



WESTWARD HOUSE SCHOOL

Health and Safety Policy

Ratification

Role	Name	Date
Director	Harriet Harrison	10th January 2023
Lead Teacher	Michelle Dunne	10th January 2023
Review Date:	10/01/24	

HEALTH AND SAFETY POLICY

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

General Guidelines

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

- establish and maintain a safe and healthy 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 and substances;
- ensure the provision of sufficient information, instruction and supervision to enable all employees 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 under the control 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 from that place of work 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;

Responsibility of the Director

The Director is responsible for implementing this policy within the school. In particular she will:

- 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;
- 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;
- make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures.
- make arrangements for the implementation of an accident reporting procedure 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.

Duties of the Person Delegated to Assist in the Management of Health and Safety

The delegated person, Michelle Dunne, shall:

- assist the Director in the implementation, monitoring and development of the safety policy within the school;
- monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its 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 problem identified within the school and take or recommend (as appropriate) remedial action;
- assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;

Responsibilities of Staff Towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all 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 minimise the possibility of mishap;
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and
- ensure that these are used as required;
- minimise 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.

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 Director.

Responsibilities of all Employees

All employees have a responsibility under the Act 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 work;
- not interfere with or misuse anything provided in the interests of health, safety and welfare;
- 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 Director;
- ensure that tools and equipment are in good condition and report any defects to the Director
- use protective clothing and safety 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, and potential hazards are reported to the Director.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HIS MUST DRAW THESE TO THE ATTENTION OF THE DIRECTOR.

Please note the following:-

- It must be realised 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.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their 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 environment or that they are advised of specific hazards.
- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

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 wilfully misuse, neglect or interfere with things provided safety purposes.

Visitors

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

Fire and Emergency Evacuation Procedures

The school's procedures for fire and emergency evacuation are posted around the school. These procedures will be updated as appropriate. The log book for the recording and evaluation of practice and evacuation drills is available.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

Lock Down Procedure

The school's lockdown signals would be an air horn sounded by Michelle Dunne or another teacher in her absence. The person sounding the horn is to check all rooms and escort any pupils to the two interjoining classrooms on the first floor for registration.

Signal for the all-clear – Email/phone call/text message followed by a verbal response from the designated person: Lead Teacher.

It is vital that people remain calm. Pupils will take their lead from staff. Calm matter of fact leadership is required, keeping students distracted will help.

First Aid and Accident Reporting Procedures

First aid is available in the kitchen and additional first aid boxes are on school transport.

All staff are first aid trained with Ben Macare being the lead first aider.

The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the Director.

All accidents and incidents are recorded by staff in the accident log which is kept in the lead teacher's office.

The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff and a first aid kit and trained first aider is always present.

Covid 19

A risk assessment for Covid 19 is in place and is regularly reviewed and updated in accordance with Government and Local Authority guidelines and protocols.