





14a. Health & Safety Policy

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January 2024	October 2025
	
Policy Ref:	BIST2025 HSP-Vr.5
Next Review Due:	May 2026

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Introduction

The **British International School of Tunis** (BIST) sets out to provide safe and healthy working conditions for all employees, pupils and other people who come onto the school premises. The school also acknowledges that consultation on health and safety matters at the school is necessary and that individuals should also be consulted before particular functions are allocated. BIST is committed to providing sufficient information and training for their employees and, where necessary, seeking expert advice to determine and assess the risk to health and safety within the school. In order to achieve the objectives of the safety policy it will seek the involvement and cooperation of everyone at the school.

Aims

- To provide and maintain a safe and healthy environment. Ensuring appropriate risk assessments are in place to enable standards of safety to be adapted and enforced as necessary.
- To provide information, instruction, training and supervision, as far as reasonably practicable, ensuring the safety of all employees and pupils.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site.
- To ensure that all plant, resources and equipment on the School premises are properly maintained and don't knowingly present any risks.
- To ensure safe storage, handling and transport of substances.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely and are regularly inspected.

Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings.

The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.

The Management of Health and Safety at Work Regulations 1999, which require

employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.

The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.

The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.

The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register.

The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff.

The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.

The school follows national guidance published by Public Health England when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

Roles and Responsibilities

The Executive Principal & Governing Board

The Executive Principal has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the appropriate member of staff.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

Executive Principal

The Executive Principal is responsible for the day-to-day health and safety, referring to the health and safety lead who is Med Ali, Head of Security.

- Implementing the health and safety policy.
- Ensuring there is enough staff to safely supervise pupils.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff.
- Reporting to the governing board on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring all risk assessments are completed and reviewed.
- Monitoring cleaning, maintenance and operational contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- In the Executive Principal's absence, The Vice/Assistant Principal assumes the above day-to-day health and safety responsibilities.

Health and Safety Leads

Executive Principal: Karyn Walton

Coordinator for national compliance: Med Ali, Head of Security.

Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Cooperate with the school on health and safety matters.
- Work in accordance with training and instructions.
- Inform the appropriate person, Head of Security (Med Ali) of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident in implementing them.

Pupils and Parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site and for reporting any health and safety incidents to a member of staff.

Contractors

Contractors will agree health and safety practices with the appropriate member of SLT and Security Lead (in Arabic) before starting work.

Major Projects

A major project is defined as a project lasting more than 30 days. Such a project must have an appointed coordinator between the School and the Construction company:

- The School is responsible for appointing a coordinator and checking that the contractor is competent and follows the appropriate health and safety policies, including having risk assessments, appropriate checks and safe systems of working for activities. The lead contractor/manager must sign a disclosure statement.
- The project coordinator is responsible for coordinating health and safety matters including advising on duties, coordinating and overseeing the health and safety aspects of the project and completing the required documentation for the School.
- Contractors are responsible for ensuring the competence of all their workers and complying with national health and safety regulations, including having suitable insurance, risk assessments and safe schemes of work. During time on site all contractors must be police background checked or remain within an enclosed works area supervised by a member of the School staff. Contractors are not to converse with pupils.
- Major projects should be scheduled for school holiday periods where practicable.

Prior to starting any major project, the site manager of the construction company is to have a meeting with the appropriate member of SLT to receive a health and safety briefing on the site and clarify any issues regarding the project. (With Head of Security as required.)

Minor Projects

A minor project is any other construction task not included above or any maintenance task lasting longer than one day. The School will manage minor projects by:

- Prior to the start of any minor project, the appropriate member of SLT will meet with the contractor to allow a health and safety briefing on the site to clarify any issues for this project. (With Security Lead as required.)
- During the project, all Contractors are to be supervised by school staff and are not permitted to converse with pupils..

Site Security

Security agents are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. Security agents are key holders and will respond to an emergency. There is 24/7 security in place.

Safety Procedures

Registers

There is twice daily registration for pupils. In Secondary, Registers are taken by iSAMS every lesson as pupils move around to 6 lessons in a day. During an evacuation, the front office staff have a daily print out (of morning attendance) and a signing out log to check against upon evacuation. Registers are taken from iSAMS, in case of an emergency. Each class also contains a register of the address and telephone numbers of pupils. The staff register is kept in Administration.

Pupil Supervision

Children are never left unattended. There is a duty rota of supervisory staff at all times.

Enrichment Activities

- Forms are sent home to the parents to sign giving permission.
- The responsible adult has an up-to-date class list with addresses.
- A mobile telephone will always be taken.

All coaches / minibuses have seatbelts, which are belted before the coach leaves.

Other regulations

Copies of insurance certificates for public liability of all outside contractors are kept in the administration office. These are available from the Finance team.

Risk Prevention

All pupils and all staff at the school will be reminded at the beginning of each school year by the SLT of the need to be aware of risks in their daily work at the

school. Risk assessment will take place regularly by the Premises Manager and other appropriate staff. A building inspection is carried out annually by an external security agency and weekly by the security team. A visual check is done by the staff each week with any repairs / breakages reported in the maintenance book, which is kept in the Primary EP office.

Fire

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.
- Emergency evacuations are practised at least once a term.
- Fire alarms/hoses/extinguishers are tested annually, aligned to national guidelines.
 - Staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures displayed on the wall of every room, will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk. Staff are trained annually by Civil Protection to ensure this is up to date.
- In the primary school, staff and pupils will congregate at the assembly point in the parking lot - in the eventuality the fire is in the assembly point area, the second assembly point is considered to be the Astroturf where children play during breaks.
- In the secondary school, the assembly points are the football and basketball courts.
- Form tutor's/class teachers will take a register of pupils, which will then be checked against the attendance register of that day. Pupils will be counted first and a register taken if this shows pupils are missing.
- The Head of Security will take a register of all staff - in the absence of the Head of Security, this task will be performed by the Executive Principal. (All Secondary staff are registered by the school secretary who reports to the Executive Principal on completion) All staff are trained during INSET and staff training days by the Head of Security and our external linked agent and know their assembly points.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

A fire safety checklist can be found in **Appendix 1**.

COSHH

Schools are required to control hazardous substances, which can take many forms, including: Chemicals, Products containing chemicals, Fumes, Dusts, Vapours, Mists, Gases and asphyxiating gases, Germs that cause diseases, such as leptospirosis or legionnaires disease.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information and stored in a locked cupboard when not in use, the Property Manager ensures this is done for maintenance, gardening and cleaning products. For the Secondary Science Lab, the Science Technician is responsible.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Hazardous substances may cause effects such as skin irritation or dermatitis, asthma as a result of developing allergy to substances used at work, losing consciousness as a result of being overcome by toxic fumes, irritation from bacteriological agents, or cancers which may appear long after exposure to the substance that caused it. There are a range of substances regarded as hazardous to health include adhesives, paints, cleaning agents, fumes generated by a work activity, naturally occurring substances such as dust, and biological agents:

- Manufactured substances or mixtures classified as dangerous to health must meet national packaging regulations and can be identified by the warning label (orange background with a black border containing a black symbol), and the supplier must supply a Safety Data Sheet for them. The most common of these are graded “toxic” (represented by a skull and crossbones), “harmful or irritant” (a black cross) and “corrosive” (test tube with spilt liquid), but there are others too.
- Biological agents. None are believed to be present at BIST.
- Any kind of dust if its average concentration in the air exceeds levels specified in the COSHH regulations. These are unlikely to occur at BIST but may be possible in the Maintenance areas if certain equipment or materials are used. In such cases, adequate ventilation must be provided.
- Any other substance which creates a risk to health but for technical reasons is not covered by the packaging regulations, such as gases, medicines, cosmetics and pesticides.

COSHH Processes

To comply with COSHH, there are eight steps that are followed at BIST:

Step 1 Assess the risks.

Step 2 Decide what precautions are needed.

Step 3 Prevent or adequately control the exposure.

Step 4 Ensure that control measures are used and maintained.

Step 5 Monitor the exposure.

Step 6 Carry out health surveillance, if appropriate. At present this is not necessary at BIST as there are no substances identified that warrant it.

Step 7 Prepare plans and procedures to deal with accidents, incidents, and emergencies.

Step 8 Ensure all appropriate people are properly informed, trained and supervised. Training to be provided for the Science Technician in Secondary, Maintenance, Cleaning and Gardening Teams. Training will be provided by the Head of Security, following after each annual Civil Protection training and refreshers given as required.

Safe Handling and Storage of Chemicals and Substances

Responsibilities:

- Secondary Science Technician for all Science Chemical and Substance storage.
- Property Manager for all maintenance, gardening and cleaning chemicals and substances.

Safe chemical handling requires routine inspections of chemical storage areas and maintenance of stringent inventory control. The inherent hazards of chemicals can be reduced by minimising the quantity of chemicals on hand. However, as chemicals are required for many purposes such as cleaning or educational delivery of such subjects as Chemistry, Physics and Biology, proper storage and handling is required to reduce or eliminate associated risks.

Chemical storage areas and cabinets are inspected annually during the summer break and any unwanted or expired chemicals removed and disposed of safely at this point.

The following requirements must be followed and reviewed during inspection to ensure proper chemical storage at BIST.

- All containers of hazardous chemicals must be properly labelled with the

- identity of the hazardous chemical(s) and appropriate hazard warnings.
- Similar chemicals must be stored together and kept away from other groups of chemicals that might cause reactions if mixed. Additionally, chemicals must not be stored alphabetically except within a grouping of compatible chemicals.
 - Flammable materials must be stored in the dedicated flammable materials storage cabinet. Doors must remain closed when not in use.
 - Chemicals must be stored no higher than eye level and never on the top shelf of a storage unit.
 - Chemicals must never be stored on the floor, even temporarily.
 - Liquids must be stored in unbreakable or double-walled packaging.
 - Acids may only be stored in a dedicated acid cabinet. Nitric acid may be stored there but only if kept isolated from all other acids.
 - Volatile or highly odorous chemicals must be stored in a ventilated cabinet. Chemical fume hoods are not acceptable storage areas as containers block proper air flow in the hood and reduce available work space.
 - All chemicals must be labelled and dated upon receipt in the lab and on opening. This is especially important for peroxide-forming chemicals such as ethers, dioxane, isopropanol, and tetrahydrofuran. Solutions should be labelled and dated when prepared.
 - Inspection teams should look out for unusual conditions in chemical storage areas, such as:
 - Improper storage of chemicals.
 - Leaking or deteriorating containers.
 - Spilled chemicals.
 - Temperature extremes (too hot or cold in storage area.)
 - Lack of or low lighting levels.
 - Blocked exits or aisles.
 - Doors blocked open, lack of security.
 - Accumulation of rubbish, packaging, or other detritus.
 - Open lights or matches.
 - Fire equipment blocked, broken, or missing.
 - Lack of information or warning signs ("Flammable liquids", "Acids", "Corrosives", "Poisons", etc.)
 - First aid supplies, emergency phone numbers, eyewash and emergency shower equipment, fire extinguishers, spill cleanup supplies and personal protective equipment must be present, accessible and Laboratory Technicians and Science Teachers trained in their use.
 - Only compressed gas cylinders that are in use and secured in place shall be kept in the laboratory.
 - All stored chemicals, especially flammable liquids, must be kept away from heat and direct sunlight.
 - National guidelines must be adhered to at all times.

There should not be any other COSHH substances not recorded under the risk assessments mentioned above on the School Campus, but if anyone considers that they may encounter a substance that warrants COSHH controls, they should contact the Head of Security for advice.

Lone Working

Lone working may include:

- Late working.
- Weekend working.
- Site manager duties.
- Site cleaning duties.
- Working in a single occupancy office.

Staff visiting other premises

If you must leave the School site, the following procedure should be followed:

- Inform your Executive Principal where you are going and how long you expect to be.
- Sign out at the Security Lodge.
- If you have not returned within three hours of your expected return the alarm will be raised and steps taken to determine your whereabouts.
- If there is any doubt about personal safety, then you should take a colleague and ensure you have a mobile phone with you.

Familiarise yourself with the emergency procedures for any other premises you visit. Maintenance staff (cleaners, gardeners and contractors.)

- Avoid lifting heavy objects - if in doubt do not lift, wait, and seek help.
- Working at height – do not attempt any work at height unless appropriate training has been given according to national regulations.
- If you are working alone, ensure you inform someone of what you are doing, where you will be and what time you expect to be finished.
- Ensure that you are carrying a mobile phone.

Academic Staff.

- Consult with and follow the instructions of the Executive Principal.
- Avoid lifting heavy objects - if in doubt do not lift, wait, and seek help.

- Working at height – do not attempt any work at height.
- If you are working alone, ensure you inform someone of what you are doing, where you will be and what time you expect to be finished.
- Ensure that you are carrying a mobile.

Do not appropriate any strangers, if in doubt call the duty member of security staff. Precautions to be taken by all lone workers

- You must ensure that you are medically fit and suitable to work alone. You must consider both routine work and foreseeable emergencies that may impose additional physical and mental burdens on you. **Do not put yourself at risk.**
- If you know you are suffering from a medical condition which could put you at increased risk, you must inform the senior member of staff responsible for your work in order that it may be taken into consideration. This does not necessarily mean that you will be unable to continue doing the job, merely that additional precautions may be taken where necessary.
- Specific training may be required to ensure proficiency in safety matters. This is particularly important in work activities where there is limited supervision to control, guide and help in situations of uncertainty.
- As a solitary worker you need to understand fully the risks involved in the work, the necessary precautions and be sufficiently experienced. There should be established, clear, safe systems of work to set the limits to what can and cannot be done while working alone. These safe systems should specify how to behave in circumstances that are new, unusual or beyond the scope of training, e.g., when to stop work and seek advice from a supervisor.
- Although as a solitary worker you cannot be subject to constant supervision, it is still the organisation's duty to provide appropriate control of the work. The extent of supervision required will depend on the risks involved and your proficiency and experience to identify and manage safety issues. The extent of supervision and monitoring required is a decision that will be made by a senior member of staff.
- Illness, accident, and emergency situations may arise and as a solitary worker you should be capable of responding correctly. Information about emergency procedures should be fully understood and you must ensure you know the location of and have access to adequate first-aid facilities.

Security, in place 24/7 will regularly check if all is good within the school premises when someone accesses school to work alone. The lone worker will ensure that they are medically fit to work alone.

Working at Height

The Property Manager will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

Examples

- Using a ladder/step ladder or kick stool for putting up displays, window cleaning or maintenance tasks (e.g., changing a light bulb),
- Painting, pasting or erecting displays at height,
- Work on staging or trestles, for example at a concert,.
- Working on a scaffold or from a mobile elevated work platform,
- Working on roofs.
- Using cradles or ropes to gain access to parts of a building.
- Working close to an excavation area or a well opening, where someone could fall into it and injure themselves or others.

The regulations also impose duties on the individuals who work at heights. They must;

- Follow proper procedures,
- Adhere to training,
- Use equipment and safety devices in accordance with instructions, ● Be aware of others,
- Report any defects or safety hazards that could cause harm, e.g., in the work itself, the equipment provided, and the training or instructions given;
- Ensure employers are notified of any medical conditions which may affect their ability to work at height safely;

BIST's Maintenance Team undertakes most of the necessary work at heights on campus, and the staff have received specific training to do so, all training records are maintained by the HR team, following guidance from Civic Protection.

Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

Classroom Safety and Electrical Equipment.

All electrical equipment must be switched off when not in use – this includes computers and TV screens. Leaving electrical equipment on when classrooms are empty not only wastes electricity but also increases the risk of fire. Each piece of

electrical equipment used in the school must have a separate plug, which must have the correctly rated fuse. Please follow the rule: one lead, one plug. The electrical equipment in school needs to be in good repair – the casings must not be cracked, broken or show signs of overheating. The power leads' outer flex must be gripped by the plug's securing device and the coloured inner cables should **not** be visible. Long trailing wires are dangerous, especially across open floor space. Wires must be secure and the floor area clear for pupils to cross when required.

Off-site Visits

When taking pupils off the school premises, the teaching staff, together with the Head of Security, will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils and parents' contact details.

For trips and visits, there will always be at least one Qualified First Aider.

Violence at Work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Executive Principal immediately. This applies to violence from pupils, visitors or other staff.

Infection Prevention and Control

We follow national guidance published both locally and where possible by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

Wash hands with liquid soap and warm water, and dry with hand dryers/paper towels. Always wash hands after using the toilet, before eating or handling food and after handling animals. Cover all cuts and abrasions with waterproof dressings.

Coughing and Sneezing

Cover mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting is discouraged. Specific measures are put in place should we receive guidelines from the Ministry of Health (eg. during Covid).

Cleaning of Blood and Body Fluid Spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

Pupils Vulnerable to Infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion Periods for Infectious Diseases

The school will inform parents of recommended exclusion periods in case of specific infections. In the event of an epidemic/pandemic, we will follow advice from Tunisian local government advisors about the appropriate course of action.

Medication is kept locked in the Medical Room according to guidelines in the First Aid policy. First Aid boxes are located in each school building and are checked monthly to replenish.

First Aid Cabinets and Medications Storage

First Aid Cabinets are clearly visible around school. In Primary they are located outside the office on the ground floor, outside the Year 5 class room on Floor 1 and in the Hall, at the exit to the Astroturf. Secondary First Aid Cabinets are located at reception, the nurses station and the staff room on the first floor. Medications are

stored in a lockable cabinet (or in a specific fridge), under the supervision of the responsible adult. Before administering any medication, parents need to fill a form taking responsibility for it and provide a medical note. Please refer to the specific policy for further details.

New and Expectant Mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Temporarily adjust the employee's working conditions and/or hours of work
 - Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to their antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
 - If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
 - Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal carer and GP as this must be investigated promptly.

Occupational Stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Accident Reporting

Accident Record Book

All accidents and incidents will be recorded in the book located in the Front Office. An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. Please refer to the accident form template. As much detail as possible will be supplied when reporting an accident.

Parents will be informed promptly of any accident or injury sustained by

a pupil. Staff must refer to the Accidents and First Aid policy.

Training

Our staff are provided with health and safety training. Staff who work in high risk environments, such as in Science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Fire Safety
- Accessibility and Evacuation plan
- Educational Visits

APPENDIX 1 - Fire Safety Checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

