and safety policies and procedures are informed by an analysis and evaluation of potential hazards and risks, which we may encounter within the school.

The Health and Safety Committee is responsible under its terms of reference for the regular risk assessment of school premises, including the play areas, but the successful implementation of our policies will depend upon the day-to-day contribution made by all members of the school, staff and children alike. The prompt reporting of events/problems and quick resolutions should keep injuries or damage to a minimum.

In the UK, national legislation requires schools to offer:

- Safe place of work with safe access and departure
- Safe plant and equipment
- Safe systems of work
- Safe working environment
- Safe methods for handling, storing and transporting goods
- Joint consultation (Safety Policy, Safety Committee)
- Instruction (showing, telling and practising)
- Training and Competent Supervision

Employees must take reasonable care for the health and safety of themselves as well as those in their charge and must abide by the rules laid down by the school in meeting statutory obligations.

The long-term hazards associated with the operation of our school have been identified and the risks arising from those have been assessed and policies introduced to minimise those as far as possible. All of us are, however, exposed to hazards and risks on a daily basis from the moment we get up which is why we consider it so important at St. Andrews International School Samakee.

Risk Assessment is:

- Part of the educative process
- Part of safety education
- Supportive of supervisory decisions
- An essential part of outdoor education

Children's involvement in Risk Assessment helps teaching by enabling pupils to recognise hazards, identify risks and find ways to minimise those risks.

St Andrews School Risk Assessment Form

Date:

Aspect inspected:

Personnel involved:

<i>Area of School</i>	Risk Identified	Level of Risk (High/Med/Low)	Action to be Taken and by whom	Date Action Completed