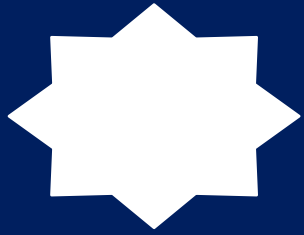




MARATHON SCIENCE SCHOOL



Health and Safety Policy

Reviewed on:

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Next Review:

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GENERAL STATEMENT

The health and safety of our employees and Pupils is our paramount importance. We aim to provide and maintain safe and healthy working and living conditions, equipment and systems of work for our all employees and Pupils to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventive and protective measures are, and will continue to be, implemented following the identification of work related hazards and assessment of the risk associated with them.

We recognise the importance of employer-employee, administration-Pupil consultation on matters of health & safety and the value of individual consultation prior to allocation specific health and safety functions.

We also accept our responsibility for the health and safety of other persons who may be affected by our activities.

The allocation of duties for safety matters, the identity of competent persons appointed particular. Responsibilities, and the arrangements made to implement this policy are set out herein and/or in associated health & safety documents and records.

Expert advice will be sought as necessary when determining health & safety risks and the measures required to guard against them.

The objectives of this safety statement can only be achieved through the support and co-operation of employees and Pupils and all other persons who use the premises e.g. contractor, visitors, Pupils.

The contents of this statement will be kept up-to-date to reflect the changes in the nature of the activities and the size or complexity of the organisation. We will review its effectiveness as appropriate and in any case, at least annually.

ORGANISATION

A. Introduction

Established in 2008, the Seven Hills Educational Trust offers educational services to children.

The SEVEN HILLS EDUCATIONAL TRUST has developed a Health & Safety Statement, detailing policies that ensure the welfare of all staff, pupils and visitors to the premises, to the best of its ability. This document also includes prescribed procedures to be followed in the event of an emergency.

The following guidelines are in accordance with Health & Safety regulations and are reviewed annually. They should be used as a reference by all management and senior personnel.

B. Key to references

Throughout this document, the title *SEVEN HILLS EDUCATIONAL TRUST* refers to the entire Seven Hills Educational Trust.

All policies detailed in this document are organization-wide except where referenced by individual school names i.e. Marathon Science School

Suleymaniye Cultural Centre accommodates Marathon Science School Hackney Boarding House.

School Governing Body

School Governing bodies have responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils, and visitors.
- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Orders, Regulations or Guidance, so far as is reasonably practicable.
- To assist the Headteacher to produce and implement an effective Health and Safety Policy including organisational arrangements and procedural documents for work activities.
- To regularly review the health and safety arrangements within the school to ensure that the organisational structures are effective and meet the needs of the school.
- To agree with the Headteacher a policy for financing health and safety matters which come within the responsibility of the school, and to notify the council of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school.
- To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school.
- To receive through the Headteacher or school staff copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements.
- To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.
- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.
- To receive reports from the Headteacher and responsible person for Health and Safety and to receive minutes of the committee and to confirm or recommend the appropriate action necessary.

Headteacher

- The head teacher has the following responsibilities:
- To ensure that all staff are aware of their duties and compliance with the PREVENT strategy.
- To establish and implement a suitable Health and Safety Policy within the school, the policy is to include the organisational arrangements necessary to make the policy within the school effective.
- To be responsible to the Governing Body for securing the full implementation of the schools Health and Safety Policy.
- To establish and regularly review risk assessments (generic, specific and fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school.
- To regularly review the schools Health and Safety Policy and the supporting organisational arrangements and practices.
- To ensure that arrangements are made for informing governors and staff about the health and safety policy and that they have access to it.
- To ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements.
- To ensure all staff comply with the requirements of the health and safety policy and supporting rules/procedures.
- To encourage and support the school staff in carrying out their health and safety responsibilities and duties.
- To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for use by staff.
- To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties.
- To encourage and support the health and safety training for school staff and pupils.
- To receive recommendations from staff, governors and outside providers regarding health and safety and to confirm, or recommend, the appropriate necessary action to be taken.

- To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored in accordance with the scheme of delegation.
- To establish and implement an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and guidelines supplied by the council and monitor the processing of accident forms in accordance with the accident reporting procedure.
- To establish and implement an effective first aid procedure within the school in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfE.
- Risk assessments are conducted for all work and after-school activities and information on the risk assessments is disseminated to relevant persons.
- To maintain an effective fire evacuation procedure and conduct regular fire drills to test the effectiveness of the procedures.
- To set up, co-ordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.
- To agree safety procedures for special events, which involve the use of temporary lighting, displays or plant and equipment etc. being brought onto the premises.
- To STOP IMMEDIATELY any work, process, plant or equipment (including contractors' operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, pupils or visitors to the school and to inform the Safety Officer immediately of any actions taken.

ARRANGEMENTS

A. Sign in procedures (Both Buildings)

It is the responsibility of the Duty Receptionist to ensure that all incoming persons to the Centre (whether staff, pupils or guests) are recorded in the relevant register:

- Sign in book for staff
- Daily register for pupils
- Sign in book for visitors.

The duty receptionist should also ensure that visitors are provided with visitor badges for identification.

All departures from the premises must be recorded accordingly. This ensures that a fully up-to-date record of all bodies on the premises is maintained at all times, in case of emergency or evacuation.

B. Contractors and visitors (Both Buildings)

The SEVEN HILLS EDUCATIONAL TRUST employs a number of measures to ensure the safety and well-being of contractors and visitors to the site:

Such persons may include contractors, builders/maintenance/repair workers, voluntary personnel and visitors. Contractors should be booked through a reputable source – a contacts book may be found at reception. Visitors to the buildings do not usually have access to other SEVEN HILLS EDUCATIONAL TRUST facilities but should be treated as visitors if they do.

It is the responsibility of the SEVEN HILLS EDUCATIONAL TRUST to ensure that all areas to which visitors and members of the public have access are clearly signposted.

- All contractors and visitors must report immediately to reception. There must be no admittance to the site without registering at reception. There may be no admittance through any other entrance to the site.
- It is the responsibility of the reception manager to ensure that all visitors sign in to the designated Visitors Book. This book must be maintained regularly and easily accessible in case of evacuation procedures.
- All contractors/visitors must wear a name badge clearly displayed at all times when on site.
- Where possible, a member of staff should accompany visitors in and around the premises. Where this is not feasible (long-term contractual work etc) visitors should be briefed on SEVEN HILLS EDUCATIONAL TRUST fire policy and evacuation routes. (In such instances, visitors should also be briefed on how to contact a member of staff in case of accident or emergency)

CONTRACTOR & VISITOR ACCIDENTS IN THE CENTRES

The SEVEN HILLS EDUCATIONAL TRUST is fully insured against public liability. Emergency procedure in the event of an accident on the premises is as listed on page 7. All accidents should be recorded in the Centre's Treatment Record and Accident Book, located in the Secretary's office on the fifth floor.

C. Accidents in the Centres

INITIAL ACTION

Emergency action in the event of an accident in the Centre must include the following:

- Establish the extent and severity of the incident and whether any injury has been incurred.
- Ensure the area is safe e.g. isolate any electrical equipment and, if necessary, clear and seal off the area to preserve the scene for investigation.
- Provide first aid and, if appropriate, contact the ambulance service.
- The Duty Manager must investigate the cause of the accident and record their findings.
- Take all necessary remedial action to prevent recurrence. Action required beyond Centre control must be sent to the appropriate authority e.g. Maintenance.
- Obtain a statement from any witness to the accident. Take details of the home address of any witness who is not a Centres' employee. The witness may later be required to make a formal statement if further investigations are made by the local Environmental Health Officer, Company Safety Officer or Centre Insurance.

Duties of the "Responsible Person"

The law requires that all accidents and dangerous occurrences, in particular notifiable incidents, must be investigated and reported by the "responsible person".

INJURIES

- Every assistance should be given to the injured person. Arrangements should be made for the person to be taken to hospital, or home as appropriate.
- NEVER LEAVE A CASUALTY ALONE.

Injury Reporting

A record of any accident (however minor) must be promptly entered in the Treatment & Accident Book.

It must also be brought to the attention of the Duty Manager as soon as possible.

Claims for Compensation from Customers etc.

Receipt of a claim letter will be acknowledged and, if appropriate, referred to Centre Insurers.

- Centre Management should not enter into correspondence with Claimants or Solicitors acting on their behalf.
- Any requests made by Insurance Companies or Solicitors Representatives to visit the Centre must be approved by the Organisation Safety Department.

On occasions, the Customer may state or imply that a claim will be forthcoming, whilst still in the Centre. In responding to this situation, Staff should consider the following:

- It is the right of any person to make a claim against the Company.
- It is not necessary or desirable to encourage a Customer to do so.
- Remain non-committal regarding the success of potential claims.
- Do NOT suggest Organisation liability.
- Refrain from comments that could compromise the Organisation's position.
- Claims for injuries cannot be dealt with at branch level.
- No claim can be made on the Customer's behalf by Centre staff.

Any person injured on SEVEN HILLS EDUCATIONAL TRUST premises has up to three years in which to submit a claim for compensation. It is important, for this reason, that the situation is fully investigated and recorded at the time of the accident.

Claims for Compensation for Injury - Employee

All such legal correspondence should be sent immediately to the Organisation Safety Department. The Centre Manager must not respond personally. If, for example, a Solicitor / Official personally visits the Branch seeking information on such a case, the Centre Manager should ask them to contact the Centre's Insurers.

Visits by Insurance Representatives

Any such visits to assess compensation claims will be arranged and notified by Insurers of the Centre's Safety Department.

NOTIFIABLE ACCIDENTS: STATUTORY REPORT PROCEDURE

Reportable Major Injuries

- Any fracture other than to the fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (whether temporary or permanent).
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat induced illness or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.

NB. An accident resulting in a visitor being taken to hospital by any means, is also considered reportable to the local authority.

Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over 3 Day Injury

An Over 3 day Injury is one which is not major (see above), but which results in the injured person being away from work or unable to do their normal duties for more than three consecutive days.

- The three days does not include the day of the accident, but does include any days which would not have been working days.
- An Over 3 days Injury only applies to injuries resulting from accidents (including an act of physical violence) to people who are at work, i.e. members of staff and self-employed persons working on our premises. This type of injury does not apply to visitors.

Reportable Disease

Reportable Diseases include:

- Certain poisonings.
- Some skin diseases such as occupational dermatitis and skin cancer.
- Lung diseases including occupational asthma, pneumoconiosis, asbestosis.
- Infections such as leptospirosis, hepatitis, tuberculosis, Legionnaires and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders and hand-arm vibration syndrome.

Dangerous Occurrence

Reportable dangerous occurrences include:

- Explosion, collapse or bursting of any closed vessel (pressure system) or associated pipework.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Unintended collapse of a wall or floor in a place of work.
- Explosion or fire causing suspension of normal work for over 24 hours.

ELECTRIC SHOCKS

Instances of persons receiving shocks from any equipment or wiring installation in the Centre will be subject to normal accident recording procedure.

- Isolate the equipment and when it is safe to do so, give medical aid required to the injured person.
- Record the facts which led to the incident (with names and addresses of witnesses etc) and then report by telephone to the Secretary (or Reception if unavailable) recording the date and time: Secretary's office is located on the fifth floor on ext.560.
- The equipment must be taken out of service and labelled as "Out of Order: DO NOT USE" with the name of the person removing from service and the date.
- The equipment in question must not be used until clearance is given by a technically competent person, able to conclude the cause and supply the advice necessary to effect a remedy. A full written report will be sent by the competent person to the Centre Manager.
- Retain a full record of the incident and, if necessary, comply with the instructions relating to the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995"

ACCIDENT REPORTING CHECKLIST

Each branch must retain two copies of a plasticised checklist reference sheet which outlines, in summary form, the key steps to be taken following an accident or dangerous occurrence.

All management must be briefed about the details of this checklist and Centre Managers must ensure that the two copies are retained in clearly defined locations in the Centre for immediate access for reference purposes:

CENTRES SAFETY DEPARTMENT INTERVIEWING POLICY

Purpose and Objectives

The overall objective of the Centre Safety Department (CSD) interviewing policy is to enable the CSD to conduct all investigatory interviews with consistency which enables the Centre to fulfil its statutory obligations. It is recognised that the policy must be designed in such a way that it meets the different requirements of every individual investigation.

Principal aims

The SEVEN HILLS EDUCATIONAL TRUST policy should be able:

- To meet legal requirements of investigating accidents and incidents.
- To have adequate information to prevent prosecution and ensuring that current Centre procedures are comprehensive and meet the needs of the business.
- To minimise financial costs and to prevent re-occurrence of that type of accident.
- To provide operational guidelines for the CSD.

The objective of the investigatory interviews is that it should be conducted in an impartial manner, to obtain the facts from all interested parties in order that recommendations can be made to ensure appropriate corrective measures are taken.

INTERVIEWS

There are two types of interview which can be conducted, informal and formal. The CSD will decide and advise Management which type of interview will be undertaken. All interviews will be conducted in a professional and sensitive manner.

Informal interviews and statements are where the person being interviewed is asked to describe the events which took place, the details are recorded and the statement would be the transcript of that account.

Formal interviews and statements are more structured. The person being interviewed would be asked if they would like to nominate a person to be present during the interview. The interview would be a series of questions. The statement would comprise of those questions and the answers given in a Q & A format.

Interviewing Injured Persons

After an accident has occurred, if the injured person is going to return to work within 5 days the Health and Safety Officer (HSO) will conduct the interview upon their return to work.

If the injured person is going to be off work for more than 5 days but would be at home, the HSO would arrange to either visit the individual at home with their consent or arrange for the individual to attend their work location.

If the injured person is hospitalised then the HSO would seek permission from both the hospital and the individual for an informal interview to be conducted. If permission is refused by either party then the HSO would seek permission every 3 days after that until consent was given by both parties.

Interviewing Other Persons

After an accident has occurred other persons may be required to be interviewed. These will normally take place at the work location.

Arrangements

After the HSO has decided what type of interview will be conducted and who will be interviewed the HSO will liaise with Management and the appropriate Personnel function to ensure that dates, times and locations of the interviews are co-ordinated. Individuals will be notified of the arrangements by the Centre Manager.

A room should be made available for the interviews to ensure privacy.

Documentation

All statements will be held in the Accident File, stored in the Secretary's office on the fifth floor, which may be reviewed by external agencies (i.e. insurance companies etc)