

Health & Safety Policy



CAMBRIDGE
ENGLISH SCHOOL
مدرسة كيمبردج الإنجليزية

Reviewed and Approved on Mar 2025

..... Heads of Section

..... Principal

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1. Introduction

The school's Health and Safety Policy will operate in accordance with the UK Health and Safety at Work Act, 1974 and within the framework of local laws and guidance.

The aim of the policy is to ensure that all staff, students and visitors entering the school do so in the highest possible degree of safety and in the knowledge that their health and welfare are of paramount importance.

2. Responsibilities

The Academic Director (On behalf of the Proprietor)

- To ensure that the Health and Safety Policy is in place and updated annually
- To ensure systems are in place to implement and manage the school's health and safety policy, and local policies and guidelines
- To ensure they are kept informed of health and safety issues
- To appoint a Health and Safety representative to liaise with the school
- To ensure that health and safety is a standard item on the agenda for the board meetings
- To ensure that termly inspections are carried out in the school
- To establish financial priorities in line with health and safety issues
- To ensure the school is meeting Fire Risk regulations

The Principal

The Principal is responsible for the overall implementation of this policy throughout the school. This includes day-to-day responsibility for maintenance and development of safe working practices and conditions for all staff, students, visitors and any other person using the premises or undertaking activities under the school's control. In particular, the Principal will:

- Nominate a member of staff as health and safety manager
- Ensure all senior leaders meet their health and safety responsibilities
- Ensure that the Health and Safety Policy is implemented in the school

- Ensure that the Proprietor is informed and involved in all health and safety issues concerning the school
- Ensure effective communication of health and safety matters
- Ensure school wide health and safety standards, and school health and safety procedures/codes of practice, are implemented

The Health and Safety Manager

- Co-ordinate all aspects of the health and safety policy
- Ensure that all staff are aware of and comply with the Health and Safety Policy
- Instigate and operate a system for auditing the health and safety performance of the school and presenting the findings to the Principal
- Instigate and operate a system for inspecting the school premises on a termly basis and presenting findings to the Principal
- To report all accidents and incidents of violence and abuse to the Principal and co-operate in any subsequent investigations
- To ensure that staff are aware of health and safety information and to include health and safety issues on the staff briefing agenda
- To ensure processes are in place for inducting new staff on the school Health and Safety Policy
- Ensure that staff training and records are kept up to date
- Ensure that risk assessments are carried out
- Ensure monitoring arrangements are in place, such as:
 - Incident reporting and investigation
 - Specific equipment on the premises inspections
 - Termly inspections

All Members of Staff

All members of staff are responsible for:

- Taking care of their own health and safety and the health and safety of others affected by their actions
- Co-operating with the H&S Manager by following the schools safe working procedures and meeting responsibilities set out in this policy

- Reporting health and safety hazards and any inadequacies they identify in health and safety procedures to the Section Head or Health and Safety Manager
- Undertaking any health and safety training/development identified as necessary
- Using work equipment in accordance with safe working procedures, instructions and training
- Not making unauthorised or improper use of equipment
- Ensuring risk assessments are completed and within recommended time scales
- Reporting health and safety incidents, in accordance with the schools reporting procedures.

3. Procedures

Funding and Resources

The Heads of Section will be responsible for making recommendations to the Principal for priorities for funding and resources. Priorities for school repairs and maintenance will form part of the school's development plan. Emergencies will be given consideration as they occur.

Monitoring and Evaluating Health and Safety Performance

Regular inspections of the school premises and grounds will be carried out on a termly basis. Whenever possible a representative from Head Office will form part of the monitoring team. Action plans will be drawn up as a result of the findings from inspections. The results of these inspections will be used as part of staff and phase briefings.

Consultations and Communication

All relevant Health and Safety information will be brought to the staff's attention during staff or phase briefings. All staff should bring to the Health and Safety Manger's or Caretakers attention any Health and Safety issues at any time.

Health and Safety Training

Health and safety training is identified annually through the Appraisal Programme. Arrangements for staff to be released to attend any necessary training sessions will be made where appropriate. Training will be linked to the needs of the school. Records of staff training will be kept with details of dates to ensure the training is updated.

Relevant training will be identified both in house and externally. New employees will receive training and information on the Health and Safety Policy as part of their induction process.

Protective Clothing and Equipment

It is each member of staff's responsibility to wear suitable clothing and footwear for the building and the task being undertaken. It is each member's responsibility to ensure that they are wearing the appropriate protective clothing for any potentially hazardous activity.

4. Site Security

The site staff lock and secure the building. They ensure all staff are safely escorted from the building. If any member of staff needs to remain beyond this time they must inform the site staff on duty to ensure their health and safety is not compromised. All visitors must report to the school office to verify their identity and purpose of the visit. They will be required to sign in and out, and provide a copy of their Civil ID. They will also need to wear a visitor's badge which will be provided.

5. Staff Health and Safety

Violence and Abuse

If a member of staff is abused which results in injury, details of the injury should be entered in the Accident Book and where appropriate complete a Violence and Abuse Form. The matter should be referred to the company legal department.

Stress and Mental Health

It will be the responsibility of the Senior Leadership Team to assess the risk to staff. If it becomes apparent that an employee is suffering from stress, this will be brought to the attention of the Section Head. The Head will discuss with the Principal how best to support the staff member.

Health Surveillance

All employees must have completed a health declaration prior to taking up a post. The Senior Leadership Team, together with each individual employee concerned, is responsible for monitoring their health during their employment, through the use of attendance statistics and interview. The Heads of Section will monitor the health related absences of staff and report these to the Principal. Where patterns or persistent absence occur, return to work interviews will be conducted to explore ways of supporting the staff member.

Smoking

Smoking (including electronic cigarettes) is not permitted on the school premises at any time, except in designated areas.

6. Educational Visits

The leading member of staff who is organising and accompanying the visit must complete a risk assessment as part of the procedure for visits. All staff need to be aware of the school's policy for educational visits. Risk assessments need to be carried out in line with local law, Ministry Guidance and DfE Guidance Advice and Procedures for Education Visits. Before a visit is planned the leading member of staff should obtain the necessary paperwork from the office. All risk assessments for residential trips should be submitted to the office one month in advance of the trip taking place. All other risk assessments should be submitted at least ten days in advance of the trip or visit. Trips must not take place without appropriate approval.

7. Visitors to the School

All visitors must report to the office on their arrival to sign in and collect a visitor's badge. If a large number of visitors are on the premises e.g. on a training course, Health and Safety procedures will be explained. Staff will be informed about visitors to the school through Teams. All employees are responsible for asking any visitors without a badge who they are and why they are on the premises. If concerns arise about a visitor's presence on the premises then a senior member of staff should be informed immediately.

8. Contractors Working on the Premises

The site staff, prior to the commencement of work, must inform all contractors that they are obliged to comply with the School's Health and Safety regulations. All work carried out on the premises must meet the approval of the School's Health and Safety Officer. Work on the premises can be ceased at any time if the work poses a Health and Safety risk to pupils, staff, visitors or contractors.

The Heads of Section should inform all employees and visitors of any contractors working on the premises and advise them of any Health and Safety issues. A record of contractors work on site will be recorded in the Admin Head's file. The updating of this record is the responsibility of the Admin Head.

9. Cleaning & Maintenance

The School employs its own maids/cleaners. The Maid Supervisor will ensure that the staff are familiar with good Health and Safety practice. All Health and Safety concerns should be reported to the Caretakers immediately. The Caretakers and cleaning contractors are responsible for ordering appropriate materials and for using and storing them safely. It is the Caretakers' responsibility to ensure the cleaners on site are aware of Health and Safety Procedures in the school. It is the Head Teacher's and Health and

Safety Manager's responsibility to ensure that the Caretaker complies with the Health and Safety Policy. All staff who use cleaning materials should be appropriately trained on how to use and store them safely.

The Caretaker is responsible for ensuring that any necessary inspections e.g. a qualified and competent person carries out fire alarm inspections. Maintenance records after equipment has been inspected must be updated. The Caretaker should ensure that the Safety Check Schedule is followed carefully. Any gaps in safety checks should be reported to the Head Teacher. Any equipment deemed to be a risk should be immediately taken out of operation and reported to the Caretaker. Wherever possible equipment needing repair should be taken out of service and stored until repairs have been carried out. If this is not possible then a clear warning sign should be affixed to the equipment.

10. Workplace Hazards and Risk Assessments

It is the responsibility of the Health and Safety Managers to ensure the risks associated with workplace hazards are assessed and concerns regarding hazards and risks are raised and recorded.

Any employee who is concerned about a particular hazard or risk must report it immediately to the Caretaker or Health and Safety Managers who will take appropriate action, e.g. removal of object, risk assessment. If a risk assessment does need completing it should be retained for future reference and reviewed annually as part of the Annual Health and Safety Inspection.

Whilst some 'static' risk assessments exist, case specific risk assessments must be completed on an 'as required' basis- e.g. if it is specific to someone's medical condition, pregnancy etc

11. Fire Prevention and Emergency Evacuation

Clearly written procedures for the evacuation of the premises in the event of a fire have been drawn up and displayed in all rooms. It is the responsibility of every employee to familiarise themselves with these procedures. An evacuation drill will be carried out each term.

Fire drills will be recorded. All staff should have knowledge of what they need to do if the alarm should be activated at any time. The alarm will be tested on a regular basis by the Caretaker and is checked twice a year by an authorised company. Staff should be familiar with the position of fire alarms, hoses and extinguishers. If a fire is discovered then the fire alarm should be activated and the emergency services should be called. A member of the office staff is responsible for ensuring a phone is taken off site during the evacuation of the premises. Fire exits should be clear at all times. The Caretaker will remove items, which block any emergency exits.

A Fire Safety Log is kept, which is used to keep records of all drills and equipment inspections.

12. Electrical Safety

The caretaker is responsible for ensuring that all electrical appliances are safe for use and are regularly inspected.

13. First Aid

During school hours the clinic staff are available and qualified to give first aid. Accidents and medical treatment given must be recorded on the school's MIS and parents/carers informed where appropriate. A member of the clinic staff must be sent for if there is any doubt about the injury. First Aid kits are kept in the Science laboratories and spares are available for after school and off-site activities. The clinic staff are responsible for maintaining and ordering all first aid equipment and for preparing what is needed for a class trip or outing. In addition to the clinic staff there is always to be at least 1 fully trained first-aider per section.

14. School Security

The gates to the playgrounds are closed during the school day and any visitors are managed by the office staff. Visitors should use the main entrances. No visitors can obtain access to the teaching areas, unless given access by the office staff. All visitors on site must present their Civil ID and sign in and out. They will also be given a visitor badge, which must be worn at all times.

15. Food and Drink

All staff have access to staffrooms, these areas should be used for heating and consuming food and drink. No hot food or drink should be carried through corridors or on playgrounds, unless in suitable containers. Any hot drinks will be in sealed containers with lids.

Any kitchen/staff-room areas will remain locked when unoccupied.