



# **Health and Safety Policy**

**2022/23**

## Introduction

Health and safety is of vital importance to the staff, students and visitors of Nottingham British School and we will take all reasonable steps to provide a safe, secure and caring environment for students, staff and visitors at all times. All personal data/information maintained in this respect will be held in the strictest confidence.

## Responsibilities

The Owners and Director share with the Principal overall responsibility for health and safety within the school campus.

### At NBS we will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Monitor and review the health and safety policy annually
- Agree to appropriate training for staff in relation to health and safety
- Monitor health and safety within the school campus
- Develop a health and safety culture throughout the school
- Will continually monitor the school grounds, classrooms and premises informing the Principal of health and safety issues

### The Principal will:

- Walk around the school, each week for health and safety purposes and inform the Director/Owners of issues that need to be addressed
- Ensure staff are aware of their responsibilities
- Induct all new staff in health and safety procedures and associated contingency plans
- Use the School Maintenance Record File to record any Health and Safety/Maintenance issues and ensure this is passed to the Director and Owners immediately
- Ensure firefighting equipment and alarm systems are maintained regularly and recorded in the fire book
- Liaise with PE, science and design technology staff to ensure equipment is safe

### All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others in their care
- Ensure that their classroom or work area is safe
- Report shortcomings to the Principal immediately so they can be recorded in the File and it can be rectified
- All staff will carry out monitoring on a day to day basis of their working areas
- Fire exits will remain clear at all times and fire doors closed
- Students will not be in a classroom or elsewhere (except the toilets) unsupervised at any time
- Scissors, craft knives, glue or any potential hazard must be stored in a locked cupboard
- All classrooms will be well-ventilated

- Students will be encouraged to drink water frequently throughout the day so as to stay well hydrated.
- Be aware of any student leaving the classroom ensuring use of the toilet/water badge provided
- Lead groups/classes when moving around the building, e.g. going to break
- Will be ready to receive students at the beginning of each session
- Inform the Principal/Director immediately if at any time a student is thought to be missing
- Are responsible for making sure that their classrooms are clear of students during break times

### General Health and Safety Arrangements

Smoking is only permitted in the designated area

### Equipment

- Staff should follow the guidance on using controlled or hazardous substances in PE, science, technology and art
- Any equipment in school should be used safely and for its intended purpose only.
- Equipment identified as defective should be taken out of use immediately labelled accordingly and brought to the Principal in order that arrangements for repairs or replacement can be made
- No second-hand equipment must be introduced to school without the former agreement of the Director
- Any electrical equipment used in outside areas must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.
- Electrical sockets should be switched off before a plug is removed.
- Hazardous substances, such as glazes, cleaning materials, and KS3 chemicals etc., should be kept locked in appropriate storage areas

### Curriculum - Use of Resources

- All students will change into suitable clothing for the activity in which they will participate
- The wearing of jewellery, make-up and nail varnish is not permitted within the school. If ears are pierced, studs only may be worn but must be removed or taped over for P.E. A watch may be worn if it is named and not of any great value.
- Teachers will collect all such items prior to the PE lesson and store them safely in a locked drawer.

### General Safety

- In order to improve safety for everyone in school, measures have been taken to restrict access into the school building.
- All staff and students should wear their ID badges at all times

- All parents and visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge in exchange for their Civil ID. All visitors must sign out when leaving the school building
- Any adults on site who do not work in the school and who are not wearing a visitors badge must be reported to the Director immediately
- All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. You should also inform the Principal if you are working alone
- Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark
- Fire doors must be unlocked when staff are working on the premises,
- When two or more people work late they should try to leave the building together
- No member of staff or student may leave the school premises during the day without consent from the Principal for Fire purposes
- Finger print scanning must be done at the beginning and end of the day

#### Evacuation Procedures

Evacuation procedures are practised at least half termly and reviewed annually or more regularly if appropriate.

#### First Aid

Health and Accidents to students or staff

- School staff are expected to take reasonable action as responsible adults, to deal initially with the injury before the student receives professional medical treatment.
- The school has a trained nurse who is stationed in the medical room
- Disposable gloves should always be used when dealing with blood or other bodily excrements and then be placed in the incinerator medical bin in the nurse station
- First aid boxes are stationed on each floor. First aid kits for school field trips and journeys are stored in the Principal's office and must be taken on any field trip
- If a student receives a bump to the head, the parents will be contacted immediately and given the option of coming to school to check the student themselves or leaving the student to recover and return to class. This conversation must be recorded
- A note should be made in the Accident Book, which is kept in the medical room, of **all** injuries and actions taken. Serious accidents may require statements from all staff involved. Any student that goes home due to illness or injury should be recorded as having done so and the class/subject teacher informed
- Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the nurse's station

#### Medication Policy

- If a student requires prescribed medicines whilst in school, the nurse will administer these

- All medication should be stored safely in the medical room in a fridge if required
- All medication, except inhalers, must be recorded when taken
- It is the responsibility of the class teachers to ensure students have access to inhalers/medicines on any off-site visits.

#### Allergies

- Information about students who suffer from an allergy will be notified to relevant staff. Class teachers are issued with lists informing of any medical issues concerning students. Class teachers will be trained in the use of an Epi Pen when necessary

#### Contagious Diseases

- Outbreaks of notable diseases will be published to staff and the students will be sent home immediately

#### Staff Health and Welfare

- Any member of staff who feels they may be suffering from stress should discuss their concerns with the Principal as soon as possible.
- A list of emergency contact names and phone numbers for all staff is held in the Principal's office

#### Safety

- All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture
- Staff should not climb on chairs or tables. A stepladder is available for use
- Both staff and students should take care when moving or lifting equipment. If in doubt seek help

#### VDU Operators

- Admin staff using VDUs should vary their work routines and follow guidance on regular eye tests. A 20-minute break should be taken after 2 hours of continual use

#### Off Site Activities

- Any visit off site must be approved by the Principal or Director
- For any visit to take place off the school site, a letter home requesting permission is required
- For any school visit, the Ministry must be informed
- At the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency
- One copy of the official list of the students and adults in the party on a school visit and their contact numbers must be kept in the Principal's office. The list(s) should also include the registration number of any vehicle(s) involved
- If the party is travelling on two or more coaches it should be clear on the official list of students and adults who is travelling on which coach

- Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach
- The student: adult ratio recommended for the activity must be met
- All coaches hired by the school will have seat belts fitted and adults should ensure that they are used by all staff and students at all times
- Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured
- Students should not sit in the front seats of the coach nor in the centre back seat unless they have a 3-point seat belt or by an emergency exit
- Students are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles
- On a visit involving transport the following should be easily accessible:  
Plastic gloves; First aid kit (containing official list of adults and students on the party, plus the school name and telephone number); Drinking water and beaker;  
Paper towels and tissues; and sick bags

NB: The class teachers are responsible for ensuring students have access to inhalers and their medication where necessary

## APPENDIX 1

Fire Policy Statement

Nottingham British School will provide a safe and healthy working environment with respect to fire safety in its establishments

The Principal will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards
- Checking all escape routes are clear
- Checking all fire doors can be opened quickly and easily
- Checking all fire resisting doors close properly
- Checking no fire resisting doors are wedged or propped open
- Rubbish and waste materials are not being allowed to accumulate
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms)
- Waste containers stored externally in a secure compound

Responsibilities:

Classrooms – class teachers should close windows and the door when all students have departed

Medical Room and clinic area – School Nurse

Phoning fire service – Director/Principal

Unlocking gates to allow access – Security

Registers – class teachers

Visitors' book – Reception

The fire alarm is tested weekly on Sundays at 08.30 and recorded in the Fire book

A fire drill is completed at least once a half term. A record of this is kept in the Fire log book

A fire safety risk assessment is carried out by the Principal each half term. A report is then presented to the Director and Owners.

Systems and extinguishers are checked on a regular basis and recorded in the Fire log book

The Principal will be responsible for the upkeep of the Fire log book and health and safety log book

## APPENDIX 2

### Evacuation Procedures

The overall aim is to save lives and therefore effective evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a half term and recorded in the Fire log book

### On hearing the alarm:

The teacher must ensure that the classroom is empty of students, windows are closed, lights are switched off, the door is closed and they have the class register and red/green card before leaving. Place the 'All Clear' notice on the door handle

Direct students to walk quietly to the nearest clear exit and then walk quietly in single file to the Assembly Points

Students line up and teachers check all students are present

Hold up the green side of the card if all students are present, the red side if 1 or more students are missing

Everyone on site, students and adults, must leave by the nearest clear exit

The school nurse will check that the medical room is empty and bring any medication that may be required

The Director/Principal will call the fire brigade

Classes should stand still and quiet until asked to re-enter the building by the Principal/Director

NB: As the attendance register reflects the true number of students in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and kept visible with the red/green card. Please ensure that students arriving after registration have been recorded as present

Teachers should be mindful of any student that is later taken off site for illness or an appointment and record that they are absent

If any visitors are present the adult with whom they are working should ensure that they know what to do.

## APPENDIX 3

Critical Incident: Planned Response Road Traffic Accident involving Students/Accident during School Trips

Immediate action:

Remove students from danger if possible/appropriate contact emergency services  
Bring students back to school as soon as possible Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress)

Action as soon as possible:

The school (most likely the Director/Principal) will contact families of those involved. Contact lists are kept in the school office

If there is death or serious injury the police with the Director will inform parents  
A mobile/office phone will be used as an outgoing line to leave the main office line free if it is expected that many parents will be trying to contact the school

Give the same level of information to everyone. The Director and Principal will be responsible for drafting of a script

The Director will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help

The Director and Principal will inform staff and students. Students be told in classes. Only facts should be given, do not speculate on the causes and consequences. The Director will keep the owners updated. Press or media will not be allowed onto school premises

If there is need for an assembly point the school theatre should be used. Water will be made in available.

## APPENDIX 5

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action.

- If this happens within the close proximity of the school it will be necessary to remove students from any danger (use the evacuation procedures above).
- The Director/Principal will contact the emergency services
- If the incident happens outside of the immediate vicinity of the school, accurate information should be obtained
- If the incident occurred outside of school hours, accurate information should still be sought so that discussions in school can be based on fact
- Act as soon as possible. Inform students of the incident. This should be told simply and without fabrication
- Keep in coming phone lines clear so that emergency services are able to provide updates
- If it is necessary to keep students behind after school, students will stay with their class teacher, and parents will be informed accordingly. Emergency services will advise on the course of action to take
- Attempt to stick to normal school routines as soon and as long as possible.

Later action:

- The Director will contact the outside agencies where appropriate
- Encourage students to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).
- Express sympathy (visit those who may be in hospital or bereaved)
- Identify high risk students/staff and treat accordingly
- Monitor the effects of all involved.
- Organise treatment if necessary.

This policy will be reviewed in April 2018