

MARINA INTERNATIONAL SCHOOL

Health and Safety Policy

Rationale

The Board of Governors and Head recognise that it is their duty to ensure, so far as it is reasonably practical, that all those at MIS are not exposed to risks to their health and safety. The Board of Governors and Head accept that they have a responsibility to take all reasonable steps to secure the health and safety of students, staff and others using the school premises or participating in school sponsored activities. They believe that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students.

The aim of the Board of Governors and Head is to provide a safe, healthy working and learning environment for staff, students and visitors.

The Board of Governors and Head believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Board of Governors and Head will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

As a school, we aim

- to ensure that all children, staff, parents and visitors to the school are safe.
- to ensure that Health and Safety regulations are followed at all times.

Board of Governors and Staff Responsibility

Role of the Board of Governors

The Board of Governors has the ultimate responsibility for Health and Safety in the school. The Board of Governors will:

- Ensure that Health and Safety regulations are followed at all times.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school and that this is reviewed each year.
- Ensure Health and Safety inspections are carried out by the Business and Administration Manager(BAM) and Designated Board member each school term.
- Identify and evaluate all risks relating to accidents, health and school sponsored activities.

- Identify and evaluate risk control measures in order to select the most appropriate means of minimizing risk to staff, students and others.

Role of the Head

The Head, in conjunction with the Board of Governors, has the subordinate responsibility for Health and Safety in the school. The Head will:

- Ensure that Health and Safety regulations are followed at all times.
- Ensure Health and Safety inspections are carried out by the BAM and Designated Board member each school term.
- Encourage staff, students and others to promote health and safety.
- Monitor the standard of health and safety throughout the school, including all school based activities.
- Monitor first aid provision.
- Report to Governors on any Health and Safety issues that require further attention and resourcing.
- Identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.

Role of the BAM

The BAM will:

- Conduct regular safety inspections around the school.
- Report, as appropriate, any health and safety concerns to the Head.
- Be involved in Health and Safety inspections with the Designated Board member.
- Be responsible for ensuring all electrical equipment is inspected and safe to use.
- Be responsible for ensuring that the testing and servicing of all alarms and firefighting equipment is carried out each year as required.
- Ensure a fire drill is completed according to the schedule.
- Ensure all signage is used meet the statutory requirements.
- Ensure hazards are cleared promptly

Role of Staff

Members of staff will:

- Ensure that they are aware of and follow Health and Safety issues recorded in this policy.
- Make risk assessments when using a piece of equipment.
- Ensure that their classroom or working space is organised so that the flow of children around the room does not cause risk.
- Ensure that routes to the most commonly needed resources and areas are clear.
- Ensure that no dangerous or unsafe items are left in classrooms or working spaces.
- Ensure that children are never left unattended in classrooms or other areas around the school.
- Inform the HOD if a child vacates their room or area where they are working without permission.
- Ensure that on School Trips, correct supervision is provided at all times.
- Demonstrate to children how to use equipment such as scissors or other tools in a safe manner.
- Ensure that children do not touch electrical sockets.
- Ensure that they use appropriate equipment such as step ladders (rather than chairs) when displaying work, hanging work, etc.
- Inform the BAM of any health and safety hazards in the classrooms or work spaces via email
- Record and report any significant accidents that they witness to the Head and BAM
- Ensure that they attend relevant school based INSET.

Role of First Aiders

First Aiders will:

- Ensure that First Aid boxes for the playgrounds, classrooms and trips are kept in stock.
- Inform the Head, BAM and parents when they deal with a child who has suffered a bump to the head.

Organisation Information for the Health and Safety areas listed below follow:

- Accidents in School
- Accidents out of School
- Electrical Equipment
- Equipment around the School
- Fire Regulations and Emergency Procedures
- Hazardous Materials
- Medicines in School
- Physical Education
- School Security
- School Trips
- Science

Accidents in School

Lists of designated First Aiders should be made available to staff. In the event of an accident happening, the following procedures will be followed:

1. Procedures for minor accidents (bumped knees/elbows) - get child to apply cold compress. If minor, these do not need to go to a First Aider. Grazes - get child to apply cold compress. If minor, these do not need to go to a First Aider. Small cuts - get child to apply pressure if minor. If concerned about depth of cut, get child to apply pressure to cut and send to a First Aider. Splinter - send to a First Aider. If sticking out, they can remove it. If embedded, they cannot but will telephone parents. Bleeding nose - send to a First Aider depending on severity. Items/objects in eyes or ears - send to a First Aider.

2. Procedures for dealing with head injuries- Let the child get up independently - do not try to assist. Send to a First Aider. If the child cannot stand independently, a telephone call will be made to the parents shortly after the injury has taken place.

3. Procedures for dealing with major accidents (suspected broken bones, child loses consciousness, seizure) - if accident occurs in the classroom, do not move child if having a seizure, move furniture away from the child and protect their head with a cushion or any available soft paddings. Send a responsible person to the office immediately to inform them of the accident. Stay with the child. The Head, Deputy Head or office staff will inform a First Aider.

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Once First Aider has arrived, the Class Teacher's responsibility is with their class, not the injured child. This may mean that you need to remove your class to another area (library, hallway, available classroom) -the important thing is to keep the other children calm.

Once the First Aider has assessed the situation, they will make the decision whether the child needs to be taken to a hospital. The First Aider will stay with the child/adult. The Head, Deputy Head, Office Staff or a First Aider are the only people who can arrange to transport the child to a hospital. The Head, Deputy Head, Office Staff or a First Aider will then contact the parents.

If an accident occurs on the playground- do not move child. Send a responsible person to the office immediately to inform them of the accident. Clear the scene of the accident by moving children to another part of the playground. One adult stays with the child until a First Aider arrives; the other adult monitors the other children. The Head, Deputy Head or Office staff will inform a First Aider.

Once the First Aider arrives, the adult's responsibility is with the other children, not the injured child. The important thing is to keep the other children calm.

Once the First Aider has assessed the situation, they will make the decision whether the child needs to be transported to a hospital. The First Aider will stay with the child/adult. The Head, Deputy Head, Office Staff or a First Aider are the only people who can arrange for the child to be transported to a hospital. The Head, Deputy Head, Office Staff or a First Aider will then contact the parents.

In case of an emergency where an ambulance has been called, the Head deals with the emergency with the First Aiders. The Deputy Head deals with the school continuing as normal.

If the Head is absent, the Deputy Head takes on this role as Acting Head.

If one of the Deputy Heads is Acting Head or one of the Deputy Heads is absent, a named Acting Deputy will ensure the school continues as normal. This will be member of the Middle Leadership Team.

Someone dealing with the accident will update the staff involved as soon as possible - but staff need to recognise that this may not be immediately.

Accidents out of School:

A mobile phone and small First Aid kit are always taken on an outing - no matter how short. The following procedures will be followed if a child is injured off site:

- If on site of a museum, swimming pool, etc., there should be a designated First Aider on that site that you can call upon. They will assess the situation and make a decision.
- Always inform the school as soon as possible - it may be that parents need to be contacted or you need adult help to support the children in returning to school.

- If in between sites (walking, bus stop) - use common sense. If an transporting the child to a hospital is required, act immediately. Always inform the school as soon as possible - parents will need to be contacted or you may need adult help to support the children in returning to school.
- If a child needs to be transported to a hospital for offsite visits - a staff member from the school must accompany the child. Always inform the school which hospital the child is being taken to.

Electrical Equipment

The BAM is responsible for ensuring the safety of all electrical equipment.

Electrical equipment can only be used if it has been inspected, tested and labeled by the BAM. Staff must not attempt to repair any electrical equipment, but should pass it immediately onto the BAM who will ensure that it is repaired appropriately.

Equipment around the School - Staff should visually check equipment before using it in lessons. If there are concerns regarding the health and safety of any piece of equipment, it should be labeled and reported to the BAM. (broken bench, etc.) If urgent, a message should be sent to the BAM immediately.

Fire Regulations and Emergency Procedures

a) Fire Hazards Displays hanging from the ceiling in classrooms need to be a meter apart to avoid becoming a fire hazard.

Lessons that involve heating or the use of potentially dangerous equipment must be carefully supervised. (See note on equipment)

The BAM should be informed of any fire hazards immediately.

b) **Fire Alarms and Equipment** - The BAM is responsible for ensuring that all alarms and equipment are tested as required.

c) Fire Drills are completed every month. Timings are noted for evacuation of the building and for the completion of marking the class registers.

Each class has a map on the wall, showing the fire drill for the class. Children line up and leave the building silently. All doors must be shut after leaving. Classes line up at designated spot some distance from the building. Registers are called and reported to either the Head or Deputy Head immediately.

No child or adult should return to the building until the Head or Deputy Head gives the all clear.

d) **Emergency Procedures** In the case of an emergency (fire, etc.), all occupants of the building should be evacuated immediately.

In these situations, everyone should be evacuated off site as soon as registers have been completed using the outside gates. In case of an evacuation, the Head/Deputy Head will ensure that details of children are taken to the evacuated site in order that parents and guardians can be informed.

Medicines in School - Medicines can only be given to a child when the parent has authorised this or given by the School Nurse.

No medicine should ever be kept in a classroom.

Physical Education - The PE equipment must be inspected by all PE Teachers before use. If equipment is found to be defective or unsafe, it should be removed and the BAM must be notified immediately.

Staff should ensure that children wear appropriate clothing and footwear for PE sessions. No jewelry, except small stud earrings, can be worn.

School Security - The school is protected by CCTV which covers all entrances to the school grounds.

All school gates are locked throughout the day. Visitors to the school must use the intercom to access entry.

a) Visitors to the School - All visitors to the school should report to the security post on arrival.

All visitors must sign in and out in the Visitors Book situated in the Office.

Prospective parents who want to visit the school will be given an appointment time with the Admissions Office.

Staff are expected to notify the receptionist if they are expecting a guest speaker for their class.

Staff should challenge anyone on site who is not known to them and escort them to the office.

b) Procedures for Dealing with Difficult Parents - There may be times when a parent or other adult becomes particularly distressed over an incident that has happened in school. This may result in behavior that is unacceptable.

If a parent or guardian approaches a member of staff to discuss an issue and is obviously very distressed or angry, the member of staff should inform them that the discussion should take place with either the Head or Deputy Head present. If the parent or guardian will not accompany the member of staff to the office, the member of staff should get another adult to immediately get the Head or Deputy Head. All staff members have the right to politely leave a situation if feeling threatened.

If a parent or guardian approaches a member of staff in a classroom or the playground when children are present to discuss an issue and is obviously very distressed or angry, the member of staff should inform them that the discussion should take place with either the Head or Deputy Head as you are currently supervising children. If the parent or guardian will not go to the office, the member of staff should follow the following procedures;

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- Get another adult to oversee the class or playground and escort the parent or guardian to the office.
- Get another adult to immediately get the Head or Deputy Head.

At all times staff should remain calm in the manner in which they deal with the parents or guardians. This can be difficult, but remember that you should remain professional.

The Head or Deputy Head will always follow up situations of conflict. The school will not tolerate members of staff being treated inappropriately. Staff members will be kept up to date with this follow up.

If staff see or hear conflict between parents or between a parent and a child that is not their own on the school premises, they should immediately inform the Head or Deputy Head. Parents and guardians are not allowed to approach a child other than their own to discuss concerns.

Parents and guardians who behave in an inappropriate manner towards staff, other parents, or children will be warned that any further incidents may lead to them being banned from the premises. Incidents of a serious nature will result in the immediate banning of the parent or guardian.

School Trips - When organising a visit, staff should make sure that travel arrangements, routes and facilities at the venue are clear to all the adults accompanying the trip before leaving. Children should be grouped and know which adult is in charge of their group. Adults should have a list of the names of children in their group. The children should be clear on the behavior expected of them on route and when at the venue.

Children must be adequately supervised on trips. The ratio for supervision is as follows: Nursery Children 1:6 +1 (2 adults) Key Stage One 1:10+1 Key Stage Two 1:10+1 Key Stage 3 and above 1:30+1. When travelling on public transport, children should be clear about the routines for getting on and off. An adult should always be the last one to get on or alight.

Checks should be made on a regular basis to ensure all children are accounted for.

A small First Aid box should always be taken on all trips.

A mobile phone should always be accessible on a school trip – no matter how short the distance being travelled.

If there are any problems or difficulties, the school must be informed.

Science Teachers should be aware of safety issues and ensure adequate supervision at all times. Common safety issues to be aware of include:

- Whenever possible, avoid using glassware: plastic containers are more suitable.
- Candles or night-lights should be stood in sand in a metal tray.

- If children need to pick plants, warn them to pick with the hand they don't eat with.
- If growing cultures, use sealed containers in which to do so.