



helps children  
**communicate**  
REGISTERED CHARITY 210031

<b>Health and Safety Policy</b>		
<b>Responsible person – Premises Manager</b>		
<b>Next scheduled review – Spring 2017</b>		
<b>Date</b>	<b>Reviewed by</b>	<b>Amended (Y/N)</b>
Spring 2006	Reg Dodman	Yes
December 2007	Reg Dodman	Yes
September 2008	Reg Dodman	Yes
March 2009	Reg Dodman	Yes
Autumn 2010	Reg Dodman	No
Autumn 2011	Reg Dodman	Yes
Autumn 2012	Reg Dodman	Yes
Autumn 2013	Reg Dodman	No
Autumn 2014	Reg Dodman	No
Spring 2016	Reg Dodman	No



## **Meath School Health and Safety Policy**

### **Mission Statement**

It is the aim of the Principal, the Senior Leadership Team of Meath School and the Governors' Health and Safety committee to provide a safe and healthy environment for children, staff, and visitors to work in, play in and to enjoy.

We will ensure, whenever practicable, to take all measures to rectify any fault or problem that occurs giving rise to a Health & Safety issue.

### **Introduction**

Current legislation requires employers to produce a written statement outlining their health and safety philosophy. In consequence, a health and safety schedule has been drawn up to coincide with the legal requirements which are binding on employer and employee alike. This local Health and Safety document forms part of I CAN's Health and Safety Policy.

### **Part 1 – The Statement of Policy and Intent**

1. The Trustees of I CAN and the Governors of Meath School recognise their corporate responsibility as an employer to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who enter the premises.
2. The Health & Safety Officer, through the Principal, will draw up the necessary arrangements to secure compliance with all health and safety requirements, record them and circulate them to all staff and subsequently monitor the implementation of the arrangements.
3. Staff will take all practical steps within their power to fulfil this responsibility using the established procedure.
4. The Trustees and Governors expect employees to understand that it is in everyone's interest to be aware of the health and safety requirements and to report deficiencies. They also expect employees to take responsibility for co-operation with their respective line managers in order to achieve a healthy and safe workplace, and to take reasonable care of themselves and others.

If staff notice a health and safety problem which they are not able to put right, they must tell the Health & Safety Officer and fill in the appropriate Risk Assessment Form – HS1 (sample attached) – available from the front office, and the Health & Safety Officer. An employee's responsibility is not discharged until this form has been completed, signed and passed to the Health & Safety Officer.

## **Part 2 – Duties and Responsibilities**

1. The Principal is in overall charge of health and safety at Meath School. However, the day-to-day management and organisation is delegated to the designated Health and Safety Officer, the Premises Manager. Governors will oversee all health and safety issues via the Governors' Health and Safety Committee which meets termly.
2. Duties of the Health and Safety Officer
  - a) To set up the arrangements to cover health and safety legal requirements
  - b) To be available to discuss and to seek the resolution of health and safety problems with any member of staff
  - c) To bring to the attention of appropriate members of staff all health and safety advice and instructions
  - d) To ensure that a secure system of reporting, recording and investigation of accidents exists and functions properly
  - e) To ensure visitors, including contractors, have authorisation to be on site, and that they adhere to recognised health and safety procedures
  - f) To ensure that new employees are briefed about the safety arrangements and are given a copy of the school's health and safety policy
  - g) If agreed, to provide, on request, protective clothing and equipment, which is properly maintained and renewed as required
  - h) In conjunction with the Fire Training Officer (Surrey Fire & Rescue), to ensure arrangements are in force to allow ready evacuation of buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained

## **Part 3 – School Arrangements**

The following statement sets out the arrangements for meeting the various requirements of the health and safety regulations.

### **SAFETY**

#### **1. Governor's Health and Safety Committee**

The Committee will meet termly, and at other times as required. It will consist of:-

Chair - Governor with Health and Safety responsibility  
Health and Safety Officer – Premises Manager  
Governor representatives  
School representatives

Issues for this Committee should be raised with the Health and Safety Officer. Minutes from this meeting are discussed termly at the full Board of Governors meeting.

#### **2. Safety Inspections**

Inspections of every area of the school and site will be carried out annually: the premises will be zoned and designated zones inspected at least once per term by the Committee.

#### **3. Information**

Staff requiring information on safety matters should contact the Health and Safety Officer or the appropriate member of the Health and Safety Committee.

## **ACCIDENTS** (See also Medical Policy)

### **1. Reporting**

Accidents are to be reported on the form provided (HS2 – sample attached) and handed to the school nurse. Details will be recorded by her in the accident log. The staff member who witnesses or deals with a pupil's accident must inform the appropriate class team/care staff, who in turn must inform the pupil's parents/carers.

### **2. First Aid**

The school nurse provides first aid cover when she is on duty or by the 1<sup>st</sup> Aid officers in her absence. The person who witnessed the accident will be responsible for the calling of an ambulance should this be required.

### **3. Hospital Treatment**

A member of staff, or of the senior leadership team, should accompany the child/adult to hospital, should this be necessary (it is important to take along pupils' medical notes which are kept on the main file in the Dispensary). The school office will liaise with parents/carers.

In the case of a serious accident, the Principal (or the Assistant Headteacher in her absence) will inform the Chair of Governors and the Deputy Chief Executive of I CAN.

First aid boxes are to be maintained by the school nurse. The siting of the first aid boxes is laid out in the Medical Policy.

## **FIRE** (See also Fire Alarm and Fire Routine Procedures)

### **1. Fire Drills and Evacuation of Premises**

Fire drills and evacuations are arranged periodically, at least once per term.

Fire drills are held during the school day (9.00am – 3.30pm), when evacuation is checked against the child and adult registers (which are respectively kept in the main office, and on the notice board immediately outside that office). Out of school time (3.30pm – 9.00am), evacuation is checked against similar registers (which are located with the senior care staff member on duty). **All drills are to be treated as emergencies.** In the event of a real emergency when the children and staff are unable to return to the main teaching or administration building, then alternative arrangements will be made by the senior duty staff. A local school (Ottershaw) is agreed as a rendezvous point.

**Use of premises by outside individuals or groups** – e.g. meetings and lettings: all persons attending need to be registered on entry to the school premises and be made aware of the safety procedures. The person responsible for the event must assume responsibility for their safe evacuation to the fire assembly point, should an emergency occur. This named person must have signed the letting form stating that they are aware of, and understand, the safety procedures.

## 2. **Summoning the Fire Brigade**

The fire alarm system is automatically connected to a monitoring service, and the fire brigade will be alerted each time the alarm is sounded. For fire drills, a telephone call with a specific code must be given to the monitoring service.

## 3. **Discovery of a Fire**

If a fire is discovered – break glass and sound alarms and call the senior staff. Escape routes must never be blocked or obstructed.

If you can do so without undue risk, attack the fire with the appropriate extinguisher. An explanation of the various extinguishers is attached to this policy.

The Health and Safety Officer is responsible for the maintenance of the fire fighting equipment.

**Fire Vehicle Access Routes** – These need to be kept clear at all times and the responsibility for this rests with the Health and Safety Officer. **Any obstructing vehicles will be removed if necessary.**

## **HAZARDS, AND ELECTRICAL SAFETY**

### 1. **Hazards**

Everyone has responsibility for identifying hazards (ie something that may cause harm or injury), which should be reported to the Health and Safety Officer and a Risk Assessment report form filled in to allow remedial action to be arranged.

### 2. **Domestic Hazards**

Minor defects in heating, lighting, etc should be reported in the maintenance book in the premises' staff pigeon holes outside the kitchen.

### 3. **Electrical Safety**

The Electricity at Work Regulations apply to Meath School. Electrical equipment is to be PAT tested regularly and fixed circuits tested every five years. Visual inspection of electrical equipment is carried out termly by maintenance staff. A register of equipment tested, with the results, is to be kept by the Health and Safety Officer. Tested equipment is to be suitably marked.

## **COSHH**

Various chemicals and cleaning solutions are essential for the appropriate cleaning of the school. In each case, these items are stored in a suitable locked location, and in each location are specification notes and instructions for the safe use and care of each substance. These notes and instructions are monitored regularly for accuracy, and if a new substance is required, the relevant documentation will also be acquired.

## **STAFF**

### **1. Established Staff**

In-service training will be carried out regularly. Staff must maintain a continual commitment to health and safety issues.

### **2. New Staff**

As part of the induction programme to Meath School, new staff will be briefed by the Health and Safety Officer or Deputy within one month of joining the staff.

### **3. On site**

All staff and visitors must be registered as on the premises. Staff are responsible for marking themselves in and out on the printed sheets provided by the office for this purpose. These are located inside the main front entrance, which is the designated entry point for staff and visitors. Visitors must be made aware of health and safety requirements on entry to the building at the front office. They will be assigned to a member of staff, who will take responsibility for them throughout their visit.

*I CAN is committed to safeguarding and promoting the welfare of young people and we carry out appropriate vetting and verification of qualifications, employment history and experience on all our people. I CAN is committed to equality of opportunity in employment.*

## **MISCELLANEOUS**

### **1. Infectious Diseases**

The School Doctor will advise on notifiable infectious diseases and any precautions to be taken (see the Medical Policy).

### **2. School Vehicles**

Staff will be made aware of the school's Transport Policy, and the need to strictly adhere to this.

### **3. Disabled visitors**

2 designated parking spaces are available for disabled visitors, and these must not be used for other staff/visitors in any event.

### **4. The school also has a Crisis Management/Disaster Recovery Policy.**

## **Equality and Inclusion**

At Meath School we will continuously seek to ensure that all members of the school community are treated with respect and dignity. Every individual will be given fair and equal opportunities to develop their full potential regardless of their gender, ethnicity, cultural and religious background, sexuality, disability or special educational needs and ability, and other factors as detailed within the school's Equality Policy. These meet in full the requirements of the Equality Act, October 2010.