

# HEALTH AND SAFETY POLICY

Reviewed and updated 08 January 2024

## STATEMENT OF INTENT

At l'école bilingue, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

## GENERAL GUIDELINES

### It is the duty of school management to:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by members of staff
- Establish and maintain a safe and healthy environment at school
- Establish and maintain safe working procedures among staff and pupils
- Minimising risks via assessment and policy
- Make arrangements to ensure safety and absence of health risks in connection with the use, handling, storage and transport of articles and substances
- Providing safe working equipment and ensuring safe working methods
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety
- Maintain all areas, under the control of the headteacher, in a condition that is safe and without risk to health
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable
- Formulate effective procedures for use in case of fire and for evacuating the school premises
- Lay down procedures to be followed in case of accident
- Teach safety as part of pupils' duties where appropriate

For details of risk assessment please refer to risk assessment policy

## RESPONSIBILITIES OF STAFF TOWARDS PUPILS

### Roles and Responsibilities:

First Aiders (Paediatric First Aid)/Fire Marshals: The current first aid appointed person(s) and trained fire marshals are listed in a folder which is kept in the school office.

## Responsible for regular Health and Safety Checks:

Laurence Hoffmann (Administrative Assistant)

**Every member of staff is responsible for the health and safety arrangements in relation to staff and pupils. They will monitor their own work activities and take all reasonable steps to:**

- Exercise effective supervision and to never leave children without supervision
- Be aware of and implement safe working practices and to personally set a good example
- Ensure that all equipment and tools used are appropriate to that use and meet accepted safety standards
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- Ensure that child restraints and seats are appropriate to the age of the children are used when private vehicles transport children to and from school functions
- Evaluate promptly and, where appropriate, take action upon criticism of health and safety arrangements
- Investigate any accident, report it both in the “Incident Book” as well as to the headteacher and take appropriate corrective action
- Report any suspicion of child abuse to the headteacher who will take all necessary actions (contact the social services...) to protect the child
- All staff must be aware of *Keeping Children Safe in Education 2023*
- Report any child misbehaviour to the headteacher who will apply the same policy as for anti-bullying

### **Pupils will:**

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

## **STAFF TRAINING:**

All new staff have an induction in health and safety at school. All staff are provided with a handbook per class containing all the school policies. They also receive a hard copy of the school's Child Protection and Safeguarding Policy as well as the Staff Behaviour Policy, which they are instructed to read and sign at the beginning of each school year. All Staff receive regular online Safeguarding Training. Initial and renewal first aid training is offered on a rolling basis.

The person who is responsible for the weekly Health and Safety Checks sends out regular summaries and reminders pertaining to Health and Safety matters.

The headteacher has weekly meetings and Inset Days with staff during which Health and Safety updates and or concerns are addressed. Teachers complete Record Books and Incident Books, which are regularly discussed and inspected by the Headteacher at the end of every half-term to check for patterns and trends.

## **MEDICATION, ILLNESS AND ACCIDENTS**

### **MEDICATION**

Teachers are not allowed to administer drugs of any kind to children. If their child needs medication during school hours, parents must come to school at a time arranged with the Headteacher or class teacher to give the child the necessary medicine.

In exceptional circumstances, provided that a permission form (clarifying dosage and storage conditions of the required medicine) has been filled in by a parent/legal guardian, the Headteacher may administer medication;

At the Headteacher's discretion, medicines may be administered for medical conditions that require long-term treatment, e.g. asthma, cystic fibrosis etc. Children who are asthmatic and use inhalers must keep a named inhaler in the teacher's drawer for immediate use when needed.

Children must not carry medicine for reasons of safety.

### **ILLNESS AND MINOR ACCIDENTS**

The school has as a number of trained first aiders on the staff. A first aid kit is available in each class and taken along on any outing. However, in case of accident or illness at school, we will contact the parents as we can not administer any medication without prescription.

Children or members of staff who are unwell are far better at home than at school. A list of people to contact and a list of people who are allowed to pick up children at school is requested from parents at the beginning of the year.

In the case of sickness and/or diarrhoea we request that parents allow symptom free 24 hours before returning their children to school in order to minimise the spreading infections.

Parents are required to notify the school in writing if their child is not fit enough to participate in sports, games...

### **MANUAL HANDLING**

#### Definition:

Manual Handling Operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force (Manual Handling Operations Regulations, 1992).

#### Rationale:

It is our intention as an organisation, to provide relevant staff with training in moving and handling to enable us to provide high quality care for pupils throughout the school, maintaining their respect, dignity and self-reliance. Pupils will be encouraged to assist in their moving and handling transfers, promoting independence, where appropriate.

The school will endeavour to provide all necessary specialist equipment to enable staff to work safely and efficiently.

#### Objectives:

The school will prevent musculo-skeletal injury to staff as a result of manual handling by reducing the risk to the lowest level possible.

The assessment and reduction of risks from manual handling aims to achieve:

- A safe working environment.

- Suitable and sufficient equipment to reduce manual handling risk.
- Well trained staff who take care of their own health and safety, and that of others.

Risk management system:

The following will be taken into consideration which may affect individual capabilities of employees:

- General physical capability
- People with health problems
- New and expectant mothers

Responsibilities:

School Management will ensure:

- Manual handling risk assessments have been carried out and updates as necessary or at yearly intervals.
- Following risk assessments, a remedial action plan has been documented and acted upon in the given timescale.
- Employees are monitored to check safe systems of work are being followed.
- All employees have manual handling training and records of attendance are kept.
- Manual handling accidents or incidents are fully investigated and followed up as necessary.

Employees must:

- Be aware of their responsibilities under the Health and Safety at Work Act 1974 and the Manual Handling Operations Regulations 1992.
- Attend manual handling training sessions provided by the school.
- Seek assistance and extra training if their level of knowledge is insufficient for a new situation.
- Be aware of their individual capability for manual handling and not exceed it.
- Report all manual handling accidents, injuries or near misses using the accident/injury reporting system complying with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R) 2013.

Risk Management Process

**Responsibility for assessment** - The Headteacher and the Head of Administration have the responsibility to ensure that there are suitable and sufficient assessments of manual handling tasks within the school which are regularly reviewed.

## **WORKING AT HEIGHT**

Introduction

Working at height is defined by the Health and Safety Executive as: 'Work in any place, including a place at or below ground level, or obtaining access to or egress from such a place, while at work, except by a staircase, where, if suitable measures were not taken, a person could fall a distance likely to cause personal injury'. This means that anyone undertaking any work where they could fall is working at height and therefore the risk this poses must be taken into consideration and properly controlled.

### Statement of Intent

The aim of the school is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work, in relation to activities that involve working at height, and to comply with all relevant legislation.

### Employer Responsibilities

To ensure that any activities that involve working at height are undertaken safely and that our policy and safe systems of work are clearly understood throughout the school, we will:

- avoid working at height where possible;
- use work equipment (stepladders, for example) or other measures to prevent falls where working at height is unavoidable;
- use work equipment or other measures to minimise the distance and consequences of a fall, should one occur; and
- review this policy at least annually or more frequently if significant changes occur.

### Procedure

To fulfil our responsibilities as outlined above, we will:

- carry out an initial survey to identify any activities that involve working at height and which cannot be carried out other than at height
- ensure that all working at height is properly planned (including a risk assessment), organised and documented and carried out by a competent person;
- make sure that equipment used for working at height is appropriately inspected.

### Controls

- Health & Safety Induction and Annual Confirmation
- Working at Height Briefing
- Ladder Inspection
- Every member of staff has a Westfield Health Cash Plan that gives access to specialist treatment from, amongst others, Chiropractors, Osteopaths, Physiotherapists but also to Wellbeing and Alternative Therapies

### Information/advice/guidance:

- HSE guide: Working at height <http://www.hse.gov.uk/pubns/indg401.pdf>

### Compliance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Work at Height Regulations 2005 (as amended)
- Personal Protective Equipment at Work Regulations 1992

## **SLIPS AND TRIPS**

In line with HSE guidance, control measures are in place to effectively control slip and trip risks.

The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.) → e.g. in case of frozen, icy ground, the proprietors, who live on site, use grit and salt to prevent any slips and falls
  - Organisational (task, safety, culture, etc.)
  - Footwear
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced

- Record the findings
- Review the assessment regularly and revise if necessary

## **GLAZING**

The requirement in respect of glazing is specified in Regulation 14 of the Workplace (Health, Safety and Welfare) (NI) 1993 Regulations.

The Regulations require that, where deemed necessary for reasons of health and safety:

- every window or;
- other transparent or;
- semi-transparent surface in a wall, partition, door or gate should, “where necessary for reasons of health and safety”, be of a safety material or be protected against breakage; and
- be appropriately marked or incorporate features to make it apparent.

➤ At l'école bilingue, a weekly Health and Safety walk includes monitoring and inspection of glazing in windows and door panels to determine whether there is a risk on anyone being hurt if people or objects come into contact with the glazing, or if it breaks.

➤ School proprietors, as part of their annual inspection regime, examine glazing.

- Our classroom doors are fire doors and have safety glass panels.
- All windows are more than 8mm thick and can therefore be considered as safety glass.
- We do not have low level glazing at the school.
- Windows panes are made of wired glazing.
- We have minimal glazing facing the playground and again, these panels are not at a low level.

The replacement of broken panes will continue to be the responsibility of the school.

## **VISITORS TO THE SCHOOL:**

All visitors and contractors will sign in via a visitor's book held in the School Office and a visitor's badge will be made available to them.

Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting or escorted to the area of the school concerned.

No contractor will carry out work on the school site without the express permission of the Head teacher other than in an emergency or to make the site safe following theft or vandalism.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school. As there are no pupils onsite after 2 pm on Wednesday afternoons, school managements aims to book any contractors in to carry out tasks/work on Wednesday afternoons where possible. If this is not possible, a member of staff will be supervising the contractors during their visit.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

## **SPECIAL NEEDS**

Some pupils, for part or all of their school lives, have a need for a greater level of support than others. When children are identified by teachers as having special needs, their parents are informed .

These children usually only need monitoring and extra help for a limited period. Where appropriate, the school will direct parents to specialists such as Educational Psychologist or a Speech Therapist.

## **FOOD SAFETY**

All food operation carried out within l'Ecole Bilingue must be carefully done to ensure the food is being treated in a safe and hygienic way.

Every staff member has to make sure that the level of premises (regular cleaning...) and personal hygiene (washing hands before serving...) is kept to a high standard at all time.

The kitchen at l'école bilingue is regularly inspected by the Public Protection and Licensing (inspection reports available in the school office).

The following operations are regularly performed and controlled:

- Cleaning Schedule
- Weekly stock control list
- Update of signs (allergies or safety signs)

Nuts are forbidden at school to avoid any potential allergy reaction.

Lollypops and chewing-gums are forbidden at school for safety reason.

Kitchen staff is trained appropriately and follow strict protocols for preparing and serving food. They are responsible for maintaining a high level of hygiene in the kitchen and in the refectory.

They keep informed of any food allergy and specific diets (Diabetes, no pork, no eggs...).

Kitchen is only accessible to kitchen staff.

Other staff members who are involved in serving lunch have carried out Level 2 Food Safety and Hygiene for Catering training.

## **ONSITE VEHICLE MOVEMENT**

No motorised vehicles are allowed onsite.

## **ASBESTOS MANAGEMENT**

No asbestos present.

## **EMERGENCY PROCEDURES**

### **IN CASE OF ACCIDENT**

If an accident occurs, all staff is required to react as quickly as possible and without panicking : the injured child needs to feel safe, to be reassured and to remain calm so as not to worsen their injury and/or pain, supervision of the other children in the class must be maintained at all times.

1. Perform first aid arrangements
2. Ask a colleague to call “9 999”, give the telephone number, name and address of the school, describe the injury and explain the circumstances of the accident
3. Call the parents/legal guardians
4. Stay close to the injured child (never leave them alone!) until the rescue team arrives  
A colleague must take responsibility for the other children, move them away from the scene and reassure them
5. Report all details in the “Incident Book”

### **IN CASE OF FIRE**

Every school day the Headteacher will make sure that all emergency exits are unlocked to facilitate evacuation procedures.

If a fire starts within the school premises, all staff is required to react efficiently, quietly and without panicking: children need to feel in good hands, to be reassured and to follow the instructions of the staff.

1. Call the fire brigade by calling “9 999” and give the operator the school’s telephone number.
2. When the fire brigade replies, state clearly:  
“FIRE at St David’s Welsh Church, St Mary’s Terrace, W2 1SJ”
  - Do not put the receiver down until the address has been repeated by the brigade
  - Do not attempt to put out the fire unless it is very small
  - The most important thing is to make sure that everyone leaves the building calmly and as quickly as possible
  - Upon leaving, if possible, close doors and windows and switch off all electrical appliances.
3. How to get out  
The premises should be vacated as quickly as possible but in a calm and orderly manner:

Teachers are required to take the register (book) of their class and to check the presence of all children when outside the building, at the meeting point (the playground).

### **IN CASE OF TERRORIST ATTACK**

1. All School buses and outings are cancelled.
2. Liaise with local Authorities and Police.
3. Children are kept at school until parents or relatives come and pick them up.
4. Member of staff with children to leave the school.
5. Rest of the staff to leave premises gradually if safe and according to ratio Children/Staff.

Regular lockdown exercises are carried out so pupils and all members of staff know how to keep themselves safe during a terrorist attack.

A PPMS (Plan Particulier de Mise en Sureté) has been carried out. This is a process that allows schools to prepare for and manage a major hazard situation when it occurs to limit its consequences. While waiting for the arrival of outside help, this plan ensures the safety of those present.



## **STORAGE OF HAZARDOUS MATERIALS**

No chemicals or other hazardous materials will be used without the permission of school management.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is kept on file.

The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

School Management is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS.

School Management will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed on an annual basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

Hazardous substances will be labelled with the correct hazard sign and contents label.

Storage life will be considered. Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of school management.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit. School management will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.

An annual audit of hazardous materials will be undertaken with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

### **This policy operates in conjunction with the following school policies:**

- First Aid Policy
- Sports Journey Risk Assessment Policy
- Swimming Pool Journey Risk Assessment Policy
- Fire Risk Assessment Policy

**Legal framework** This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2015) 'Health and safety for school children'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'
  - "Emergency aid for Appointed Persons", Schools editions, St John Ambulance
  - "Pocket First aid for every emergency". Ed. DK
  - "Children Act 1999"
  - "The Fire Precautions (Work place) Regulations 1997"
  - "Education Act 2002" and "Education Act 2005"
  - "DfES 0803/2001 Health and safety, responsibilities and powers"
  - The Food Safety (General Food Hygiene) Regulations 0110532279
  - "Childcare Act 2006"
  - "Fire Safety Risk Assessment - Educational Premises", 2006
  - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR)
  - Keeping Children Safe in Education 2024