



Canadian International School
Learning To Understand

Health & Safety Policy

Content:

Roles and Responsibilities.

School in Whole.

Principals

Supervisor

Teachers

All Staff

Training

Key Personnel

Smoking Policy

Procedures

First Aid

Fire, Bomb and Gas Leaks

Out of School Visits

Medicines

Accident & Ill Health

Electrical Equipment

Cash Handling

Manual handling

Lone Working

Emergency Plan

BUILDING SAFETY

Tree Safety

Lettings

Contractors

School Security

School Cleaning

ROLES AND RESPONSIBILITIES

School in Whole.

The School, in consultation with the Principal will make itself familiar with the requirements of the Health & Safety policy and any other Health & Safety legislation and codes of practices which are relevant to the work of the school.

The School's administration will also maintain effective Policy, Organization and Arrangements for the provision of Health & Safety throughout the school, assess periodically the effectiveness of this policy and ensure that any necessary changes are made.

Identify and evaluate all risks related to the everyday business of the school and evaluate risk control measures in order to select the most appropriate means of minimizing risks to staff, students and others.

Established systems must be clearly documented and be understood by all staff.

Principal

The Principal will ensure:

That a competent officer is appointed, is provided with appropriate training and undertakes their duties as required.

That all accidents, dangerous occurrences, diseases, near misses and property damage are reported and that their cause is investigated and that all reasonably feasible steps have been taken to prevent its re-occurrence.

The maintenance and repair of machinery, plant and equipment is carried out as appropriate by a competent person.

First aid provisions are made available to all staff members.

All employees including new employees, receive adequate health and safety information, instruction and training to enable them to work without undue risk.

Effective arrangements are in place to facilitate the evacuation of buildings in case of fire or other emergencies and that firefighting equipment is readily available and properly maintained.

That where parental/guardian's assistance is required when keeping children away from the school when sick, all communication will be followed up in writing.

Liaise with parents over children who are, or may be ill, so that medical help can be summoned if necessary and the child or staff member be excluded from the school to prevent the spread of infection

Ensures that records on children in the school's care are maintained and updated regularly and where appropriate, that staff are made aware of health histories, special needs, diet and risk.

Staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required.

Supervisors

The Supervisor has a very important role within the school with regards to Health and Safety so it is important that he/she is trained in all aspects of personal safety.

Liaising as necessary with other relevant staff, the Supervisor will take primary responsibility to:

Ensure that all communal areas, particularly those associated with fire escape routes, are reasonable and practicable kept free from obstructions and that all fire escape doors are properly identified with signs and accessible when the school is in use.

Make arrangements for the safe working of contractors on site ensuring so far as is reasonable that their work is segregated from the main school users.

Ensure that proper investigations are undertaken and reports made for any accidents or potential accidents, involving staff /public and equipment for which he\she is responsible.

Ensure that all security doors, e.g. to motor rooms, boiler rooms are identified and secured against unauthorized entry

Ensure, so far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition.

Ensure that all fixed and portable electrical equipment receives inspection \ maintenance.

Report to the Principal any circumstance preventing him\her from carrying out his\her health and safety responsibilities

All fire appliances are properly maintained, checked and kept in the designated locations.

Ensure that fire procedure notices are properly maintained and correctly displayed.

Teachers

All teachers must ensure that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present.

They should make these checks on a daily basis

Check exits in the classroom area are unobstructed and are unlocked during the school day

Not to issue medication to any child (unless written authorization is obtained from the parent, following guidance given on the packet or bottle). In all cases medicines given will immediately be entered in the Medicine Book with full details, together with the signature of the member of staff.

Implement policies and procedures within their classroom, be aware of location of nearest first aider, fire exits and evacuation procedures.

Under no circumstances to leave a child on their own, and ensure that there is sufficient adult to child ratio in classroom/areas at all times

Report any signs of illness, or potential illness, in themselves or in any child in their care to the supervisor immediately

Report any accidents involving children in the classroom or areas for which they are responsible make sure all incidents are recorded in the accident book and where appropriate the First aider, Principal, parents and emergency services are contacted.

Check equipment for damage or hazards that could potentially harm a child or adult, i.e. broken furniture or toys and supervise children when using equipment that could cause harm, scissors, knives. Where possible make safe or remove.

Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level. If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then the Principal should be advised of the hazard/issue.

All Staff

All staff are required to take reasonable care of their own Health & Safety and any other persons who may be affected by their acts or omissions at work.

Co-operate with their employers on health and safety matters and not interfere with or misuse anything provided for their health, safety and welfare.

Ensure that they familiarize themselves with the Health & Safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

Be familiar with the Schools Health & Safety Policy and all safety regulations.

Ensure Health & Safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;

See that all plant, machinery equipment is adequately guarded and equipment is in good and safe working order

Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;

Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labeled in accordance with their written risk assessment.

Report any defects which they observe in the premises, plant, equipment and facilities.

Take an active interest in promoting Health & Safety and suggest ways of reducing risks.

Not to bully or abuse (whether mentally or physically) any child, member of staff, contractor or visitor.

To use personal protective equipment, and other equipment, provided and to use it in a safe manner - this includes items of workwear whether washable or disposable

Codes of Practice and Safety Rules

The Member of the Safety Committee are:

The Principal

The Ministry's Representative

The School Nurse

The Supervisors.

Staff Representative

The objectives of the safety Committee is to insure that all aspects of Health and Safety within the school and areas of work are addressed and in so far as possible all potential hazards are identified and addressed with effective procedures / plans put in to place.

Risk Assessment

The Principal will ensure that regular risk assessments are undertaken on the school premises, methods of work, changes in practices or working environments and all school sponsored activities.

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to

the Principal who will prioritize issues and assign resources to undertake remedial control measures where required.

Training

Safety Induction must be given to all new employees on the first day of employment. These instructions should take the form of a checklist and new staff should be informed of the School's Health and Safety Provisions e.g. action to be taken in the event of fire, fire exits and knowledge of first aid reporting arrangements.

Training must also be given to all Key staff and staff with special responsibilities such as the Supervisor and First Aid staff

Key Personnel

All staff have a health and safety responsibility to ensure that they are safe in what they are doing and their actions/activities do not cause harm/injury to others. Accordingly, all staff shall ensure that they comply with the school's health and safety policy, training or instructions.

Specific Responsibilities

The following staff have been nominated to be responsible for the following areas of health and safety within the school:

Fire Safety - Supervisor

First Aid - As defined on First Aid Notices

Administration of Medicines - School Nurse

Electrical Safety - Principal/Supervisor

Display Screen Equipment - Supervisor

PROCEDURES

First Aid

First Aid boxes

Must be well stocked and the contents checked regularly, access to the boxes should be restricted to teachers and key staff and placed in strategic areas around the school.

A guidance card should be placed in the box listing the emergency numbers, how to contact them and where they are located.

Fire, Bomb & Gas Leaks

All staff must be made aware of what to do in the event of an emergency. Regular Fire Drills will take place at least once a term. The evacuation procedure has been designed to deal with any one of the above threats.

All teachers will be appointed as Fire Marshall's who will inspect areas designated to them to ensure the area has been completely evacuated.

Evacuation points should be as far away from the school building as possible. In case where the playgrounds are small, the evacuation point may need to be outside the school.

At the start of each term, regular Evacuation drills must be held on all premises and recorded formally. Escape routes must be kept clear at all times and an effective Alarm system maintained.

Fire Alarm tests must be carried out regularly, but from different call points.

Fire alarms may not be switched off in schools.

Medicines

Prime responsibility for a student's health rests with the parents/guardians who should write to the Principal giving adequate information on their child's medical condition, and requesting that medication be administered to him or her. Teachers should then be consulted by the Principal and asked to volunteer - individual decisions on involvement must be respected.

The school has a specific medication policy with appropriate documents.

If a child is taken ill during the school day the following procedures will be carried out;

Should the child be actually sick after being assessed by the school nurse. Then only will the parents / guardians be contacted to arrange a pickup plan.

If the child complains of feeling un-well they can be excused from the class and sat on the lounge chair outside the medical room. A note must be sent to the supervisor to inform of the child's absence from the classroom. At the nearest break if the child is still un-well the parents will be asked to collect their child.

On no account should a child be left on its own for an unreasonable length of time. By this we mean no longer than the period between school break sessions. Any child sent to the medical area must be notified to the supervisor

Where a child is so un-well that they must be sent home, they can be placed in the front reception area awaiting parents.

Accident & Ill Health Reporting

All staff are required to ensure that all accidents, incidents and near misses are reported to the supervisor, who will then ensure that serious incidents are reported to the Principal and that the appropriate management guidelines are followed. All accidents must be recorded in the school's own accident book.

Electrical Equipment

The Principal and Supervisor will ensure that testing, inspection and maintenance of equipment are undertaken as required. Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by students, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, labelled correctly, locked away and the defect reported to the Principal or Supervisor who will arrange for repair or replacement.

The Principal will ensure that all electrical equipment brought into the school from other sources, e.g., on loan, are the appropriate and test in advance of usage.

BUILDING SAFETY

The Principal and Supervisor have completed a risk assessment and identified all hazardous and potentially dangerous chemicals. These are stored securely and safely, an inventory of these substances has been completed and key staff have been trained and informed.

Hazardous Substances

The school currently makes use of the following potentially hazardous substances for teaching purposes:

Fixative

White spirit

Copier toner

Such materials are stored in a secure and safe environment and treated according to any instructions for their use and storage.

A list of chemicals and instructions for first aid in the event of an accident or spillage should be available to the health and safety officers of the school and the council.

Tree Safety

All Trees in school playgrounds of a particular age and height are checked for disease and checked to guard against falling branches etc.

Lettings

The school notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy.

The school will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises or facilities are being used out of normal School hours for an activity then, for the purposes of this Policy, the organizer of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section.

Contractors

All contractors who work on the premises are required to abide by the schools H&S

Procedures.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal will take such actions as are necessary to prevent persons in his or her care from a risk or injury.

School Security

The principal will consult with staff to agree a security procedure for dealing with incidents that occur during and out of school hours, ensure all staff are trained and know what to do should one of the incidents occur.

Aggressive parents or visitors

Thefts

Break-ins and burglaries

Ensure the school is locked up and nominating emergencies key holders

Contacting the Schools liaison Police officer

Protecting our children, staff, visitors and contractors from the risk of abuse (whether verbal or physical)

It may be necessary to ban individuals from the school premises if they continue to be verbally or physically abusive to members of staff other parents or children.

Letters confirming the school's policy on aggressive behaviour should be sent to them within 24 hours to prevent further breaches.