

Qurtubah Institute Health and Safety Policy

INTRODUCTION

The school operates within the framework of the local authority's policy on health and safety. This document provides a framework for the creation of a safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

AIMS

Our aims for health and safety are to:

- provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school, and;
- ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

RESPONSIBILITIES

It is the responsibility of all members of the school community (teaching and non-teaching staff, parents, pupils) to follow this policy, and ensure its implementation.

Head teacher

It is the responsibility of the Head teacher to take responsibility for the day-to-day operation of this policy. The Head teacher is also responsible for:

- making yearly inspections and compiling a risk assessment to ensure that a safe and healthy environment is maintained;
- establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously;
- ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained.
- ensuring staff have access to appropriate training (e.g. first aid, fire marshalling) to respond in the case of an emergency

Teachers

It is the responsibility of teachers to promote a spirit of safety consciousness amongst children, ensuring that they are conscious of their responsibilities in taking reasonable care for their own safety and that of others. Teachers will also:

- be good role models - vigilant and careful;
- take quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others, and;

- provide opportunities for children to discuss appropriate health and safety issues.

Pupils

It is the responsibility of pupils to develop a growing understanding of health and safety issues and to:

- conduct themselves in an orderly manner in line with the school codes, and;
- take growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents

It is the responsibility of parents to ensure that children attend school in good health and provide prompt notes to explain all absences. Parents are also responsible for:

- ensuring early contact with school to discuss matters concerning the health and safety of their children or of others;
- allowing children to take increasing personal and social responsibility as they progress throughout the school;
- accepting responsibility for the conduct of their children at all times and supporting the school where necessary to take appropriate disciplinary action, and;
- ensuring that the school has up-to-date contact addresses and telephone numbers.

IMPLEMENTATION AND ORGANISATION

Involvement of all members of the school community

- Issues of health and safety are discussed regularly at staff meeting for teaching and support & admin staff; and at 'parent reps meeting' with parents and carers.

Teaching children about health and safety issues

The curriculum offers opportunities for children to consider health and safety issues. These include:

- All staff and children are required to be vigilant in spotting potential causes of accidents and to take action to prevent these where possible;
- Potential hazards should be promptly reported to the Head teacher;
- The Headteacher will respond immediately to investigate and rectify the hazard;
- All accidents are reported to the Head or Deputy Headteacher and recorded in the school Accident Book in accordance with local authority regulations;
- Parents are notified as soon as possible in the case of accidents to children. For this purpose an up-to-date contact list is maintained, and;
- Prompt investigation of all accidents is undertaken by the Headteacher in order to establish cause and adopt remedial measures.

First aid provision

- A trained first aider is present in the school at all times.
- A fully stocked first aid box is located in the secretary's office. These are regularly checked and maintained by the first aider.
- Where necessary, any responsible adult will summon an ambulance. If the school is unable to contact a parent (or the emergency contact) a member of staff will accompany a child to hospital.

Fire precautions

- There is a set of written regulations for emergency evacuations. All staff and pupils are made familiar with these regulations.
- A fire drill is held twice a year, monitored and timed in accordance with guidelines from the local authority.
- Checks and maintenance of fire alarms and firefighting equipment are undertaken by the premises manager.

Use and control of substances hazardous to health

Electrical safety

- Annual checks are undertaken by the local authority's electrical safety officer on all electrical installations and equipment.
- Children may not bring any mains powered electrical equipment from home for use in school.

Special medical conditions

- All staff are informed about any special medical conditions (including allergies) of all children in the school and about what response may be required in an emergency.
- All medicines (including inhalers) brought to school must be lodged with the school secretary and clearly labelled with the child's name, the dosage and the frequency of dosage must be provided in writing. All such medicines are stored in a cupboard in the school office

Road safety

Walking to school

- Where parents allow their children to walk to school, they should discuss with them an agreed safe route and how to stay safe on the road
- Pupils who walk to school should be mindful of safe road use, refrain from unsafe practices that may compromise their own or others' personal safety and where there are no footpaths always walk on the right hand side of the road, facing and remaining alert for oncoming traffic.

Access to the school site

- Pupils are not allowed to leave the school during school hours, unless they have written permission from their parents/carers – where they do so, they are expected to observe safe road use practices at all times.
- As the school does not have any car park, the parents are advised to park their cars on the road safely and appropriately when picking up and dropping off, with due regard to pedestrians and other road users.

School Trips

- Parents will be notified before any school trip and must give written consent for their child's attendance.
- Coaches with seat belts will be hired and safety belts worn at all times by adults and children.
- The school will ensure that adequate adult supervision is provided on trips and that adults are fully briefed on their responsibilities and duties.
- When crossing a road, safe crossing places will be used wherever possible; any accompanying adults should follow the directions of the teacher-in-charge and use the appropriate safety rules for crossing.
- If an accident occurs, the designated adult will take responsibility for the group whilst the incident is dealt with. Wherever possible, a qualified "First Aider" will accompany the trip.

Use of Bicycles

- Children should wear helmets and other appropriate protective gear, whilst riding to school.

THE ROLE OF PARENTS

In addition to procedures outlined above, parents have a pivotal role to play in helping to promote Road Safety with their children. They should help their children develop road safety skills and encourage them to become independent and responsible road users.

THE ROLE OF THE SCHOOL

The Head Teacher and staff will:

- Ensure appropriate adult supervision of pupils boarding and disembarking of school buses and on school trips.
- Work in partnership with pupils, parents and wider community, including the Council and DOE, on local Road Safety issues.

- Monitor and review this policy in consultation with pupils and parents, on a regular basis and in line with statutory and other guidance.

LEARNING AND TEACHING

The school's Road Safety programme will provide opportunities for pupils to examine risk and dangers on the roads, develop knowledge and skills to maintain personal safety, and encourage children to make safe and healthy choices. Information will be given to pupils, staff and parents in line with the most up-to-date, best practice advice:

- The school will, where appropriate, work in partnership with local and regional support agencies and the police agencies in the planning, delivery and review of Road Safety education.
- The school will where appropriate participate in useful awareness-raising initiatives and strategies that promote Road Safety within our wider community e.g. Road Safety Week, Safe Routes to School.

Personal hygiene

- A high standard of personal hygiene is encouraged for all staff and children. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- Pupils with long hair are encouraged to keep it tied back at all times.
- A stock of sanitary towels is kept in the secretary's office.
- Sanitary disposal equipment is available in the ladies' toilet and is regularly serviced by an external contractor.

Lift/elevator policy

- There is a staff member who operates the lift on behalf of students, parents and staff.
- The staff member ensures that all those who use the lift are safe and have access to emergency services if the lift fails to operate at any time.

Food and drink hygiene

- Children and parents are encouraged to avoid fizzy drinks.
- Parents are advised to ensure the school is aware of any food allergies or dietary restrictions young people may have.

Promoting healthy food choices

- Parents are encouraged to supply snacks and packed lunches which are healthy and wellbalanced.

A safe physical environment and risk assessment

- A yearly inspection of the school is undertaken by members of the Health and Safety WorkingParty.
- There is a No Smoking Policy in all areas of the school buildings and grounds.
- Care is taken to ensure provision of furniture of the appropriate height for each group of children and storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching.
- Children are taught to dispose of rubbish appropriately and any litter is promptly and regularly collected by the premises manager.
- Regular Risk assessment checks are carried out by specified staff members to ensure that the teaching premises are safe for teaching and learning purposes.

MONITORING AND EVALUATION

This policy will be monitored at least once annually by the management committee.

Date of last review –01/08/2017