



# Health and Safety Policy

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## Health and Safety Policy

### Statement of intent

The Governing Body will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy is made available to all members of staff and a reference copy is available under the common drive – whole school policies.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis. Policies linked to Health and Safety – Safeguarding, Crèche, and Trips & Visits.

### Organisation

As the employer, the Governing Body has overall responsibility for Health and Safety in our school.

At a school level duties and responsibilities have been assigned to staff and governors as detailed below:

#### Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

As a minimum, these systems should adhere to the health and safety policy, procedures and standards required within Saudi Arabia.

The Governing body will receive regular reports from the Principal or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

#### Responsibilities of the Principal

The Principal has overall strategic responsibility for Health and Safety implementation and as a member of the Governing Body is responsible for advising the Governing Body regarding policies and procedures that relate to health and safety in the school.

The responsibility for the day to day management of health and safety will be delegated by the Principal to the Bursar. Within the two sections of the school this task is further delegated to the relevant Heads of School, Deputies, Heads of Department and Key Stage Leaders.

#### Responsibilities of the Bursar

Overall responsibility for the day to day management of health and safety in accordance with the Governing Body's health and safety policy and procedures rests with the Bursar.

The Bursar has responsibility for:

- Co-operating with the Principal and Governing Body to enable health and safety policy and

procedures to be implemented and complied with.

- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to Governing Body any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.
- Responsible for the safe working environment of the site staff.

### **Responsibilities of other staff holding posts of special responsibility**

The Heads of School, Deputies, Heads of Department and Key Stage Leaders will:

- Apply the school's health and safety policy to their own section of the school, department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Bursar of any problems they are unable to resolve within the resources available to them.
- Carry out a walk round of their areas of responsibility at least once every two weeks and report any issues to the Operations Team. When required, for example when work is not being rectified, a message should be given to the Bursar for further action.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety. This is particularly cases in areas of the school with higher health and safety risks such as science, DT, art and PE.
- Ensure that all accidents (**including near misses**) occurring within their area of responsibility are promptly reported and investigated.

## Responsibilities of employees

All employees have health and safety responsibilities. All employees are mandated to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure. (Appendix 8)
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager and to the Bursar.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

**EYFS Health and Hygiene Guidance-** See Appendix 12

## ARRANGEMENTS

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## Appendix 1

### Risk Assessments

#### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. A list of all safety risks is kept within Operations. Any specific risks pertaining to individual schools are to be co-ordinated by the relevant Head of Department or Head of School or Deputies and are to be contained within the departmental documentation.

Staff are to be made aware of any changes to risk assessments relating to their work by the Head of School or Deputies.

#### Individual Risk Assessments

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

#### Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant Heads of Department, Key Stage Leaders, Deputies and Heads of School using the relevant codes of practice and model risk assessments detailed below. Curriculum plans, schemes of work and lesson plans should identify potential risks and their management.

In addition, the following publications are used within the school as sources of model risk assessments:

#### Senior School and Sixth form:

- [BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [Safeguards in the school laboratory, 11<sup>th</sup> edition, ASE <http://www.ase.org.uk/>]
- [Topics in safety, ASE]
- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx> ]
- [Safe Practice in Physical Education and School Sport' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]

#### Pre-Prep and Prep School:

[Be Safe! Health and Safety in primary science and technology, 4th Edition ASE]

- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx> ]
- [ Safe Practice in Physical Education and School Sport' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]

## Appendix 2

### Health and Safety Monitoring inspection

#### Inspections

A general inspection of the site will be conducted termly and be co-ordinated by the Bursar and include the Principal and Heads of School. This can also be carried out by the Bursar and Operations Team and discussed within the Extended Leadership Team Meeting held weekly.

Regular checks of individual departments and classrooms are to be carried out by Heads of School, Deputies, Heads of Department, Key Stage Leaders and classroom teachers. Any potential day to day risks or hazards should be reported in writing to the Bursar and a copy made available to the Principal.

For general inspections, the workplace inspection checklists for the internal and external environments will be used to help identify any potential issues and this and the associated comments will form a record of the inspection and be used to identify remedial action needed to identify any potential risks / hazards. Responsibility for following up the action needed will rest with the Operations Team, then the Bursar.

The Bursar has delegated responsibility for ensuring the school's fire risk assessment is undertaken and implemented.

#### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the fire and evacuation policy. Evacuation routes and a summary is posted in each classroom. These procedures will be reviewed annually and are made available to all staff as part of the school's induction process. All staff will carry out a walkthrough of evacuation routes prior to school starting the new academic year.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by the Bursar.

Fire Marshals will be nominated by the Principal and Bursar.

#### Fire Drills

- Fire drills will be undertaken on a termly basis and any issues recorded and followed up.

#### Fire Fighting

- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in their correct use.

#### Details of service isolation points

Main isolation point for electricity is the main electrical room by gate 1.

#### Details of chemicals and flammable substances on site.

An inventory of these will be kept by Heads of Department and the Operations Team.

## Appendix 3

### Health and Safety Information & Training

#### Health and Safety Training

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances)
- Refresher training where required.

#### First Aid Training

Training records will be kept in the Medical Room and be maintained by the School Nurse. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

## Appendix 4

### Personal Safety/Lone Working

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to any member of staff.

Staff will report any such incidents directly to the Principal.

#### Lone Working

Staff are encouraged not to work alone in school. **Work involving potentially significant risks (for example work with potentially dangerous equipment or chemicals) must definitely not be undertaken whilst working alone.**

Staff can only access the site outside normal hours when the site is open, and Custodians and Security are on site. The opening hours for such work are as follows:

Sunday to Thursday	6.00 am to 4.00 pm
Saturday	6.00 am to 2.00 pm
Friday	The School is <b>not</b> open to staff.

When working alone staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

#### School staff responding to call outs

Nominated members of staff attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.



## Appendix 5

### Premises and Work Equipment

#### Statutory inspections

Regular inspection and testing of school equipment is carried out by competent contractors. Records of such monitoring will be kept by the Operations Team.

All staff are required to report to the Bursar any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

#### Curriculum Areas

Heads of Department and Phase leaders/Key Stage Leaders are responsible for ensuring reporting of any noticed maintenance requirements for equipment in their areas are identified and subsequently implemented.

#### Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Operations Team.

The Bursar is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

#### External play equipment

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and

The Head of Prep School will conduct a formal termly inspection of the equipment.

PE equipment is subject to regular checks and inspection by members of the department.

## Appendix 6

## Flammable and Hazardous Substances

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the *"Control of Substances Hazardous to Health Regulations 2002"* (COSHH Regulations).

[www.hse.gov.uk/coshh/basics.htm](http://www.hse.gov.uk/coshh/basics.htm)

Within curriculum areas (in particular science and DT) Heads of Department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas, of the school the nominated person responsible for substances hazardous to health is the Bursar.

They shall ensure that:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product/substance.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

## Appendix 7



## External Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. No sub-contractor is to come onto site without authorisation, an agreement in place, booked in and being supervised appropriately.

All contractors must report to Security and Reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on safeguarding, fire procedures, local management arrangements and vehicle movement restrictions.

The Operations Team is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.



## **Accident/Incident Report Form**

If an accident or incident occurs, the Accident/Incident Report Form must be completed.

These forms can be found in reception, the nurses office or the principal PA's office. Once completed the hard copy form is to be returned to the maintenance office for record. All accidents will be discussed with the Bursar.

## **Accident and Incident Report Form**



Section 1: Details of Injured Person
Full Name including Title _____
Home Address and Contact Number:
Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/>
Job Title/Department:

Section 2: Details of Incident/Accident
Injury <input type="checkbox"/> Accident <input type="checkbox"/> Near Miss/Unsafe Condition <input type="checkbox"/>
Date/Time of Incident/Accident _____
Location of Incident/Accident _____
Incident Details: (Where, How, When, Any witnesses? – Use a separate sheet if required)
Type and position of Injury: (e.g. left leg bruised, cut to right index finger)
Who was Informed:
What Action has been taken so far: (i.e. taken to hospital)



Section 3: Details of any witnesses

Full Name/Names: \_\_\_\_\_

Department: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Section 4: Measures taken to prevent future Accidents/Incidents (i.e. is there an investigation or any additional training required, if so by whom?)

Bursar Signature \_\_\_\_\_

Operations Signature \_\_\_\_\_

Section 5: Any additional information

Section 6: Person who completed the Form

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 9**

## Work Experience

### Senior School and Sixth form school only

The school has a separate work experience policy which is regularly reviewed and updated. The Head of Senior School and Sixth form/Deputies are responsible for managing and co-ordinating work-related learning within the school.

The school retains a duty of care for all pupils undertaking work experience and must ensure the placement is appropriate, therefore:

- All pupils are briefed before taking part in work experience on supervision arrangements and health & safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks by a competent person(s) who will assess the suitability of the placement no work experience placement will go ahead if deemed unsuitable.
- Where appropriate arrangements will be in place to visit/monitor pupils during the placement.
- Emergency contact arrangements are in place (including out of office school hours' provision) in order that a member of school staff can be contacted should an incident occur.



Please refer to the Educational Trips & Visits Policy.



## Appendix 11

### Security Management

#### Rationale

BISAK is committed to ensuring the security of the school community and environment against the threat of intruders.

#### Security Management

At BISAK the following measures are operational under Security Management:

- CCTV cameras have been installed at all entrances to the school.
- Security Staff control all entrances to the school.
- All visitors are issued a **Visitor Badge**, to be worn at all times while on the premises and returned to the Security office when leaving the building.
- Only when accompanied by staff, are pupils taken from the building for sport, or other.
- A playground roster is provided for staff, ensuring that at all times when pupils are outside the school building, teacher supervision is present. The school publishes Supervision times to parents as between 7.00 am and 3.00 pm.
- All school staff are required to wear staff identity badges.

#### Gates

Gates will open at 7.00 am for children to enter the school grounds. Morning entry to the school is via:

- **Ronda Compound Gate (Gate 4)**. Only pupils and staff residing in the Ronda Compound may use this gate. The gate is attended by security.
- **Gate 3** at the rear of the school.
- **Gate 1** at the front of the school.

The Gate 3 and the Gate 4 will be locked at **7.20 am**.

#### Parents/Visitors

Parents/Visitors who come into the school grounds during school hours **MUST** first check in with Security at the front gate and then report to the Reception Admin Desk.

- Under **NO** circumstance are parents/visitors to walk through the school grounds looking for their child. They need to report to the Reception Admin Desk and request to see their child.
- Engaging in any form of discussion or conversation with other peoples' children is inappropriate.

## Morning drop off

### Nursery

Parents/carers are to drop off in the Nursery class garden from 7.00am – 7.20am. Parents are to wait with their children until 7.15am. For the Creche, the drop off time is 7.00am – 7.20am.

### Reception

Parents/carers are to drop off at the Rainbow Gate between 7.00am - 7.20am and depart immediately.

### Upper Pre-Prep

Pupils are taken to the play area 7.00am - 7.20am. Parents/carers are to leave immediately after drop off.

### KS2

Pupils are to drop off at their respective classroom garden areas 7.00am - 7.20am. Parents/carers are asked to leave immediately.

### KS3, KS4 & KS5

Pupils go straight to the form classes.

### All parents

If a parent has an appointment, he/she should proceed to the Reception Admin Desk, sign in and collect their “Visitor Badge” and remain there until their appointment time and collected by a member of staff.

## Afternoon Collection

### Nursery, Reception and Year 1

Parents/carers are to collect their children from the class garden from 1.00pm – 1.10pm and depart immediately after they have collected their child.

### Year 2

Parents/carers are to collect their children from the Pre-Prep Astroturf area from 1.00pm – 1.10pm and depart immediately after they have collected their child.

### Years 3 - 6

Parents/carers are to collect their children from the respective outdoor areas of classes from 1.00pm – 1.10pm and depart immediately.

### KS3 – KS5

Pupils at the end of the day have various ways of leaving school grounds.

- Pupils being collected by drivers may assemble at the Main Admin Reception.
- Pupils using compound buses assemble in Main Admin Reception.
- Ronda Compound pupils are to leave through the Gate 4. This gate is attended by security.

## Late Collection

Prep School pupils who have not been collected by 1.10pm will be taken to the Main Admin Reception. The parent is phoned, and the pupil supervised until the parent arrives.

Senior School and Sixth form Pupils who have not been collected by 2.10pm will be taken to the Main Admin Reception. The parent is phoned, and the pupils supervised until the parent arrives.

## Appendix 12

### EYFS Health and Hygiene Guidance

To achieve high standards of quality and safety and continually improve health and safety performance, BISAK is committed to implementing all necessary health and safety procedures.

- That a systematic approach to health and safety, based on risk assessment procedures (see risk assessment policy for more information) can minimise injury and ill health to staff and children.
- We are committed to developing the appropriate setting structure and culture that supports the concept of risk management by all members of the staff team.
- Adequately resourcing health and safety measures, including planning and implementation of any health and safety requirements.
- Developing, in all members of the staff team, an understanding of health and safety, through training in health and safety requirements and risk assessment implementation.
- Continual monitoring and evaluation of health and safety requirements in line with current legislation, including the review of all policies and practices to ensure that BISAK EYFS continues to improve standards of performance.

#### Who is responsible?

- All staff are responsible for ensuring the health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way.
- The Head of Prep is responsible for ensuring the health and safety of the setting as a whole remain within legislative requirements and that the health and safety of all setting users, including children, staff and parents and carers are not compromised in any way.

#### Supervision Requirements

Children are to be supervised at all times while in the setting. BISAK uses three levels of supervision dependent upon the age of the child / the activities that are taking place:

1. **Constant Supervision:** Being with the children at all times, actively supporting them using a physical presence or playing with them directly. This level of supervision is most often required when children are playing high-risk games or using equipment or materials that have a high-risk assessment.
2. **General Supervision:** Being in the vicinity of the children but not having an active part in their play, being on hand to support if a child requires help or guidance. Being available to respond to play cues and observant of the behaviour of the children. This is the most common form of supervision and allows for an overview of the play setting, most commonly used with play activities that have a medium level of risk.
3. **Low Supervision:** Keeping a watchful eye on the children from a distance and making sure that they are playing safely but freely. Keeping an overview of what the children are doing while not interfering. This is most commonly used with low-risk activities. Nursery and Reception children are required to inform a member of staff if they are leaving the play area for any reason, if the children are playing outdoors, they must be accompanied by a member of staff, even when going to the toilet.

Parents and carers are required to sign their child out of school before they leave, if leaving during the school day.

### Child Protection

- All members of staff receive training in child protection as part of their Staff induction briefing.
- All members of staff are instructed in the specific procedure for the BISAK EYFS, especially as regards to disclosures and suspicions of child abuse. (See Child Protection Policy for further information.)

### Accidents and Incidents

- All members of EYFS staff are instructed in the correct procedures for dealing with accidents and incidents, including completion of documentation.
- The setting uses the Prep School accident and online log, which documents each accident and incident that takes place in the setting. (See Accident and Injury and Incident Policies for further information)

### Emergency Procedure

- There is a documented procedure for fire emergencies/evacuation procedures. These are displayed in all entrance areas.
- All members of staff are trained in the emergency procedure and fire drill evacuations. (See Fire and Emergency Policies and Procedures for further information.)

### Administration of Medications

- All administration of medications is strictly controlled.
- Children will not be admitted if they are showing signs of an illness or ailment which may be contagious.
- BISAK uses guidance from the school nurses and the British NHS to determine the exclusion guidance for infectious illnesses.
- If a child becomes unwell during the day, members of staff will ensure that they are comfortable but do not pose any risk to the other children in the setting.
- The member of staff will contact the school nurse and observe the child closely. The parent will be contacted, and they may be advised to go home.

### Risk Assessment of Activities

- All activities have been assessed for risk and controls put in place to ensure that hazards have been minimised. (See Risk Assessment Policy for further information)

### Personal Hygiene

- All members of staff and children are encouraged to maintain an acceptable level of personal hygiene, and procedures are in place to ensure that standards are met. (See "Hand Washing Policy" for further information.)

- In the Creche, only indoor shoes are to be worn. Outdoor shoes must be taken off at the Creche front door.
- In the Creche, most equipment is cleaned regularly throughout the day. Toys are cleaned, following a cleaning rota.
- In the Creche, paper towels are used to clean surfaces and disposed of appropriately.
- Tissues are always available, and children are encouraged to blow and wipe their nose when necessary. Soiled tissues are disposed of appropriately.
- After using the toilet and before any food preparation and snacks, children wash their hands thoroughly with soap and water.
- In the Creche, disposable gloves and a plastic apron must be worn when changing a nappy. These will be disposed of appropriately.
- Parents are requested to provide spare clothes for their child to change into in case of an accident. Soiled clothes are bagged up securely and given to the person collecting the child at the end of the day.
- All surfaces and floors are cleaned by a member of the cleaning team, daily.
- In the Creche, there is a suitable hygienic changing facility for children who wear a nappy. Parents provide nappies and wipes for their child.
- Children are taught how to blow their nose and where to sneeze or cough, to minimise germs spreading.
- Bedding will be kept clean and washed regularly.

## Food

- No nuts, chocolate, fast food or fizzy drinks are allowed in the EYFS. Parents are provided with information to support healthy eating.
- In the Creche, parents provide all food and drinks in labelled containers for their child, with instructions.
- In Nursery and Reception, parents provide two healthy snacks each day. Food is stored in the child's snack bag. The snack bag is stored appropriately.
- When cooking with children as an activity, the adults will ensure the children wash their hands with soap and water and wear an apron.
- No person will be involved in food preparation if suffering from an infectious/contagious illness or skin ailments. Open wounds must be appropriately covered.
- All persons with long hair will ensure it is securely tied back when handling food.
- Food waste must be disposed of appropriately.
- Clean tea towels will be used each day and soiled ones laundered.
- All utensils will be kept clean and stored in a hygienic, safe draw or cupboard.

- For snacks, parents will provide utensils for their child to use. Extra utensils are available, if necessary.

### **Maintenance and Storage of Equipment**

- All equipment is bought from approved suppliers.
- All equipment is well maintained and checked regularly to ensure that it is safe to use.
- Equipment and materials that do pose a hazard, but which have an evidenced benefit on the development of children are used under constant supervision and stored securely after use.

### **The Premises**

- Members of staff check the premises each day to ensure that there are no risks or hazards that would compromise the health and safety of the children, parents and carers or staff.
- Members of staff ensure that the premises are left clean, safe and tidy.

### **Safety and Security**

- The safety and security of the children, parents and carers and staff are paramount to the running of the setting.
- A secure entry system is in place to ensure that only persons with a legitimate reason for being on the premises have access.
- All visitors (including the child's parents/nanny/driver) must make themselves known to a member of staff upon entry, stating their name and reason for visiting.
- Visitors will sign in and out of the building. A member of staff will accompany them at all times during the school day.
- BISAK operates a strict no smoking policy. This means that there is no smoking at any time.