



Abuja Preparatory School

Discover **Develop** Deliver

Health and Safety Policy

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Contents

1. Statement of Intent
2. Responsibilities
3. Procedures
4. Electrical Safety
5. Dangerous Substances
6. Equipment
7. Health and Hygiene
8. Animals in School
9. Outdoor Visits
10. Security
11. Contractors
12. Staff and the Health and Safety Policy

1 STATEMENT OF INTENT

The policy of the Proprietress and Board is to maintain safe and healthy working conditions at Abuja Preparatory School for all staff, pupils and visitors. In preparing this policy:

- The norms and standards of British schools have been taken into account.
- The allocation of duties for safety matters and the particular arrangements have been made.
- The implementation of this policy is set out in this document.
- An annual review of the policy will take place but will nevertheless be kept under constant review.

2 RESPONSIBILITIES

2.1. The Senior Leadership Team (SLT)

The Senior Leadership Team is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary.

A health and safety committee considers reports of inspections, assists in safe work systems and discusses new regulations. Committee meetings are held termly, have an agenda, and are minuted. Health and Safety is always an agenda item for Board, Staff and SMT meetings. The Board is responsible for making recommendations relating to safety.

2.2. Safety Representative

Health and Safety committee carry out termly safety inspections. Records of the inspections are discussed at the meetings of the health and safety committee. In addition the Headmaster and Site Manager will do weekly checks.

2.3. Employees

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the Headmaster who will record it in the incident book.

3. PROCEDURES

3.1. Fire Safety

All exits must be marked and kept free of obstructions. There must be fire extinguishers spaced intermittently on every floor, electrical fire extinguishers and a fire blanket in the school and an extinguisher and blanket in the kitchen. Their location must be marked with a red fire sticker. Fire safety equipment must be checked regularly by an accredited company and records of their visits must be kept. The Maintenance & Security Team must check the alarm on a regular basis. Fire practices must be held at least twice a term and must be recorded.

In the event of a fire, all staff and children must congregate on the field behind the Headmaster's office facing towards the school. Named staff are responsible for checking toilets/floors. It is the responsibility of the Headmaster's Personal Assistant to call the fire brigade.

3.2. Accidents

All accidents are recorded and monitored. All staff should hold an emergency first aid certificate. The school nurse should attend to all accidents. Regular emergency first aid courses should be held for all staff. All accidents and incidents must be recorded. Plastic, disposable gloves must be available in all teaching areas and all staff are advised to use these when dealing with bleeding or other cases of body fluids.

Letters should be sent to parents informing them of accidents to their children. If necessary a telephone call prior to the letter should be made.

If there is an emergency situation, an ambulance should be called to transport a child to hospital. Wherever possible, the parent should accompany their child. If this is not possible, the child is accompanied by the school nurse or a member of staff.

3.3. Reporting Hazards

All staff are responsible for reporting hazards. It is then the responsibility of the Site Manager to follow up this report. The health and safety committee monitors the action taken to remedy hazards.

4 ELECTRICAL SAFETY

Electrical equipment must be logged on the school asset register. All staff are expected to visually check equipment before use and report any damages. Faulty electrical equipment must be removed from the area with a notice saying "Fault Do Not Use"

In addition, a risk assessment is carried out on an annual basis and appliances tested by a contractor and a certificate held listing all tested and serviceable equipment.

Staff should note that particular care needs to be taken with extension leads and to avoid trailing wires. No electrical equipment should be introduced into school from home without the prior agreement of the ICT & Maintenance Team.

5 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS

Any substances marked as dangerous must not be left in classrooms. Staff should check that instructions are followed when using any such substances. Cleaners must be fully briefed in the use of chemicals and should ensure that chemicals are stored in separate storeroom.

Teaching staff should note that the use of chemicals in science should be checked with the HoD & the HM. The Headmaster must be informed of any potentially harmful items that may have been brought into school.

6 EQUIPMENT

It is the responsibility of all staff to ensure that equipment is in good working order and is stored safely. Any faulty equipment should be withdrawn from use and reported to the Head of the particular section in the school. Faulty equipment should be labelled with a note saying "*Fault Do Not Use*". The following points about equipment should be noted:

Staple Guns- These are not to be used by children and must always be stored in a drawer when not in use.

Design and Technology Equipment - Children are instructed in the correct use of this equipment and fully supervised when using tools.

Ladders - Several pairs of ladders are kept in school. These are checked during a health and safety inspection. Teachers and assistants are advised to use ladders and not chairs when displaying work.

PE Equipment - PE equipment is inspected annually by an outside contractor. Records are kept of these inspections.

Cookers - Only the kitchen staff or people designated by the Proprietress may use the cookers.

7 HEALTH AND HYGIENE

7.1. Notifiable and Infectious Diseases

Parents will be informed of the details of notifiable diseases and periods of exclusion.

7.2. Medicines

It is the school policy not to randomly administer medicine except in the case of chronic illness after discussion with parents. Medicines will only be administered by the school nurse. A medical care plan will be drawn up. In general only inhalers are kept in school.

7.3. Smoking

The Board has adopted a **no smoking** policy within the school buildings and grounds.

7.4. Hygiene

The cleanliness of the buildings and grounds is the responsibility of the site manager. The Admin Manager will conduct a weekly inspection.

All staff are responsible for encouraging good hygiene habits in the children. Particular emphasis is placed on hand-washing.

8. ANIMALS IN SCHOOL

Animals are not to be brought to school. Small animals such as fish, rabbits etc as part of class activity may only be brought to school if permission has been obtained from the HoD and that safety and care procedures have been drawn up and approved. No dogs are allowed.

Stuffed animals are only used if displayed in glass cases.

9 OUTDOOR VISITS / EXCURSIONS

While the particular situational conditions inhibit the undertaking of excursions, these are considered an important part of our work. Any outdoor visit should be carefully researched and a preliminary visit should be made by the teacher. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED.**

It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by a member of the Health and Safety Committee.

When residential visits are organised parents are invited in to school to discuss the visit in detail.

10. SECURITY

Entry to the school is controlled by an onsite 24-hour security guard system. All entries and exits are recorded. Security personnel will accompany visitors to the main office and the Headmaster's PA will direct the visitor to the relevant office.

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested.

After school pupils will be kept in the school hall and handed over to the parent or driver who has been designated to collect the child. Any person collecting a child must produce the individual identification card issued by the school. If this is not produced a child may not be released unless the Headmaster has satisfied himself that the person collecting the child has the permission of the parents to do so.

Staff who remain in school late are advised to ensure that their classroom doors are locked.

Any act of violence or abuse towards a member of staff must be reported to the Headmaster, who will take the appropriate action. Further notes on our security policy are set out in appendix 1.

11. CONTRACTORS

All contractors are expected to report their arrival and departure to the Headmaster's PA or office staff before commencing work. If they are working in an unsafe manner they may be requested to stop work by the Proprietress.

11.1. People using the school buildings

All bodies using the school building receive information which includes information about the location of the first aid box and the telephone. They also have a contact number for the caretaker.

12.0 STAFF AND THE HEALTH AND SAFETY POLICY

All staff (teaching and non teaching) are given a copy of the policy. New staff are given a copy and are required to confirm they have read it. All staff must keep a copy of the policy in the staff file so that it is available for supply staff.

Appendix 1

Security in Action

Management Practice

- Records are kept of acts of vandalism, theft
- Any damage is quickly repaired
- Illegal incidents are reported to the police.
- A budget for essential security items is requested as necessary
- All staff are asked to be alert to suspicious activities.

Contingency Planning

- Key-holders are logged with the school security company
- Computer back-up records are kept off site.

Evacuation Plans

- Termly fire practices are held
- The fire alarm is tested regularly
- Escape routes are clearly marked
- Each room has clear instructions for the evacuation of the building
- Staff have clear guidelines for checking toilets in the building
- The Headmaster is responsible for telephoning the police and/or fire service.

General Building Security

- The boundary of the school is clearly defined
- The school has on-site 24 hour security
- The key-holders for the school are controlled.
- Visitors are asked to use the front door
- Staff are encouraged to challenge strangers and ask for identification

Security Outside of School Hours

- Parents are encouraged to report any suspicious activities to the police
- The school has external lighting
- People who use the school are advised to take account of security

Health and Safety Policy Check List

QUESTION	YES	NO
1. Have you got a copy of the Schools Health and Safety Policy?		
2. Do you know how to report an accident?		
3. Do you know where the accident book is kept?		
4. Do you know what the fire drill is?		
5. Have you been made aware of any workplace hazards?		
6. Do you know who to report to about any faulty equipment or anything which may cause injury?		
7. Do you understand your responsibility towards health and safety?		
8. Are you aware of the safety policy regarding the locking of doors		

Name:

Signature

Date: