

HEALTH AND SAFETY POLICY**General Health and Safety Policy Statement**

Stanwell School (the school) recognises and accepts its responsibility as an employer for providing a safe and healthy workplace and work environment for its employees and others (pupils, contractors, visitors, and the public) that may be affected by its work.

The school undertakes to comply with all statutory health and safety requirements.

The school wishes to adopt all reasonably practicable means to eliminate hazards and reduce the risk of injury to its employees and others, and the risk of damage to its property.

The school will ensure that resources are made available to provide:

- (a) plant, equipment and systems of work that are safe and without risks to health;
- (b) safe arrangements for the use, handling, storage and transport of articles and substances;
- (c) a safe place of work with safe access to it and safe egress from it;
- (d) a healthy working environment;
- (e) adequate welfare facilities and arrangements;
- (f) sufficient information, instruction, training and supervision to ensure all employees at risk are aware of the hazards at their workplace together with the necessary measures to be taken to protect against these hazards; and
- (g) a monitoring, inspection and auditing procedure to ensure the effective management of health and safety throughout the school.

Avoidance of accidents is based on the responsible attitudes and behaviour of individuals. Legislation imposes the legal responsibility for health and safety on each member of the school. The ultimate responsibility rests with the Headteacher and Governors. However, legislation imposes duties on all employees, pupils and visitors to ensure that their action does not adversely affect the health and safety of themselves or other persons. It should be noted that negligence or failure to observe precautions by an individual could result in criminal prosecution.

Responsibilities

The Headteacher and Governors are responsible for everything over which they have control. A Head of Department (H.O.D.) is responsible for safety within the department while class teachers are responsible for the immediate area of their work. If a member of teaching or non-teaching staff discovers a hazard, the law requires him or her to take all reasonable steps to eliminate it and refer the matter to his/her H.O.D. or to the appropriate Deputy Head/Safety Officer.

HEALTH AND SAFETY POLICY**Classroom Teachers**

The health and safety of pupils in or in the immediate vicinity of classrooms, laboratories or workshops is the responsibility of the class teacher. Teachers are expected to:

- be familiar with the emergency procedures in the event of fire and carry them out
- be familiar with the procedure in the event of accident or emergency
- exercise supervision over the pupils and ensure good order at all times
- know and apply any special safety measures required in their teaching areas
- give clear instructions and warnings as early and as often as possible
- ensure appropriate warnings are displayed in any hazardous areas
- ensure that they and the pupils follow safe working procedures
- ensure that where necessary, appropriate use is made of protective clothing, guards, safety glasses, goggles, safe working procedures, etc.
- ensure that any hazardous substances are appropriately labelled, controlled and stored, and that they are used in the prescribed manner
- make recommendations to their Head of Department, e.g. on safety equipment, additions or improvements to buildings, tools, equipment or machinery, etc., which are dangerous or potentially dangerous
- report any hazardous situations immediately to the Head of Department or appropriate Assistant Headteacher/Deputy Headteacher/Site Manager, Mr D Barry
- report any accidents to the appropriate Year Tutor or to a Assistant Headteacher/Deputy Headteacher and complete the relevant Accident Report form (AC1 - refer to 'accident procedures')
- advise the appropriate Year Tutor in the event of knowing of or suspecting any pupil of having an infectious disease.

Educational Visits and Holidays

All staff organising school visits/trips **MUST** be familiar with the school guidelines on Educational visits and Holidays and see the appropriate Deputy Headteacher, Mrs Kynaston (who will liaise with the Headteacher) **BEFORE** finalising arrangements with the pupils. If any member of staff is uncertain of correct procedure, he/she must consult with Mrs Kynaston. The following points must be adhered to:

A. NON-RESIDENTIAL VISITS - ONE DAY OR LESS

1. All non-residential educational visits of one day or less must be logged, showing brief details of the ages and number of pupils, together with staffing.
2. Parents must be informed in writing and appropriate written permission from parents must be obtained.

B. VISITS OF MORE THAN ONE DAY'S DURATION

All other visits of more than one day's duration e.g. field courses. Page 2 of 3

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When the visit has been approved, details should be entered on the appropriate form and submitted to the appropriate Deputy Head at least 15 working days before the visit.

C. VISITS ABROAD

The appropriate form must be submitted at least ONE TERM in advance of the proposed visit. Until the Headteacher's approval is given, no firm commitment should be made or deposits taken.

A list of names, addresses and telephone numbers of all pupils and supervisors should be submitted, together with the relevant itinerary and school contact person's telephone number, prior to departure.

For further information on school visits, please see the appropriate Deputy Headteacher.

Medicines

No member of staff administers or supervises medication. Any pupil who needs to bring medicines or analgesics to school must report to his/her Year Tutor and provide a written explanation from parents. The medicine or analgesics for that day only must be in an appropriate container as issued by the dispensing pharmacist and clearly labelled with the name of the medication and the pupil's name and form.

General Responsibilities and Duties Relating to Safety

The prevention of accidents in all areas of the school, including laboratories, stores and workshops, is the responsibility of each individual entering or using them. Ensuring the safety of others is the duty of each individual and is as important as avoiding personal injury.

Everyone using the school should familiarise themselves with the school's fire and emergency procedures including first aid arrangements. It is important for each individual to have an understanding of the layout of the school's site and buildings.

Please remember that it is the responsibility of everyone to ensure that the working life of each person in Stanwell School is as safe and accident free as possible. It is important to be familiar with all safety and emergency procedures as soon as possible - it will be too late to find out when an accident actually happens. We would welcome any suggestions to improve the standards of safety in the school.

HEALTH AND SAFETY POLICY APPENDIX A**APPENDIX A: FIRE PROCEDURES****FIRE ORDERS**

All staff and pupils should familiarise themselves with the procedures given below, as well as details of evacuation routes for all rooms/areas in which they are likely to find themselves. These Fire Orders and Evacuation Procedures, together with fire evacuation routes and fire assembly plans, are to be displayed in all areas.

Identify your own evacuation route using the site map provided in all teaching areas. During an evacuation all staircases naturally become 'downward direction' stairs and it is prohibited to use the lift system.

IF THE ALARM SOUNDS

- A **CONTINUOUS TONE** indicates that the alarm has been activated in your area and **evacuation must take place** along the routes shown on the route map. If the required route is not available, then the safest and nearest route available is to be used instead.
- An **INTERMITTENT TONE** indicates that the alarm has been activated in another area. In this case evacuation is not necessary, unless **the alarm tone changes to continuous, when evacuation should take place** along the routes shown on the route map.

EVACUATION PROCEDURES
DURING THE SCHOOL DAY

IN THE CASE OF EVACUATION, ALL OCCUPANTS OF THE BUILDING MUST ASSEMBLE AT THE APPROPRIATE 'ASSEMBLY POINT' DURING THE SCHOOL DAY THE ASSEMBLY POINT FOR ALL PUPILS IS THE TENNIS COURTS.

Good order must be maintained during a STAFF-LED EVACUATION.

Once at the tennis courts PUPILS must line up quietly, facing away from the school buildings, within year group areas:

- **During lessons (including Year 7 and 8 break or Year 7 lunch) – in CURRENT teaching groups**
- **During break (Years 9-13 inclusive) or lunch (Years 8 – 13 inclusive) – in NEXT lesson's teaching groups**
- ❖ **IF ANY ALARM SOUNDS ALL PUPILS in the COURTYARD ON BREAK OR LUNCH must assemble in the tennis courts in NEXT lesson's teaching groups (except Year 7 and Year 8 as above)**

HEALTH AND SAFETY POLICY APPENDIX A**‘AFTER SCHOOL’ ARRANGEMENTS**

Certain changes to the Fire Evacuation Routes are required for activities taking place outside normal school hours.

- The doors at the end of **Phase 1** normally used for the evacuation of the laboratories will not be available and so the **main central exit** normally used by the majority of Phase 1 is to be used instead, with the appropriate route to the **Salisbury Avenue car park then being followed.**
- **Sports Hall** to evacuate through **exits to rear car park.**
- ❖ **The assembly point for all after-school activities is in the Salisbury Avenue car park.**

FALSE ALARMS: In the event of a false alarm being identified, the fire alarm will be silenced after a short period. The public address system will also be used to confirm a false alarm. Pupils and staff should only return to teaching areas when instructed to do so.

NOTES:

The position of the nearest break glass to each room/area must be known to all who at any time occupy the room/area.

All fire doors should be in the closed position when evacuation is completed.

Teachers in non-contact periods on hearing an alarm sounding should report to the tennis courts to assist in the supervision of pupils.

All non-teaching staff working in the area to be evacuated should assemble at the nearer assembly point (either the tennis courts or Salisbury Avenue car park entrance).

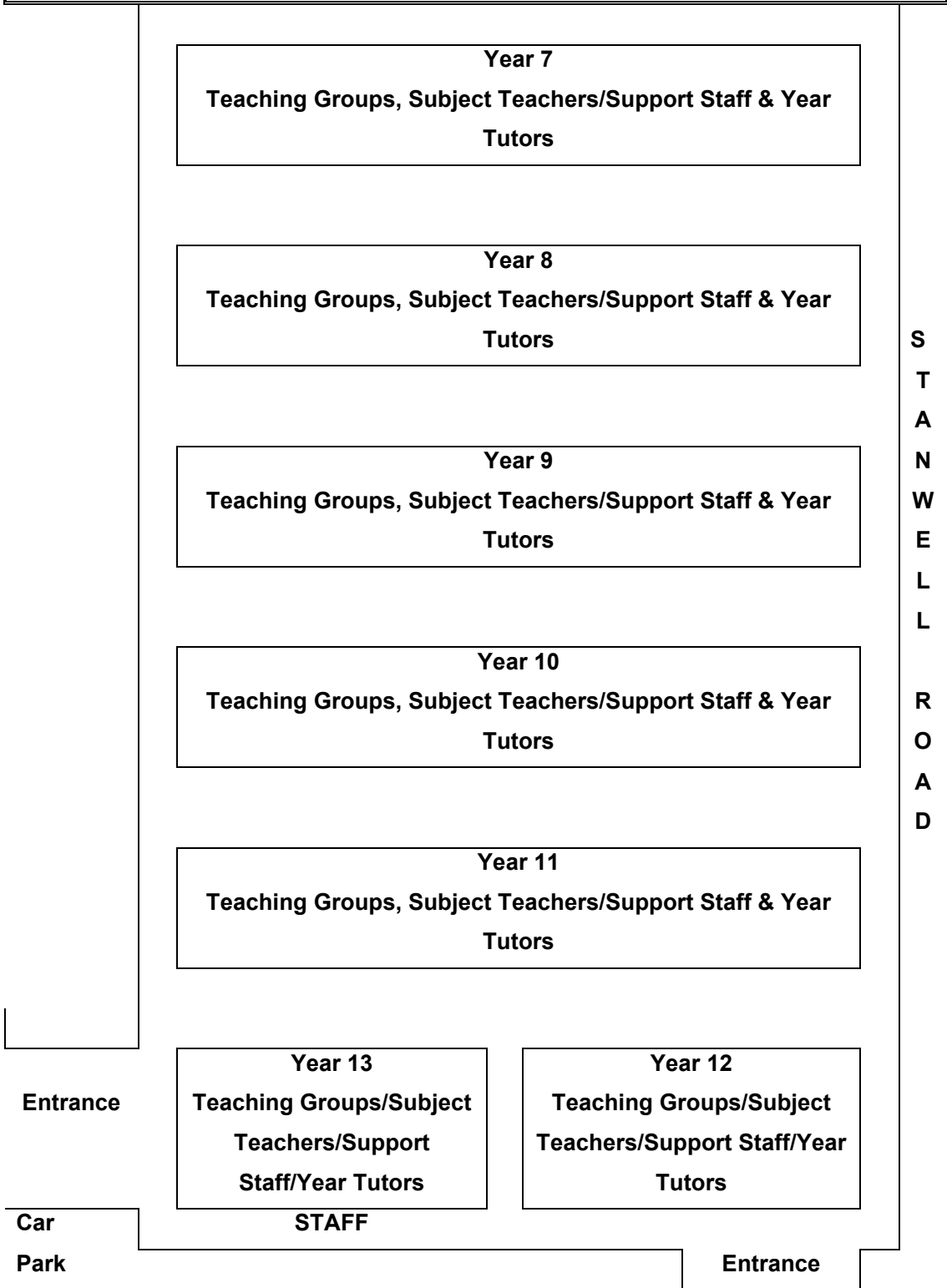
Contractors in the area to be evacuated on the school site must proceed to the Salisbury Avenue car park assembly point.

Visitors in the area to be evacuated must assemble with their hosts.

Staff and pupils in the Auditorium area, including those on stage, are to use the nearest convenient fire exit when a continuous alarm sounds, although pupils must use the same exit as the teacher in charge.

HEALTH AND SAFETY POLICY APPENDIX A

FIRE ALARM ASSEMBLY POINT DURING THE SCHOOL DAY: TENNIS COURTS



HEALTH AND SAFETY POLICY APPENDIX B

APPENDIX B: ACCIDENT PROCEDURES

Stanwell has a good record of accident prevention. However, in any large population of young people, mishaps will occur. In the event of an accident, it is important to determine the contributing causes. Staff should also pay attention to 'near-misses' to prevent actual accidents occurring in the future.

PROCEDURES

IN THE EVENT OF AN ACCIDENT:

- (1) Contact school office (ext 200/201/203)
- (2) Ascertain;
 - (a) the name of the injured person
 - (b) the nature of the injuries
 - (c) when, where and how it occurred
 - (d) were there any witnesses to the accident?
 - (e) who was supervising?
- (3) Complete Accident Report (AC1).
- (4) Forward Accident Report (AC1) to Mrs N O'Leary in Key Stage 4 Year Tutors' Office as soon as possible.

ACTION

- * The School Office will inform the named first aider (Mr D Rowles) or in his absence a trained first aider, and senior staff.
- * If a pupil is injured, refer the matter to the appropriate Year Tutor. If it is not possible to inform them in the first instance, staff must ensure that the Year Tutor is fully apprised of the accident at the earliest opportunity. If a member of staff is injured, senior staff will coordinate the follow-up action.

RESPONSIBILITY

- * The member of staff responsible for the injured pupil (usually the first person on the scene of the accident), should complete an 'Accident Report' form (AC1 – see Appendix C). Completed forms should be returned to Mrs N O'Leary in the Key Stage 4 Year Tutors' Office. Mrs O'Leary will record details in the school Accident Book, forward a copy of the Accident Report (AC1) to Mr J Mansfield and the original form to the Health and Safety Coordinator, who will coordinate any further appropriate action.
- * In the event of an accident to a pupil the appropriate Year Tutor is responsible for ensuring that there is prompt communication with the parents and coordinating any follow-up enquiries.
- * The Health and Safety Committee will regularly review the completed Accident Report forms.

HEALTH AND SAFETY POLICY APPENDIX B**LIABILITY**

In cases of accident, no admission of liability should be made, and if circumstances are such that liability is alleged, the member of staff in charge at the time of the accident should inform a senior member of staff as soon as possible.

Please remember that an Accident Report form needs to be completed in the event of injury to pupils, staff or visitors.

Reviewed by:	SO
Date:	April 2019
Approved by Governing Body:	April 2019