HEALTH AND SAFETY POLICY

**Updated Feb 2017**

**Jeffrey Dyer - Health & Safety Manager**

The Health & Safety of all employees and all other persons who use the school premises is a major concern for the school. The Principal recognises that achieving and maintaining high standards of safety requires that the school’s management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff including supply staff and contractors working on the school premises, to conduct themselves is a manner in which they pose no risk to their own or any other person’s Health and Safety. ‘Other persons’ includes staff pupils and visitors to the school.

The school will:

 Provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon statutory requirement;

 Maintain the cleanliness and state of repair of the building;

 Provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils;

 Provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the school safety procedures e.g. Health and Safety notices will be displayed at the following points within the school:

**All Classrooms**

**Communal Areas**

**Staff Rooms**

 Provide adequate statutory first aid facilities;

 Establish, practice and maintain effective emergency evacuation procedures;

 Provide consultative measures to monitor and review the effectiveness of Health and Safety measures.

 Carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence.

 Liaise with all other relevant bodies with the aim of improving all aspects of health and safety at work.

RESPONSIBILITIES

a. The Principal is responsible for ensuring that information is disseminated and the monitoring and reviewing of the School’s Health and Safety Policy. The Principal acknowledges its legal duty to notify all relevant bodies in the event of a major accident or dangerous occurrence.

b. The Health & Safety Manager is responsible for instigating an investigation and where appropriate, authorising remedial work or action and reporting on a regular basis to the Principal. The Principal still retains an overall responsibility for the implementation of the School’s Health and Safety Policy but has appointed Jeffrey Dyer as the School’s Health and Safety Manager.

c. The Health and Safety Manager is responsible for the day to day co-ordination of the School’s Health and Safety Policy to include:

 Regular inspections and risk assessments;

 Initiating action on reported hazards and accidents;

 Fire and emergency evacuation procedures;

d. The School’s First Aid Cover is provided by **Caroline Nicholls, Amelia Hastings, Jeffrey Dyer, Jennifer Dodds & Sharon Rose.**

e. All staff has a responsibility to:

 Check that areas and equipment are safe before commencing activity;

 Ensure safe procedures;

 Report hazards to Health and Safety Co-ordinator;

 Encourage students and visitors to comply with the Health and Safety Policy.

**2. RISK ASSESSMENT:**

There are several aspects to risk assessment:

 Annual Health and Safety Audit to be undertaken by Principal and Health and Safety Manager;

 Regular Health and Safety inspection of School premises to be undertaken by Health and Safety Manager;

 Continuous identification of hazards and risks on a daily basis;

 Assessment of any new activity or procedure introduced into the School.

***Illness:***

Students will be asked to provide an emergency contact number and to alert the School of any known health problems e.g. diabetes, asthma etc. This record will be kept centrally in the office. In the event of serious illness an ambulance will be called, and the nominated person contacted.

**3. REPORTING, MONITORING AND REVIEWING SAFETY.**

Any person on these premises has a duty to report, in the agreed manner, to the Health and Safety Manager any item of concern relating to Health and Safety. The Principal will review this Policy Statement on an annual basis or more frequently should the need arise e.g. on the publication of new regulations.

**EMERGENCY EVACUATION POLICY**

***Aim:***  ***- To ensure the safety of all within the site.***

 ***To ensure evacuation procedures are well known.***

***To ensure all staff with specific responsibilities is fully aware of those responsibilities.***

***EMERGENCY EVACUATION DRILL***

1. Bell will ring continuously. This is the signal to evacuate the premises.

**Main Entrance**

2. Nearest exit point is:

***Alternative Exits:***

***Main Route Rodney Lodge Secondary Routes***

Main Entrance Ground Floor Back Door Ground Floor

First Floor Stairwell Fire Escape First Floor + Side Fire Escape

Second Floor Stairwell Fire Escape First Floor + Side Fire Escape

***Main Route Business Centre Secondary Routes***

*Main Entrance Basement Fire Escape - Milan Classroom*

***Main Route Essex House Secondary Routes***

Main Entrance Basement Fire Escape

3. Fire Assembly Point **** signposted in the garden, adjacent to the drive:-

4. Students to stand in class groups;

5. Class teacher to take register;

6. Inform **Jeffrey Dyer the Health & Safety Manager** of any students unaccounted for:

7. Teachers will escort students back to class only when instructed to do so by the **Fire Officer**

 **David Arrowsmith.**

**OFFICE STAFF:**

 Take out and distribute class list upon hearing the alarm.

**MAINTENANCE STAFF:**

 Follow the emergency evacuation procedures and report to the Health & Safety Manager.

**JEFF DYER - HEALTH AND SAFETY MANAGER**

 To ensure a headcount on all staff and students is taken;

 To ensure everyone is well aware of Emergency Evacuation Procedures;

 To ensure the smooth running of any evacuation;

 To liaise with the maintenance department, Fire Marshals and the emergency services on specialist in formation: e.g. details of boiler and associated services;

**CHECKING THE BUILDING:**

Chief Fire Officer **David Arrowsmith** Main School/Middle Floor

Health & Safety Officer **Jeffrey Dyer** Top Floor

Fire Marshal **Caroline Nicholls** Studio/Bristol

Fire Marshal **Kelly Paris**  Ground Floor Main School

Fire Marshal **Wendy Makise** External Roll Call

Fire Marshal (deputy officer) **Jennifer Dodds** B C/Essex Hse – Roll Call

Fire Marshal **Sharon Rose** B C/Essex Hse - Lower Floor

Fire Marshal **Amelia Hastings** BC/Essex Hse – Upper Floors

Fire Marshal **Chloe Locketts**  Front Door, Main School

Health & Safety Manager Jeffery Dyer to liaise between Fire Marshals and staff at the evacuation point.

**DEALING WITH ENQUIRIES:**

Only the Police can give information to the press in an emergency, especially relating to casualties.

Information for parents, staff and students should be disseminated by the Principal/Vice Principal.

**REVIEW PROCESS:**

The Emergency Evacuation Procedures will be reviewed on an annual basis or if and when the needs of the school require.

Any and all members of staff welcome at any stage to highlight any issue that they feel is cause for concern or could simply improve upon existing policy.