



Health and Safety Policy

“Beloved, I Pray that all may go well with you and that you may be in good health, just as it is well with your soul”. 3 John 1:2

This statement is issued in accordance with the Health and Safety at work Act (1974) and The Children Act (1989). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of St Martha's Senior School.

The Governing body of St Martha's School recognise that all activities have an inherent risk. They also recognise that management of said risks could reduce injury.

The management of health and safety is both idealistic and pragmatic. It demands a strategy of continuous improvement

General Guidelines

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

1. Establish and maintain a safe environment throughout the school;
2. Establish arrangements to ensure the safeguarding and welfare of the students/pupils;
3. Establish and maintain safe working procedures among staff, students/pupils;
4. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
5. Ensure the provision of sufficient information, instruction and supervision to enable all employees and students/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;
6. Maintain all areas under control of the Governors and Headmaster in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
7. Formulate effective procedures for use in case of fire and for evacuating the school premises;
8. Lay down procedures to be followed in case of accident;
9. Teach safety as part of students/pupils' duties where appropriate;
10. Provide and maintain adequate welfare facilities and to make recommendations to the school as appropriate.

Responsibility of the Governors and Headmaster

The Governors and Headmaster are responsible for implementing this policy within the School. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it when deemed necessary and on a regular basis
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once per term and twice in the first term of the academic year) to take place and for the results to be recorded;

3. Make arrangements to draw the attention of all staff employed at the School to the relevant safety guidelines.
4. Make arrangements for informing staff, students and pupils, or relevant safety procedures. Other users of the school will be appropriately informed ;
5. Ensure that regular safety inspections are undertaken;
6. Arrange for the withdrawal, repair and or replacement of any item of furniture, fitting or equipment identified a being unsafe by the Health and Safety committee;
7. Report and defect in the buildings or the grounds to the Trustees;
8. Monitor, within limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;

Responsibilities of staff towards students, 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 reasonable steps to:

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

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. Not to interfere with or misuse anything provided in the interests of health and safety and welfare;
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 Headmaster;
4. Ensure that tools and equipment are in good condition and report any defects to the Site Manager;
5. Use protective clothing and safety equipment provided and ensure that these are kept in good condition;
6. Ensure that offices, general accommodation and the school minibus are kept tidy;

7. Ensure that all accidents are recorded in the accident book;

Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements they must draw these to the attention of the Health and Safety committee.

Please note the following:-

It must be realised that newly appointed staff could be particularly vulnerable to any risk and it must be 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 exacting standards required of employees.

Responsibilities of Students and pupils

All students and pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow students/pupils;
2. Observe standards of dress consistent with safety and or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous;
3. Observe all safety rules of the School and in particular the instructions of the teaching staff in the event of an emergency;
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes;

Visitors

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

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.

First Aid and Accident Procedures

1. First Aid is available in the Reception area with an additional first aid boxes in the cookery room, Main Office, Science laboratories and the PE department.
2. The First aiders are Mrs F O'Regan, Mr R Odell, Mrs E Stamidou, Ms P Smyth, Ms Y Li, Ms S Wilkins.
3. The accident book is located in the Reception area.
4. The arrangements for the first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.
5. A register of students and pupils with medical conditions is maintained in the G drive in STAFF area and STUDENT information with a copy at reception.
6. Details of how to use EPI pens are held at Reception.

For specific Health and Safety issues please refer to the Site Manager.