



El Alsson

British & American International School

Developing Successful 21st Century Citizens

HEALTH & SAFETY POLICY

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REVIEW: Annually

This Policy is to be reviewed annually and updated as and when changes occur.

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El Alsson School Health & Safety Policy
A – General Statement

The Directors, management and staff of the school are committed to a safety management approach to Health & Safety, and thereby to an organised, well-informed and pro-active approach to all Health & Safety and welfare related issues.

All activities are to be planned and executed with a systematic approach, which includes an element of context - sensitive risk assessment and, wherever necessary, control measures will be put in place to eliminate/reduce to a safe level any foreseen risks.

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B – Organisation

The school recognises the need to identify organisational systems for ensuring the health and safety of all persons who work within or visit the school.

The following is a summary of individual responsibilities and accountabilities.

Directors

Directors must ensure that:

- A positive Health & Safety culture is established and maintained;
- In co-operation with the Principals, a school Health & Safety Policy is produced, and that this policy is regularly reviewed and revised as and when necessary;
- Relevant matters pertaining to maintenance, building and security are addressed;
- Sufficient funding is allocated for Health & Safety issues (e.g. training, provision of personal protective clothing, etc.);
- Regular Health & Safety inspections of the premises are carried out on a termly basis;
- They produce an annual audit of Health & Safety systems and the standards of Health & Safety alongside the Principals.

Principals

The Principals are responsible for the implementation of this policy. In order for this to be achieved, their operational duties include the following:

- Ensuring that all members of staff (including new staff, probationers and students, voluntary helpers, etc) are aware of the contents of the school Health & Safety policy and safe working practices.
The policy is to be translated for, and explained to, members of staff who are not English speakers;
- Ensuring that inspections of the school premises, plans, equipment and working practices take place on a regular basis (including participating in these inspections wherever possible), and recommending/implementing changes and improvements where necessary;
- Ensuring that effective first aid provision and accident reporting procedures are in place;

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- Ensuring that risk assessments are carried out on any activity that has significant associated hazards. A group approach to risk assessment will be taken, including an individual with the hands-on experience of the tasks/activities being assessed.
Where significant risks are identified, appropriate measures and safe working practices should be introduced to reduce/eliminate such hazards;
- Providing an annual report to the Directors of the school regarding safety performance (e.g. what risk assessments have been carried out? How many fire drills have been carried out? How many accidents have occurred? Are there any trends? etc.);
- Making recommendations to Directors where Health & Safety funding is required, and advising on any safety policies that may need to be introduced.

Vice Principals/Heads of KS/Middle Management

SMT and all members of middle management are responsible to the Principals for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include:

- Establishing and regularly reviewing safe working practices for activities under their control;
- Ensuring that all staff members are aware of the requirements of the Health & Safety Policy, and the safe working practices that apply to their area of activity;
- Making known to their Principal any identified Health & Safety training needs;
- Actively encouraging the participation in Health & Safety and welfare matters of all pupils;
- Taking effective action and/or immediately referring to the Principal/Director any health and safety problems brought to their attention.
This includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe, and which must be enforced until safety levels are adequate;
- Ensuring that all items of portable electrical equipment (including new purchases) are entered on the school inventory by the Resources Department before use, and that visual inspections of all equipment take place on a termly basis.
Defective or damaged equipment must be isolated and taken out of use until repaired or replaced (maintenance form to be completed and sent to Resources);
- Checking the adequacy of fire precautions and procedures in liaison with the Principal;
- Assisting, in the event of an accident/incident, the subsequent investigation and implementing any findings and recommendations to prevent a recurrence.

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Health & Safety Co-ordinator

The Health & Safety Co-ordinator advises the school's management on the Health & Safety Policy and assists with the monitoring of its implementation throughout the school.

Teaching Staff

Teachers have a duty of care regarding Health & Safety, and in particular with regard to following the school's Policy and procedures. In order to achieve this, their duties include:

- Exercising effective supervision of students at all times;
- Setting an example by personally following and modelling safe working practices;
- Maintaining an awareness of emergency procedures in respect of fire, first aid, accident reporting, etc., and carrying these out as necessary;
- Ensuring that all students and staff assigned to help them are aware of the general Health & Safety requirements of the school and the detailed requirements for activities relevant to them;
- Integrating the relevant aspects of Health & Safety into the teaching process and, if necessary, giving special lessons (e.g. the use of equipment in technology lessons);
- Implementing the Health & Safety and welfare procedures for all pupils at a level appropriate for their requirements, ensuring that these procedures are explained in terms that the students can readily understand;
- Seeking information on any special safety measures to be adopted in their own teaching areas and ensuring that these are adhered to;
- Ensuring that, where necessary, appropriate protective clothing, guards, etc. are available, in good condition and are used, and that all electrical equipment is visually checked before use;
- Reporting any defects in equipment or identified inadequacies in procedures to the Head of Department. (Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled as such; a maintenance form completed and sent together with/when collected by Resources).

All Staff

All employees - teaching and non-teaching staff - must:

- Take reasonable care for their health and safety at work, and that of all others who might be affected by their acts or omissions at work;
- Co-operate with management by complying with Health & Safety requirements;

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- Report immediately, or as soon as practicable, to their line manager (or other designated person) any defects noted with equipment or the general workplace;
- Report to their line manager (or other designated person) any accident, 'near miss' incident, dangerous occurrence or case of ill health arising out of work, and co-operate with management in investigating such accidents or incidents;
- Not misuse anything provided for Health & Safety purposes;

Volunteer Helpers

Volunteer helpers have the same responsibilities and duties as those indicated above for all staff.

Students

Students are expected to:

- Comply with school rules relating to behaviour and conduct;
- Take note of and comply with information provided for safety with regard to activities undertaken;
- In cases of emergency to remain quiet, listen and obey instructions given by staff; and not to misuse anything provided for Health & Safety reasons.

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C – General Arrangements

The school recognises its obligations to identify arrangements designed to make its safety policy effective. These include the school wide procedures contained in this section, and the activity-specific arrangements contained in the appendices. All staff should be aware of these arrangements.

1 – General Maintenance

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. A maintenance slip (from the reception) is to be completed if any equipment needs to be repaired. The head of the Maintenance Department will decide whether the equipment can be repaired in-house, by an outside firm, or if it needs to be replaced entirely.

There are additional maintenance arrangements for specific items:

1.1 Fire Extinguishers

Fire extinguishers are subject to an annual check by a contractor.

Fire extinguishers are checked on a weekly basis by the Maintenance Department, to ensure that they are in position and that the pins are in place.

1.2 Electrical Equipment

Electrical equipment is checked and maintained by the school electricians.

Any electrical item which is not functioning, or not functioning correctly, should be immediately reported to the Maintenance Department via a maintenance slip.

1.3 P.E. Equipment

All P.E. equipment is subject to regular visual inspection by staff prior to use.

If defects are noted, a member of the P.E. staff will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair. As above if an item needs to be / or can be fixed a maintenance form is to be completed.

1.4 Play Equipment

All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use.

If defects are noted, the site maintenance staff will assess whether the equipment can be repaired by them, or whether it needs to be taken out of use pending repair from the manufacturing company.

The fixed playground equipment is subject to a termly review of its condition.

1.5 Portable Electrical Equipment

In addition to the regular checks (in line with guidance on the checking of electrical equipment supplemented by local experience), all portable electrical equipment is to be visually checked by staff before use.

If any defects are noted, the item is to be taken out of use and sent for repair to the Maintenance Department if possible or returned to the manufacturers.

2 – Contractors On-Site

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There are two distinct types of contractors who will have access to site. These will be builders/service workers who regularly work on the site and builders/service workers who work on an 'as and when' basis.

The school directors will provide Health & Safety details and safe systems of work to both types of contractors where relevant, and be responsible for this area of Health & Safety procedure.

Should any member of staff witness anything that may be construed as 'unsafe', they must report it to a senior member of staff/Director immediately.

3 – Accident/Incident Recording/Reporting

3.1– Pupils

All accidents to pupils involving injury are to be recorded on the standard sheets in the school/Department incident log and in the Clinic's medical log.

3.2 – Staff/Visitors

All accidents to staff or visitors are to be recorded in the incident/medical logs.

3.3 – 'Near Miss' Incidents

Any 'near miss' incident, which is an incident with the potential to have caused injury to a person or damage to property, is to be recorded in the incident log.

3.4 – Behavioural Incidents

Behavioural incidents include violence, bullying and harassment, and are to be reported to the relevant Head/Vice Principal/Guidance Counsellor subject to the procedures laid out in the Behaviour Policy/Code of Conduct, and are recorded in the relevant incident log.

4 – First Aid

The school employs three qualified nurses and a part time doctor in the on-site Medical Clinic. They are responsible for dealing with any injuries incurred on school grounds.

In addition to this, some members of staff hold relevant First Aid certificates who may be called-upon to administer First Aid in a situation where no medically trained member of staff is available. All other staff should not administer First Aid, but should seek immediate help from the Clinic.

4.1 – Following an Accident

Depending on the severity of the injury, the injured party should either be sent/taken to the Clinic or the medical staff called to the site of injury.

In all cases where an accident involves a **serious injury**, (e.g. broken bone) or where there is any doubt about the injury, the injured person is not to be moved, unless in danger, until assessed by the medical staff who should be contacted immediately. They will then decide what action is to be taken, such as calling an ambulance.

In cases involving students during Clinic hours, the medical staff should contact their parent/guardian as soon as possible.

However, there should be no delay in obtaining outside medical attention should it be necessary if the parent/guardian is not contactable.

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Outside of Clinic hours, the supervising teacher should contact the parent/guardian as soon as possible.

For cases involving **injuries that are less serious** but still of concern (e.g. sprains, strains, cuts, etc.), the parents/guardians will be contacted by the medical staff (where possible), advised of the situation and asked if they would like to collect their daughter/son or if are happy for the child to remain in school if appropriate.

In other cases (e.g. where no injury is visible), the pupil will be kept under observation at the Clinic or allowed back into class if advised that this is appropriate by the medical staff.

In the event of a head injury, the person will be monitored and not left alone or unsupervised.

If concerns arise, medical attention may be obtained, but in all cases the parents will be advised of the incident.

4.2 – Recording

Any accident where First Aid is administered to students is to be recorded by the member of staff who witnessed it in the departmental log and recorded in the Clinic medical log (by the member of medical staff who treated the injury).

Senior staff and parents are informed via an incident letter completed by the medical staff, though parents may already have been informed by phone as appropriate (see 4.1 above).

4.3 – First Aid Boxes/Materials

First Aid boxes containing approved materials are kept on site:

In Reception and the British and American Offices in the Senior School

In Reception, FS1 and the Senior Management & PE Offices in the Primary School.

These boxes are available for use by all staff/adult visitors on site where appropriate. These boxes are to be monitored and restocked by the Clinic medical staff.

4.4 – Injuries Involving Bleeding

Any staff members dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposable aprons are provided for this purpose and kept in/next to the First Aid Box.

5 – Medical Needs

The school will accommodate students with medical needs (such as asthma, allergies, regular medication, etc.) wherever practicable. Parents should inform the Clinic of all medicinal needs/vaccinations/etc., and relevant teaching staff should be informed of any student who has medical needs.

The Registrar or other staff members should immediately notify the Clinic of any new/further medical information gathered from parents or students, so it is input onto the school management system and relevant staff informed in a timely manner.

Reception staff should maintain an updated emergency contact file on the SMS, and should inform the Clinic of all emergency parent contact numbers.

6 – Infectious Diseases

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When students are unwell, they should stay at home. Schoolwork (including homework tasks or tests) can be rescheduled or sent home where appropriate - see relevant Departmental policies. Parents are informed of these policies and practices via Student Handbooks.

Students or staff who have contracted infectious diseases should notify the school of this as soon as possible, and remain at home until the period of infection (as advised by their doctor or Ministry of Health guidance) has passed.

Where there are several children in close proximity (class, bus, year group) with the same disease (e.g. Chicken Pox or German Measles), the school will notify staff and parents of that class/bus/year group/section where appropriate, so that they can be vigilant regarding symptoms.

In times of 'national crisis' (e.g. H1N1 in 2009), the school will follow the guidance issued by the Ministry of Health, but also issue advice from international agencies where appropriate.

7 – Hazards and Risk Assessment

The school's risk assessment process is ongoing. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards which are then checked to ensure that they are appropriate to the school or amended to make them context-specific. This information is then included within point of use texts or schemes of work, or links provided therein to relevant documentation, as appropriate.

7.1 - Evacuation in case of Fire or Earthquake

Fire and Earthquake evacuation procedures are reviewed and updated annually (regarding exits, signage and lining-up procedures) and are included in the relevant staff handbooks, on relevant staff display boards, and in classrooms/other school areas.

Evacuation Drills occur at least once a term.

All staff members are reminded that, in the event of a fire, the priority is to raise the alarm and ensure that everyone gets out of the building. Fire extinguishers are provided to aid escape, if required, but are not otherwise intended to be used with regard to putting the fire out except by members of the security team.

7.2 – School Trips

All activities, which take place off-site, require an assessment of their potential risks and planning for these to be reduced to a safe level/eliminated.

Details of these procedures are shown in the relevant Trips Policies, copies of which are kept on the ndrive and the trip file. The policy is on the school website as are all policies pertinent to students.

7.3 – Hazardous Substances

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Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The storage, use and disposal of chemicals for both teaching and non-teaching purposes will be according to the COSHH (Control Of Substances Hazardous to Health) regulations and by following the guidelines given by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) and Association for Science Education (ASE).

If any staff members have any queries about hazardous substances they should consult their line manager and/or the Health & Safety Co-ordinator.

7.4 – Safeguarding and Child Protection

All staff members need to be aware of safeguarding children and young people. Details of these procedures are shown in the Safeguarding Policy, a copy of which is kept on the ndrive and the school website.

The school's Security Department must be informed of any students involved in legal 'custody' cases where a student may be 'at risk' of abduction from the school site. The registrar holds these details, and is responsible for informing all relevant staff.

The whole-school approach to e-safety and details of the ways ICT facilities can and cannot be used are shown in the ICT Users Policy, copies of which are kept on the ndrive and displayed on the school's website and OLEs.

8 – Security

Matters regarding security are regularly reviewed by the Director responsible for Health & Safety (Karim Rogers).

Any staff members with questions about security should initially speak to their line manager.

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D1 – Appendix 1 – Art and Design

These arrangements should be read in conjunction with the Art Department Handbooks.

1 - Art

1.1 Hazards

The main hazards associated with Art are the creation of dust, damage to clothing, or accidents through improper use of equipment or substances.

1.2 Precautions and Practices

Members of Staff should ensure that all children are well supervised at all times.

The risks associated with damage to clothing and dust creation are managed by ensuring that:

- Only small quantities of powder paints are to be mixed at one time;
- Tables are covered with newspaper to protect the surfaces and ease cleaning;
- Cleanable aprons are worn by pupils involved in painting;
- Paint pallets and brushes are washed up/out after use.

The hazards associated with substances are addressed in the Primary School by only using water-based paints and glues.

Tools must be safe, and used solely for their intended purpose.

- **Scissors:**
 - **Must be of the round edged type;**
 - **Must be handled correctly.**
- **Glue Guns:**
 - **Only low temperature, trigger-operated Glue Guns should be used;**
 - **Glue Guns should be located on stands ready for use;**
 - **Electrical testing of Glue Guns must be carried out annually;**
 - **If used by pupils, protective clothing and eye protection are required;**
 - **Children should NOT use glue Guns under 7 years of age.**

2 - Pottery

2.1 Hazards

The main hazards associated with Pottery are the creation and inhalation of dust, cross contamination of surfaces, damage to clothing, or accidents through burns associated with use of the kiln.

The hazards associated with substances are addressed in the Primary School by only using water-based paints and glues.

2.2 Precautions and Practices

Members of Staff should ensure that all children are well supervised at all times.

2.2.1 - Clay

The risks associated with creation of dust and cross contamination will partly be managed by ensuring that:

- Only pre-mixed clay is used by pupils and that the clay is to be cut into workable sizes;

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- Desks are protected from staining by covering with newspaper. Newspaper is to be disposed of at the end of the lesson;
- Spillages of clay are cleared up immediately using wet mopping or sponging techniques
NB: Brushing of dried clay is prohibited;
- Only pre-mixed 'paint on' glazes are used, and ONLY by pupils in Key Stage 2 or above, following individual risk assessment.
The risk assessment needs to identify if the pupils are capable of understanding the risks associated with the use of the glazes, whether restrictions are required on the numbers using the glazes at one time and what supervision is felt to be appropriate.

2.2.2 - Kiln

The risks associated with burns, exposure to dust and concerns with misuse of equipment/faulty equipment will in part be managed by ensuring that:

- The kiln is provided with an interlock, red warning light, mesh guard and is located outside;
- Firing is only done overnight, in line with the procedure displayed beside the kiln;
- A service contractor, to ensure safe operation, inspects the kiln annually.

2.2.3 - Personal Protective Equipment

The risks associated with damage to clothing are managed by ensuring that all staff and pupils working with clay wear the aprons provided.

2.2.4 - Housekeeping

The risks associated with the creation of dust will partly be managed by ensuring that:

- All staff and pupils wash hands and the equipment used with clay regularly and at the end of lesson;
- Newspaper is to be disposed of at the end of the lesson;
- Dried clay are cleared up immediately using wet mopping or sponging techniques
NB: Brushing of dried clay is prohibited.

3 – Design Technology

The school follows the guidance for safe practice in technology contained in 'Make it Safe', produced by the National Association of Advisers in Design & Technology (NAAIDT).

3.1 Hazards

The hazards associated with this activity include exposure to hazardous substances such as glues/dusts, damage to clothing and personal injury due to flying particles when materials are being worked or cuts relating to the use of equipment.

3.2 Precautions and Practices

Members of Staff should ensure that all children are well supervised at all times.

The risks associated with damage to clothing are managed by ensuring that all staff and pupils wear the aprons provided, and safety goggles wherever necessary.

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Injury risks are managed by ensuring that all tools are safe, inspected regularly, and used solely for their intended purpose, and that safety goggles are worn at all times wherever necessary.

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D2 – Appendix 2 – Science

These arrangements should be read in conjunction with the Science Department Handbooks.

The Science Department follows the safety guidelines and protocols as given by the Association for Science Education (ASE) and the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

The storage of chemicals will be as for section 7.3 of this document.

Science Department Staff **must** necessarily be familiar with the more detailed Health & Safety policy in the Science Department Handbook. All other staff must adhere to the following guidelines:

- Students are not permitted to enter any of the laboratories without permission and supervision;
- All incidents (such as near-misses, breakages, accidents, etc) must be reported to the technicians/HOD immediately, and recorded in the incident book which is kept in the Science Office next to room 301;
- Practical experiment work will never be set as cover for absent teachers;
- Students and non-science staff must not touch any of the equipment stored or fitted in the laboratories;
- If any accidents occur that require medical treatment, then the procedures set out in section 4 of this document should be followed;
- IMMEDIATE RESPONSE posters are displayed in prominent positions in the laboratories and should be referred to whilst waiting for medical help to arrive – Science staff must ensure that these are clearly visible and well maintained.

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D3 – Appendix 3 – Sports/Physical Education

These arrangements should be read in conjunction with the P.E. Department Handbooks.

The school follows the guidelines contained in the document 'Safe Practice in Physical Education' produced by the Association for Physical Education (AfPE). For specific activities, the safety requirements (as contained in 'Safe Practice in P.E.')

are kept on the ndrive and in the P.E. office.

The main risks associated with P.E. and sports relate to personal injury as a result of falls, collisions and being hit by objects.

The general requirements are:

- **Equipment will be visually checked before use. Any defective or damaged equipment should be reported immediately, and taken out of use awaiting repair if necessary;**
- Before any lesson, pupils will change into appropriate clothing/footwear and remove any jewellery;
- Staff will remove jewellery and change into appropriate footwear;
NB It is acceptable for staff to wear watches where necessary to time lessons.
- Staff must undertake a manual handling assessment on behalf of the pupils (i.e. ask themselves "*can the pupils move the objects where they have been asked to safely and without risks to their health?*") before allowing them to undertake any manual handling task.
- Pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment, and the teacher in charge will check equipment prior to its use to ensure correct position/fitment;
- Staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load;
- Mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls;
- Staff members are only to use equipment they are familiar with.

After-School Sports Activities

Staff are reminded that:

- **A note of consent must be received from the parent/guardian before a child may take part in any after school activities.**
- **If a parent has put a restriction on a child's activity on medical grounds, it is the PARENT ALONE WHO CAN REMOVE IT;**
- **If a child taking part in an unaccustomed physical activity is known to be disabled, or have an ongoing medical complaint (e.g. asthma, epilepsy, cystic fibrosis, etc), rigorous supervision should be maintained;**
- **If these two points are not followed, a serious situation could develop, which may result in claims for damages should an incident occur.**

Cancellation of Activities

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Parents/guardians must be notified in advance if after school activities have to be cancelled. Where this is not possible, children must be kept in school until the time they would normally leave at the end of the activity.