



Health and Safety Policy

SPCC Christian School believes that ensuring the health and safety of staff, pupils and visitors and positively promoting health and safety is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment on and off site
- Preventing accidents and work-related ill health
- Providing safe premises, plant and equipment
- Maintaining safe systems of work among staff (including teaching and non-teaching staff) and pupils
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe means of use, handling, storage and transportation of articles and substances
- Formulating effective procedures for use in case of fire and/or the need for emergency evacuation of the school
- Providing adequate information, instruction, training and supervision to staff and pupils
- Consulting with staff, pupils and their representatives on health and safety matters
- Setting targets and objectives regarding health and safety performance to develop a culture of continuous improvement
- The regular monitoring and review of health and safety procedures and systems (to include risk assessments, accident records and health and safety related issues and complaints etc)
- Ensuring adequate welfare facilities exist throughout the school
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- The school will establish a Health and Safety Management System to ensure the above commitments can be met.

1. Policy Statement

The policy of SPCC Christian School through the governing body of the school is:

- a) to provide and maintain safe and healthy working conditions, equipment and systems of work for all persons** engaged in the functioning of the school;
- b) to provide such persons** with all necessary health and safety information, training and supervision;
- c) to accept responsibility for the health and safety of all pupils attending the school;
- d) to ensure that the activities of the school do not adversely affect the health and safety of other people.

2. Organisation

1.1. The duty to comply with Statutory requirements is the responsibility of SPCC Christian School but the responsibility for carrying out the policy on a day to day basis is delegated through the Governing Body to:

- 1.1.1. the Principal of the school, or in her absence to
- 1.1.2. the next most senior member of staff.



1.2. All full-time staff have a duty to take reasonable care for the health and safety of themselves, pupils, and of others who may be affected by their acts or omissions, and to co-operate with the Governing Body on all matters concerning health and safety.

1.3. All persons** engaged in the functioning of the school are responsible for helping to achieve the aims of this policy and whenever anyone notices any danger to the health and safety of anyone they must immediately make the situation safe or, if they cannot solve the problem, they must report it immediately to the Principal or the Senior Management Team.

1.4. The Governing Body considers relevant Health and Safety risks routinely as part of its termly agenda. There is a risk assessment policy to be overseen by the Governors.

** Persons engaged in the functioning of the school means 'all full time or part time paid staff and all voluntary unpaid helpers in whatever capacity they may be engaged'.

3. Arrangements

a) Fire Precaution

(1) Fire Drill

- To be held once per school term and recorded in the Fire Log.
- To be supervised by the Health and Safety Officer and results to be assessed and any necessary action taken.

(2) Exits & Escape Routes

- To be monitored and kept clear at all times by all persons engaged in the functioning of the school.

(3) Equipment

- To be inspected and tested according to the specification

b) Housekeeping

(1) Cleaning

- Cleaning equipment and materials to be kept locked in the cleaners' cupboard.
- Access to the cupboard by authorised persons only.
- Cleaning requirements to be as per separate specification.

(2) Waste Disposal

- Non-hazardous liquid waste via drains.
- Combustible waste to be placed clear of the building for disposal
- Non-combustible dry waste to be placed in bin liners and placed clear of the building for transport to local authority disposal site.

c) Accidents

(1) First Aid Kit

- The responsibility is of the Qualified First Aider or the Appointed Person.
- First aid kits are situated in the school office.
- Each first aider has their own emergency kit.

(2) Reporting of incidents

- All first Aid incidents must be reported in the accident book (in the school office).
- 'Near miss' incidents MUST be recorded in the accident book as a 'Non-Casualty Incident' (NCI)

d) Electrical Equipment

- All electrical equipment on the premises is to be inspected and tested in accordance with all relevant statutory regulations, HSE Guidance Notes, and manufacturer's instructions.



- Portable electrical equipment to be visually inspected by the person proposing to use it before each time it is used to ensure it is free from any damage and safe to use.
- In any instance of suspected danger, equipment MUST immediately be switched off at the wall socket, the plug removed from the socket, a label marked DO NOT USE is to be firmly fixed to the equipment and the situation reported.
- Health and safety and fire precaution training, including the use of electrical equipment and in the spotting of and dealing with hazards, is to be given as the need arises or, as required by relevant statutory regulations, but not less than once per annum. Use of fire extinguishers is to be done by Fire Marshalls every year before engaging on any practical activity, involving the pupils:
- A risk assessment MUST be carried out.
- Staff are advised to keep a record of risk assessments; a risk assessment is to state: 'Nature of Risk' 'Action Recommended'