



Arnold Lodge School

Policy for Welfare, Health & Safety

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Aims:

To ensure, so far as is reasonably practicable, the health, safety and welfare at work of all staff, pupils and visitors on the site.

To ensure that the working conditions, working methods, equipment and premises used by or provided to employees of the School are safe and healthy at all times.

To provide adequate information training and supervision to ensure the health and safety of employees

To promote awareness amongst all employees that they are responsible for their own health and safety, and that of their colleagues and pupils.

Information regarding this policy:

This document contains an outline of the Health & Safety Policy of the School. The following words, phrases and expressions shall bear the following meanings:-

"the Act" means the Health & Safety at Work etc. Act 1974

"the ELA" means the Employers' Liability (Compulsory Insurance) Act 1969

"the FPA" means the Fire Precautions Act 1971

"The school" means Newman Schools Ltd"

"the Premises" means the premises occupied by the School at 15-17 Kenilworth Road and 31-33 Binswood Avenue Leamington Spa CV32 5TW.

Strategies for implementation:

Overall responsibility for health and safety matters in the School is that of the Bursar.

Employees should themselves take responsibility for remedying health and safety problems which are within their power to remedy. In any other circumstances they should immediately report the problem to the Bursar.

The Directors of Newman Schools Ltd in conjunction with any safety representative will:

- Carry out a general inspection of the standards of health and safety maintained at the Premises not less than once every twelve months; and
- Take responsibility for the investigation of any accidental injuries suffered by employees out of the School in the discharge of their duties.

Matters to be Observed by Employees

All parts of the Premises are to be kept clean and tidy at all times. In particular:

- Fire exits, which are clearly marked as such, and other passages, stairs, gangways and exits should be kept clear of all obstructions;
- Electrical leads or cables must not run across the floor in circumstances where there may be any risk of them providing a hazard; there should be no bare electrical wires;
- Waste paper should be placed in the bins provided for that purpose which are to be emptied as soon as their capacity is reached; Teachers should be vigilant in making sure that pupils keep the school tidy.

Each employee is responsible for checking that each item of equipment provided by the School is in a safe condition before each occasion of use.

All equipment is to be returned to its allocated place of storage after use.

Smoking is not permitted in the premises.

Instructions stated on wall charts adjacent to or markings on equipment must be observed

Electrical equipment must be turned off / disconnected when not in use, and in particular must be safe at the end of each day.

Equipment must only be used for the purposes for which it is provided. Any item of equipment which appears to be in need of repair / maintenance must be immediately reported.

All hazardous substances such as chemicals and cleaning fluids must be kept in a safe, locked environment, well out of the reach of children.

Maintenance and Monitoring of Equipment

Testing of portable appliances under the Electricity at Work Regulations Act is the responsibility of the Caretaker. These items are tested regularly. Staff must not bring into school any equipment that has not been tested and approved for use in school. Please see Code of Conduct for details of this.

Accidents and First Aid

All accidents shall in the first instance be promptly reported to the School Nurse, or in her absence the Vice Principal, whose responsibility it shall be to maintain a written record of the details of all accidents so reported, including the date and time of the accident, the name of the injured person, the nature of the injury, the place where the accident occurred and a brief description of the circumstances.

The responsibility referred to above extends equally to accidents occurring to visitors to the Premises.

First aid arrangements in respect of the Premises are as follows:-

- Person responsible for First Aid Box: School Nurse
- Appointed First Aiders:

In the event of an accident occurring, the seriousness of which requires professional medical attention, the emergency services should immediately be notified.

Fire Safety

The School is required to undertake a Fire Risk Assessment. A copy of which has been given to the local fire service via the Department for Education and Skills.

All fire exits and other means of escape in emergencies are clearly marked as such and must be kept clear at all times.

All fire extinguishers are clearly marked as such and are the subject of a maintenance contract.

All fire alarms will be tested by the School regularly, who shall also be responsible for causing any necessary repairs to be promptly affected.

In the event of a fire, premises should be vacated quickly without panic via the marked fire exits. Do not wait to gather up personal belongings. Persons leaving the main building in the event of a fire should gather in the main playground next to the grass. Teaching staff should please see section of teacher handbook entitled 'Day to Day Procedures' for further details about emergency procedures if in charge of pupils.

ANY PERSON DISCOVERING A FIRE:

- Sound the Fire Alarm by breaking a fire point box.
- If safe to do so, attack the fire using the correct extinguisher provided
 - electrical fires (PC or Photocopier) - **carbon dioxide**
 - paper, timber, carpets - **water**

- Ensure the area you are working in is empty and close all doors behind you
- Designated assembly points are the main playground or Junior Playground
- Leave the building by the appropriate door i.e. the safest. Do not run and try to remain quiet and calm.
- If you know someone is out of the building let the Senior Master know at the time of the roll call.
- Do not return to the building for any reason until authorised to do so by the fire service or the Senior Master.

Fire drills will be held once every term in accordance with DfES guidance
Overall responsibility for fire safety within the School is that of the Bursar.

Insurance

Under the provision of the Employers Liability (Compulsory Insurance) Act all employers must insure against employees' claims for injury or illness. Such insurance has been affected by the School and a copy of the current policy certificate is on display in Reception.

Information

The School invites suggestions from all employees concerning health and safety. If any employee encounters a health and safety problem which cannot be resolved in accordance with this written policy, or if the problem requires the advice of a health and safety inspector, the matter may be taken up with the Environmental Services Department, Warwick District Council, which is the local enforcing authority of Health and Safety. (Tel 01926 456725).

Assessment:

The Directors of Newman Schools Ltd.
Health and Safety Working Group: Chaired by the Bursar

Resources:

Staff handbook, Teacher handbook: Day to Day Procedures, Code of Conduct, School Fire Risk Assessment.

Review of the policy Jan 2011