



**Health  
& Safety Policy**  
2023/2024

*Nourishing the Human Potential*



# Health & Safety Policy

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## Health and Safety Policy

### Introduction

EMC is committed to ensuring good health and and safety practices across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the school seriously and use this policy, in line with our risk assessment documents.

### Aims and Objectives

Health and safety in school is a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the school. The school commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

All school staff will ensure that they are up-to-date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities should be planned by staff with consideration for the safety of themselves, their colleagues, pupils and members of the public.

The importance of good health and safety practice is promoted throughout the school and includes:

- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school
- ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency

### We aim:

- To provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.
- To ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.
- To ensure that all lessons are reviewed for health and safety concerns
- Potential hazards are identified, pointed out to the pupils
- All care and attention is given to avoid accidents.
- Staff and pupils should use common sense and at all times take responsibility for their own safety and that of others.
- To ensure that any previously unidentified hazard should be immediately reported to the Leadership Team.
- That staff should work together to ensure that safe work practices and procedures are applied within the schools.
- To ensure that regular safety inspections occur for maintaining a safe and healthy environment.



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- A system exists to report, record and if necessary, investigate accidents rigorously.
- Safety training is conducted as needed.
- All staff are aware of procedures for a medical emergency.
- Arrangements are in place for a speedy and safe evacuation in case of a fire or other emergency and firefighting equipment is available and maintained. Records of all drills are maintained, and procedures accordingly reviewed
- Medical emergency instruction posters are displayed in key areas around the site.

## Policy Monitoring & Review

The Head of School, along with the DSL and Health and Safety manager, will direct the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the school.

The Site Manager will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas Safety
- Emergencies
- Water Quality
- Staff Induction

The Site Manager also acts as the School Safety Coordinator, whose duties include:

- advising the Head of School on maintenance requirements
- coordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and any recurring hazard as to raise concerns with the Head of School and Health & Safety Manager every 6 months

## Pupils

While school staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the school community, pupils take the responsibility for:

- listening to and following instructions from staff
- ensuring that their actions are safe for themselves and will not harm others in any way
- being sensible around the school site and when using any equipment
- reporting health and safety concerns or incidents to a member of staff immediately



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### Accidents

In the event of an accident taking place either at school, or off-site on a school organised activity, the member of staff on-site will immediately report to the nurse or most senior member of staff. Whoever is present should make an assessment of the injury as soon as possible.

If an ambulance is required, it will be ordered by the Leadership Team or nurse in almost all instances. Parents/guardians (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. The school has an accident book. The member of staff supervising at the time of the incident should make a report. What happened, actions taken, injuries, and first aid administered should be recorded.

### Building And Site Maintenance

The Facilities Manager is responsible for ensuring that the school premises are properly maintained, comply with health and safety laws, and are easily accessible and safe for the whole school community.

They will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work e.g. wet floor signs. Due to the nature of our building at the Californie Campus, windows on the -1 and above ground level are secured.

### Control Of Substances Hazardous To Health

There are areas in school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly. The precautions the school takes include:

- Safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept in the chemistry room and in the nurse's office.
- Clear labelling of all chemical bottles
- Safe disposing of chemicals

### Emergency Communication

There are a number of mechanisms in place to ensure that parents/guardians, staff, and pupils can be made aware of an emergency situation and remain informed. The school will immediately inform parents/guardians of any situation and also to ask for early collection if necessary.

### Fire

The school has a separate fire policy.



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### Food Hygiene

The school catering department has a deep cleaning schedule. The kitchen complies with all local regulations.

### Security

Each school has security guards. There are cameras at various points within school and the grounds. No visitors are allowed without the permission of the Administrative team. Badges are given to visitors when they are on school grounds.

### Smoking

There is a smoking ban throughout the school sites.

### Vehicles on Site

The school bus will enter the Bouskoura site each morning and afternoon. Any other vehicles are not permitted enter the site unless security have permission from the Site Manager.

### Workplace Safety

The school will ensure that the school environment and workplace is safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. Only teachers and pupils trained to use specialised equipment will be allowed to do so.

### Classrooms

- Classrooms are checked for potential hazards and teachers are fully aware of their responsibilities for maintaining a safe and healthy environment.
- The Administrative Team collaborate with teachers in identifying and fixing potential hazards.
- Fire drills are carried out every term (see Fire Safety policies).

### When Moving Around The School

- Behaviour is monitored by all teaching staff to ensure safe practices are adhered to in the use of stairs, entrances and exits.
- Pupils are instructed on how to move safely around the school.



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## Break Times

- Play equipment is monitored for upkeep in conjunction with support from staff.
- Pupils are monitored and taught to play safely.

## Housekeeping

- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use.
- Maintaining a high standard of housekeeping.
- Reporting any problem or imminent danger as soon as is reasonably practicable.