

# **Health and Safety Policy Statement**

Overall responsibility for Health and Safety is that of

**Richard Mace (Health & Safety Officer)**

**Health & Safety Deputy: Federica Silva**

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: **Richard Mace, Federica Silva**

To ensure Health and Safety standards are maintained / improved, the following people have responsibility in the following areas:

## **Current First Aiders:**

Federica Silva (SSO), Virginia Vaccaro (School Office Manager), Catherine Bell (Teacher)

\*SSO = Student Support Officer

## **Current Fire Marshalls:**

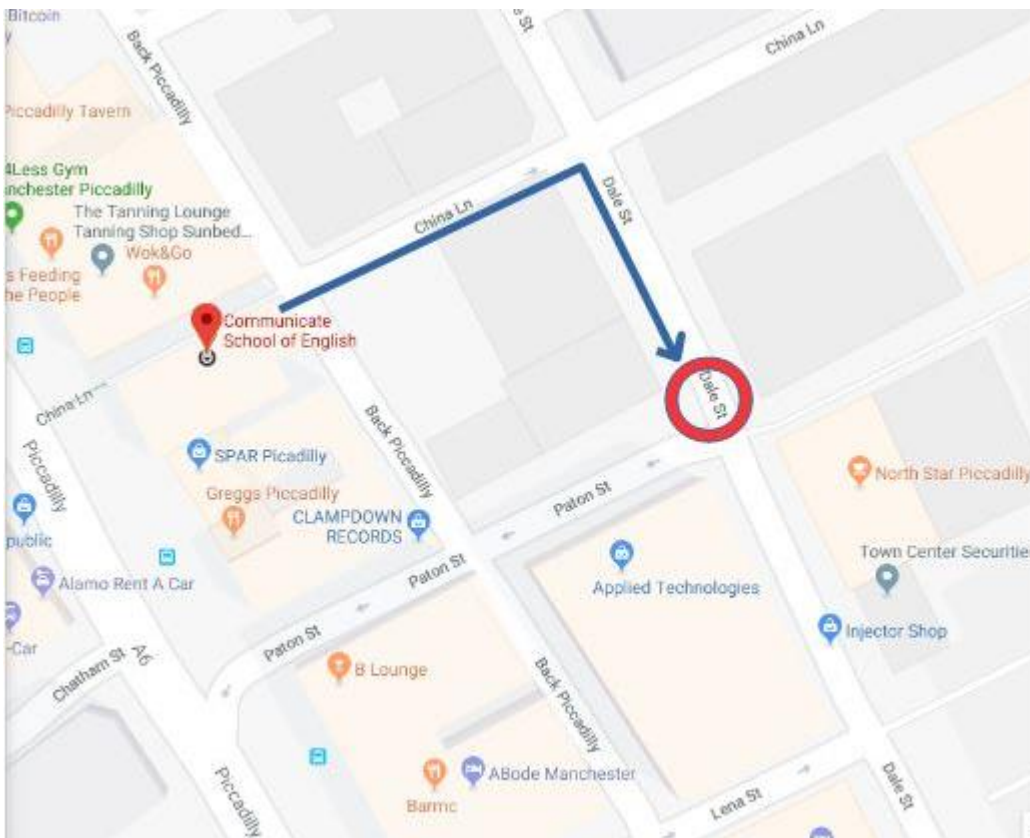
Federica Silva (SSO), Laura Cambeiro (SSO), David Pickup (DoS)

All employees are required to:

- co-operate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement)

## **Evacuation procedure for Murray House – Fire Assembly Point**

- 1) Leave building quickly and calmly
- 2) Use fire exit or main school entrance
- 3) Walk up China Lane, turn right onto Dale Street
- 4) Stay with your class and teacher
- 5) Keep on the pavement



## **Evacuation of Disabled People**

The problems encountered by disabled people evacuating a building in the event of a fire will vary with the disability of the individual. For this reason, should the school have a disabled student, a fire marshal will be asked to complete a 'Personal Evacuation Plan' (PEP). Whatever the parameters of each individual case, in the event of a fire alarm sounding a disabled person should try to leave the building.

If the disability involves impaired mobility, the school will take measures to make an evacuation chair available at school and an assessment of 'safe areas' where the disabled student could wait for assistance, prior to the student starting the course.

## **Accidents, First Aid and Work-Related Ill Health**

The first aid boxes are kept in:

- 1) 1<sup>st</sup> floor student room cupboard
- 2) 2<sup>nd</sup> floor staff kitchen cupboard
- 3) Portable kit held at reception (primarily for social trips outside the school).

The location of the boxes is indicated by a green first aid sign.

All accidents and cases of work-related ill health are to be recorded by H&S Deputy (or one of the first aiders if the H&S Deputy is not present) in the accident books, which are kept with the first aid boxes.

**The Director of Studies and/or The Principal** are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## **Risks**

Risk assessments will be undertaken by Richard Mace (GM) and Marzena Mace (Principal) with help from **Kilblaze Limited** (external fire safety company) and **PJD Property Management Ltd** (Murray House property management company).

The findings of the risk assessments will be passed to:

**Health & Safety Officer and School Manager**

Action required to remove/control risks will be approved by:

**Health & Safety Officer**

**The Principal and the School Manager** will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every year, or when the work activity changes, whichever is soonest.

## **Consultation with employees**

**Health & Safety Officer**

will provide regular updates to the Principal, Director of Studies and School Manager in order for them to give new information at the initial induction training of employees.

## **Safe Equipment**

**Health & Safety Officer**

will be responsible for identifying all equipment needing maintenance, effective maintenance procedures are drawn up and that all identified maintenance is implemented. He will also ensure that all equipment meets H&S standards before it is purchased.

Any problems found with classroom or other equipment should be reported to: **The Director of Studies**

## **Screen breaks**

Some jobs within the company will require employees to carry out lengthy stretches of work in front of computer screens, which can cause eye strain, general fatigue and if using a keyboard, possible repetitive strain of the upper limbs. Where this is the case, line managers should organise the workload of their staff with changes of activities where possible, or with frequent breaks to avoid these risks. Though there is a

statutory requirement for employers to ensure attention to the risks, there are no fixed stipulations as to the frequency and lengths of breaks. However, guidelines state that the breaks should be taken before the onset of fatigue and that the timing of the break is more important than the length, with the recommendation of short, frequent, informal breaks eg 5 to 10 minutes after continuous screen use of 50 to 60 minutes, preferably away from the screen. These breaks can include carrying out other non-screen based tasks. Where possible, employees should be able to pace themselves.

### **Handling of Safe Substances**

The H&S Officer will be responsible for identifying all substances which need a COSHH assessment. He will also be responsible for undertaking COSHH assessments and ensuring that all actions identified in the assessments are implemented. He will also be responsible for ensuring that all employees are informed about the COSHH assessments, and that new substances can be used safely before they are purchased.

### **Information, Instruction and Supervision**

The Health and Safety Law poster is displayed in the teachers' room on the 1<sup>st</sup> floor.

Health and Safety advice is available from:

**Health & Safety Officer, Director of Studies and Principal.**

Or from the HSE Executive ([www.hse.gov.uk](http://www.hse.gov.uk))

### **Employee Training**

Induction training will be provided for all employees by:

**Director of Studies** – for academic and teaching staff

**Principal** – for all other staff

Training records are kept by the **Health & Safety Officer** and copies will be retained by the DoS (academic and teaching staff) and Principal (non-academic staff) at each centre.

Training will be identified, arranged and monitored by **Health & Safety Officer, Principal & DoS**

### **Monitoring**

To check our working conditions, and ensure our safe working practise are being followed, we will carry out regular checks on all equipment and practises and maintain staff training and development

**The Principal and DoS will be responsible** for investigating work-related causes of sickness absences and acting on investigation findings to prevent a recurrence.

### **Emergency Procedures – Fire and Evacuation**

The Health and Safety Officer is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by the H&S Deputy daily.

Fire extinguishers are maintained and checked by our fire risk representatives **Kilblaze Limited** (external fire safety company) records can be found in the Murray House file located in the Principal's office.

Fire alarms are tested by the management company **PJD Property Management** every Monday morning between 9 – 10:30am.

Emergency evacuation will be tested at least once per year.

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| <b>Responsibility:</b> | Health and Safety Officer (Richard Mace)                       |
| <b>Documents:</b>      | Operations H&S folder  |
| <b>Last updated:</b>   | 24/09/2018 by Richard Mace                                     |
| <b>Saved at:</b>       | Operations H&S folder: Health-and-Safety-Policy-Statement.docx |