



BCA Health and Safety Policy

PART 1: The statement of policy and intent

- 1.1 The Directors of the school recognise their corporate responsibility as an employer to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come on to the school premises.
- 1.2 It is the intention of the Directors that for health and safety purposes the school will apply all health and safety instructions and advice issued by the Andorran Education Department.
- 1.3 The Headteacher is required to draw up the necessary arrangements to secure compliance with the health and safety requirements, to write them down and circulate this information to all staff and Directors, and subsequently to monitor implementation of the arrangements as appropriate. In her absence one of the Senior Teachers will be nominated to take on this role.

PART 2: Duties and Responsibilities

- 2.1 To pursue the objectives of the Andorran Government in respect of Health and Safety.
- 2.2 To produce a written statement of the Health and Safety requirement for the school and to bring it to the attention of all the staff.
- 2.3 To regularly monitor the Health and Safety arrangements of the school and seek to resolve any Health and Safety related problems which arise.

- 2.4 To refer to the appropriate authority any Health and Safety matters which cannot be resolved at school level or for which responsibility lies elsewhere.
- 2.5 To note all Health and Safety instructions and advice issued by the Andorran Government and other appropriate bodies and to ensure that they are brought to the attention of all staff. To keep a file of such information and make this information available to all staff, when appropriate.
- 2.6 To co-operate with the School Health and Safety representative, Eva Podesta, and support her in the carrying out of duties.
- 2.7 To ensure that all areas of the school are inspected regularly.
- 2.8 To ensure that a system is established for the reporting, recording and investigating of accidents, and that all reasonable steps are taken to prevent recurrences.
- 2.9 To ensure that all visitors, including maintenance contractors, are informed of the hazards on site of which they may be unaware and that work undertaken is carried out with due regard to the Health and Safety of staff and pupils.
- 2.10 To ensure that new employees are briefed about Health and Safety arrangements.
- 2.11 To ensure that any necessary protective clothing and equipment is used and that it is properly maintained and renewed when required.
- 2.12 To ensure that effective arrangements are in place to facilitate ready evacuation of the buildings in the case of fire or other emergency, and that firefighting equipment is available and maintained.

PART 3: THE SCHOOL'S ARRANGEMENTS

SECTION A - GENERAL

Accidents

- Any accidents or injuries sustained by a child or adult during the school day **MUST** be recorded in the Accident Book which is located at the Reception Desk.
- Details of date, time, occurrence, injury and action taken should be stated in every case.
- If possible, the member of staff first notified should deal with the occurrence but if this is not possible another member of staff should be alerted. Under no circumstances should other children be left unattended e.g. playground duty or classroom, in order to administer first aid.
- Most incidences will involve minor injuries and first aid can be competently administered by a member of staff.
- Please remember to follow the guidelines relating to spillage of body fluids.
- Plastic gloves should be worn at all times when dealing with open wounds or spillage of body fluids. Used tissues that are contaminated with body fluids should be disposed of carefully .
- If there is cause for concern regarding an injury a second opinion should be sought.
- Incidences involving head injuries should always be reported to the Headteacher and a child's parent/s should be informed as soon as possible by telephone

- Where an accident results in a serious injury (see definition below) the Headteacher should be informed immediately.
- Parents will need to be informed straight away if it considered necessary to take a child to hospital. When parents cannot be contacted, the Headteacher/Acting Headteacher will assume full responsibility, taking such action as is necessary until the parent or responsible relative is located.
- If a serious injury occurs, an Ambulance will be called by the Headteacher/Acting Headteacher and an adult will accompany the child if the parents cannot be located.
- In the event of a fatal injury, the Directors must be informed. Nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.

- **Serious Accident Definitions**

- Person's or child needs hospital for treatment due to the incident either taken directly from school, or in an ambulance is called, or if they attend hospital at a later date.
- Broken Bones
- Police attendance

Boiler room

- Access to the boiler room is limited to authorised persons only.
- The Caretaker will have direct responsibility for the maintenance and the upkeep of the boiler room which will be kept locked at all times when unattended.
- The Caretaker will ensure that the access to the boiler room is kept clean and clear of obstruction and in good repair.
- All moving parts of machinery will be adequately guarded.
- Unobstructed access will be maintained to all controls, pumps etc.
- The Caretaker will be conversant with operating/shut-downs procedures.

- Children are not allowed in the boiler room at any time.
- The room should be kept in good order at all times and should not be used for the storage of combustible materials.
- Keys are held by the Caretaker.

Building and Grounds

Housekeeping and Storage

- All rooms in the School will be kept clean and tidy and suitable waste bins will be provided.
- Waste, Scrap etc. will be disposed of safely at the end of each school day.
- Defects in plasterwork, masonry, playground surfaces, fences, walls etc. must be reported to the Headteacher and Caretaker.
- Every effort will be made to ensure that external paths, fences, play areas, steps and handrails are in good condition and are adequately lit.

Environmental

- Defects in lighting, heating, ventilation etc. will be reported to the Headteacher and Caretaker, who will notify appropriate services.
- Any instances of dust or fumes affecting any workstation will be investigated immediately.

Caretaking and Cleaning

- The Caretaker in conjunction with Health and Safety Rep will carry out regular safety checks
- Any defects noticed while carrying out daily cleaning and care taking duties should be rectified immediately if possible or reported to the Headteacher by all the staff.
- The caretaking and cleaning staff will be kept up to date with new safety publications.
- All cleaning materials and equipment will be kept in the Caretaker's store/cleaner's cupboard which will be kept locked at all times when not in use.

- Any substances which have been decanted will be put into containers appropriately labelled with the name of the substance and directions for its use.

- The Caretaker will be responsible for ordering appropriate protective clothing which will be kept readily available and used when necessary.
- Electrical equipment will be checked regularly by the competent person and a record kept of inspections and repairs.
- The interior of the school building will be kept clean at all times.
- Washing and toilet facilities will be maintained in a clean and sanitary conditions.

Contractors

- Site meetings will be held with contractors and work and practices agreed as appropriate.
- The Headteacher and Caretaker will make periodic checks on contractors' activities.
- Where practices or work is not satisfactory corrective action will be requested.
- All contractors will be required to report to the Caretaker before starting work and sign in as a visitor. Contractors must wear a clearly identifiable visitor pass.

Emergency Evacuation

- If, for any reason, the school has to be evacuated for a prolonged period, all children will assemble on the playground.

Fire procedures

If a fire is discovered:

1. The alarm must be raised by sounding one of the school fire bells.
 2. Staff in charge of a class must leave the building quickly and go to their assembly point playground. When the children are safe the Head of Administration should check the Fire Brigade have been alerted by the alarm system
 3. On hearing the alarm - everyone must leave the building quickly and go to their assembly points. Children should remain calm and orderly and not run. Staff should make sure that they know their assembly point and make sure other adults working with them are also aware.
- Staff should try to remember to close all doors as they leave the building. The Head of Administration will bring the class registers to the playground.
 - If caught in a smoke filled area, they should crawl on hands and knees, keeping faces as close to the floor as possible where the air is cleaner.
 - If escape is cut off, they must go into a room with a window, closing the door behind them. Stand by the window, call for help and await rescue.
 - Once the class have assembled at the assembly point quickly check names against register or try to ascertain if anyone is missing.
 - It is important to tell the children what to do and where to go in the event of separation from the class group. e.g. if a child is at the toilet when the alarm is sounded.
 - At lunchtimes - children should be instructed to leave the building using the nearest safe exit and go to their normal assembly points. Children playing in the playground will line up in class groups.
 - No -one should re-enter the building until it has been declared safe to do so by the Fire Service. It is the responsibility of the Headteacher to check the evacuation procedure and to list unaccounted persons.

It is the responsibility of the Caretaker to:

- Ensure clear passage to emergency exits,

- Test Fire alarms regularly and keep a record of alarm tests,
- To keep a record of all drills and inspections which have been undertaken.
- To ensure that all emergency exit doors are easily opened and free from obstruction.
- Fire extinguishers are currently maintained by a local company. The Fire Service also make a yearly inspection of the premises.
- Fire practice drills will be held each term.

First Aid

- Any adult on the school pay roll can administer emergency if a trained first aider is not available. The main first aid box is located at the Reception Desk and there is one small first aid kit in each classroom.
- It is the duty of the senior first aider or Health and safety representative to check the first aid box and to replenish any shortages.
- The organiser of each educational visit should be responsible for taking with them a travelling first aid kit.

Accidents involving external bleeding:

1. Normal first aid procedures should be followed.
- 2 Disposable gloves should be worn at all times.
- 3 When bleeding has stopped, blood should be washed off the surrounding skin with plenty of water but without disturbing the wound.
4. Splashes of blood into the eyes or mouth of another person should be washed out immediately with plenty of water.
5. Contaminated surfaces should be washed thoroughly.

Hazards

- All staff must report to the Headteacher any hazards observed around the school. She will remove the hazard if possible, or will contact the appropriate services to deal with it. In the meantime it may be necessary to provide temporary rectification.
- Rubbish and combustible material should not be left in escape routes or in the boiler house.

Health and Safety Representative

- The school will appoint a Health and Safety Representative (Mrs Eva Podesta).
- All staff will be encouraged to inform the representative of any issues relating to Health and Safety which are causing concern.

Infectious Diseases

- If any member of the staff should become aware of an outbreak of infectious disease they should notify the Headteacher immediately.
- The Headteacher will then notify parents and the Environmental Health medical officer if appropriate.

Kitchen

- Kitchen staff will be kept up to date with relevant safety publications available in school. Kitchen staff should hold a suitable food preparation certificate where appropriate.

Ladders

- Ladders will be stored safely and only used by the Caretaker.

Substances

- Substances which are hazardous to health will be kept in adequately labelled, suitable containers in the Caretaker's store which will be kept locked when unattended during the day.

SECTION 3.B CURRICULUM/Extra Activities Art, Design and Technology

- Staff must ensure that:
 - Pupils are supervised at all times
 - Protective Clothing and eye protection is worn when appropriate
 - Sharp edge tools are stored safely
 - Tools must only be used for their intended purpose
- Glue guns:
 - Glue guns should not be used without supervision
 - Only low temperature glue guns should be used by children
 - Children should be properly instructed in their use
 - The gun should be used over a tin or similar

Cookery

- In the working area:
 - The floors should be kept clean

Plastic laminated tables should be used and thoroughly cleaned before use
All utensils should be clean
A fire blanket should be kept near the cooker
Any cooker fault should be reported to the Headteacher immediately
No two or three way adaptors should be used
Foodstuffs and utensils should be stored in the designated cupboard
Dispose of waste foodstuffs in a polythene bag

- Pupil preparation and protection:
 - Water clean aprons and no loose clothing (tie back long hair)
 - Wash hands thoroughly
 - Cover cuts and scratches with water proof dressings Not carry hot liquids
 - Boiling or Frying is not allowed by children Pupils should be closely supervised at all times

Equipment and Materials

- Correcting Fluids:
 - Only staff may use correcting fluids such as Tippex
 - Children are not allowed to bring their own correcting fluids to school
- Marker pens:
 - Mainly water based pens should be used
 - When other pens are used they must be supervised and in well ventilated areas
- Pen Tops:
 - Pens supplied to children must have tops with ventilation holes
 - If children bring their own pens they should be advised about the danger

Physical Education

- P.E. lessons will only be taught by appropriately qualified staff
- All equipment will be checked by teachers each time it is used and defects reported immediately to the Headteacher
- Safe storage and handling techniques will be taught throughout
- Staff will pay particular attention to the supervision of pupils with medical

conditions

- If a parent has put a restriction on a child's activities on medical grounds, it is the parent alone who can remove it

Independence and Resilience

- At our schools we have made a commitment to developing our pupil's independence and resilience. This means we give our children opportunities to take calculated risks under careful supervision. Risk assessments are done for all activities and we use specialist external staff to supervise and manage any outdoor activities we are not experienced or qualified to lead ourselves.

SECTION 4. POLICY REVIEW

- This policy will be reviewed annually.
- Additions will be made at any time if required by further legislation or as a result of recommendations by service inspectors, staff, the Headteacher or Directors.