



# International Community School

## HEALTH AND SAFETY POLICY (Secondary School)

### General Statement of Policy

It is the policy of the school – 21, Star Street 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 to the company, 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 of 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 ones 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 21, Star Street 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, Brenda Murray.

The Assistant Site Manager is David Stacey.

The Fire Marshals in this building are:

- For the third floor – Ean Alleyne
- For the second floor – Ms Maryam Thawfeega
- For the first floor – Keith Mert
- For the ground floor – Alexandra Moreno
- For the basement and reception area– Leila Ryabova.

### ***FIRE***

Fire Risk Assessment has to be kept in the Fire File and updated annually.

#### **Fire drills and testing**

Fire drills are to be carried out half-termly and results recorded. The Principal/Site Manager and Assistant Site Manager are responsible for carrying out fire alarm call point tests on a weekly basis using a rota system. Fire points are located at strategic points throughout the school. Records must also be kept. Every 6 months a maintenance company will test the fire detection system and the fire alarm.

#### **Fire notices**

Fire notices are to be displayed in the staff room, the administrative area, every classroom and in every corridor. They should 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 opposite side of the street
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 should comply with current regulations. A plan of the school building with location of fire points and fire extinguishers is located on the ground floor. All marked fire escape routes must be kept clear, unlocked and easily accessible at all times.

### **Fire extinguishers**

All staff are to 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. The Principal/Site Manager is responsible for ensuring that they are checked regularly and maintained annually. Record of the maintenance should be kept in the Fire File.

### **Fire Precautions**

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

- Each room should have instructions covering this aspect. Children should be made aware of what is expected of them in case of either fire drill, actual fire or a bomb hoax. Children should be reminded regularly of the instructions regarding these matters
- The instructions should be displayed in a prominent position within the classroom.
- Fire drills and bomb hoax drills are held at regular intervals to ensure that:
  - Staff and children are aware of what is expected of them;
  - The instructions themselves are monitored to ensure their suitability and reflect changing needs.
- The Principal/Site Manager is delegated responsibility for fire precautions in the areas of the School for which she has direct responsibility
- The Principal/Site Manager informs the cleaning and catering staff as to their responsibilities in case of fire.
- The staff should inform the Principal/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.

## **SAFETY WITHIN THE SCHOOL**

### **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. Children should not be allowed to stick things on windows or to remove any material already there. 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.

Student should not use the blue staircase except of emergency or accompanied by a member of staff.

### **Canteen, patio and ground floor corridor**

The overall responsibility lies with the Principal/Site Manager but it is delegated to the teachers on duty at break time and lunchtime. The Principal/Site Manager, Assistant Principal or a senior member of staff will always be available in cases of emergency.

On wet days when it is unsuitable for children to play outside at break the 'Do not enter' notice will be displayed on the patio door and students will stay indoors.

### **Imperial College Sports Hall and Squash Courts**

Lunchtime supervision on the way to the Imperial College building and during the stay there is undertaken by teachers on duty. They themselves will deal with any injuries which occur or contact staff at the reception of Imperial College and report these to the Principal/Site Manager on return to the school. Anti-social behaviour by the children, or behaviour which is likely to lead to a dangerous situation, should be reported to a teacher as a matter of course and should be dealt with immediately.

### **Staff Room**

The Staff Room is the responsibility of the Assistant Principal.

### **Auxiliary Rooms**

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

- Library – teacher in charge of Library (Ms Annalise) or any other teacher present
- Office Area - responsibility of the Office Administrator
- Maintenance Room, Storage Rooms, Toilets - responsibility of the Principal/Site Manager.

## **Access**

The Principal/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  
Cleaning and Catering Staff  
Maintenance Staff  
Student Teachers and Administration Trainees

## **ELECTRICITY**

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

Visual inspections of electrical equipment are to take place termly and continuity tests using a portable electrical tester are to be carried out annually. Results of all tests are to be recorded on a locally produced form and kept in the School Office.

Any electrical items brought into the school for whatever reason must be reported to the Principal/Site Manager to enable a test to be carried out before their use. This includes items on loan or as gifts.

The use of multi-adaptors is to be avoided as is the use of extension leads unless they are fully unwound and protected. Trailing leads should be avoided unless they are correctly protected.

## **CLEANING AND MAINTENANCE**

- 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
- School machine and tools are to be used only by qualified and authorised personnel. When not in use the tools should be stored in a dry and safe condition

- 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 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 Leave Early Register in the reception before leaving.

After-school clubs should be dismissed at a regular time every week and if, for any reason, staff need to cancel a club, adequate notice should be given to the children so that they may inform their parents/guardians. If, for reason of a teacher's absence, prior notice cannot be given, the children should either be allowed to ring home at no charge or be kept at school until the normal time that the club would end. Whenever children are taken off the premises by a teacher, appropriate supervision must be provided where one adult per ten children is a minimum. Risk Assessment Forms must be filled in and the School Office informed in advance. When children are going to out of school activity using public transport, it is important to ensure that the appropriate forms have been completed by parents.

## **ADMINISTRATION OF MEDICINES IN SCHOOL**

The school procedure on administering drugs to children is contained in the ICS School Handbook and First Aid and Medication Policy.

Children are not allowed to administer medicines to themselves unless supervised.

The class teacher should be informed if parents wish their child to take medicine. Medication should be handed in to the School Office and the parent should complete the Medical Form, giving full details. The Form Tutor, or if s/he is unavailable, the Assistant Principal, will supervise the administering of these medicines. Parents/guardians are welcome to come into school to dispense medication if they so wish. School reserves the right to refuse to administer any medicines if they feel the type of medicine, the timing of it, or the nature of the administration are inappropriate or require additional expertise.

All staff must be aware of the contents of the procedures which deal with reducing the risk of infectious diseases when dealing with body fluids. Staff may refer to the First Aid and Medication Policy.

## **FIRST AID**

First Aiders: Ms Brenda Murray – Principal of Secondary School  
Mrs Alexandra Moreno – Assistant Principal of Sec. School  
Ms Rose Threlfall – Acting Head of School  
Ms Caroline Fowler- Field Study Manager  
Ms Leila Ryabova – Office Administration  
Mr Sjors Duursema – PE Teacher

Location of First Aid Boxes:

- Kitchen
- Nairobi (1<sup>st</sup> floor)
- Edinburgh (1<sup>st</sup> floor)
- Dhaka (1<sup>st</sup> floor)
- Life skills (Basement)
- Resource Centre (Ground Floor)
- Staff room (Basement)

The travelling First Aid Kit is located in the Sports cupboard.

The person responsible for the checking and replenishment of First Aid boxes is the Office Administrator.

See also the First Aid and Medication Policy.

Children who injure themselves at school should be dealt with by an appointed first aider. Children must not be allowed to treat their own injuries or other children's injuries. Special care should be taken if a child hits his head. In such cases the matter must be reported to the class teacher and if necessary to the Principal, who will take appropriate action. Injuries should be entered into the Accident Book and a note sent home to the parents.

When a child is taken ill at school, the Office should be informed so that parents/guardians may be contacted. If the child is able to stay in class, he should be collected from there. If it is more suitable, student should be sent to the Office to be supervised until the parent arrives. The Principal/Site Manager should be informed if a child is sent home in case of illness or accident.

If a child is taken ill or is injured at lunchtime, the Midday Supervisor should supervise the student. The class teacher and Principal/Site Manager should be consulted before the child's parents are contacted.

When undertaking school trips, staff should take with them a first aid kit and the 'sick bucket'.

If a child is taken ill then an accompanying adult should be delegated to attend to the child

and school should be informed so that the parent/guardian may be notified and arrangements made for the care of the child. Medical assistance should be sought if necessary.

The nearest hospital with accident and emergency cover is St. Mary's Hospital, Paddington, telephone **020 7886 6666**.

### **Reporting Accidents**

Accident forms for staff and for students are kept in the Accident Book in the office. All accident forms, once completed, should be submitted to the Principal/Site Manager for investigation and signature who will check each form to see if it constitutes any additional action.

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. The teacher/instructor is responsible for the release of the students to their parent or carer. 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**

The procedures for clearing the school and setting the alarms are to be carried out by the Principal/Site Manager. The users of dangerous or high value items such as chemicals, radioactive sources, TVs and videos should ensure that those items are secure on completion of use.

An entry door system on the main door is in operation Monday-Thursday from 8am to 6.00pm, Friday from 8 am to 4pm. 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 wandering around the school and be prepared to challenge them or report their presence to the Principal/Site Manager.

### **CONTRACTORS**

All contractors 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 Principal/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 Head of School as soon as possible.

If the hazard is of a nature that it may cause imminent actual 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 Principal/Site Manager will eliminate the hazard or report the matter further to the appropriate Education Department.

### **COMMUNICATING HEALTH & SAFETY**

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

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

The Head of School is responsible for ensuring that staff are trained in the use of new equipment and for the dissemination of any handbooks to the relevant staff.

The Principal/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.

Curriculum leaders are responsible for ensuring that personal protective equipment for use by staff is of the correct type for the hazard it is required to counter. 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 Principal/Site Manager.

### **RISK ASSESSMENTS**

Risk assessments are carried out annually by the Principal/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.

## **SCIENCE**

The Science Co-ordinator has the duty of seeing that the advice of the LA and the school is followed by other members of staff, that staff, particularly new staff, are familiar with this policy; and that the delegation is working and that delegated duties are being carried out.

### **i) COSHH Regulations 1988**

In order that these regulations may be complied with, no substances should be used unless a risk assessment has been undertaken.

If any experiment requires a substance to be used in variance to that stated in Hazards, the safety procedures must be modified and checked by the Science Co-ordinator.

Safety instructions where required must be written on all work schemes, work cards etc.

### **ii) Emergency Procedures**

**FIRE** - Staff must follow the normal school procedures in case of fire, however, they must also know the remedial action necessary for clothing or hair on fire. See Fire Risk Assessment.

**INJURY** - Staff should again follow the school procedures for reporting accidents and locate the First Aiders on site.

### **iii) Specific Restrictions**

The LA has forbidden the taking of blood and cheek cell samples from students.

Eating, drinking and smoking are prohibited in laboratories and prep rooms.

## **PE/ SPORTS**

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/Incident Form.

## **DESIGN TECHNOLOGY**

The Department Lead has the duty of seeing that the advice of the LA is followed by all members of staff, and new staff are familiar with procedures and safe practice.

### **Equipment**

All tools should be checked termly by the Department Lead and defective items removed until repaired. All protective items are to be checked termly and replaced if defective.

Teachers must ensure that any protective clothing supplied for use during a process is used in the correct manner.

Safety instructions must be written on all unit planners etc.

## **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 knives, guns, 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 have achieved a degree of mastery commensurate with age.

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. However, children and staff must carry their bicycles to the basement area outside and should not leave them anywhere else in the building. A key to the basement gate is kept in the reception.

Teachers should discuss with their classes the philosophy, aims and objectives of 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.

## **SAFETY REGULATIONS**

### **FIRE PRACTICE**

In the event of fire or a practice the fire alarm bell will be sounded. Teachers who are not with a class or fire marshals will check the building from the top floor to the basement. Teachers will impress upon the children that they must listen to instructions, then move out walk quickly and silently outside the building, walking across the road to the Emergency Evacuation Point, which is on pavement opposite the building and line up. All children will be checked by the registers.

In case the building cannot be evacuated through the main door, students should be led to the Emergency Exit that leads to St Michael's Street. Students and staff will walk through the exit corridor and gather on the pavement outside on St. Michael's Street and walk around to the front of the building in Star Street where the register will be taken.

### **EMERGENCY 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 Principal/Site Manager or a person in charge will direct students and staff to an Emergency Evacuation Point II, which is at Norfolk Square (exit via main door, turn right, walk straight up Star Street, cross Norfolk Place road and walk until you reach corner Norfolk Square park), 200m walk.
- If leaving through the St Michael's Street emergency exit turn left when leaving the building, walk straight along St. Michael's Street until you reach Norfolk Place, cross the road and turn slightly left, then continue to the Emergency Evacuation Point.
- 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 and staff attendance log with them. The registers should then be called. The Principal/Site Manager should be informed immediately. The Assistant Site Manager will remain on the premises to receive and/or direct outside help.

The Principal/Site Manager, Office Assistant or 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/Assistant Principal 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 HIS 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 most 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 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 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.
- Staff should see that their students and students are clear of the building and in doing so check that there are no suspicious objects in the room or rooms they occupy. They should report accordingly to their Form Tutors who will take the register and check all present.
- 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. Indeed, an extra period in a secondary school at the end of the day may be called for if there is any suspicion of this kind.
- 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.
- If examinations are in progress at the time of a bomb scare, those taking the examination should be evacuated also. The examinees should be kept separate from other students and under supervision, with talking restricted as much as possible. When the decision is taken to return to the building the examination will continue with the correct time element allowed, even if this means that it will finish very late.

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

*Updated by Brenda Murray: November 2010*  
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