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## HEALTH AND SAFETY POLICY

Haileybury Astana is committed to ensuring that all employees are safeguarded fully in respect of health, safety and welfare whilst at work. In addition, pupils and members of the public including parents, visitors and contractors' employees who enter our premises, must not be exposed to any unusual risks during the course of their business.

The objectives of the school are;

- To ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels.
- The provision of conditions and systems of work for all employees which prevent any danger to their health and welfare. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
- To provide information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.
- To ensure that all plant and equipment on the school site is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff or the public. To ensure safe arrangements are made for the storage, handling and transport of articles and substances.
- To ensure the school has and maintains up to date Evacuation and fire procedures with documentation; and ensure that all members of staff and pupils are familiar with them. The means of access and exit should be safe and without risks to health.

This policy is largely dependent upon the total co-operation of every person who works for the school. The Senior Leadership Team is responsible for coordinating day-to-day activities and ensuring that this policy is implemented, whilst individual teachers are responsible for health and safety within their areas of responsibility.

### **Accidents and Incidents**

All accidents should be reported and recorded properly to ensure that the necessary investigations can take place and, where appropriate, action taken to continue to provide a safe environment for staff, pupils and visitors at Haileybury Astana. It is the responsibility of all staff to report accidents to the Doctor and Deputy Head who is in charge of Health and Safety. Furthermore, it is the responsibility of the Headmaster and Bursar to use accident reports to co-ordinate remedial action where deemed necessary.

- An accident is defined as any undesired circumstances which give rise to ill health or injury or damage to property.
- An incident is defined as any undesired circumstances that could cause an accident.
- A near miss is defined as an incident that very nearly did cause an accident.

Incidents and near misses that could be relevant in prevention of future accidents should also be reported; it is from the knowledge gained from incidents and near misses that sensible preventative measures can be put in place to reduce the likelihood of accidents.

### **Reporting Procedures**

All Accident reports should be translated into English (if in Russian) and completed on SIMS on the same day if possible. The accident report should clearly state how the accident occurred and any findings from the immediate investigation. Where appropriate the Deputy Head, the Headmaster or Bursar may ask for further information or a full investigation to be undertaken.

Pupils hurt in an accident at School should be accompanied to the School Doctor. Once there, details of the accident will be recorded in the Accident/Incident Report Form and filed by the School Doctors and Central Records (SIMS office). It is the responsibility of the member of staff present and School Doctor to complete the accident report on SIMS, and to notify the Deputy Head. Pupils involved in accidents or incidents during school activities, which do not involve a visit to the Medical Centre, must be reported on by the supervising member of staff. This also applies to those on school trips where the report can be emailed or phoned to the School, then added to SIMS later.

In the event of death, a specified major injury or a dangerous occurrence the most appropriate member of staff must immediately notify the Deputy Head, Headmaster and Bursar. In addition the School Doctors, or if busy, Reception, are to inform the parents of any pupils involved in a major accidents as soon as possible but **only** after the Headmaster has been informed. Members of staff, unless incapacitated in a manner outlined above, are responsible to complete an accident report if they are involved in a personal accident at the School. Should a member of staff be absent from work for over three days as a result of an incident at work, this must also be reported to the Headmaster and Bursar. Where an accident involves any person who is not a pupil or member of staff, the most immediate member of staff present when the incident occurred is responsible for completing the accident reports.

### **Accident Investigation**

After any accident there should be an investigation to determine the cause and influencing factors, to identify where improvements can be made or see if procedures need to be reviewed. The following should be considered during an investigation:

- Details of the injured party.
- Details of injury, damage or loss.
- What was the worst that could have happened? Could it happen again?
- What happened? Where? When? What was the direct cause?
- Were there standards in place for the premises, plant, substances, procedures involved?
- Were they adequate? Were they followed?
- Were the people competent, trained and instructed?
- What was the underlying cause? Was there more than one?
- Had it had happened before? If so, why weren't the lessons learned?
- What action, if any, should be taken to prevent the accident happening again?

During lesson time the head of the appropriate Key Stage is responsible for investigating pupil accidents, whereas the Trip Leader is responsible for those on school trips. The Deputy Head is responsible for academic staff, whilst the Human Resources Manager is responsible for all support and administration staff. For all major accidents, or those incidents where a serious injury could have occurred, it will be necessary to involve the Headmaster and Bursar.

### **Classroom Safety and Electrical Equipment**

All electrical equipment is switched off when not in use – this includes computers and interactive whiteboards. Leaving electrical equipment on when classrooms are empty not only wastes electricity but also increases the risk of fire. Each piece of electrical equipment used in the school must have a separate plug, which must have the correctly rated fuse. Please follow the rule: one lead, one plug. ‘Square/block’ adapters must not be used. The electrical equipment in school needs to be in good repair – the casings must not be cracked, broken or show signs of overheating. The power leads’ outer flex must be gripped by the plug’s securing device and the coloured inner cables should **not** be visible.

Long trailing wires are dangerous, especially across open floor space. Wires must be secure and the floor area clear for pupils to cross when required. Use of the floor boxes for computers and other equipment on desks is recommended.

Posters may be hung on the noticeboards provided and on wall space. No drapes of any sort may be hung on the backs of doors or where they may hinder rapid evacuation of pupils or staff in the event of an emergency.

### **This Health and Safety Policy should be read in conjunction with the following Haileybury Astana policies:**

- Student Code of Conduct and Behaviour policy
- Pastoral Care and Pupil Welfare Policy
- Teachers Code of Conduct
- Child Protection Policy
- Emergency Evacuation Policy
- Hazard, Threat and Severe Weather Policy
- Guidelines for Outdoor Play during colder weather and Climate chart
- Crisis Unit Operation Rules
- Pass Parking and Exit Procedures
- Safety Inductions and Training Schedule
- HSE Requirements for Contractors Policy
- Physical Education Policy
- Swimming Pool Policy
- Medication Policy
- Trip Policy
- Private Tuition Policy