



## **HEALTH AND SAFETY POLICY FOR SCHOOLS**

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## **Section A – Introduction:**

### **A1 – A Note to the Headmaster:**

Before you devise your school health and safety policy, please read the following information:

1. Your policy must be kept up to date as it shows how you manage health and safety in your school.
2. You should involve staff and governors when devising the policy, and ensure that all staff is aware of what the policy means for them.
3. Some schools prefer to devise a short policy and cross reference to other documents held in school.
4. The policy should be signed by the Headmaster and the Chair of the Board of Governors, dated when signed, and *reviewed annually*.
5. As the policy is a management tool, it will be the first document you are asked to produce when visited by inspectors and auditors, where applicable.

### **A2 – Guidelines Regarding Health and Safety Policies:**

A written health and safety policy is a requirement for the employer. It must be brought to the attention of the employees, and shown to a Health and Safety Inspector or auditor if requested.

An explicit safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

The allocation of responsibilities and the writing down of particular arrangements to implement the policy encourages a coherent approach to the management of health and safety.

For schools who are developing or revising their health and safety policy, this guidance and suggested detail should be presented for review to the Senior Leadership Team and to the Board of Governors for adoption before being presented to staff.

This process also provides for information to be shared later with others such as visitors and contractors.

The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.



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## HEALTH AND SAFETY POLICY STATEMENT

Of

## OPORTO BRITISH SCHOOL

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### **A3: Statement of Intent:**

The Headmaster and Governors are committed to establishing and implementing arrangements that will:

1. ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.).
2. ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
3. provide adequate facilities and arrangements for welfare.
4. provide and maintain safe plant and safe systems of work without risks to health.
5. ensure safe use, handling, storage and transport of articles.
6. provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

## **Section B – ORGANISATION**

### **B1: Employer Responsibilities**

Oporto British School as the employer has a duty in respect of health and safety to ensure that premises and people are healthy and safe.

The responsibility is devolved to the Headmaster, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The Headmaster will ensure the overall implementation of the policy.



## **B2: Headmaster Responsibilities**

1. To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
2. To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
3. To include health and safety issues in the school improvement plan, if necessary;
4. To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate or to delegate that responsibility to an appropriate member of staff, e.g. the Health & Safety Officer;
5. To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
6. To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
7. To liaise with building maintenance consultants and/or with contractors to resolve property maintenance issues;
8. To ensure that the requirements of any enforcement officer (e.g. Health and Safety Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
9. To ensure that emergency evacuation procedures are in place and tested;
10. To ensure that adequate first aid provision is available and kept up to date;
11. To report health and safety issues to the governing body on a regular basis;
12. To monitor and review all health and safety policies and procedures.

**NB:** Tasks can be delegated to other staff members but the responsibility remains with the Headmaster.



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## **B3 – Governors’ Responsibilities**

1. Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both).
2. The governing body will promote a strategic overview for health and safety.
3. The governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
4. The governing body must comply with any obligation in Portuguese Law and Regulations and school policy concerning the health and safety of persons in school, or on school activities elsewhere.
5. The governing body will make adequate provision for maintenance of the school premises and equipment within the school’s delegated budget.
6. The governing body will support and monitor health and safety within the school.

## **B4 – Staff Responsibilities**

1. Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
2. Will co-operate/comply with their employer on health and safety matters.
3. Will not interfere with anything provided to safeguard their health and safety or that of others.
4. Have a duty to report all health and safety concerns to the Headmaster, their Head of Section or Health & Safety Officer.

## **B5 – Head of Operations (Sites & Services Maintenance).**

1. Has responsibility for ensuring that regard is given to health and safety concerns and to current H&S legislation when carrying out property maintenance plans for maintenance and improvement works.
2. Will ensure that property matters for which the Oporto British School as the employer



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has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The Head of Operations (Sites & Services Maintenance) is responsible for liaising with building consultants and/or with contractors, to resolve property maintenance issues.

3. Has the responsibility to be acquainted with, and up to date, with all Portuguese Environmental Health & Safety, Educational Health & Safety, Occupational Health & Safety, Fire Safety.

## **B6 – Health and Safety Committee and Health and Safety Officer**

The Health and Safety Committee and Health and Safety Officer will have the following functions:

1. Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees.
2. Represent employees when Health and Safety Inspectors or Local Authorities consult them.
3. Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.
4. Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace.
5. Present the findings of investigations to Headmaster.
6. Inspect the workplace.
7. Make recommendations to Headmaster on health & safety concerns.
8. A Health and Safety Committee, made up of the Health and Safety Officer, Heads of Section (Primary and Secondary), Head of Operations (Sites and Services Maintenance) and the Lead First Aider will convene on a monthly basis. The minutes of these meetings will be freely available to all staff.



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## **B7 - Consultation with Employees**

It is a requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

## **B8 – Information, Instruction and Supervision**

1. Supervision of young workers/trainees will be arranged/undertaken/monitored by the Headmaster or other delegated key members of staff.
2. The Headmaster will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

## **B9 – Competency for Health and Safety Tasks and Training**

1. Induction training will be ensured for all members of staff by the Headmaster.
2. Training will be identified, arranged and monitored by the Headmaster and the governing body.
3. Staff is also responsible for drawing to the attention of the Headmaster their own personal training needs.
4. Central Registry records will be easily accessible for audit purposes and will be kept up to date.

The person responsible for holding the records is: **Robin Silk (Headmaster)**

## **B10 – Monitoring**

1. The Headmaster or delegated appropriate member of staff will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
2. The Health and Safety Officer is responsible for investigating accidents although the accountability lies with the Headmaster.
3. Heads of Section (Primary and Secondary) are responsible for investigating work-related



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causes of illness, injury and absences, although the accountability lies with the Headmaster.

4. The Headmaster is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

## Section C – ARRANGEMENTS

### C1: School Activities

1. The Headmaster will ensure that risk assessments are undertaken. *See annex 9*
2. The significant findings of all risk assessments will be reported to the appropriate committee of the governing body and to all relevant staff, contractors and visitors who may be affected.
3. The Headmaster will ensure appropriate insurance cover for all school activities.
4. Any actions that are required to remove or control risks will be approved by the Headmaster or their delegated responsible person.
5. The Headmaster or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
6. All risk assessments will be reviewed by the Health & Safety Officer and be presented to the Headmaster and the Board of Governors on an annual basis or when the work activity changes, whichever is the soonest.

#### **Curriculum Safety Risk Assessments:**

Science Department – See CLEAPSS documentation in Science Department Folder on Staff Shared. Hard copies available in the Science Department.

P.E. Department – see the BAALPE Handbook. Hard copy in the P.E. Office.

Primary Kitchen – Internal Risk Assessment completed.

### C2: Visitors

1. All visitors shall enter via the main gate where they must report to reception, where appropriate arrangements for the signing in and out and identity badges will be provided.





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2. All visitors shall be made aware of the school's fire arrangements in the event of a fire.
3. All visitors shall be made aware of the school's emergency procedures.

## **C3: Fire and Emergency Procedures**

1. The Headmaster is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. *See annex 6*
2. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

**Names of fire wardens:** See Pro-evacuation 2017-2018 document in *Annex 6*

3. Instructions to employees and pupils are posted in every classroom
4. Emergency evacuation will be practised at least three times a year and a record will be kept by the Health & Safety Officer.
5. The Emergency services will be contacted by:

**Specify whose role it is to make the call:**

1. **Front Office**
2. **School Secretary**
3. **Head of Operations**

6. Regular testing of fire alarms will occur on every Tuesday during term time at 16.20
7. The fire log book will be kept by the Health & Safety Officer.

## **C4: Fire Fighting**

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.



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All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment and/or CLEAPSS and/or Portuguese regulations as appropriate. A list of hazardous substances will be provided to the Emergency Services in the event of a fire. *See annex 6.*

## **C5: Maintenance of Fire Precautions:**

The Headmaster through the Health & Safety Officer and Head of Operations (Sites & Services Maintenance) will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

## **C6: Bomb Alerts/ Suspicious Packages**

Bomb alerts/ Suspicious Packages will be dealt with in accordance with the school's emergency planning arrangements. *See annex 1*

1. The Headmaster is responsible for ensuring the bomb alert procedures are undertaken and implemented.
2. Guidance on bombs/suspicious devices or packages will be available on "Staff Shared" to all staff.



## C7: First Aid Arrangements

1. The Headmaster will ensure that there are an appropriate number of designated and trained first aiders in the school.

The following people are the qualified First Aiders on the OBS site:

Name	Location	Valid Until
Lidia Ferreira	First Aid Office	Sept 2019
Lucy Shore	TA	Sept 2019
Raquel Nunes	Prep room	Sept 2019
Zaida Moss	TA	Sept 2019
Susan Saraiva	TA	Sept 2019
Fátima Mota	Support staff	Sept 2019
Lenita Lefevre	TA	Sept 2019
Sofia Fernandes	Aftercare	Sept 2019
Silvia Hewett	TA	Sept 2019
Paula Ramos	TA	Sept 2019

2. The Headmaster will ensure that there are an appropriate number of first aid boxes, with instructions.

**The first aid boxes are located at:**

- Primary Office
- Front Office/Reception
- PE Office
- Preparation Room
- School Secretaries Office

In addition to the above disposable gloves will be available at various locations around



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the site. There will also be two First Aid boxes available for use on trips; one of these should be equipped for use on adventurous activities.

3. All staff will be expected to complete the on-line “First Aid Essentials” course provided by EduCare.
4. A first aid risk assessment will be carried out by the Headmaster to determine the above factors. *See annex 2*
5. The school will follow the procedure for completion of incident / accident records. *See annex 3*

## **C8: Information Technology**

1. The Headmaster will ensure that suitable arrangements are in place for the use of Information Technology. This may be delegated to the ICT staff but remains the responsibility of the Headmaster.
2. Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
3. Where laptops are used, safe systems of work including charging and use of trolleys will be devised.
4. Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the appropriate Portuguese Health and Safety Regulations.
5. The guidance on interactive whiteboards will be followed. *See annex 4*

## **C9: Legal Requirements for Premises**

1. The school will comply with the legal requirements with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
2. The school will comply with the regulations with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

## **C10: Safe Handling and Use of Substances**

1. The Headmaster is responsible for identifying all substances which need an assessment



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under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 or suitable Portuguese Regulations.

2. The Headmaster or delegated responsible person (Health & Safety Officer) will be responsible for undertaking COSHH assessments.
3. The Headmaster or delegated responsible person (Health & Safety Officer) will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 5*
4. The Headmaster or delegated responsible person (Health & Safety Officer) will be responsible for checking that all new substances can be used safely before they are purchased.
5. COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

## **C11: Inspection of Premises, Plant and Equipment**

1. The Headmaster through the Health & Safety Officer will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme. One of these inspections will be carried out on an annual basis by an independent company. *See annex 7*
2. All identified maintenance will be implemented on an agreed timescale.
3. Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Headmaster/Head of Section using the checklists. *See annex 7.*
4. Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and tools.
5. Heads of Sections are required to undertake Health and Safety checks on a once a term basis.

## **C12: Water Quality Management**

Head of Operations (Sites & Services Maintenance) will arrange for independent water hygiene



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tests to be carried out every two years. These tests will identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme. See *annex 8*

Monitoring of the water system is a requirement and the school will ensure this is undertaken.

## **SECTION D –ANNEXES (X:\WHOLE SCHOOL\HEALTH AND SAFETY\H & S Working Documents)**

Annex 1: Emergency Planning

Annex 2: Guidance on First Aid for Schools – A Good Practice Guide

Annex 3: Incident / Accident Reporting

Annex 4: Interactive Whiteboard Advice

Annex 5: COSHH Guide and Risk Assessment

Annex 6: Fire Policy and other linked Documents

Annex 7: Inspections

Annex 8: Legionella

Annex 9: Risk Assessment

Annex 10: Health and Safety of Pupils on Educational Visits & Events Safety

Annex 11: Medical Consent Form

**Reviewed: Nov 2017**

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