



St. Andrew's International High School



Health and Safety Policy

Background

The Governors of St. Andrew's International High School recognise that they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards students, the public and people who use the premises of the School from time to time. The Governors accept these duties and it will continue to be their policy to promote standards of health, safety and welfare. It is considered by the Governors that health and safety is a responsibility at least equal in importance to that of any other function of the School and the Governors have appointed one of their number to take special interest in Health and Safety.

In addition to the general Health and Safety Policy the School has a number of policies which relate directly to specific areas of health and safety. The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions. Only the adoption of safe methods of work and good practice by every individual can improve everyone's personal health and safety and keep risks to a minimum. All reasonable steps will be made to identify hazards and reduce risks to a minimum but all staff, students, members of the public and people who use the premises of the School from time to time must appreciate that their own safety and that of others also depends on their individual conduct and vigilance on the school premises or while taking part in school-sponsored activities.

Throughout this policy document, reference to "the School" should be taken to refer to St. Andrew's International High School.

Responsibilities

The Governors are responsible for the health, safety and welfare of the employees whilst they are at work and for the students, contractors, visitors and members of the public whilst they are on the School site or affected by the School's undertakings. The Board of Governors has appointed one its members to take particular interest in Health and Safety. This responsibility is devolved throughout the organisation through the Head Teacher, Senior Leadership Team, Health & Safety Officer, Teachers and Support Staff.

The School requires every employee to take reasonable care for his/her health and safety and that of others who might be affected by his/her acts or omissions at work. They also have a responsibility to report H&S concerns.

Objectives

The Health and Safety Policy is designed to enable the Schools to fulfil their obligations to their employees, the students, members of the public, visitors, contractors and others affected by the School's undertaking. It is the objective of the policy to ensure in so far as is reasonably practicable the health safety and welfare of its employees and others, to promote a positive health and safety culture within the organisation and to create a working environment in which health and safety considerations influence every aspect of the life of the school and risks are reduced to a minimum. In particular the School will:

- Identify hazards, assess risks and adopt measures to eliminate if possible and otherwise to reduce risks in all aspects of the School's undertakings.
- Provide safe access to and egress from the School and provide a safe working environment through the upkeep and repair of the buildings, structures and the grounds of the School.
- Provide plant and equipment which is safe, fit for purpose, and maintained in accordance with statutory requirements and manufacturers' recommendations.
- Provide and maintain fire safety systems.
- Prepare an Emergency Plan of Action and ensure that the Action Plan is accessible to all employees.

- Ensure arrangements are made for the safe use, storage, handling and transport of articles and substances in the School's possession or control, in particular those which may present a risk or hazard to employees and others.
- Provide adequate facilities and arrangements to cater for the welfare of the employees, students, contractors and visitors to the site.
- Ensure that the School site is clear of rubbish and that waste is stored with due regard to the environment.
- Recruit employees who are competent for their job and ensure that employees receive adequate information and training to enable them to perform their work safely.
- Inform and communicate with employees on all matters pertaining to health and safety.
- Require employees to co-operate with the School in the promotion of health and safety and to respect and make use of such safety related equipment as may be made available to them.
- Appoint a Health and Safety Officer to assist in the undertaking of statutory health and safety measures and to ensure that the school reaches international standards with regard to H&S.

Arrangement

In order to meet the objectives of the Health and Safety Policy, the School has put into effect the following arrangements:

A: Risk Assessment.

Regular risk assessments are carried out on the school site by the Facilities Manager supported by the H&S Officer.

During these assessments, all staff have a duty to assess and report any H&S issues in their working area.

The most effective control is the removal of the hazard, but this is not always practicable and controls will be set in place to reduce exposure to the hazard or minimise the risk of the hazard causing harm.

All off-site visits require the appropriate risk assessment to be carried out and co-ordinated by a named member of staff, the Trips Coordinator.

B: Safe Equipment

The School procures only such work equipment as is fit for purpose.

All equipment is used according to the manufactures' specifications and serviced accordingly.

All vehicles are regularly maintained by competent professionals.

C: Fire Safety

The arrangements for the provision and maintenance of fire safety equipment, fire precautions and reduction of fire risk are set down in the Fire Safety Policy which is available to all employees.

General Fire risk assessments are carried out by competent external contractors and the risks are reassessed on a two yearly basis.

In addition, information on the action to be taken in the event of a fire alarm is posted in every public area of the school and fire drills are held on a regular basis, at least once a term including in the boarding house.

Fire procedures/drill documents are regularly reviewed and shared with staff.

Fire Action information sheets are posted in all areas of the school and fire escape and fire exit signs which comply with current required standards are in place where required

D: Security

The security of the students and staff on site is of paramount importance at St. Andrew's International High School.

Access to the site for the majority of the working day and overnight is controlled and monitored by G4S guards and a School Commissionaire.

All visitors are required to register at Reception and to wear a Visitors' badge. Visitors are not permitted unaccompanied access to the school. Procedures are in place for dealing with suspected intruders and many areas of the site are covered by CCTV.

Guards are provided with up to date lists of all outside organisations which use the School's facilities outside normal hours.

An Alpha Panic alarm system is fitted in many areas of the school and staff housing.

During the holidays additional guards are employed as well as local armed police officers.

E: Provision of Welfare Services

The School is fully committed to the welfare of students and staff and separate policies are in place to ensure this.

F: H&S Training of Employees

Training is provided for all staff as required to ensure the safe performance of their work.

Staff are encouraged to undergo H&S training updates.

The School seeks out where possible training opportunities involving outside agencies covering such aspects as first aid, fire safety and school expeditions.

Co-operation

All staff, students, contractors and visitors are required by this policy to cooperate with the School in its endeavour to comply with statutory requirements in respect of health and safety. Safety systems and equipment must not be tampered with or abused, safety procedures must be followed and personal protective equipment must be used as directed. It is the responsibility of all staff to have regard to their own safety and that of their colleagues by reporting health and safety issues to their line manager or to the Health and Safety Officer, and by setting a good example of health and safety awareness to the students.

The School acknowledges, however, that effective management of Health and Safety relies equally on a proactive approach and the arrangements detailed in this policy for the inspection and planned maintenance of equipment and services, the requirement for risk assessments and the identification of training needs through the employee appraisals are intended to ensure that the aims of the Health and Safety Policy are achieved and School provides a safe place of work and study as far as is reasonably practicable.

Review

An accident/incident log is kept at reception and reviewed regularly. All staff have a responsibility to report and record incidents including 'near misses' both on and off site.

The Health and Safety Policy is reviewed by the H&S Officer as required and at least once every 2 years.