



# SILVERHILL SCHOOL

## Health & Safety Policy (incorporating The Fire Policy)

The School recognises that, under the Health & Safety at Work Act 1974 and similar regulations, there is a legal duty to ensure, so far as is reasonably practical, the health & safety of all employees. This duty of care extends to all pupils, parents and visitors who use the premises or are involved in school activities from time to time.

It is the policy of the school to take all practical steps to ensure full compliance with all statutory requirements and approved codes of practice. In particular attention will be given to:

- the establishment of an environment designed to protect all employees, pupils and others who come onto the premises from such hazards as can reasonably be foreseen, and the provision of adequate facilities and arrangements for welfare at work. This applies equally to leisure, recreational and social activities that may take place on the premises.
- the provision and maintenance of plant and systems of work that are safe and healthy.
- arranging for the safe use, handling, storage and transportation of articles and substances.
- providing information, instruction and training required ensuring safe and healthy working practices. In this regard all employees are reminded of their own duties under Section 7 of the Health & Safety at Work Act 1974 - to take care in the workplace for their own health and safety and not to act in any way so as to endanger that of other employees, pupils and visitors.
- controlling the activities of outside contractors so as to ensure, as far as is reasonably possible, that they do not prejudice health & safety standards on site.
- developing awareness of Health & Safety issues at all levels in the school and encouraging individual responsibility.
- ensuring that the details of the organisation and arrangements for implementing this policy are published and available to all staff.
- **All Staff training on Safeguarding Children took place on 21/04/2008 at an inset conducted by the NSPCC. Certificates were awarded to those present.**

## Organisation & Responsibilities

**The Head** is responsible for the health & safety of employees, pupils and visitors to the school, although the day-to-day responsibility will devolve on the **Bursar**. They will seek the co-operation of all staff to ensure that any shortcomings are remedied. They will have the assistance, as appropriate, of consultants who will help to monitor standards, and provide information of the implications of new and forthcoming legislation.

**Heads of each Department** are responsible within their own department for the safe running of the department within the guidelines laid down in the School's Policy, supplemented by information from such bodies as the Health & Safety Executive and the Department for Education & Skills. They will be expected to:

- a) ensure that each new member of the department is given induction training necessary for safe working in that department. This applies also to students on placement.
- b) ensure that all those working within the department are fully aware of the Health & Safety policy of the school.
- c) keep up-to-date with the health & safety matters which apply in the department.

- d) ensure that all new electrical equipment is tested under the provisions of the Electricity at Work Act, and where appropriate make regular checks on all existing machinery to ensure that it is in safe working order. In this they should liaise with the Caretaker.
- e) make regular safety checks and audits within the department and report to the Bursar on any problems or shortcomings that emerge.
- f) ensure that all pupils and visitors within the departmental area are aware of the basic requirements for ensuring safety within that area, and to ensure that pupils in particular act in a responsible manner which does not prejudice the health & safety of themselves or others.

**All teaching staff** are expected to take general responsibility for the behaviour of pupils within their care. This includes ensuring, where applicable, that proper protective clothing is worn and that pupils are given full instruction in equipment or techniques before participating in any lesson or activity which could reasonably be expected to involve a degree of risk. They must also report any fault in equipment to the maintenance staff. Fire exits must be kept clear.

**Form staff** are responsible for checking the state of their rooms on a daily basis and should report any defects in furniture and fittings, lighting, electrical sockets etc. to the maintenance staff. There is a "Repairs Book" in the school office for routine items, but anything that could be dangerous should also be reported to the Caretaker or Bursar without delay. Where the pupils within a form are of a suitable age and understanding they should be encouraged to develop a responsible attitude towards health & safety matters within their environment.

**The Bursar** will be responsible for routine monitoring and ensuring regular maintenance of all means of escape, fire extinguishers and the fire alarm system of the school. Testing of the fire alarm system will be carried out at regular intervals. A fire drill will be carried out at least once each term. A log of any problems will be kept together with a note of the appropriate action.

**The Caretaker** will be responsible for the safe disposal of all waste, taking into account any current regulations and guidelines for toxic or hazardous substances. He or she will liaise with the Bursar to ensure adequate and, where necessary, secure storage of all waste pending disposal. He or she will also ensure that any bodily fluids or solids are disposed of safely and hygienically with adequate disinfection of the location.

**The Head of Science** will be responsible for the security of all toxic and flammable substances used in the department, and for the security of all such substances except when materials are in use in the laboratory areas.

**The Contract Catering Company, Thomas Franks**, is responsible for the induction and supervision of all catering staff and for ensuring that the kitchen meets the necessary standards of hygiene and safety required by current legislation, particularly as contained in the Food Safety Acts.

**All Employees** have a responsibility to do everything they can to prevent injury to themselves, their fellow employees, pupils and all others affected by their actions or omissions at work. They are expected to act in accordance with the Health & Safety policy and must report any incident which has, or could have, led to injury or damage. They must ensure that they use equipment in a proper manner and must report, with the minimum of delay, to their Head of Department or a member of the Senior Management any perceived shortcomings in the arrangements made for their health and safety in the workplace.

**Accident Books** are located in the School Office, the Nursery Block, and the Catering Manager's Office. Any injury to a pupil, staff member or visitor should be recorded without regard for how serious or trivial it might appear to be.

### **The Fire Policy**

Regular maintenance and routine monitoring of all means of escape from fire, fire extinguishers and the fire alarm system will take place. Testing of the fire alarm system will be carried out at regular intervals, and a fire drill will be carried out at least once a term. A log will be kept of the testing of the fire alarm system and the fire drills, with a note kept of any shortcomings and remedial action taken.

### **Responsible Persons**

**The Bursar** and **The Caretaker** will be responsible for the maintenance and monitoring of means of escape, fire extinguishers and the fire alarm system.

**The Heads of each Department** will ensure that each new member of staff is given induction training for understanding of and compliance with the Fire Policy.

**All Teaching Staff** must take responsibility for the children in their care at the time when the fire alarm is sounded and carry out the prescribed actions. Fire exits are to be kept clear at all times and unlocked whilst classrooms are in use.

**Fire Marshals** have been appointed from the teaching staff with their appropriate functions. See attached list.

**The Contract Catering Company** will be responsible for its members of staff.

### **Assembly Point**

The Assembly Point for all children, staff and visitors is on the grass outside the front of the Nursery Block.

### **Assembly Procedure**

All children are to be escorted in silence to the Assembly Point when the Fire Alarm is sounded and remain silent until all the registers have been taken.

**First Aid Authorised Personnel** Present holders of the required certification are:

Mrs Jan Conner (First Aid at Work)

Mrs Tracey Childs (First Aid at Work)

**Emergency Life Support First Aid Support (including Child Module)**

Mrs Sue Allen

Mrs J. Allsop

Mr Julian Capper

Mrs Monica Cawte

Miss Viv Ives

Mrs Zena Milsom

Miss Zoe Paramore

Mrs Sharon Stephens

Mrs Pat Thornell

Revised 21/11/2011