



**MICHAELA**  
KNOWLEDGE IS POWER

## Michaela Community School

### **Health and Safety Policy**

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#### **1. Introduction**

Michaela is a non-fee paying, non-selective, non-denominational, co-educational school, which will welcome children from 11-18 from all backgrounds. Initially opening in 2014 with Year 7, the school will eventually grow organically to its full capacity of 840.

#### **2. Rationale**

Michaela's Local Governing Body has the highest aspirations to ensure that the health, safety and well-being of every child and member of staff is protected and promoted. Our aspirations are that every child will look forward to learning and that through a safe, but challenging programme of learning; both in and out of the classroom, every child will develop and progress to the best of their potential.

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy which have been written by the local authority and by the Department for Education. It is a statement of the aims, principles and strategies for ensuring Health and Safety at Michaela Community School.

Governors of Michaela are committed to the promotion of a safe and healthy environment for pupils, staff and other users of the school site.

Governors are committed to the provision of adequate and appropriate safety training for staff.

Governors accept the right of Trade Union members to be represented on health and safety matters by an appointed safety representative who will be granted the appropriate time off to carry out their duties.

### **3. Principles**

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It will be established and maintained based upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

### **4. Aims**

It is the policy of the Governors of Michaela, as far as practically possible to:

- Establish and maintain a safe and healthy environment throughout the school
- Establish and maintain safe working procedures among staff and pupils
- Make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
- Maintain all areas under the control of the Governors and the Head in a condition that is safe and without risk to health, and to provide and maintain means of access to and from the school and its grounds that are safe and without risk
- 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
- Provide and maintain adequate welfare facilities

### **5. Roles and Responsibilities**

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) will work towards the school's aims by:

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment;
- Being familiar with all instructions and guidance of safety within the school;
- Using common sense at all times to take responsible care for their own safety and that of others;

- Reporting any unidentified hazards without delay.

The school has a Governing Body that sets this policy and through the Head will effectively implement, monitor and review its effectiveness. A Governor will be the named Health & Safety Governor who will be involved in the school's Health & Safety Audit.

### **The Head**

The Head will work towards the school's aims by:

- Recognising Governors' corporate responsibility for ensuring that all Health and Safety regulations and guidelines produced by the Department for Education (DfE) and where different, Brent, are fully implemented in the school;
- Ensuring that safe working practices and procedures are applied throughout the school;
- Making termly inspections to ensure that a safe and healthy environment is maintained;
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously;
- Ensuring that all members of the school community are aware of their own responsibilities;
- Taking responsibility for devising and implementing a school Health and Safety policy;
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken;
- Ensuring that all staff are familiar with the Health and Safety policy of the school along with any national or local codes of practice and legislation;
- Facilitating safety training for staff;
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well-maintained and that any damage is quickly rectified;
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained.

The Head will be responsible for the daily operational management of Health and Safety and works towards the school's aims by:

- Monitoring general advice on safety matters given by the DfE and the Local Authority and other relevant bodies and advise on their application to the school;
- Co-ordinating arrangements for the design and implementation of safe working practices within the school;
- Investigating any specific health and safety problem identified within the school, taking or recommending (as appropriate) remedial action
- Ordering that any method of working ceases on health and safety grounds on a temporary basis, subject to further consideration by the Governors and Head

- Assisting in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
- Ensuring that staff with control of resources (both financial and other) give due regard to safety
- Co-ordinating arrangements for sharing information and for the instruction of staff, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained

### **All staff**

Every member of staff is responsible for having a clear understanding of the health and safety arrangements of the school in relation to other staff, pupils and volunteer helpers under their supervision. In particular, staff will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils;
- Be aware of and implement safe working practices and set a good example personally;
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- Ensure that any equipment or tools used are appropriate and meet accepted safety standards;
- Provide written job instructions, warning notices and signs as appropriate;
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- Evaluate promptly and where appropriate, take action regarding health and safety arrangements;
- Provide the opportunity for discussion of health and safety arrangements;
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- Provide for adequate instruction, information and training in safe working methods and recommend suitable training;
- Record all incidents or Health & Safety concerns, including near misses.

N.B. Professional associations and trade unions have the right to appoint a Health and Safety representative for the school, to secure staff interests in health and safety matters, which is separate from the school's responsibilities.

### **All pupils are expected to:**

- Exercise personal responsibility for the safety of themselves and their fellow pupils;

- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Not wilfully misuse, neglect or interfere with equipment provided for safety purposes.

N.B. The Governors and Head will make pupils (and where appropriate, parents) aware of these responsibilities through direct instruction, notices and the school handbook.

### **Other School Users**

The following users should be made aware of relevant sections of the school's Health and Safety Policy:

- Contractors
- Voluntary workers
- Parents and carers
- Other users of the site (hirers)

### **6. First Aid Arrangements**

The school has a First Aid policy which all staff must be familiar with: the notes below provide a summary.

A list of first aiders will be prominently displayed in the school office and each floor of the school.

The Headmistress will nominate a First-Aid Coordinator who will ensure the school has appropriate equipment and trained staff based on the school's needs.

All teaching and administrative staff must be aware of any pupils with conditions that may lead to an emergency situation and what to do in these situations. They will be provided with a card outlining conditions and management and a full list will be displayed in the office and staff room.

First Aid may only be provided by staff with appropriate training.

All staff must be aware of the location of first aid kits.

A fully stocked first aid bag must be taken on school trips. Any inhalers and medication for specific children must also be taken.

When children are unwell they will be placed in a quiet area which is close to a toilet, drinking water and is easy to supervise. At the direction of a school leader, office staff may contact the pupil's parents to collect them early from school.

## **7. Reporting and Recording Accidents**

In order to comply with statutory regulations, all accidents and injuries must be recorded in the school's accident record book, kept in the school office. The person completing the accident record will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent recurrence.

If an accident is sufficiently serious that a First Aider is not able to provide routine treatment, or if a decision has been made for parents to be informed, it is deemed to be a Serious Accident.

As a general rule, injured children should not be moved, unless the injury is judged to be minor or leaving the child would place it in greater danger. An adult should stay with the injured child, and send a sensible child to find a qualified First Aider (see above) to deal with the accident.

When a child has bumped or injured their head, a Head Injury Form must be filled out and this injury recorded in the accident book. One copy of the Head Injury Form goes to the class teacher to give to the child's parents, and another copy goes to the School Secretary to file. Class teachers will keep a careful note of the child and where there is any lowering of alertness or consciousness this must be immediately communicated to a First Aider via the school office.

## **8. Issuing medicines**

See supporting pupils with medical needs policy

## **9. Fire Safety Arrangements**

There will be a termly fire practice, which will be recorded in the Fire Log Book. The times of the practices will be varied to cover all times of the school day.

Fire evacuation procedures will be displayed in every room, with children made aware of the procedures. All staff must ensure that they are familiar with them.

The Site Manager is responsible for testing the Fire Alarm system on a weekly basis and recording the result in the Fire Log Book.

Firefighting equipment is serviced annually and the date noted in the Fire Log Book.

At large gatherings all emergency exits must be well-signed, with clear access to these. A telephone must be available nearby for emergency calls.

## **10. Annual Safety Audit**

A safety audit of the school will be carried out each year by the Site Manager, nominated governor.

The results of this audit will be reported to the Governing Body.

## **11. Control of Substances Hazardous to Health (COSHH) regulations**

All substances affected by these regulations will be clearly labelled and locked securely in a suitable store.

The school will keep minimum amounts of each substance.

The responsibility for carrying out an annual COSHH assessment will rest with the Site Manager.

Staff using COSHH materials will be made aware of their safe use and the dangers of each substance.

## **12. Electrical Safety**

All electrical appliances will be tested annually using the PAT (Portable Appliance Testing) protocol by a qualified electrician, with any deficiencies immediately remedied, or the faulty item removed.

Any faults developing at other times must be reported immediately, with the faulty device removed or disabled until repaired.

Only approved contractors will be employed to carry out electrical work or repairs.

## **13. Visitors**

All staff must wear their identity badges at all times during the school day. All visitors must report to the school office, where they will be asked to sign the visitors' book and asked to wear a visitor's badge which will be differently coloured from staff badges.

Staff should politely challenge anyone in school they do not recognise who is not wearing either a visitor's or the Trust's staff badge.

## **14. Dealing with Bodily Fluids**

To protect the health of other children and staff, all body fluids will be immediately and efficiently cleaned up, with the area disinfected. All wastes and soiled cleaning materials will be immediately and safely disposed of. A spillages kit will be procured for such events.

### **15. Medical Room**

The school will identify a room, ideally close to the main administration office and the main entrance, so that a poorly or injured child can be placed, under the close supervision of the main office staff. The medical room should contain a sink, with hot and cold water, an inspection couch and either be close to, or have a toilet immediately adjacent to the room.

### **16. Monitoring and Review**

The Head will be responsible for ensuring that this policy is fully implemented. A report will be written on an annual basis for the Local Governing Body which provides a summary of injuries and illnesses over the year, along with any changes in best practice or legislation.

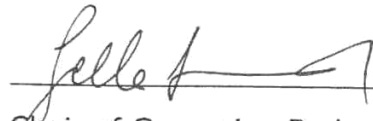
**This policy is reviewed annually.**



### **Approval by Governing Body and Review Date**

This policy and plan has been formally approved and adopted by the Local Governing Body at a formally convened meeting.

Signed:

  
Chair of Governing Body

Date: 7 July 2016

Review date: July 2017

**End of Statement**