

# ANGLOLANG

## HEALTH AND SAFETY POLICY

### Health and safety policy statement

As employers we have this Health and Safety Policy to ensure the Health, Safety and Welfare at work of all employees, students and others who may be affected by its activities. This policy is implemented in all premises owned by the school, and is applicable to all staff and visitors.

We will:

- Identify, assess, and manage the health and safety risks arising from our work activities
- Consult with our employees and seek their cooperation on matters affecting their health and safety
- Provide and maintain safe equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for employees as required
- Ensure all employees are competent to do their tasks and to give them adequate training
- Prevent accidents and cases of work-related ill health, so far as is reasonably practicable
- maintain safe and healthy working conditions
- Oversee the implementation and function of the safety management system, and monitor and review this policy on an annual basis
- Do our best to meet the needs of students, staff and visitors with disabilities
- Take disciplinary action as appropriate for any breach of the school's health and safety policies

### Responsibilities

- Overall and final responsibility for health and safety rests with the Principal
- To ensure health and safety standards are maintained/improved, Linda Polkowski is the Health and Safety Officer
- First Aid trained staff are: Linda Polkowski, Dan Methven, Jacqueline Dunkerton and Justine Smalley

### All employees are required to:

- Co-operate with managers and colleagues on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Take reasonable care for the health and safety of others such as visitors
- Report all health and safety concerns to Linda Polkowski

### Risk Assessments

- A risk assessment for the school has been undertaken and is regularly updated

- Risk assessments relating to all excursions and activities outside the school are carried out by the Health and Safety Officer and reviewed annually by users and the management team
- The findings of all risk assessments are reported to the Principal, and will be communicated to the relevant staff
- Action required to remove/control risks will be approved by the Principal and carried out by the appropriate person
- Copies of risk assessments are made available to all staff, particularly activity or excursion leaders. If the activity or excursion leader notices that there are additional risks not already recorded he/she must report this to the Health and Safety Officer who will amend the risk assessment accordingly
- Copies of risk assessments are available online and also in a folder in the reception area
- A risk assessment is carried out by homestays and a copy kept in their file

### **Safe equipment**

- The Head of Online Learning Dan Methven will be responsible for identifying all classroom equipment needing maintenance. The Principal will be responsible for identifying all other equipment needing maintenance
- The Principal will be responsible for ensuring that all identified maintenance is implemented
- Any problems found with equipment should be reported to Dan Methven
- The Principal is responsible for checking that new equipment meets Health and Safety standards before it is purchased
- PAT testing on all electrical devices is carried out annually or as deemed necessary by the Health and Safety Officer
- The central heating system and boilers are serviced annually both in the school and in homestays

### **Safe handling and use of substances**

- The Health and Safety Officer is responsible for identifying all substances which need COSHH assessment and carrying out that assessment
- The Principal is responsible for ensuring that all actions identified in the COSHH assessment are implemented is the Principal
- Identified COSHH risks include:
  - Sanitary waste – regularly disposed of by .....
  - Cleaning materials – kept locked away from students
  - Toner cartridges used in photocopiers and printers. These are recycled with CartridgeWorld
  - Asbestos – none in the building

### **Food and Beverages – provision and supervision**

- No food is prepared on the premises so it is not necessary for the school to be registered with the Health and Safety Inspectorate
- Snacks are provided by registered companies and are all in sealed packages

- Teas and coffees are provided from the school canteen and the machines are cleaned daily and only handled by an appropriately trained staff member
- There is a hot drinks and hot water machine in the cafeteria which are stocked and maintained by registered organisations
- All staff are allowed to bring their own food for personal consumption on the premises and can store it in the fridge. The fridge is regularly checked to make sure nothing perishable has gone off

## **Spillages**

All spillages must be reported to a member of staff and cleared up immediately.

## **School Security**

- An fire alarm system is in place in the school
- A CCTV system is in operation 24 hours a day both in the school and the outside premises
- Reception is manned at all times and visitors are required to sign in and out

## **Information, instruction and supervision**

- The Health and Safety Law poster is displayed in the staffroom
- The Health and Safety for computer operators is displayed in the office area
- The Certificate of Employers Liability Insurance is displayed in the reception area
- Health and safety advice is available from the Health and Safety Officer

## **Competency for tasks and training**

- Health and Safety training is provided for all new employees as part of their induction
- Training needs for each staff member will be identified, arranged and monitored by the Health and Safety Officer

## **Accidents, first aid and work-related health**

- First Aid boxes are available in the school office
- All accidents and cases of work related ill health are to be recorded in the accident book which is in the school office
- The school has 5 first aid trained staff members, named above, who regularly undertake refresher courses
- The Health and Safety Officer is responsible for keeping the first aid boxes stocked
- The closest chemist is Squires on Falsgrave
- The Vice Principal is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority
- Emergency contacts for students are found on the parental consent forms and emergency contacts for staff are located in the staff member's folder

## **Monitoring**

- To check working conditions and ensure safe working practices are being followed

we will carry out random health and safety inspections

- The Principal and Vice Principal are responsible for investigating accidents and any work-related causes of sickness absence
- The Principal and Vice Principal are responsible for acting on the findings of investigations to prevent a recurrence

### **Fire risk**

- The Principal is responsible for ensuring a fire risk assessment is undertaken and implemented
- Escape routes and emergency lighting are checked at least annually
- Fire extinguishers and the fire alarm system are maintained and checked by Coastal Security every 12 months
- Emergency evacuation of all school buildings will be tested at least once a year

### **Business Continuity Plans**

- Contingency plans consist of relocation of key personnel to temporary site at 22 Avenue Road.
- All computer systems backed up.
- Online technology to make teaching possible.