



Health & Safety Policy:

Implementation Date October 2020

Review period | Annual

Date last reviewed March 2022

Responsible person Mr Bradley Sailes

1. General Guidelines

It is the policy at Banana Island School so far as is reasonably practicable, to:

- Establish and maintain a healthy and safe environment throughout the school;
- Establish and maintain safe working procedures among staff and pupils;
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles such as chemicals, liquids.
- Ensure the provision of sufficient information, instruction and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
- Maintain all areas are safe and without risk to health and to provide and maintain means of access that are safe and without risk;
- Formulate effective procedures for use in case of fire and for evacuating the school premises;
- Lay down procedures to be followed in case of accident;
- Teach safety as part of pupils' duties where appropriate;
- Make sure risk assessments are adhered to for both onsite and offsite i.e. residential visits.

2. Responsibilities of the Health & Safety Committee

The Health & Safety Committee are responsible for implementing this policy within the school, in particular they will:

- Monitor and review the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- Make arrangements to draw the attention of all staff employed at the school to the safety policies and procedures including any relevant safety guidelines and information issued by relevant organisations;
- Make arrangements for the implementation of an accident/incident file and draw this to the attention of all staff at the school as necessary;
- Make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed.
- Ensure that regular safety inspections are undertaken during the weekly walk around. Members of the health & Safety Committee will inspect all school premises properly once per term.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by a member of staff after checking by the Health & Safety Committee members.
- Identify any member of staff who is specifically delegated to assist the Health & Safety Committee and Head Teacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

3. Duties of the Person delegated to assist in the Management of health and safety

The delegated individual (Admin Manager) shall:

- Assist members of the Health and Safety Committee who report back to the Head Teacher on the implementation, monitoring and development of the safety policy within the school;
- Monitor general advice on safety matters given by relevant bodies and advise on application to the school;
- Co-ordinate arrangements for the design and implementation of safe working practices within the school;
- Investigate any specific health and safety problems identified within the school and recommend (as appropriate) remedial action.
- Assist in carrying out regular safety inspections of the school and its activities. Make recommendations on methods of resolving any problems identified.
- Ensure that staff with control of resources (both financial and other) give due regard to health and safety;
- Co-ordinate arrangements for the dissemination of information and for the instruction of employment, pupils and visitors on safety matters.
- To make recommendations on the extent to which staff are trained in safety matters.

4. Responsibilities of Staff towards Pupils and Others in their care

All staff are responsible for the health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. IN particular they will monitor their own work activities and take reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils;
- Be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and introduce procedures to minimize the possibility of mishap;
- Ensure that any equipment and tools used are appropriate to that use and meet accepted safety standards;
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- Minimalize the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- Provide the opportunity for discussion of health and safety arrangements;

- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- Provide for adequate instruction, information and training in safe working methods and recommend suitable “off the job” training;
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used;
- Properly switch off electrical appliances and take away any immediate hazards in the vicinity that may cause harm to anybody, especially pupils in their class.

5. Responsibilities of all Employees

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at school;
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts, when in doubt they should seek immediate clarification from the Admin manager or Head Teacher;
- Ensure that tools and equipment are in good condition and report any defects to the Admin manager who will arrange for replacement or repair.
- Use protective clothing and equipment provided and ensure that these are kept in good condition;
- Ensure that offices, general accommodation and vehicles are kept tidy;
- Ensure that any accidents, whether or not an injury occurs, to staff, pupils and visitors is reported to the Admin Manager.

WHENEVER AN EMPLOYEE IS AWARE OF ANY DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE ADMIN MANAGER, WHO WILL IN TURN REPORT BACK TO THE HEAD TEACHER.

Please note the following:-

- i) It be realized that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- ii) Whilst it is the management responsibility to instruct all employees in safe working procedures in relation to posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the place or that they are advised of specific hazards in advance.

- iii) All volunteer helpers will be expected, as far as is reasonably possible, to meet the same standard required from employees.

6. Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils;
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- Use and not willfully misuse, neglect or interfere with things provided for safety purposes.

The Head Teacher, and the teaching staff will ensure that children (and where appropriate the parents) are aware of these responsibilities.

7. Visitors

Regular visitors and other users of the premises (eg contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

8. Security

All visitors to the school must sign in and register their details with the security office at the main gates. They will be issued with a Visitors badge to wear around their neck and on show for the duration of their visit. The security team will escort the visitor to the reception area. All visitors must hand in their visitor's badges as they are about to leave the premises and sign out.

9. Fire and Emergency Evacuation Procedures

- The school's procedure for fire and emergency evacuation are detailed in the Fire Prevention Policy.
- Evacuation drills are undertaken at least once per term
- The file for recording and evaluation of evacuation drills is kept at the main reception and is available for inspection.

10. Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of the fire prevention equipment. This includes the regular visitor inspection of fire extinguishers and the testing of the fire alarm system.

11. First Aid and Accident Reporting Procedures (See First Aid Policy)

- First Aid is available from the school Nurse at the Sickbay.

- There is a First Aid Box located in the Nursery classroom (Mrs Chinaka is a designated First Aider) and in the Year 2 classroom (Mr Kossi is a designated First Aider).
- A central record (Accident Report Book) of all accidents involving children is kept at the main Reception Desk. Parents are informed as soon as possible if their child/children have been involved in any kind of accident. Accident report sheets are completed by the teacher involved and countersigned by the parent at pick-up time.
- Individual Accident Report sheets are kept in the children's files and recorded in the Accident Book

12. Educational Visits – Risk Assessments (See Risk Assessment Policy)

A written Risk Assessment Form is completed for all out of school activities. These trips must all be approved by the Head Teacher and consent forms are sent home to parents.

It is good practice to continually risk assess throughout a visit and the teacher in charge is tasked with doing this and reporting back to the Head Teacher.