

HEALTH AND SAFETY POLICY



INTRODUCTION

All employees should be familiar with the school health and safety policy and ensure that they work in safe environment and they are without risk to themselves, the students, other staff or visitors.

Staff should co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety; by reporting any unsafe practices which come to their notice; and by participating with the school to improve the standard of health and safety.

SAFETY POLICY STATEMENT

The Head of American Academy School fully accepts his/her responsibilities to provide the resources to ensure the health, safety and welfare of both staff and students.

The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.

The Head of School will monitor this safety policy and revise it as necessary.

The school is also committed to the safety of others, not employed by the school, who may be affected by the activities of the school, i.e. students, parents, volunteers, visitors, contractors.

This statement, together with the safety policy, will be communicated to all members of staff via the school's regular training sessions and through induction training for new staff. A copy of the policy is included on the school's website.

ROLES AND RESPONSIBILITIES

Chief of operations:

While Chief of operations do not have to actually implement the health and safety policy of the school, they do have a role in ensuring that the school has a suitable health and safety policy in place and that it is acted upon.

The Chief of operations must also ensure that the school management operates safe school premises with safe equipment, materials and substances.

To ensure that the above are in place it will be necessary for the Chief of operations to periodically inspect the school and ask specific questions of school management to ensure compliance.

Ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of.

All staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed.

All staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals.

Risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.

Will make weekly inspections of the school site, paying particular attention to building and services conditions that could extend to being Health & Safety hazards.

Will ensure all entrances to school are cleared of ice and snow and grit is laid when necessary.

Will ensure the emergency exits are clear and that rubbish is not allowed to accumulate in unguarded areas in or around the school.

Will manage all safety checks of equipment and appliances.

Head of School:

The Head of School retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of students, visitors and contractors. The following duties normally relate to the Head of School but any of them may be delegated to suitable staff. Note that even if duties are delegated, overall responsibility rests with the Head of School to ensure they are carried out.

Head of School duties include activities organized on behalf of the school but being undertaken away from the school site.

Staff within their control are adequately trained or instructed to perform the duties for which they are employed.

Will ensure staff First Aid Certificates are updated and training arranged as appropriate.

The Head of School will:

- Take day to day responsibility for all health and safety matters affecting the school.
- Ensure compliance with health and safety law; together with school staff, assess and control the risks to persons from hazards within the school, and any of its activities, wherever they are undertaken provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained.
- Evaluate the need for health and safety training for school staff and arrange for its delivery.
- Work together with contractors, or their representative undertaking work on the school site, to ensure the safety of any persons exposed.
- Ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, and that records are maintained.
- Ensure adequate fire drills are carried out and their results recorded.
- Keep the school's health and safety policy under review and bring any amendments to the notice of all staff.
- Ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.; ensure that the school has access to competent health and safety advice.

All employees:

- All employees are to be familiar with the school safety policy and ensure that they work in ways that are safe and without risk to themselves, the students other staff or visitors.
- Co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety.
- Report any unsafe practices which come to their notice.
- Participate with the school to improve the standard of health and safety.
- Will ensure they are conversant with the Fire Evacuation Policy. Will regularly discuss fire evacuation procedures with the children and ensure all exits are kept clear. Be aware of alternative fire exit routes in school.
- Will check classrooms regularly for any potential hazard or risk (inc: loose plug sockets, broken furniture, extension leads or cables trailing on floor, uneven or wet floors and sharp tools or equipment left out) isolate hazard and notify Chief of operations immediately.
- Will ensure the safe use of PE equipment, including guidance on lifting and handling.
- Will ensure the safe use of all materials and equipment used within the classroom and safe handling of specialised materials eg: hot glue, scissors, etc.
- Will ensure that materials and equipment used for classes are restored to their proper storage place when they are no longer needed. Common items requiring safe storage include PE equipment, lab chemicals, electrical and mechanical items, cleaning materials and waste materials.
- Will ensure cooking activities are supervised by responsible adults, ensure adult to child ratio is appropriate.
- Will ensure all minor injuries or accidents regarding the children are reported back to parents and are entered into the Accident Report Book .
- Notify the school office immediately if an accident has occurred or before a child is sent home unwell.
- Will not lift heavy equipment or climb ladders when working alone.

Parent Helpers/Volunteers:

Will work under close supervision and instruction of the class teacher.

Will always sign in and out at the school office and wear visible Visitors lanyards.

1 ACCIDENT REPORTING

All accidents must be recorded in the school accident books located in the office. It is important that 'near misses' are recorded as well as actual accidents.

The accident book should contain the following information:

Name of injured person, time, date and place of the injury, what happened to cause the injury, the injury sustained, who administer first aid, treatment given, name of any witnesses.

A major accident is any incident at school premises at any time that sustains injury resulting in:

- The fracture or suspected fracture of any bone
- An injury which results in the calling an ambulance and/or hospital or the calling of any emergency service such as the police
- Any loss or suspected loss of consciousness however temporary.

In the event of any major accident, the following procedure will be followed by all staff:

- The first member of staff to whose attention the accident is drawn will go to and/or remain with the person who has had the accident ('the patient')
- That member of staff will send for the assistance of one of the persons listed as qualified to administer first aid.
- Arrangements will be made to notify the Head of School and to call an ambulance through the School office
- If the patient is a student the Head of School or office staff will notify a parent or guardian as soon as reasonably practicable.
- If, on the arrival of the ambulance the patient (student) is to be transferred to hospital a staff member will travel and stay with the patient until relieved by a parent or guardian.
- More serious accidents should be investigated to try to prevent it happening again. This investigation should be documented.

In the event of a minor accident the following procedure will be followed as well.

2 ADMINISTRATION OF MEDICATION

It is recognized that teachers do not have any obligation under their contract to administer medication to students and that such administration is on a voluntary basis.

- Only in exceptional circumstances, with a form from a doctor, will the school administer medication. The medication will only be accepted with written authorisation from the parent or guardian.
- The written authorisation must contain clear instructions about the dosage and time of the administration.
- The medication will be stored in a secure place; either in the office or the staff room fridge, if it is necessary to keep it cold.
- On school trips, the trip leader will accept responsibility for the administration of medication.

3 BLOOD, AVOIDING CONTAMINATION

All staff should be familiar with this procedure before having to handle blood.

- Wash hands first.
- Put on disposable gloves.
- Clean any wound as necessary.
- Dress any wound if necessary.
- Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin.

- Wash hands thoroughly again.
- Record incident in the accident book.

4 CHEMICAL SAFETY

The most hazardous chemicals used in the school are the cleaning chemicals used by the cleaners or caretaker. These should be kept locked at all times when they are not being used. Teachers should not keep their own small stock, or spray, for their own cleaning jobs.

Food or drink containers must never be used to store chemicals. Only small quantities of the chemicals should be kept.

Any spillages should be cleaned up at once.

5 CONTRACTORS ON SITE

Contractors on site will be supervised by the Chief of operations.

Before any major work commences, a meeting will be held on site with the contractor to agree how the work is to be carried out.

Contractors will sign a contractor's responsibilities form before commencing work.

The school will only use contractors who are capable of carrying out the work in a competent manner, either by qualification or experience;

Clearly state what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

6 ELECTRICAL SAFETY

All portable electrical appliances should be tested as necessary. The frequency of the tests varies according to the equipment and where/how it is used.

Staff should visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.

No one is allowed to work on any electrical circuitry or equipment unless competent to do so.

All staff need to be aware of the dangers of trailing cables and do not have trailing cables across walkways.

The fixed electrical installation should be tested at five yearly intervals.

7 INFECTION

In the event that a member of staff becomes aware that a potential source of infection exists, the source will be brought to the attention of the Head of School as soon as is reasonably practicable.

Such potential sources of infection should not be removed by staff unless they are protected by disposable gloves and in any event unless the member of staff is satisfied that they are able to remove the source to a designated waste disposal area easily without dropping the same and without the risk of coming into contact with students in the course of removal.

In the event of any student appearing to have contracted any potentially infectious disease any member of staff who has reasonable cause to believe from observation that such a disease may have been contracted will inform the Head of School.

Any member of staff who is diagnosed as having contracted an infectious or contagious disease will as soon as is reasonably practicable after the diagnosis inform the Head of School.

For the avoidance of doubt, infectious or contagious disease is intended to exclude the common cold, but includes influenza and Swine Flu.

Staff, students and parents will be informed of the circulation of an infectious or contagious disease (including food poisoning) by letter/Group Call.

Any outbreak affecting the School of a statutorily notifiable disease such as dysentery, mumps, measles, whooping cough and food poisoning (or any other outbreak regarded by the Head of School as unusual) will be brought to the attention to all staff and parents.

Where practical, students will be discouraged from sharing or exchanging food or drinks.

8 FIRE SAFETY

All staff, including supply teachers, are made aware of the fire safety arrangements. Fire Safety notices are displayed in every Classroom and Office.

Fire drills are carried out at least twice per school year. The time taken to evacuate the school is recorded. If it takes longer then the recognised time the drill will be carried out again (the time should normally around two minutes). Staff are made aware by email of any issues arising from a fire drill.

- All staff must ensure they are aware of the fire procedures.
- All students should be made aware of the procedure.
- Any faults on the systems must be reported immediately to Chief of operations.
- Chief of operations is responsible for ensuring that all fire extinguishers and other equipment are in their proper positions and a check to this effect will be made regularly.
- All records and fire drills are to be kept in the school office.
- Fire signs are adequate and are updated when needed to comply with any changes to regulations or procedures.
- Fire extinguishers are to be serviced annually.
- Fire exits must not be blocked. All staff are responsible for ensuring that during the course of the school day all designated means of escape are free from obstruction or substances likely to cause a person to slip or fall. Any such obstruction or substance should be removed immediately where possible, or reported immediately to the Chief of operations.

9 FIRST AID

All staff will receive the basic one day first aid training.

First aid kits are available in the school office and their contents checked and replenished as necessary.

Only first aid items may be held in a first aid kit.

Portable first aid kits are available, suitably stocked and taken on all visits away from the school. In the event of a more serious injury, such as:

- Unconsciousness;
- Severe bleeding;
- Object stuck in throat;
- Deep cut that may require stitching; suspected fracture;
- Severe asthma attack;
- Severe reaction to bites or stings;
- Swallowing or suspected swallowing of toxic substance;

Dial 155 or 112 and ask for an ambulance, CALL PARENTS IMMEDIATELY.

10 INSPECTIONS OF THE SCHOOL

The school is inspected regularly by the Chief of operations for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term and the results recorded and reviewed for actions taken.

11 OFFICE SAFETY

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A Display Screen Assessment is carried out to ensure that the office staff are not exposed to risks from repetitive strain injury or work related upper limb disorder.

There is adequate storage provided for files etc.

Space under the desk and open floor areas are not used for storage.

12 OFF SITE VISITS

An off site visit is any visit where the students are taken away from the school site. All parents are asked to sign a general Consent Form to give permission for their child/children to go on an offsite visit. Parents will be emailed at the beginning of each year to check that they are still happy to go along with their consent.

Risk assessments will be completed and documented for all off site visits. Where the visits are regular visits, risk assessment will be completed then reviewed each year as necessary.

All arrangements for off site visits must be checked by the Head of School or staff before the visit commences.

Staff must brief all adults before departure to ensure they are familiar with the organization of the day.

Where activity providers are used then their competency is to be checked. The risk assessment process determines the level of first aid cover on the visit. First aid kits are always taken on the visit.

13 RISK ASSESSMENTS

Risk assessments will be carried out by the school to comply with legislative requirements.

The risk assessments will look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place.

The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary.

The review will take place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

14 SAFETY TRAINING

All staff should have induction training and sign to say they understand procedures and policies.

The safety training needs of the school will be considered by senior school managers and the appropriate training arranged for staff.

15 SECURITY

The school should be secure during the day. Doors should not be left open where this would allow access to people.

Visitors to the school are directed to the main reception by signs outside.

Visitors, even regular visitors, contractors etc, should sign the visitor's book at reception.

The school will give visitor lanyards to all visitors. Visitors should sign out at the end of the visit.

Intruders

If staff encounter anybody in the school who is not known to them and not wearing a visitor's lanyard they must challenge them by asking,

"Can I help you? Are you looking for reception?"

Should the person be unable to account for being in the building they should be asked to leave and

followed until they exit the building. The Head of School should be informed immediately of such situations.

In the event that any person loitering without good reason in or around the School premises refuses to leave when asked

by any member of staff, no member of staff should attempt to enforce their removal. The police should be called. Should any conflict arise the office should be notified and the police called.

Personal property

Staff are responsible for the security of their own personal items. Students are discouraged from bringing valuables into school.

Students can ask the class teacher or secretary to look after small quantities of money they may bring in to school.

Cash

All cash is kept in the school safe or dedicated strong room. Cash is not stored on the premises for longer than necessary.

16 SAFEGUARDING CHILDREN

All staff are aware of the schools policy on Child Protection (CP). The school operates safe recruitment procedures, ensuring the appropriate checks are carried out on all staff and volunteers.

17 WASTE

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory.

All staff will use their best endeavours to ensure that materials and equipment are disposed of by the appropriate means.

18 PLAYGROUND AND GYM EQUIPMENT

All Playground and Indoor Gym equipment will be inspected regularly.

Staff should carry out pre-use visual checks of equipment to identify obvious defects; this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.

It is an integral part of physical education to involve students in handling, particularly in gymnastics. However this must be carried out in such a way as to reduce risk to students as far as is reasonably practicable. Students need to learn how to handle equipment safely according to their age and strength.

Procedures are put in place for the following:

- Equipment stored with safe access for staff and young people
- Staff monitor the condition of the equipment
- Children know how to use equipment correctly
- The correct use of mats
- The disposal of condemned equipment
- Young people involved in the safe handling of equipment
- Annual inspections of fixed and large portable equipment and apparatus and fixed

Outdoor play equipment

19 SWIMMING LESSONS

Teachers have a duty of care that operates for any activity in which students are involved; teachers cannot transfer that duty of care to anyone else.

In relation to swimming this means that:

- Children are appropriately supervised when changing
- Students are under control at all times
- A headcount is taken before, during and after sessions
- Normal and emergency procedures are enforced

teachers have an overview of the teaching of their children and the conduct of the class.

20 EMERGENCY SITUATIONS

In the event of an emergency or major incident, the Head of School ensures that the school is prepared to provide appropriate emergency response to minimise the impact of the emergency and to ensure the safety and wellbeing of students and staff. All staff have been informed of emergency procedures and practice sessions have been planned.

21 SNOW AND ICE:

- In the event of snow or ice the building manager, before the beginning of the school day, will give priority to the clearance of footpaths allowing such access to and egress from the school buildings as is reasonably practicable in all the circumstances.
- Where the premises are affected by snow or ice during the course of a school day the building Manager will try to ensure that footpaths giving access to and egress from the premises are kept as free from snow and ice as is reasonably practicable.
- In the event that the building Manager believes that any part of the school grounds cannot be rendered reasonably safe for use whether by reason of snow and ice or otherwise, the Head of School will be informed.