



## **BRIGHT FUTURES SCHOOL HEALTH AND SAFETY POLICY**

This statement is issued in accordance with the Health and Safety at Work Act (1974).

The general aims of these policy statements and the arrangements set out below are designed to implement the general aims of Bright Futures School.

### **General Guidelines**

It is the policy of the school, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school;
2. Establish and maintain safe working procedures among staff and pupils;
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. 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;
5. Maintain all areas of the school in a condition that is safe and without risk to health and to provide and maintain means of access to and egress that are safe and without risk;
6. Formulate effective procedures for use in case of fire and for evacuating the school premises;
7. Lay down procedures to be followed in case of accident;
8. Teach safety as part of pupils' duties where appropriate;
9. Provide and maintain adequate welfare facilities.

### **Responsibility of the School Proprietor**

The Proprietor is responsible for implementing this policy within the school. In particular the proprietor will:

1. Monitor 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;

2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. Make arrangements to draw the attention of all staff employed at the school to school safety policies and procedures and of any relevant safety guidelines;
4. Make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. Ensure that regular safety inspections are undertaken. (A Health & Safety team will inspect all school premises and property once a term.);
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. Report to the Landlord any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
9. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

### **Duties of the Head of Learning in Assisting in the Management of Health and Safety**

The Head of Learning shall:

1. Assist the Proprietor in the implementation, monitoring and development of the safety policy within the school;
2. Monitor general advice on safety matters given by relevant bodies and advise on its application to the school;
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school;
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the School Proprietor;
6. Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. Ensure that staff with control of resources (both financial and other) give due regard to safety;
8. Co-ordinate arrangements for the dissemination of information and for the instruction of staff, pupils and visitors on safety matters. Make recommendations on the extent to which staff are trained.

### **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 all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils;
2. Be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. Provide written job instructions, warning notices and signs as appropriate;
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. Provide the opportunity for discussion of health and safety arrangements;
9. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
10. Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
11. 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. Staff must have business use insurance.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Head of Learning.

### **Responsibilities of all Employees**

All employees have a responsibility under the Act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. Co-operate with external Officers and others in meeting statutory requirements.
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head of Learning;
4. Ensure that tools and equipment are in good condition and report any defects to the Head of Learning;
5. Use protective clothing and safety equipment provided and ensure that these are kept in good condition;
6. Ensure that offices, general accommodation and vehicles are kept tidy;
7. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head of Learning.

***WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEAD OF LEARNING.***

### **Fire and Emergency Evacuation Procedures**

1. The school's procedures for fire and emergency evacuation are posted at various locations throughout the school including all classrooms.
2. These procedures will be updated as appropriate.
3. All staff are made aware of the fire evacuation procedure as part of their induction brief.
4. The record sheet for the recording and evaluation of fire drills is available in the school office.
5. The fire alarm is tested on a weekly basis.
6. A whole school fire practice is held every term. Prior notice is given to staff but not necessarily actual time given.

### **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers and the fire alarm system. All staff undergo training in the use of fire-fighting equipment.

### **First Aid and Accident Reporting Procedures**

1. First aid kits are available in the buckets by the front door / staffroom.
2. The name of the first aider/appointed person is Lisa Rigg under direction of Alison Hughes . All other staff have basic first training delivered by an external provider. All staff are aware of all pupils' individual health needs.
3. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the Head of Learning.
4. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

N.B. Any employee rendering first aid to the best of their ability is indemnified by the school insurance policy.

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