



## HEALTH AND SAFETY POLICY

### 1. GENERAL GUIDELINES

It is the policy of St. Saviour's School Ikoyi, so far as is reasonably practicable, to:

- Establish and maintain a healthy and safe 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 such as chemicals, liquids.
- 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;
- Maintain all areas are safe and without risk to health and to provide and maintain means of access 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.
- Make sure risk assessments are adhered to for both onsite and offsite i.e. residential visits

### 2. RESPONSIBILITIES OF THE HEALTH, SAFETY & ENVIRONMENT COMMITTEE

The Health, Safety and Environment (Infrastructure) Committee are responsible for implementing this policy within the school, in particular they will:

- Monitor and review 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;
- Make arrangements to draw the attention of all staff employed at the school to the school and safety policies and procedures and of any relevant safety guidelines and information issued by the relevant organisations.
- Make arrangements for the implementation of an accident/incident file 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 during the weekly walk around. (Members of Health, Safety & Environment – Infrastructure Committee will inspect all school premises and property once a term);
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the facilities team and/or members of Health, Safety & Environment (infrastructure) Committee inspection team;



- Identify any member of staff who is specifically delegated to assist the Health, Safety and Environment Committee and Head Teacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

### **3. DUTIES OF THE PERSON DELEGATED TO ASSIST IN THE MANAGEMENT OF HEALTH & SAFETY**

The delegated individuals (Facility Manager and Admin Manager) shall:

- Assist members of Health, Safety & Environment (Infrastructure) Committee who will report back to Head Teacher in the implementation, monitoring and development of the safety policy within the school;
- Monitor general advice on safety matters given by 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 problems identified within the school and their 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;
- Ensure that staff with control of resources (both financial and other) give due regard to safety;
- Co-ordinate arrangements for the dissemination of information and for the instruction of employments, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

### **4. 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;
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- Minimize 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.
- Properly switch off electrical appliances and take away any immediate hazards in the vicinity that may cause harm to anybody, especially pupils in their class.

## 5. RESPONSIBILITIES OF ALL EMPLOYEES

All employees have a responsibility 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 school;
- 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 their line manager;
- Ensure that tools and equipment are in good condition and report any defects to the Facility manager who will report back to Health, Safety & Environment (Infrastructure) Committee;
- 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 to staff, pupils and visitors and potential hazards are reported to the Head Teacher/Admin Manager and Facilities Manager.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE ADMIN MANAGER/FACILITIES MANAGER, WHO WILL IN TURN REPORT BACK TO THE HEAD TEACHER.

Please note the following: -

- i) It must be realised that newly appointment 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.
- ii) 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.



- iii) All volunteer helpers will be expected, as far as reasonably possible, to meet the same standard required of employees.

## 6. 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 willfully misuse, neglect or interfere with things provided for safety purposes.

The Health, Safety & Environment (Infrastructure) Committee and Head Teacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices.

## 7. 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.

## 8. SECURITY

All visitors to the school must sign in and register their details with the security office at the front gates. They will be issued with a badge to use at the turnstiles on entry and exit. All visitors will be expected to have their badges on show at all times. The security team will escort the visitor to the member of staff expecting them.

## 9. FIRE AND EMERGENCY EVACUATION PROCEDURES

- The school's procedures for fire and emergency evacuation are appended to the Health and Safety Policy (See Fire Prevention Policy). They are also posted in the Emergency Packs in each class and keys around the school.
- These procedures will be updated as appropriate.
- The file for the recording and evaluation of practice and Lock down and fire drills are available.

## 10. FIRE PREVENTION EQUIPMENT

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visitor inspection of fire extinguishers and the testing of the fire alarm system (see Fire Safety policy).



## 11. FIRST AID AND ACCIDENT REPORTING PROCEDURES (See First Aid Policy)

- First aid is available in the sickbay in addition First aid boxes are positioned in each class and key areas around the school.
- The name of the first aider/appointed person is the School nurse.
- The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the school nurse. The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form are to be found in the Sick Bay, internal or External offices.
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff and the School Nurse.

## 12. EDUCATIONAL VISITS - RISK ASSESSMENTS

A written risk assessment form is completed for out of school activities that the school deems fit to be a higher level of risk than usual i.e. visiting a theme park by the responsible member of staff and must be approved by the Head teacher. Parents will be sent a consent form seeking approval for their child to be taken offsite.

It is good practice to continually assess risk throughout a visit and to respond to any change in circumstances which affect the level of risk. This may involve a change in activity or cancellation. All parental approval forms returned should indicate any medical condition which must be considered (see Educational Trips policy).

## 13. EMERGENCY CONTACT

Ambulance contact number - 767 or 112

Fire emergency contact number - 0803 323 5891 on Fire Station, Awolowo Road, Ikoyi.

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Member of staff responsible for the policy	Mrs. Udo Ofonagoro (Administration Manager)