



BRITISH EMBASSY STUDY GROUP
HEALTH & SAFETY POLICY

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BRITISH EMBASSY STUDY GROUP HEALTH AND SAFETY POLICY

1. HEALTH AND SAFETY STATEMENT

The Board of Governors of the British Embassy Study Group (BESG) believes it has a duty of care to pupils, staff, and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of BESG pupils. The Board of Governors accordingly accepts that it has a responsibility to take all practical steps to provide a safe and healthy working environment at BESG. It should be noted that the BESG is not obliged to follow UK or Turkish laws related to health and safety. However, BESG attempts, where possible, to follow the spirit rather than the letter of the law. The requirements of the document DfES/0803/2001 – Health and Safety: Responsibilities and Powers have been taken into account in the preparation of this Health and Safety Policy where possible.

The aim of the policy is to:

- ensure that all reasonable steps are taken to ensure the health, safety and welfare of all persons using the BESG premises;
- establish and maintain safe working procedures amongst staff and pupils;
- develop safety awareness amongst staff, pupils and other supervising adults; and
- formulate and implement effective procedures for use in the event of fire and other emergencies.

This Health and Safety Policy should be read in conjunction with other BESG policies and procedures as listed in Appendix A to the policy.

Wherever there is a discrepancy between this Health and Safety Policy and any other policy or procedure, the other policy or procedure shall take precedence.

2. RESPONSIBILITIES FOR HEALTH AND SAFETY

2.1 RESPONSIBILITIES OF THE BOARD OF GOVERNORS

In the discharge of its duties, the Board of Governors, in consultation with the Head Teacher, shall:

- formulate and ratify the school's Health and Safety Policy;

- regularly review health and safety arrangements (at least once annually) and implement new arrangements where necessary;
- ensure that the site and premises are maintained in a safe condition;
- prioritise action on health and safety matters where resources are required from the school's budget, seek further advice where necessary and ensure that action is taken;
- promote high standards of health and safety within the school;
- actively and reactively monitor health and safety matters within the school including health and safety inspection reports and accident reports;
- ensure an effective and enforceable policy for the provision of health and safety throughout the school;
- ensure an effective and enforceable policy for the provision of health and safety throughout the school;
- periodically assess the effectiveness of this policy;
- identify and evaluate all risks relating to accidents, health and school-sponsored activities;
- seek specialist advice on health and safety matters where appropriate;
- ensure that all staff and pupils are, as necessary, provided with the training and information to ensure that they carry out their duties and activities in a responsible and safety-conscious manner; and
- ensure that annual safety checks on the premises and grounds are carried out by properly qualified persons.

2.2 RESPONSIBILITIES OF THE HEAD TEACHER

The Head Teacher shall be responsible for the day-to-day management of health and safety matters in the school in accordance with this health and safety policy and for ensuring the health and safety arrangements are carried out in practice. In particular, the Head Teacher shall:

- ensure that risk assessments are made and recorded of all the school's work activities, including those off-site which could constitute a significant risk to the health and safety of employees and other persons;
- appoint the Health and Safety Officer as defined in Section 3.1 below;
- ensure that health and safety inspections are carried out by the Health and Safety Officer at least once every term and a copy of the inspection report is given to the Board of Governors;
- ensure that the necessary remedial action, if any, is taken following the health and safety inspections;
- identify staff health and safety training needs and arrange for them to be implemented;

- ensure the implementation of safe working practices and procedures throughout the school, including the keeping of a Health and Safety Logbook by the Health and Safety Officer;
- ensure that risk assessments are made and recorded for all school activities;
- ensure that the correct procedures set out in the other policies listed in Section 1 above;
- consult regularly, but at least once every month, with members of staff on health and safety issues;
- identify any training needs of staff and pupils, in particular in first aid;
- ensure that all staff and pupils receive some basic first aid training at the start of each school year (or when they join the school if not at the start of the school year);
- periodically (and in any event at the start of each academic year) review the emergency procedures, for events such as fire and security threats;
- ensure that emergency drills and procedures are carried out regularly but at least once every term and are monitored for effectiveness;
- monitor contractors and ensure that only competent and experienced contractors are engaged to work at the school;
- seek specialist advice on health and safety matters where appropriate;
- ensure that a procedure is in place to deal safely with persons on the premises;
- monitor purchasing and maintenance of equipment and materials to ensure that they comply with the appropriate health and safety standards;
- identify and arrange for the rectification of any defects in the premises, equipment or facilities which might affect health and safety and report to the Board of Governors on the actions taken;
- encourage all pupils and employees to promote health and safety consciousness as a matter of routine; and
- include a section on health and safety in his/her report to the Board of Governors at every Board meeting or at least once every term.

In the absence of the Head Teacher, these responsibilities fall to his/her immediate deputy or other appointed person.

2.3 RESPONSIBILITIES OF THE DEPARTMENTAL HEADS

The departmental heads are the heads of Key Stages 1 and 2 and the head of administration. Departmental heads shall be directly responsible to the Head Teacher (or the member of staff nominated by the Head Teacher) for the implementation and operation of the school's health and safety policy within their

relevant departments and/or areas of responsibility. As part of their day-to-day responsibilities, they shall ensure that:

- safe methods of working exist and are implemented throughout their departments;
- staff, pupils and others under their jurisdiction are instructed as necessary in safe working practices;
- all equipment for which they are responsible is in good and safe working order, and adequately protected;
- toxic, hazardous or other dangerous substances for which they are responsible are correctly used, stored and labelled; and
- health and safety concerns are reported to the Head Teacher through the Health and Safety Logbook.

The Head of Administration shall ensure that the school caretakers and cleaning staff are aware of any implications of this Health and Safety Policy as it affects their work such as the storage of materials, equipment, substances etc.

2.4 RESPONSIBILITIES OF ALL MEMBERS OF STAFF

All staff shall familiarise themselves with the safety policy/regulations laid down by the Board of Governors and in particular:

- ensure that such regulations are applied effectively by both staff and pupils in general;
- take reasonable care for the health and safety of themselves and that of others who may be affected by their actions;
- report situations which may present a serious or imminent danger to their Departmental Head or the Head Teacher;
- report any concerns of abuse to pupils to the Child Protection Officer;
- use the correct equipment and tools for the job and ensure that it is safe;
- ensure that dangerous substances are correctly used, stored and labelled;
- report via the health and safety logbook any defects in the premises or its equipment that they may discover; and
- take an active interest in promoting health and safety, including suggesting ways of reducing risks.

2.5 RESPONSIBILITIES OF PUPILS

The pupils are expected:

- to behave in a safe and responsible manner and to be conscious of the health and safety of their classmates;

- to dress in a safe and sensible manner; and
- to observe all safety rules of the school and in particular the instructions of their teachers;

2.6 RESPONSIBILITIES OF PARENTS

All parents are expected to familiarise themselves with the health and safety policy of the school and to ensure that they and their children conduct themselves in a manner consistent with it. All parents must in particular:

- make the school authorities aware of any special medical needs of their children; and to provide appropriate medication as required;
- ensure that they or properly authorised persons collect their children from school or meet them off the school bus at the end of the school day as appropriate, except where there is specific parental authorisation to the contrary; and
- not send their child to school if he/she shows signs of a communicable disease or other infectious conditions.

3. ARRANGEMENTS FOR HEALTH AND SAFETY

3.1 HEALTH AND SAFETY OFFICER

3.1.1 The Health and Safety Officer shall be a senior member of staff with special responsibility for health and safety matters and shall be appointed each year by the Head Teacher or designated deputy. The name of the Officer shall be notified to all members of staff and to the Board of Governors at the start of each school year.

3.1.2 The Head Teacher shall inform the Board of Governors of the name of the proposed Health and Safety Officer before the end of the previous school year.

3.1.3 A deputy Health and Safety Officer shall be appointed to act in the absence of the Health and Safety Officer.

3.2 RECORDING HEALTH AND SAFETY ISSUES

3.2.1 A Health and Safety Logbook shall be kept by the Health and Safety Officer. Any member of staff who witnesses an incident, including accidents, dangerous occurrences, verbal abuse or actual or threatened violence or near miss, shall make an entry in the Health and Safety

Logbook as soon as possible after the event, but within 24 hours, and shall inform the Health and Safety Officer.

3.2.2 Accidents which are the result of normal children's behaviour, such as falling when playing, and are not caused by defective equipment or structures etc do not need to be entered in the Health and Safety Logbook. Details of any injuries resulting from such accidents shall be recorded as set out in the Medical and Intimate Care Policy. If the injury necessitates a call to the child's parents, the accident should be recorded in the Health and Safety Logbook.

3.2.3 The following details, related to each incident, shall be entered in the Health and Safety Logbook:

- Date and time of incident;
- Nature of incident (actual or near miss)
- Area (health or safety issue)
- Location of incident;
- Action taken;
- Incident open or closed;
- If open, follow up action to be taken;
- Follow up action taken, if any;
- Name and position; and
- Date report completed

3.2.4 Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work, action shall be taken to remove or isolate the hazard and to warn people until the necessary modifications or repairs have been made.

3.3 EMERGENCY PROCEDURES

3.3.1 Emergency procedures shall be carried in accordance with the Emergency Procedures Policy.

3.3.2 It is the duty of all members of staff to familiarise themselves with BESG's fire and other emergency procedures, including evacuation drills which should be practiced regularly. If in doubt about such procedures, they

should consult their superiors. Failure to follow the policy is a disciplinary offence.

3.3.3 The Head Teacher is responsible for drawing up, implementing and reviewing fire and emergency procedures at the beginning of each academic year, for ensuring that fire escapes are clearly marked and that evacuation instructions, in both Turkish and English, are posted in all classrooms, offices, and corridors.

3.3.4 Notices detailing the exact locations of the main service isolation points shall be prominently displayed so that all members of staff are aware of their locations.

3.4 SUPERVISION

3.4.1 The Head Teacher is responsible for drawing up a duty roster which shall be followed by all staff.

3.4.2 Children are allowed into the school grounds from 8.20 am each morning. From this time until 8.30 am they are the responsibility of the Head Teacher. Two members of staff indicated on the duty roster are responsible for the children on the school site from 8.30 am.

3.4.3 Class teachers are responsible for the safety of their children throughout the time they are being taught.

3.4.4 Class teachers are responsible for their pupils' safety at the end of the school day until 3.15 pm (after which the Head Teacher assumes responsibility).

3.4.5 At lunch-time, the Head Teacher (or other designated member of staff) and the lunch monitors are jointly responsible for the safety of the children.

3.4.6 The school bus monitors are responsible for the children on their buses at all times during school bus journeys.

3.4.7 The Head Teacher is responsible for the safety of all those using BESG premises when there are contractors working on site.

3.4.8 The persons leading school or private clubs, whatever time of day they are held, are responsible for the safety of those attending their clubs.

3.5 FIRST AID AND ADMINISTRATION OF MEDICINES

3.5.1 First aid and the administration of medicines shall be carried out in accordance with the procedures set out in the Medical Policy.

3.6 HAZARD REPORTING

3.6.1 All members of staff and governors shall report any hazards that could be a cause of serious or imminent danger (such as damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors) immediately to the Health and Safety Officer.

3.6.2 Verbal reports to the Health and Safety Officer shall be followed up by an entry in the Health and Safety Logbook.

3.6.3 The Health and Safety Officer shall carry out a risk assessment of the hazard identified and shall initiate any necessary remedial action.

3.6.4 A copy of the Hazard Reporting Form shall be kept in the Health and Safety Logbook. The form shall record the remedial action (if any) taken.

3.7 REPAIRS AND MAINTENANCE

3.7.1 Any member of staff who encounters any damage to or wear and tear of the premises which may constitute a hazard shall report it to the Health and Safety Officer through the hazard reporting procedure.

3.7.2 All members of staff are responsible for ensuring the good housekeeping of their own workrooms, such as offices, workshops, studios and the related storage areas.

3.7.3 Defective furniture shall be taken out of use immediately and reported to the Health and Safety Officer.

3.8 HOUSEKEEPING AND DISPOSAL OF WASTE

3.8.1 Rubbish awaiting collection or removal shall never be left where it obstructs escape routes or could aid the production or spread of fire. The duty caretaker shall be contacted if circulation or escape routes are obstructed by rubbish.

3.8.2 All members of staff are responsible for ensuring the good housekeeping of their own workrooms, such as offices, workshops, studios and the related storage areas.

3.8.3 All members of staff are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors shall be reported to the caretaker who will arrange for them to be dealt with.

3.8.4 All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely.

3.9 CLOSURE OF SCHOOL

3.9.1 Closure of the school is covered by the Closure Policy.

3.10 VISITORS

3.10.1 After completing the necessary security procedures at the school gate, all visitors shall report to the School Reception where they shall sign the visitors' book, and shall wait in the reception area until they are met by the person who they have come to meet.

3.10.2 Any member of staff seeing an unidentified person in the school shall report this immediately to the most senior member of staff on the school premises, who shall notify security and any other action they consider necessary to ensure the restraint or removal of the unidentified person.

3.11 SMOKING

3.11.1 Smoking is prohibited in the school and the school grounds.

3.11.2 All job applicants shall be informed of the no smoking policy.

3.12 VIOLENT BEHAVIOUR

No form of violent behaviour will be accepted on the school premises or at school events.

3.13 USE OF PREMISES OUTSIDE NORMAL SCHOOL HOURS

Those persons hiring any part of the school shall be responsible for ensuring the health and safety of all those attending their event and for the protection of the buildings and grounds against damage.

4. MONITORING AND REVIEW

4.1 MONITORING

4.1.1 The Board of Governors shall receive a written report from the Health and Safety Officer at each of their monthly board meetings. This report shall be brief and shall summarize the previous month's entries in the Health and Safety Logbook, and shall make recommendations for improvement of health and safety.

4.1.2 The Chair of the Board of Governors and the governor responsible for the oversight of health and safety shall be informed immediately of any serious incident and the outcome of the incident.

4.1.3 Any board member shall be permitted to examine the Health and Safety Logbook at any time.

4.2 REVIEW

The Board of Governors shall review this policy statement annually, or whenever necessary to take account of changed circumstances, and update, modify or amend it as necessary to ensure the health, safety and welfare of the staff and pupils.

APPENDIX A : SCHOOL POLICIES WITH HEALTH AND SAFETY IMPLICATIONS

The following (in alphabetical order) are the school policies and other documents that are referred to in Section 1 of this Health and Safety Policy.

- Anti-bullying Policy
- Behaviour Management Policy
- Bus Monitor Rules
- Child Protection Policy
- Closure Policy
- Emergency Procedures Policy
- End of Break Time Routine
- End of School Day Arrangements
- Healthy Eating and Drinking Policy
- ICT Security Policy
- Lunchtime Supervisors' Policy
- Medical Policy / Intimate Care Protocol
- School Trips Policy
- Wet Break Policy

There are a number of other school policies and documents that do not have any direct health and safety implications.

BESG Health & Safety Incident Form

Date and time of incident:

Name and position:

Nature of incident (actual or near miss):

Location of incident:

How did the accident happen?

Name/s of any injured person:

Injury caused (if appropriate):

Action taken:

Incident open or closed:

Date report completed and signature: _____

If open, follow up action to be taken by HSO:

Follow up action taken, if any by HSO

Date and signature of HSO: _____

BESG Health & Safety Hazard Reporting Form

Date and time hazard observed:

Name and position:

Nature of hazard :

Location of hazard:

Action taken:

Action open or closed:

Date report completed and signature: _____

If open, follow up action to be taken by HSO:

Follow up action taken, if any by HSO

Date and signature of HSO: _____