



California America School

Health and Safety Policy

Review No.	Description of Change	Review by	Date of Issue
1	Adoption of Policy	CAS Administration	April 2019
2	Review the policy	CAS Administration	August 2022
3	Review the policy	CAS Administration	August 2023



California American School has identified that it is their duty to ensure, that all those at our school are not exposed to risks to their health and safety. The school principal and health and safety officer and committee accepts that they have a responsibility to take all reasonable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils. The aim of health and safety policy is to provide a safe, healthy working and learning environment for staff, pupils and visitors.

Health and safety committee believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. Health and safety committee will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

Aims

As a school, we aim

- To ensure that all students, staff, parents and visitors to the school are safe.
- To ensure that Health and Safety regulations are followed at all times

Health and safety Officer Responsibility

Health and safety Officer has the ultimate responsibility for Health and Safety in the school. The Health and safety Officer will:

- Ensure that Health and Safety regulations are followed at all times
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school and that this is reviewed each year
- Identify and evaluate all risks relating to accidents, health and school sponsored activities
- Identify and evaluate risk control measures in order to select the most appropriate means of minimizing risk to staff, pupils and others
- Fire Drills training.
- Fill up the Incident form
- Learn to recognize and activate the emergency alarm.
- Learn to identify hazards and inspect the facility.
- When an emergency occurs, check and confirm school is cleared of occupants.
- Ensure that fire extinguishers are full and in good condition for use.
- Be knowledgeable of the emergency contact numbers.
- Assist the evacuation of occupants with special needs.
- Know the location of assembly points.
- Ensure all emergency exit doors are unlocked.
- Conduct emergency drills periodically.

Role of the Principal and Academic Coordinator

Principal and Academic Coordinator has the ultimate responsibility for Health and Safety in the school. The Principal and Academic Coordinator will:

- Ensure that Health and Safety regulations are followed at all times
- Encourage staff, pupils and others to promote health and safety
- Monitor the standard of health and safety throughout the school, including all school based activities
- Ensure that on School Trips, correct supervision is provided at all times
- Report to Health and safety Officer on details of Fire Drills each term
- Report to Health and safety Officer on any Health and Safety issues that require further attention and resourcing
- Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.

Role of Site Care Person

- Conduct regular safety inspections around the school
- Report, as appropriate, any health and safety concerns to the Headteacher
- Be responsible for ensuring all electrical equipment is inspected and safe to use
- Be responsible for ensuring that the testing and servicing of all alarms and firefighting equipment is carried out each year as required
- Ensure a fire drill is completed each term
- Ensure all signs used meet the statutory requirements
- Check the Health and Safety Book in the Staffroom on a regular basis to ensure hazards are cleared

Role of Teachers and Staff

- Ensure that they are aware of and follow Health and Safety issues recorded in this policy
- Make risk assessments when using a piece of equipment
- Ensure that their classroom or working space is organized so that the flow of Students around the room does not cause risk
- Ensure that routes to the most commonly needed resources and areas are clear
- Ensure that no dangerous or unsafe items are left in classrooms or working spaces
- Ensure that Students are never left unattended in classrooms or other areas around the school
- Inform the Headteacher if a Student vacates their room or area where they are working without permission
- Ensure that on School Trips, correct supervision is provided at all times
- Demonstrate to Students how to use equipment such as scissors or other tools in a safe manner
- Ensure that Students do not touch electrical sockets
- Ensure that they use appropriate equipment such as step ladders (rather than chairs) when displaying work, hanging work, etc

Role of Nurse

- Ensure that First Aid boxes for the playgrounds, classrooms and trips are kept in stock
- Complete Head Injury form to parents when they deal with a Student who has suffered a bump to the head
- Record any significant accidents that they deal with using the appropriate form and hand onto the Headteacher
- Record aware of Health and Safety issues recorded in this policy
- Fill up the Incident form

Security Office

- Learn to recognize and activate the emergency alarm.
- Learn to identify hazards.
- Control gate area by ensuring entrance is clear for Civil Defense. Direct people and traffic away from the school.
- Be knowledgeable of emergency numbers (**Civil Defense 999 – EHS Section 026150322 - 026150182**).
- Be knowledgeable of fire extinguisher use

Organization

Information for the Health and Safety areas listed below follow:

- Accidents in School
- Electrical Equipment
- Equipment around the School
- Fire Regulations and Emergency Procedures
- Hazardous Materials
- Medicines in School
- Physical Education
- School Security
- School Trips
- Science

Accidents in School

Lists of designated Nurse are available in the staffroom and offices. In the event of an accident happening, the following procedures will be followed:

1. Procedures for Minor accidents

- **Bumped knees/elbows** - get Student to apply cold compress. If minor, these do not need to go to a Nurse.
- **Grazes** - get Student to apply cold compress. If minor, these do not need to go to a Nurse.
- **Small cuts** - Get Student to apply pressure if minor. If concerned about depth of cut, get Student to apply pressure to cut and send to a Nurse.
- **Splinter** - send to a Nurse. If sticking out, they can remove it. If embedded, they cannot but will telephone parents.
- **Bleeding nose** - Send to a Nurse depending on severity.
- **Items / Objects in eyes or ears** - send to a Nurse

2. Procedures for Dealing with Head injuries

- Let the Student get up independently - do not try to assist.
- Send to a Nurse.
- If the Student cannot stand independently, following procedures below.
- A note will always go home with the Student on the day of the incident and a phone call will be made shortly after the injury has taken place.

3. Procedures for dealing with Major Accidents

Suspected broken bones, Student loses consciousness, fit

- **If accident occurs in the classroom...**
Do not move Student
- **If having a fit, move furniture away from the Student and protect their head with a cushion.**
Send a Student or preferably other adult to the office immediately to inform them of the accident.
Stay with the Student.
The Headteacher, Deputy Headteacher or Office staff will inform a Nurse.
- Once Nurse has arrived, the Class Teacher's responsibility is with their class, not the injured Student. This may mean that you need to remove your class to another area. eg. Library, hall, ICT Suite. The important thing is to keep the other Students calm.
- Once the Nurse has assessed the situation, they will make the decision whether an ambulance is called. The Nurse will stay with the Student/adult.
- The Health and Safety Officer, Principal, Nurse are the only people who telephone for an ambulance.
- The Health and Safety Officer, Principal, Office Staff or a Nurse will then contact the parents.
- **If accident occurs in the playground...**
Do not move Student
- Send a Student or other adult to the office immediately to inform them of the accident
- Clear the scene of the accident by moving Students to another part of the playground. One teachers or staff stays with the Student until a Nurse arrives, the other adult monitors the other Students.
- Once Nurse has arrived, the teacher or staff responsibility is with the other Students, not the injured Student. The important thing is to keep the other Students calm.
- Once the Nurse has assessed the situation, they will make the decision whether an ambulance is called. The Nurse will stay with the Student/adult.
- The Health and Safety Officer, Principal, Nurse are the only people who telephone for an ambulance.
- The Health and Safety Officer, Principal, Office Staff or a Nurse will then contact the parents.

Electrical Equipment

The Site Care Person is responsible for ensuring the safety of all electrical equipment.

Electrical equipment can only be used if it has been inspected, tested and labelled by the Site Care Person. Staff must not attempt to repair any electrical equipment, but should pass it immediately onto the Site Care Person who will ensure that it is repaired appropriately.

Equipment around the School

Staff should visually check equipment before using it in lessons. If there are concerns regarding the health and safety of any piece of equipment, it should be labelled and then entered in the Site Care Person Report Book in the staffroom. (i.e.; broken bench, etc) If urgent, a message should be sent to the Health and Safety Officer immediately.

Fire Regulations and Emergency Procedures

a) Fire Hazards

Displays hanging from the ceiling in classrooms need to be a meter apart to avoid becoming a fire hazard. Lessons that involve heating or the use of potentially dangerous equipment must be carefully supervised. (See Science Policy and note on equipment) The Site Care Person should be informed of any fire hazards to Health and Safety Officer immediately.

b) Fire Alarms and Equipment

The Site Care Person is responsible for ensuring that all alarms and equipment is tested as required.

c) Fire Drill

Fire Drills are completed every term. Timings are noted for evacuation of the building and for the completion of marking the class registers.

These timings are reported to governors. Each class has a map, on the wall, showing the fire drill for the class. Students line up and leave the building silently. Outside doors must be shut after leaving. Classes line up at designated spot some distance from the building. Registers are called and returned to either the Principal or Academic Coordinator immediately.

No Students or Staff should return to the building until the Health and Safety Officer gives the all clear.

d) Emergency Procedures

In the case of an emergency (e.g.: fire, bomb threat, etc), all occupants of the building should be evacuated immediately.

Hazardous Materials

All hazardous materials must be kept under the Site Care Person supervision at all times. These materials include fixatives, hair spray, white spirits, mentholated spirits, etc.

Medicines in School

Medicines can only be given to a Student when the parent has authorized this on a Medical Form. These Medical Form are in the Administration Office. All medicines must be kept in the Clinic. The form is signed with the time the medicine was given. No medicine should ever be kept in a classroom.

Physical Education

The P.E equipment will be inspected once a term by the P.E coordinator and annually by an equipment maintenance company.

Teachers should check the apparatus before use. If faulty equipment is found, it should be removed from use and the P.E coordinator notified. Teachers should ensure that student wear appropriate clothing and footwear for P.E set. No jewellery, except small stud earrings, can be worn.

School Security

The school is protected by CCTV which covers all entrances to the school grounds.

All school gates are locked throughout the day. The only exception is at the end and beginning of days.

Visitors to the school must use the Visitor Card to access entry.

Visitors to the School

- All visitors to the school should report to the Security Office on arrival.
- All visitors must sign in and out in the Visitors Book situated in the Security Office.
- Prospective parents who want to visit the school will be given an appointment time with the Academic Coordinator.
- Expected visitors will be recorded on the information board in the Security Office.
- Staff should challenge anybody on site who is not known to them and escort them to the Security Office.

School Trips

According to our Trip and Activities Policy, when organizing a trip, Activities Coordinator should make sure that trip arrangements, routes and facilities at the venue are clear to all the teacher accompanying the trip before leaving. Students should be grouped and know which adult is in charge of their group. Adults should have a list of the names of students in their group. The student should be clear on the behavior expected of them on route and when at the venue.

When travelling on school bus, students should be clear about the routines for getting on and off – especially when travelling at peak times. When waiting for a bus, Students should stand against the wall and wait until their teacher instructs them to get on. Teachers should always be the last one to get on or alight. Checks should be made on a regular basis to ensure all Students are accounted for.

A small First aid box should always be taken on all trips. A mobile phone should always be accessible on a school trip – no matter how short the distance being travelled. A School Mobile is available from the office. If there are any problems or difficulties, teacher should contact the school immediately.

Science

Science Teachers should be aware of safety issues and ensure adequate supervision at all times. Common safety issues to be aware of include:

- Whenever possible, avoid using glassware: plastic containers are more suitable.
- Candles or night-lights should be stood in sand in a metal tray.
- If Students need to pick plants, warn them to pick with the hand they don't eat with.
- If growing cultures, use sealed containers in which to do so.