

### **Purpose**

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all students, staff and visitors to the College. Parents need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the College community.

### **Who/what was consulted?**

Over time, staff, students, parents, and Corporate Teams have contributed to this policy. The content has also been influenced by guidance from the DfE and the Health and Safety Executive and the Civil Defence inspections recommendations from visits throughout the year.

### **Relationship to other policies**

This policy should be read in conjunction with the curriculum policy, behaviour policy, first aid policy, child protection policy, subject policies, and the College documents relating to nutritional standards and College visits.

### **Roles and responsibilities**

The **Principal** is responsible for ensuring that all health and safety procedures are followed. She/he will ensure that working in conjunction with the Manager of School Operations:

- all members of staff understand and fulfil their responsibilities to ensure a safe learning environment
- staff are aware of their responsibilities and receive appropriate supervision, instruction and training
- staff, students and others are encouraged to promote health and safety
- risk assessments are carried out for activities on and off the College site
- College Policy is followed for all trips and visits
- sufficient resources are allocated to meet health and safety priorities
- health and safety inspections take place in consultation with other members of the Leadership Team
- all defects and/or hazards are reported and made safe in a timescale commensurate with the risk they pose
- specialist advice is sought as and when necessary
- a log is maintained by the Manager of School Operations and his/her team of all activities relating to ensuring health and safety.

The **Leadership Team with the Manager of School Operations and Support Staff** will:

- promote high standards of health and safety within the College
- carry out regular health and safety inspections by “Walking the College”
- ensure that there are risk assessment procedures in place

- provide appropriate resources from the College's planned budget to ensure that risks and hazards are minimised or eliminated
- ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities
- evaluate the measures taken to minimise or eliminate risks and hazards
- ensure that there is designated space for medical examination and treatment and for caring for sick or injured students during the College day
- review this policy and update it at least annually.
- reporting incidents or near miss incidents to the Vice President Health, Safety and Environment at GEMS School Support Centre via the electronic reporting solution(Rivo).

All **staff** will:

- be familiar with the health and safety policy and all safety regulations laid down by the College
- take reasonable care for their own health and safety and that of others who may be affected by their actions
- make regular safety inspections of their areas of work and report to their line manager and the Manager of School Operations any danger to health and safety, whether serious and immediate or not
- only use equipment that they are competent to use
- follow instructions when using any machinery, equipment, dangerous substance or safety device
- take an active interest in promoting health and safety and suggest ways of reducing risks.

All **students** and **visitors** to the College will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

The following persons have responsibilities, for any or all of the following:

- fire and other emergencies- Vice Principal
- first aid and the administration of medicine – College Nurses
- hazard reporting – Manager of School Operations
- security of the premises – security teams and Manager of School Operations
- maintenance of the premise – Manager of School Operations
- specific risks associated with curriculum areas, visits, mini-bus or coach travel, etc. – assigned Assistant Principal
- safety inspections – corporate office
- use of premises outside of College hours – Manager of School Operations
- waste management – Manager of School Operations with Corporate Office
- visitors and contractors – Manager of School Operations

- supplies – purchasing/procurement and deliveries – Manager of School Operations and his team
- catering and nutritional standards – Manager of School Operations and PRE

**Arrangements for monitoring and evaluation**

The Manager of School Operations will report to SLT weekly meeting on an “as needed” basis. Such verbal reports will address hazards and risks that were identified and recommend for discussion and consideration, the steps that might need to be taken to minimise or eliminate them.

**Date for review:** May 2020