



# British Overseas School Policy:

## Health & Safety

The British Overseas School is committed to ensuring the health and safety of everybody involved in the school.

### A. Aims

The aims of the Health & Safety Policy are to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

The school believes that the aims of this policy will be achieved by the development of:

- Clear guidelines
- Robust systems
- Good habits
- Good communication
- A culture of safety first

### B. Roles and Responsibilities

#### 1. The Board of Governors

The Governing Body is ultimately responsible for the health and safety of all students, staff, parents and visitors when on the school premises or undertaking work, activities or trips under the aegis of the school.

They will:

- decide policy.
- give strategic guidance.
- monitor and review health and safety issues. ensure adequate resources for health and safety are available. take steps to ensure plant, equipment and systems of work are safe.
- ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe. maintain the premises in a condition that is safe and without significant risk. provide a working environment that is safe and healthy. provide adequate welfare facilities for staff and pupils. review and monitor the effectiveness of this policy.
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## 2. The Principal

The Principal is responsible for the day to day running of the school. They will:

- promote a positive, open 'health and safety' culture in school
- report to the board of governors on key health and safety issues seek advice from other organisations or professionals as and when necessary ensure that all staff co-operate with the policy devise and implement safety procedures
- ensure that risk assessments are reviewed on an annual basis ensure relevant staff have access to appropriate training
- meet with the facilities manager to ensure any building/grounds issues are dealt with in a timely manner

## 3. The Senior Leadership

Senior Leadership within the school will support the Principal in their role.

They will:

- ensure risk assessments are undertaken, are accurate and appropriate
- deal with any hazardous practices, equipment or building issues and report to the principal if they remain unresolved provide a good example, guidance and support to staff on health and safety issues ensure that their staff are aware of health and safety procedures carry out investigations into accidents and produce reports
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## 4. The Site and Facilities and Security Managers

The Site and Facilities and Security Managers are responsible for day to day maintenance and security issues. They will:

- ensure that any work that has health and safety implications is prioritised report any
- concerns regarding unresolved hazards in school to the senior management team immediately
- ensure that all work under their control is undertaken in a safe manner ensure any
- contractors on site are competent in health and safety matters carry out a daily check of
- the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- carry out a weekly test of the fire alarm
- ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- fully co-operate with health and safety arrangements during larger building projects

## 5. All School Staff

All school staff will:

- read the health and safety policy
- comply with the school's health and safety arrangements
- take reasonable care of their own and other people's health and safety
- leave the classroom / playground / office in a reasonably tidy and safe condition follow
- safety instructions when using equipment
- supervise pupils and advise them on how to use equipment safely
- report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- follow the accident reporting procedure (which is a separate document)
- contribute to and highlight any gaps in the school's risk assessments

## 6. Pupils

In accordance with the school rules and procedures on discipline, pupils will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

## C. Health & Safety Procedures

### 1. Accidents and Incident Reporting

- Incidents or accidents involving the safety of a student, staff member, parent or visitor to the school must be recorded using the Incident Report Form.
- If a child receives a bump on the head, the 'Bump on the Head' letter should be sent to their parents on the same day
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The completed Form should be reviewed by the Senior Leadership Team and the Principal

Review should involve recommendations for remedial action

## 2. Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times
- The school has a policy on student supervision

## 3. Use of the Field

- The Field will only be used with appropriate supervision in place
- In the case of inclement weather (heat or rain) a decision will be made by the senior leadership team regarding the appropriate use of the field

## 4. Outside Supervision

- Appropriate levels of supervision will be maintained on the field and patio areas, as per the school's supervision rota

## 5. Play Equipment

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is maintained
- All equipment must be returned to indoor storage after use.
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## 6. Classroom Behaviour

- Student behaviour in the classroom should be in-line with the school's guidelines on 'behaviour for learning' and, in the primary school, with the 'golden rules' of each class

## 7. Laboratory Behaviour

- Behaviour in the science laboratory should be in line with the school's guidelines on laboratory behaviour

## 8. Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum
- A register of hazardous substances will be maintained and be available for review and use in case of emergencies

## 9. Cooking Classes

- Cooking equipment including ovens and hobs will only be used if fire precautions are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

## 10. Educational Visits & School Trips

- All off site trips will be subject to the school's "Trips Policy"

## 11. Risk Assessment

- The school undertakes, or has access to, risk assessments prior to approval of activities in school; school visits and regarding the running of the school building and ground

## 12. Drinking Water

- Fresh and clean drinking water, from dispensers, must be available to staff and students around the school
- Students should be encouraged to be aware of their hydration, especially during and following physical activity, and to drink water regularly and frequently

## 13. Healthy Eating

- The school promotes healthy eating
- The primary school prescribes the types of food children may bring for their morning snack and lunch
- Primary school healthy eating rules are relaxed on a Friday for 'Fun Food Fridays'.
- The secondary school hosts a snack bar, which is outsourced to "Eat Fit".
- "Eat Fit" food is prepared off-site a refrigerated for the morning and lunch breaks Fizzy drinks and energy drinks are not allowed

## 14. Administration of Medicines

Medication is only administered to pupils when the parental consent form has been completed

- The medicine will be administered by the school nurse and appropriate records kept
- Medicines are only administered during school time when they have been

Medicines are kept in a locked cupboard in the school office

- prescribed by a child's GP or other relevant medical professional
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### 15. First Aid Provision

- The school provides first aid training to staff on a regular basis and has a record of first-aiders on the staff
- Portable first aid kits are taken on educational visits

### 16. Electrical Testing

- All items of portable electrical equipment in school are inspected and checked annually

### 17. Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage
- Directions for exit in case of fire are displayed by the door of each classroom
- A fire drill is practised and documented once a term by the Security Manager
- Evacuation times and any issues which arise are reported to the Governors
- Fire extinguishers are checked annually
- A separate fire safety policy and evacuation policy has been produced

### 18. Lifting and Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability

### 19. Training

- The school provides first aid training on a regular basis
- Training needs may also be identified as part of a risk assessment process