



# International Community School

## HEALTH AND SAFETY POLICY (Primary School)

### General Statement of Policy

It is the policy of the International Community School (Primary based at 4, York Terrace East) to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. The health and safety objective of the School is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All staff and students will be provided with such equipment, information training and supervision as is necessary to implement the policy and achieve the above stated objective.

The school recognises and accepts the duty to protect the health and safety of all visitors, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of the school will do all that is within its powers to ensure the health and safety of its staff and students, it is recognised that health and safety at work is the responsibility of each and every individual associated with the school. It is the duty of each staff member and student to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of the school will provide every staff member with the training necessary to carry out their tasks safely. However if a staff member or student is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is their duty to the Director of Health and Safety. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every one's responsibility to report immediately any situation that could jeopardise the well being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Director of Health and Safety or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The school's health and safety policy will be continually monitored and updated particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months. The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

## Safety Personnel

The person with overall and final responsibility for health and safety in 4 York Terrace East is the owner Ben Toettcher.

The owner of school, Ben Toettcher, will be referred to as the Director of Health and Safety.

The Site Manager is the Principal, Michelle O'Connell.

The Assistant Site Manager is Lynne Horrobin.

The Maintenance Manager is Tricia O'Shea.

The Fire Marshals in this building are:

- For the ground floor – Michelle O'Connell/(in her absence – Anoushka Dabholkar)
- For the basement rooms 9-18 – Stuart Pollard
- For the basement rooms 19-29 - Lynne Horrobin/(in her absence - Shelby Brown)

## FIRE

As the landlord of ICS, International Students House (ISH) is responsible for the inspection, testing, maintenance of fire equipment and systems.

Fire Risk Assessment is kept in the Fire File in the School Office and updated annually.

### **Fire drills and testing**

Fire drills are carried out termly and results recorded in the Fire File. ISH carry out fire alarm call point tests on a weekly basis at 8.30am on Friday mornings. Fire points are located at strategic points throughout the school. Every 6 months ISH test the fire detection system and the fire alarm.

### **Fire notices**

Fire notices are displayed in all rooms, corridors and reception area. They provide the following information:

#### **In case of Fire:**

1. Break the glass on the nearest Fire Point to sound the alarm
2. Evacuation - Leave the building by the nearest fire exit
3. Do not stop to collect your things
4. Go to the assembly point, which is on the pavement across the road from the school on York Terrace East
5. Your teacher will check everyone is present

***Do not enter the building until your teacher tells you it is safe to do so.***

There are Fire Exit signs on each floor and in each corridor showing the escape routes. All emergency signs comply with current regulations. A plan of the school building with location of fire points and fire extinguishers is displayed on the fire notice. All exits and marked fire escape routes must be kept clear, unlocked and easily accessible at all times. At 1, York Terrace East, it is necessary to break the glass on the fire door in order to exit the building.

### **Fire extinguishers**

All staff should be familiar with types of extinguisher and on what types of fire they may be used. All staff must also be familiar with emergency drills, escape routes, and muster points and bomb evacuation procedures. Fire extinguishers are located at strategic points throughout the school and marked. A record of all service dates should be kept on each extinguisher. The Site Manager, in conjunction with ISH, is responsible for ensuring that they are checked regularly and maintained annually. Records of the maintenance should be kept in the Fire File.

### **Fire Precautions**

The responsibility for this area rests with the Site Manager, in conjunction with ISH, but all staff have direct responsibility to ensure that the precautions are taken and regularly reviewed.

- Each room has a Fire Notice and a smoke detector. Children should be made aware, on a regular basis, of what is expected of them in case of fire drill, actual fire or a bomb hoax.
- The instructions should be displayed in a prominent position within the classroom.
- Fire drills and bomb hoax drills (to be called emergency evacuation drills) ensure that:
  - Staff and children are aware of what is expected of them;
  - The instructions are monitored to ensure their suitability and reflect changing needs.
- The Site Manager is delegated responsibility for fire precautions.
- The Site Manager informs the catering staff as to their responsibilities in case of fire.
- The staff should inform the Site Manager if there are areas of the school, which cause them concern.
- The Head of Kitchen is responsible for the area of school over which she has control and it is her responsibility to ensure her staff are also aware of their responsibilities.
- All staff should be aware of the need to avoid the accumulation of combustible material within the School and the Principal should be informed directly should any build-up occur.

## **Fire Doors**

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

## **FIRE PRACTICE**

In the event of fire the fire alarm siren. In the event of a fire drill a hand-bell will be ring. Teachers who are not with a class or fire marshals will check the building from the top floor to the basement. Children must listen to instructions, then leave the building quickly and silently. They should line up in classes at the Assembly Point, which is on the pavement opposite the building. Children who are not with their class (e.g. SEN therapy) should be led to the assembly point by their SEN teacher.

All children will be checked by the registers. Administrative staff are responsible for bringing out the registers as well as the visitor and sign out books.

## **EMERGENCY EVACUATION PRACTICE**

In the event of another type of emergency (e.g. bomb scare), where it is thought unsafe for the children to be near the school building, procedure will be as follows:

- The Fire alarm bell will ring.
- The Site Manager or person in charge will direct students and staff to an Assembly Point, which is at International Students House, 229, Great Portland Street.
- Fire Marshals do a sweep of their respective floors to ensure no one remains before leaving the building. Office staff will bring the class registers with them. The registers should then be called. The Site Manager/Assistant Site Manager will remain on the premises to receive and/or direct outside help.

The Site Manager/Assistant Site Manager is responsible for telephoning the Fire Brigade or Police, but if, for any reason, they should not be available, then a member of staff should undertake this task.

## **BOMB HOAXES AND THREATS**

ALL persons responsible for the management of their buildings or staff should instruct their telephone operator to report all such calls to them confidentially and immediately.

Usually bomb threats come in anonymous telephone calls.

As soon as it is clear the caller is making a bomb threat, LET THEM FINISH THEIR MESSAGE WITHOUT INTERRUPTION. While the caller speaks, try to record the message

EXACTLY as you heard it and listen for clues:

- Caller's sex and approximate age
- Noticeable conditions affecting speech such as drunkenness, laughter, anger, excitement and incoherency
- Peculiarities of speech such as foreign accent, mispronunciations, speech impediments, tone and pitch of voice
- Background noises audible during the call such as music, traffic, talking and machinery
- When the caller has given his message, try to keep him in conversation.

The following are key questions and should be asked, if possible, AFTER THE CALLER HAS GIVEN THE MESSAGE:

- WHERE is the bomb located?
- What TIME will it explode?
- WHEN was it placed?
- WHY was it placed?

Note the exact time. Write the message down IMMEDIATELY after the call. IMMEDIATELY after that, notify the Police. Repeat the message, EXACTLY AS YOU RECEIVED IT AND then fill in the other details you were able to get.

**BE CALM    LISTEN CAREFULLY    REPORT EXACTLY    ACTION TO BE TAKEN**

Although it is very unlikely that there will be any real threat, all warnings must be acted upon immediately.

- Evacuate the building by sounding the fire alarms, ensuring that those evacuated assemble some distance from the building Assembly Point, which is at International Students House, 229, Great Portland Street because of the possible danger of flying glass.
- Inform the Head of School.
- When the Police arrive they will expect a member of the staff to accompany them on their search of the building, as only staff with a knowledge of the premises can say what should or should not be there.
- Any suspicious object should not be touched but will be dealt with by the Police, who will call in further specialist assistance as necessary.
- If nothing suspicious has been found, it will be appropriate for a return to be made to normal work. The Head of School in consultation with the Police will decide what action should then follow.

Other points:

- In evacuating the building, students, students and staff should only take their personal belongings if these are immediately at hand, but must not go to other parts of the building to get them.
- When the evacuation has been completed, staff should be posted in positions to observe doors to prevent re-entry of students or staff.
- So far as possible, bomb scares should not result in students being sent home early. This is to discourage persons from causing bomb scares to achieve that very purpose. Children of primary school age must be sent home at the usual time.
- Since it is possible that bomb scares may increase in number, the drill for dealing with them should be built into that already existing for fire drills.

## **SAFETY WITHIN THE SCHOOL**

Any breakages or maintenance issues are dealt with by the Maintenance Manager. Staff are required to report these to the Maintenance Manager directly. These are recorded electronically on the Maintenance Log on the school server and signed off once addressed.

### **Classrooms and Corridors**

The classrooms should be arranged to allow the free movement of children within it. Children should not be allowed to stand on chairs or desks and should not be allowed to push their seats back on two legs. The use of scissors, compasses and other similar apparatus should be carefully supervised. Children are expected to walk around the building and not to run. The use of electrical goods in the classroom should follow the agreed procedures. Any other matter within the classroom, which is covered by Health and Safety, should be of primary concern to the teacher and the children should be informed accordingly and encouraged to think and act positively with regards to it.

Careful attention should be paid to the suitable storage of items, which need to be retrieved from a high level. Accessing such items should be undertaken with care. DES guidelines should be followed. Items should be stored safely and carefully and out of the reach of children as appropriate.

### **School playground/access to outside space**

The overall responsibility lies with the Site Manager but it is delegated to the teachers on duty at break time and lunchtime. The Site Manager or a senior member of staff will always be available in cases of emergency. Children must be supervised closely while using the steps to and from the school playground. Please refer to our Teacher Handbook 2010-11 for detailed guidance on supervision of children at break times in Regents Park.

### **Staff Room**

The Staff Room is the responsibility of the Assistant Site Manager.

### **Auxiliary Rooms**

Responsibility of the member of staff with responsibilities, e.g.:

- Library – teacher in charge of Library (Tom Hough) or any other teacher present
- Office Area - responsibility of the School Administrator
- All other areas are the responsibility of the Site Manager.

### **Access**

The Site Manager is responsible for all matters regarding entry to and safety of the total school premises.

### **List of people with access to students**

Teachers and Teaching Assistants  
School Management Team  
Administration Staff  
ISH Cleaning Staff  
Catering Staff  
ISH Maintenance Staff  
Interns

### **Manual Handling Operations**

- It is the policy of the School to comply with the law as set out in the Manual Handling Operations Regulations 1992.
- Manual handling operations will be avoided, as far, as is reasonably practicable where there is a risk of injury.
- Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. All possible steps will be taken to reduce the risk of injury to the lowest level possible.

### **Guidance on Manual Lifting and Moving**

- The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches
- When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents that might impair grip
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage
- Staff should not attempt to lift or move a load that is too heavy to manage comfortably
- Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.

- When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

### **Display Screen Equipment**

- It is the policy of the School to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992. The school will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service after January 1st 1993 meet the requirements set out in the Schedule to the Regulations and that all workstations NOW meet these requirements. (New Schedule introduced December 31st 1996).
- The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.
- All staff using VDUs should plan their work so that there are ten-minute breaks after each fifty minutes of constant use.
- VDU screen users will be allowed periodic breaks in their work. Eyesight tests will be provided for VDU screen users on request. Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses. All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

## **ELECTRICITY**

The person responsible for testing of electrical appliances is the Site Manager.

### **Routine Inspections and Procedures**

1. All electrical equipment must be checked annually by an independent electrical contractor. There should be an inventory of all electrical equipment. The Site Manager is responsible for arranging this.
2. On the annual health and safety checks the Site Manager should visually check all electrical equipment. The Site Manager should arrange for the replacement of frayed and damaged cables, broken plugs, sockets or any other electrical appliances, which is not functioning properly.
3. All appliances must be unplugged before cleaning or making adjustments. All electrical equipment used for teaching must be switched off after use. Extension leads may be used with portable electrical equipment for teaching purposes. No leads are to be left where they could pose a threat.
4. All suspect or faulty equipment should be immediately removed from use, labelled 'Do Not Use' and kept secure until checked by a competent person.
5. Electrical sockets in all rooms are to be located in the most appropriate place for easy

access to avoid trailing wires on the floor in the classroom.

6. The Site Manager and International Students House should produce an inventory of all gas appliances and organise for their yearly testing.
7. Results of all checks are to be recorded on a locally produced form and kept in the School Office.

### **Photocopiers**

1. Regular servicing should be arranged. All staff should be careful when extracting missed paper and take care not to touch the hazard areas of the machine.
2. Toner cartons should be stored in a safe place and replaced by a trained person when required. Waste toner should be disposed of safely.

### **Comfortable Conditions**

A reasonable temperature must be provided at all times. The temperature should be 18°C.

### **Flooring**

Carpets and floors must provide even surfaces to walk on. Carpets should not be loose, worn through or frayed and floorboards should not be broken. Any broken tiles on the ceilings or on the floor must be replaced immediately.

## **CLEANING AND MAINTENANCE**

ISH take responsibility for daily cleaning of the site.

- All work sites floors and stairs must be kept clean and not slippery
- The premises, furniture and fittings (i.e. lights) should be cleaned regularly and all dirt, dust, refuse and trade waste regularly removed
- All spillages should be cleaned up promptly
- Work surfaces must be kept dry or appropriate steps taken to ensure the surfaces are slip-resistant
- Special arrangements are made for the disposal of sanitary waste
- Toilet supplies of paper, soap and towels should be maintained and regularly checked
- All combustible scrap, waste and debris must be stored safely and removed promptly. Combustible dust must be cleaned with a vacuum system to prevent the dust going into suspension
- Wet surfaces should be marked with warning signs
- All exits, corridors and stairways must be kept clear at all times
- All light bulbs and fluorescent tubes should be covered and replaced as necessary to ensure adequate lighting at all times.

## **SMOKING**

Smoking is prohibited in all areas of the school.

## **RELEASE OF CHILDREN**

Students must not be allowed to leave the school before the end of the school day without written permission from parents or a phone call to the school office stating times that they are required to leave and the purpose. Students must sign out in the Sign Out Book in the reception before leaving.

Teachers in charge of After-school clubs are responsible for supervising the children until they are collected by their parents/guardians, and for following up if they are not there on time.

If staff need to cancel a club, parents/guardians are informed. If prior notice cannot be given, the children should be kept at school until 4.30pm.

Whenever children are taken off the premises by a teacher, appropriate supervision must be provided. Ratios are:

Year 1 – 3: 1 adult to 6 children

Year 4 – 6: 1 adult to 10 children.

Please refer to our Health and Safety on Educational Visits Policy for further guidelines.

## **ADMINISTRATION OF MEDICINES IN SCHOOL**

The school procedure on administering drugs to children is contained in the ICS Teacher Handbook 2010-11 and our First Aid and Medication Policy.

## **FIRST AID**

The school procedure on First Aid is contained in the ICS Teacher Handbook 2010-11 and our First Aid and Medication Policy.

### **Reporting Accidents**

Accident forms for staff and the Accident and Illness Book for students are kept on the First Aid shelf in the Sick Bay in the Staff Room. These should be submitted to the Site Manager for investigation and signature, who will check each form to see if it requires any additional action.

The School views accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Site Manager or a person appointed by the Director of Health Safety detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

The completed report will then be submitted to and analysed by the ICS Management Team who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the school's lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the school's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

All injuries and incidents of violence or abuse to staff, whether physical or non-physical, are to be reported on this form.

## **CLUBS**

Children attending after school clubs taken by teachers/instructors should be recorded on a register each week. Parental consent forms should be completed before places are offered. Accidents should be reported to the parent and to another member of staff and the necessary paperwork completed. Further action will be taken if required.

## **SECURITY**

An entry door system on the main door is in operation Monday-Friday from 8.00am to 4.30pm. The procedure for visitors is to report to the School Office as soon as they enter the premises and obtain a visitor's badge. They should sign the Visitor's Book. They should then wait for their escort/point of contact or proceed if authorised.

All staff should be aware of unidentified people in the school and be prepared to challenge them or report their presence to the Site Manager.

## **CONTRACTORS**

All contractors, including those from ISH, must report to the School Office to sign in before work commences.

Monitoring of contractors on site will be carried out by Site Management. If staff feel that something is dangerous then the Site Manager should be informed.

Segregation of the work area must be maintained. No equipment is to be left outside the segregated area and all equipment is to be secured at the end of the working day.

## **ACTION ON IDENTIFYING POTENTIAL OR ACTUAL HAZARDS**

If any member of staff identifies a hazard it is their duty to report the fact to the Site Manager as soon as possible.

If the hazard is of a nature that it may cause imminent harm then staff have a further duty to prevent any harm from occurring before reporting the matter. This may involve segregation, isolation, removal or any other means necessary.

Once reported the Site Manager will eliminate the hazard or report the matter further to the appropriate Education Department.

## **COMMUNICATING HEALTH & SAFETY**

The Site Manager has the duty of ensuring all members of staff read this Health and Safety Policy.

Any amendments to this policy will be circulated to all staff. Any information regarding hazards that are brought to the attention of the Site Manager from any source will also be circulated to staff who may be affected.

The Site Manager is responsible for ensuring that staff are trained in the use of new equipment and for the dissemination of any handbooks.

The Site Manager will investigate all injuries, accidents, near-accidents and damage that may lead to a hazard and ensure that they are reported to the appropriate authority.

Safety will be a regular item on the agenda of staff and departmental meetings.

Teachers are responsible for ensuring that personal protective equipment for use by staff and children is appropriate. Staff are to be trained in its use, maintenance and cleaning. Regular checks should be undertaken to ensure its usability. Any defects should be reported to the Site Manager.

## **RISK ASSESSMENTS**

Risk assessments are carried out annually by the Site Manager in conjunction with key staff. Details of the assessment are held in the Risk Assessment Folder in the School Office.

Class teachers have to complete a Risk Assessment Form before taking a class or group of children on any visit off school premises.

## **Physical Education**

Staff must do everything possible to ensure the safety of the conditions under which the children work whilst still allowing them scope to explore and progress. Students should be

correctly dressed for physical activities. Long hair is to be tied back. Watches and jewellery, including earrings, should not be worn and must be removed before a lesson commences. Staff should wear appropriate footwear during PE and games lessons.

It should be remembered that students vary considerably in ability and physical co-ordination and care should therefore be taken to ensure that any activity a student may be asked to do is fully understood by them and within their capabilities.

Any accidents occurring during organised activities, whether in the school or away from the establishment, must be reported at the earliest opportunity. On return, the supervising person must fill in the Accident/Illness Book on the First Aid shelf in the Staff Room.

## **GENERAL**

At all times, teachers should take great care to ensure that supervision is adequate. Children should not be left unsupervised.

Undesirable items, such as weapons, skateboards, skates and wheelies, are not allowed in school. Instructions in the correct use of tools such as knives, scissors, compasses, should be given to the children and they should not be allowed to use them unsupervised until they can use them competently and safely.

Children should be trained in the safe use of electrical goods, e.g. computers and any electrical appliances. Please see ICT Policy for further details.

We actively encourage children and staff to cycle to school. Bicycles should be stored in the bicycle shed at 8, York Terrace East. A key is available at reception.

Teachers should discuss with their classes the various safety measures enforced by the school. These should include road safety, clothing and behaviour. It is not possible to commit to paper every single factor which needs to be considered which could cause injury or which might be considered a health hazard. All staff must be vigilant and careful in an attempt to anticipate anything which might lead to a problem. As we act in 'loco parentis', parents/guardians have every right to assume that we shall do all in our power to keep their children safe. It is their right and our obligation to ensure that we carry out our duties to the best of our abilities at all times.

See the Staff Handbook for further details regarding Health & Safety and other policies.

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