

2022

Health and Safety Policy



Connie's Academy

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HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

Statement of Intent

The objectives of the Academy International British Primary School (AIBPS) are to make the place safe and secure for the children, students, parents, carers, staff and visitors who may enter the premises. We aim to make all the children, students, parents, carers and staff responsible and aware of health and safety issues to minimise the hazards and risks to enable them to thrive in a safe and healthy environment.

Organisation and Responsibilities

The Managing Director is responsible for the overall management of Health and Safety at the AIBPS.

Staff

All staff are responsible for ensuring that they work in a manner that is safe to themselves and to others and to comply with the requirements of this policy. All staff, parents, carers, volunteers and students are urged to read this Health and Safety Policy.

Responsible for:

- ✓ Reading through the AIBPS Health and Safety Policy.
- ✓ Complying with all arrangements for Health and Safety at the Academy.
- ✓ Undertaking required training and refresher courses.
- ✓ Complying with the findings of Risk Assessments and carrying out the stated controls as required.
- ✓ Acting on any urgent issue or hazard immediately as necessary and reporting it to the Safety Officer or to the next available senior person.
- ✓ Reporting non –urgent defects and hazards by writing them down in the Health and Safety reporting book (and letting the Safety Officer or Executive Staff know of any entries) and or adding an item on the agenda for discussion at weekly staff meetings.
- ✓ Carrying out quarterly inspections of all areas of the Academy inside and out, equipment and resources.

Estate and Facilities Management

Responsible for:

- ✓ Ensuring the condition of the building both inside and out
- ✓ Carrying out stationery tests on the electric, gas and water supplies and heating system
- ✓ Testing the fire alarm and emergency lighting
- ✓ Testing the controlled temperature of the hot water in the taps used by the children
- ✓ Maintaining the garden and grounds

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Health and Safety Discipline

Responsible for:

- ✓ Giving advice, guidance and assistance.
- ✓ Undertake yearly audits.
- ✓ Providing Health and Safety training.
- ✓ Providing First – Aid supplies
- ✓ Investigating serious accidents

COVID -19 Procedures

On entry to the school following drop-off, the children are to wear a facemask. They will have their temperature checked and supervised to wash their hands.

All visitors will be required to wear facemasks and wash their hands with soap or disinfectant gel on entry.

Towels to dry hands are no longer in use. Discardable absorbent paper are used in their place.

School staff will ensure children always wash their hands when they finish a lesson.

The following are precautions that safeguard our school community:

- If at morning drop-off school representatives detect children with COVID-19-like symptoms, we will ask that the child/ren return home and not enter the school's premises.
- In order to return to school, for children who have contracted COVID-19, we will require affected children over the age of 11 to supply a negative PCR test and children under the age of 11 to supply a medical certificate indicating the absence of COVID-19 symptoms.
- Where a parent has contracted COVID-19, we will require the children to quarantine at home while the parent has COVID-19, plus a further seven school days after the date of the affected parent's negative PCR test.
- Any child or staff member who has returned from an overseas trip and is not in possession of a recently taken negative PCR test may come to school 7 days after the date of their return.
- Any person within the school community, child or adult, who complains about, or displays, flu-like symptoms cannot attend school. The school will ask that the individual be quarantined at home for a minimum of 7 days. It is important that individual's carer seeks advice or treatment. If the school asks for a clearance certificate, it must come from TOTAL's, ENI's, NetCare or Clinic Guenin medical institution.
- If a child displays flu-like symptoms at school, we will isolate the child and call the carer(s) immediately in order to collect the child. If the child has siblings at the school, we will ask the carers to collect all the children. If one of the four medical facilities mentioned gives the child/ren clearance certificates, we will accept the children back in school before the end of the 7-day quarantine period.

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- When sneezing or coughing, the mouth must be covered and hands washed immediately afterwards. Avoid touching the eyes, nose and mouth.
- Parents are to supply their children with alcoholic hand gel and trained on how to use the gel after appropriate events or incidents. The gel is supplied at school to all school staff and children.
- We ask that everyone avoid shaking hands or making bodily contact when greeting non-close family members.

Fire Precautions

A comprehensive fire emergency plan and evacuation procedure is given to all members of staff and parent and carers and a copy is available in the reception area.

All staff, students, visitors, volunteers, Parent or Carers are aware of the location of fire doors and fire exits, and means of escapes from the Premises. Also, to know the location of the nearest fire extinguisher and fire alarm call points and instructions for their use. All staff have passed the Academy's induction. Emergency exit routes are always tidy and free from obstacles. The Fire Siren is tested on a regular basis.

Fire Evacuation Procedure

All staff is to attend the Fire drills. In the event of a fire alarm sounding, whether real or a test, the following is to be carried out:

- i. the Admin. Officer is to collect the Rolls (registers) from Reception;
- ii. The Safety Officer and/or most senior teacher are to take responsibility for the children and staff and to assist them to immediately, but calmly, vacate the Premises, through the safest exit and to stand outside in one of the two nominated muster areas of the Premises;
- iii. the Safety Officer must check no occupants remain in the Premises;
- iv. an attending teacher must check the student rolls to confirm everyone has vacated the Premises and then report this to the AIBPS Safety Officer;
- v. in the event access to one muster area is denied, then the staff and students are to assemble at the other nominated muster area;
- vi. in the event of a real incident the Parent or Carers will be contacted to enable them to collect their children;
- vii. in the event of a drill then student and staff are to return to their respective areas, following approval only by the Safety Officer.

Fire Prevention

At the end of an Academy day all staff would switch off all electrical appliances, close all doors and windows in each room. The Academy is a non-smoking environment.

First Aid

There will always be 2 or more members of staff who are qualified in applying First Aid, a qualification which is updated every two years. There are 3 First Aid boxes within the Premises.

First aid kits are regularly checked and restocked and are kept out of reach of children.

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Should an accident occur which AIBPS staff feel needs professional medical attention and is an emergency we would inform the child's parent or carer explain the exact nature of the emergency and request clear instructions from the parent or carer. These instructions must be written down in the register.

A child will never be taken to hospital without consent or in a private vehicle.

Where a child has suffered an injury affecting their ability to learn, or has a virus, then AIBPS staff will call the parent for the child to return home.

Risk Assessment

Most of the activities that are carried out in the Academy are generally of minimal risk in nature and do not require being formally assessed.

However, if we are planning a trip outside the Academy or are carrying out an activity when the child could be at risk, a written risk assessment would be carried out.

Risk assessments are carried out by the Managing Director and all staff will contribute to the assessment. The risk assessments would be carried out on activities in or outside the Premises and school outings.

Risk assessments are brought to the attention of all relevant staff and students, parent and carers and anyone who is involved in the activity.

Risk assessments are periodically passed to members of the Executive staff for checking to ensure that they are suitable and sufficient.

Monitoring of the Health and Safety Policy

This Health and Safety Policy will be reviewed to monitor the effectiveness of the health and safety in the setting. The inspection will be carried out by members of the Executive staff.

Health and Safety Queries and Issues

All staff, students, visitors, parent or carers would report any health and safety issues promptly to the Safety Officer or a senior member of staff in their absence. Health and Safety issues would be discussed and recorded and the relevant authorities would be informed of the concern that has occurred.

Health and Safety Policy and Procedure Compliance

All members of staff are required to read and attest annually they understand and will comply with Health and Safety Policy and procedures.

Emergency Procedures

In case of a medical emergency the following procedures will be implemented:

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- i. If an ambulance needs to be called for a disabling injury Staff are to ring Clinic Guenin or Netcare who will arrange for an ambulance. Staff will not use personal transport.
- ii. If the Parent or Carer is unable to go with their child a staff member will accompany them.
- iii. The staff member will take the relative information with them (child's record card, accident form and any necessary medication).
- iv. If a child or member of staff etc. has a minor injury a taxi can be used
- v. All relevant information will also be taken.
- vi. In all cases the parent or carer is to be informed.

Disaster Plan

The AIBPS has drawn up a disaster plan. If the Academy was affected by any disaster you would be contacted by phone or text. All phone numbers are held at the Academy.

We will ensure up to date phone numbers of parents or carers are kept.

Child Safety Precautions

Only adults who have enhanced disclosure forms from the Criminal Records Bureau have unsupervised access to the children. We aim for adults not to supervise children alone.

During Academy opening times there are always at least two adults in the building.

Parent or Carer s must to provide the Academy with their contact telephone numbers, the names and telephones numbers of those who should be contacted in the case of an emergency, and a list of any allergies, dietary requirements and any illnesses in the child's history which may affect the safety of that child whilst at Academy. If in doubt the Academy's database can be interrogated for contract numbers.

Academy equipment is to be checked daily any damaged or dangerous items are removed and would need to be replaced or repaired.

All creative materials that are used are non-toxic.

Sand is clean and suitable for children's play.

All dangerous materials, including medication, are stored out of children's reach.

Children who are sleeping must be supervised.

The garden is only used under adult supervision.

Heaters, electrical sockets, wires and leads are properly guarded and the children are taught not to touch them.

All electrical and gas equipment within the building conforms to safety requirements and is checked regularly.

The Academy has a non-smoking policy.

Lighting and ventilation is adequate in all areas including storage areas.

We encourage all parties to advise AIBPS staff of any safety concerns they may have or initiative they feel AIBPS can deploy to enhance safety.

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Hygiene

To prevent the spread of infection we will encourage the following practices:

- ✓ We regularly seek information from the local authorities to ensure that we keep up-to-date with the latest recommendations
- ✓ Paper towels are used as a source for drying hands and drying crockery. When possible, crockery will be left to air dry
- ✓ Staff will wear protective aprons when preparing food
- ✓ Surfaces and fridges are cleaned with an antibacterial spray
- ✓ The Academy cleaner has a rota for cleaning the Academy appliances fixtures and fittings

Infection Control

We regularly seek information from the local authorities to ensure that we keep up-to-date with the latest recommendations about infectious diseases e.g. vomiting and diarrhoea, chicken pox and conjunctivitis etc. In addition, we will take temperature readings of students entering the Academy where we feel the child may be ill.

The toilet areas have a high standard of hygiene including hand and washing and drying facilities. Staff and children wash hands after using the toilet.

Children are encouraged to cover their mouths when coughing and sneezing.

A large box of tissues is available in each room and the children are encouraged to blow and wipe their noses as appropriate and discard the tissues into a bin. All soiled tissues are disposed of properly.

Paper towels are used and disposed appropriately.

All staff to clean and prepare tables to be used for eating, with antibacterial spray.

Hygiene rules relating to bodily fluids are observed by all staff and volunteers, with reference to the use of gloves to prevent the risk of cross- contamination and we have a bio-hazard kit.

The Academy is cleaned daily by professional cleaners who are employed by the Academy and whose standard is maintained daily by the Academy staff.

Accident Reporting

Except for incidents of a minor nature, all accidents/incidents/near misses will be investigated by the appropriate department and recorded on the relevant documentation.

Minor incidents will be recorded on the relevant documentation and assessed in-house by semester. Should an accident occur during the day involving a child, a form will be completed and put by the daily register for the parent or carer to read, sign when the child is collected at the end of the day. We would contact a parent/carer that we feel may need to know that an accident has occurred and we would monitor the child. We also ask all parent or carers to complete an accident form to record incidents that take place at home and leave a mark on the child.

Should an accident occur affecting a child, which we feel, needs professional medical attention then We will call parent or carers to report the accident and advise them to collect their child and seek advice from their doctor or local hospital. If it is an emergency, We will call Netcare or Clinic Guenin for an ambulance, call parent/carers to inform them

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of the situation. Unless the parent or carer cannot be contacted and the Staff feel that the situation warrants it, a child will never be taken to hospital without consent from parent/carers or in a private vehicle.

Accidents/incidents of a serious nature will be reported immediately by the Teacher or attending staff member by telephone to Executive Staff and will be subject to a more formal investigation by the Executive Staff.

Safety of Staff

All staff/volunteers are provided with guidance about storage, movement, lifting and erection of large equipment. When staff need to reach up for equipment /items they are provided with safe equipment to do so.

Child Security Precautions

Low level windows are made from materials which prevent accidental breakage or are made safe.

All staff will take precautions to prevent children's fingers from being trapped in doors and make children aware.

A member of staff will accompany any visitor or contractor that must work in any area where the child is playing.

Children do not have unsupervised access to the kitchen and are encouraged not to enter the kitchen area. Cooking activities are always supervised and children do not have access to hot surfaces or hot water.

We will not allow people unknown to us have access to the building.

Door keys can only be given to teachers, admin or Academy management.

Parent or Carers will be asked to provide the Academy with the names and telephone numbers of those people who should be contacted in case of emergency, as well as the people who are authorised to collect the child.

Parent or Carers must sign their children in and out.

Parent or Carers must complete the student registration form which will provide the Academy with the names and telephones numbers of those people who should be contacted in the case of an emergency, as well as the names of people who are authorised to collect the child and a password to be used on these occasions.

Food and Drink Policy

The Academy is aware of its responsibilities under local food hygiene and legislation. The Academy takes all reasonable steps to ensure the safety and wellbeing of children and staff members. It complies with best practices food hygiene standards and maintains a proactive approach to the management of food safety.

Any food provided by the Academy will be nutritious and on a regular basis will be nutritious and please ensure that we know about your child/children's dietary requirements and any food allergies so that we can meet their needs.

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Nuts

We would ask parent or carers to note that the Academy is a nut-sensitive environment. This is due to the allergies that affect some of the children and staff. Please note that anything containing nuts will be sent home (including peanut butter and other nut spreads) to reduce the risk of accidental cross contamination. Any food that does not contain nuts as an ingredient but bearing the label 'may contain traces of nuts' is allowed as so many products now carry this advice. Please consider this especially when bringing food in for the children on special occasions.

Lunchtime Food

There are three designated times for meals during the school day. Parents or carers are required to provide a balanced, nutritious and appetising packed meal. We ask you to please not include sweets, nuts, food with chocolate in them or foods that look like chocolate and no fizzy drinks. For safety reasons, we ask that your child's lunch is in a plastic labelled container. Please include names on small containers in a lunch box or a bag. Any leftover food is left in the bag so parent/carers can see how much their child has eaten. We also ask Parents to ensure their children do not share their food with other children. We are unable to reheat any food from home.

All children are to eat during the cafe style lunch time which is held in the designated areas. Children will always be supervised during meal times.

Drinking Water

Over the last few years, the health benefits of regularly drinking water have been highlighted and it is especially beneficial to children and aids their learning with water having been coined 'brain juice'. To help us in monitoring how much water each child is drinking throughout the day, we ask you to provide the children with their individual named plastic bottle of water with a drinking spout so that the children can drink straight from the bottle. During the summer months staff encourages the children to drink more.

Snack times

Should the need arise the Academy provides a healthy snack for the morning as well as lunch. We share news, look at the diary wall, celebrate birthdays, special days and to look at the visual timetable.

Insurance Cover

We have public liability insurance and employer's insurance. The certificate is displayed in the hall.

Latex and Allergies

The Academy provides latex gloves for staff to wear for general cleaning and dealing with bodily fluid and when using anti-bacterial cleaning solutions as needed.

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Safety of Play equipment

Safety of play equipment is initially checked by the Teachers and checked frequently before use by the members of staff.

Sun Safety

The AIBPS promotes, sun safety practice and procedures to ensure that children and staff are protected from sunburn and skin damage caused by harmful ultra violet radiation from the sun. Skin cancer is a common cause cancer and it is particularly important to protect all our attendees from the sun as their skin is more delicate and easily damaged. The Academy believes that by encouraging sun safe behaviour at the Academy and by teaching attendees about the risks of sunlight, we can prevent them burning and contribute towards preventing skin cancer.

Clinical Waste

Materials used for dealing with bodily fluids e.g. blood, are put into a plastic bag and then placed into the bin which is situated in the staff toilet. Inside the bin there is a plastic sack and the small bags are put inside and once the sack is full it is sealed and a new plastic sack is made available.

Expectant and Nursing Mothers

Risk Assessments will be made to assess the needs of expectant and nursing mothers of staff in carrying out work at the Academy and controls will be put in place as needed e.g. not lifting children.

All staff and parent or carers will be informed of infections and diseases affecting the children and staff at the Academy that warrant the need for expectant mothers to seek advice from doctors and or midwife.

Garden Maintenance arrangements

Garden maintenance contractors to carry out the following: during the growing season, the grass at the Premises should be cut on a two-week cycle, shrubs pruned and weeds controlled, this is carried out as and when time allows depending on weather conditions, e.g. if it is dry and little grass is growing it allows more spare time to do work other than grass cutting. In the winter tidying up and shrub pruning is carried out as required depending on weather conditions.

Portable appliance testing

An external contractor is used to undertake portable appliance testing. Equipment that has been tested is labelled to show the next inspection date.

A register of items requiring testing is maintained and additional items of equipment are added to the register as the Executive Staff undertake.

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Control of Substances Hazardous to Health (COSHH)

All substances used by Staff to maintain a clean and safe environment during a study day are household cleaners. The safety Data Information sheets for these products can be made available to all and all Staff is required to follow the instructions for use found on the containers. All changes in suppliers and products will be reviewed by the Safety Officer. Industrial strength cleaning products used by the professional cleaning staff, when the Academy is closed, is stored in a locked cupboard.

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Definitions used in this Policy

Academy is a collective term for both the AIBPS and the Academy's foreign language teaching section

Premises comprises of all locations owned or leased by the AIBPS and where students are taught by AIBPS teachers.

Safety Officer is a member of the AIBPS staff nominated to apply and administer the Health and Safety policies and procedures which includes being the Safety Officer encompassing duties, such as Fire evacuation procedures and drills. The Safety Officer reports functionally to the Managing Director.

Staff comprise of teachers, AIBPS management, third-party workers and sub-contractors.

We mean the staff of AIBPS.

This guide was produced by the Executive office of the AIBPS.

Please note that details are correct at the time of printing, but may change over the course of the year.

Copies of this guide can be found online at <http://www.conniesacademy.co.uk/policies>

This guide can be made available in a variety of alternative formats. To request a copy, please email: Connies.Academy@gmail.com

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QUICK RULES

1. If a hazard is spotted on the Premises, remove students and teachers from the area, cordon the area off, not allowing access to it and advise the Safety Officer.
2. Remove or arrange for the removal of hazardous materials from children's pathways and play areas, these include but are not limited to: cleaning materials, insecticide or pesticide, petroleum products and gas bottles, broken glass, alcohol, chemicals, nails, screws and broken equipment or furniture.
3. Unless it is an exercise class, do not allow children or staff to run at an **uncontrollable speed**, or run when exiting the school premises
4. When climbing or descending stairs, hold the banister with one hand
5. If a child is ill, has an infection or has an injury that prevents them attending a class, isolate the child, ask the Safety Officer to inspect the child and call the parent or carer to take them home
6. Except for furniture, no material is to be left on floors, corridors or walkways
7. Flammable detergents and toxic materials are to be stored in their designated areas, and not to be left unattended in open areas.
8. No child is to be left alone without Academy adult supervision with a contractor or a visitor that is not a relative or nominated carer.
9. Children are to be kept away from:
 - Electrical and light fittings
 - Unless supervised in the presence of a teacher, cooking equipment and roads
 - Power sockets
 - Fire extinguishers
10. Children are not allowed to bring in nuts in their food packages, nor are they allowed to share their food with other children

11. Phone Numbers

Connie's Academy school Administration: 06 814 2308

Health & Safety Officer – Flora Tumukunde: 06 694 3817

NetCare: 06 679 3911 / Emergency: 06 801 1111

Clinic Guenin: 06 9393030 / Emergency: 01 700 0700