



Health and Safety Policy

Rationale

It is the policy of the school to:

1. establish and maintain a safe and healthy environment throughout the school.
2. establish and maintain safe working procedures among staff and pupils.
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling storage and transport of articles and substances.
4. maintain effective procedures for use in case of fire and for evacuating the school premises.
5. maintain inspection of school and report any physical or health hazards in the school environment.
6. provide adequate training, information, instruction and supervision to enable **ALL** staff employed in the school to perform their work safely and efficiently.

Aims

To identify and control health and safety risks.

Guidance for all staff

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular they will monitor their own work activities and take reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. provide written job instructions, warning notices and signs as appropriate;
5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. provide the opportunity for discussion of health and safety arrangements;
9. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
10. where private vehicles and school buses are used to transport children to and from school outings and functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.



11. be aware of any allergies, medical conditions or physical challenges of children in their care.

Responsibilities of pupils

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous;
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

School Building and Environment

1. **School Compound**
 - a) Fence/wall to separate compound from road/street.
 - b) Gate with latch.
 - c) Playground (adequate space in relation to total population)
 - d) Play facilities provided with safety precaution, e.g. no broken facilities, no sharp objects, shock absorbent surface
 - e) Cleanliness maintained at all times
 - f) Adequate shade
2. **Building and Classroom**
 - a) No cracks in walls/floors/roof
 - b) Floors not slippery
 - c) Floors clean, smooth, easy to wash
 - d) Doors properly fixed
 - e) All electrical fixtures in good condition (main switch covered and away from student's reach, no loose connections)
 - f) Classroom space adequate (students at least 6 feet away from teacher (blackboard))
3. **Ventilation and Lighting**

Adequate lighting and ventilation in all rooms



4. **Waste Disposal**
Waste disposal bins with lids and plastic disposal bags
5. **Toilet**
Adequate toilet facilities provided (at least three toilets for 100 students)
 - clean and disinfected
 - with exhaust fan
 - wash hand basin with soap and paper towel dispenser
 - adequate water supply
 - proper drainage system
 - provide for children with physical disabilities.
6. **Water Drinking Facilities**
 - closed water coolers
 - disposable drinking cups or children using their own cups or small water bottles
 - change water filters
7. **Canteen (if available)**
 - proper handling and sanitation
 - cold storage
8. **Swimming Pool**
 - first aid box accessible by pool
 - shower before entering pool
 - water chlorinated
 - safety precautions observed (e.g. with lifeguards, floors not slippery)
 - daily cleaning and periodic change of water

Any safety irregularities noticed by the teachers or any other member of staff to be notified immediately to the school nurse or administration.

Medical Examinations

1. A comprehensive medical examination of school children at school entrance is expected to be carried out by the school.
2. Periodical examinations should be carried out. This will help in identifying those children with health problems/defects which may adversely effect their education.
3. The school nurse is responsible for administering first aid care, treating minor illnesses, supervising the children to find out presence of pediculosis in the head, skin disease, body defects or abnormalities, deviance of behaviour and signs and symptoms of diseases.



Health Education

1. Planning, implementing and evaluating of health educational programme.
2. Health Education programme for school children and their families should be aimed at providing knowledge, counselling and developing skill that will permit them to recognise the health care problems and then make decisions about their health care.
3. Health Education for teaching staff.
4. This school operates a no smoking policy.

This Policy was agreed by staff in March 2007.
It should be reviewed again in June 2008 by Head, Deputy and coordinators
and should be reviewed again in June 2009.