



UG School HEALTH AND SAFETY POLICY

Approved by the Director of the school
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Introduction

UG is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the school seriously and use this policy, in line with our risk assessment documents.

2. SCOPE

Aims and Objectives

Health and safety in school is a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the school. The school commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

All school staff will ensure that they are up-to-date and familiar with the school health and safety policy, as well as health and safety regulations that

apply specifically to their own classroom activities. All activities should be planned by staff with consideration for the safety of themselves, their colleagues, students and members of the public.

3. HEALTH AND SAFETY COMMITTEE

The school has a Health and Safety Committee comprised of representatives from different areas in order to facilitate communication and collaboration between departments to this end. In collaboration with the Heads of School, the objectives of this committee include:

- ☐ Holding termly meetings to review health and safety in high-risk areas of the school and monitor the effectiveness of this policy. Meetings are also scheduled on an 'as needed' basis, and meeting minutes are kept and shared with the Proprietor and relevant Heads of Department.
- ☐ Ensuring that required training for staff is delivered on an annual basis to maintain compliance with local and UG regulations, including disseminating information on workplace safety, fire prevention and management, evacuation procedures and first aid.
- ☐ Ensuring that emergency drills for fire, earthquake and lockdown are conducted on at least a termly basis and that logs are kept of each drill, with feedback and comments noted.
- ☐ Ensuring that documentation on health and safety audits and risk assessments is maintained and current and that policies and procedures are updated and disseminated as appropriate or required.
- ☐ Communicating any health and safety concerns to the appropriate parties and ensuring prompt follow up on requests.
- ☐ Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

4. POLICY

The importance of good health and safety practice is promoted throughout the school and includes:

- ☐ keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- ☐ ensuring that all the relevant checks are done on the equipment and competency of contractors that come into the school and school offices
- ☐ ensuring that all staff and students are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency.

We aim:

- ☐ To provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school and school offices.
- ☐ To ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Training occurs annually during September INSET, as well as on a termly basis for fire and workplace safety as per local requirements.

- ☐ To ensure that all lessons are reviewed for health and safety concerns and potential hazards are identified, pointed out to the pupils and all care and attention is given to avoid accidents.
- ☐ For staff and pupils to use common sense at all times to take responsibility for their own safety and that of others.
- ☐ To ensure that any previously unidentified hazard should be immediately reported to the Head of School and Head of Facilities & Security.
- ☐ That staff should work together to ensure that safe work practices and procedures are applied within the schools and school offices.
- ☐ To ensure that regular safety inspections occur for the maintenance of a safe and healthy environment.
- ☐ To implement a system to report, record and investigate accidents rigorously.
- ☐ Safety training is conducted as needed or at least termly as specified by local authorities
- ☐ All staff are aware of procedures for a medical emergency.
- ☐ Arrangements are in place for a speedy and safe evacuation in case of a fire or other emergency and firefighting equipment is available and maintained. Records of all drills are maintained, and procedures accordingly reviewed.
- ☐ Medical emergency instruction posters are displayed in key areas around the sites.

Preparation for public health incidents

The School must comply with health and safety law and put in place proportionate control measures. The School must regularly review and update their risk assessments, treating them as 'living documents', as the circumstances in School and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

The School therefore makes sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from public health incidents so far as is reasonably practicable.

Where the legal provisions in force require the implementation of certain measures and conditions at school level, the school will comply with the provisions imposed by the authorities, establishing new internal provisions that will be generally binding.

Approach to risk estimation and management of health incidents

The School works through the following steps to address their risks, considering for each risk whether there are measures in each step they can adopt before moving onto the next step.

- ☐ Elimination: stop an activity that is not considered essential if there are risks attached.
- ☐ Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
- ☐ Engineering controls: design measures that help control or mitigate risk.
- ☐ Administrative controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage).

Having gone through this process, personal protective equipment (PPE) should be used in line with legal provisions.

Pupils

While school staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that students understand their role and responsibilities when it comes to whole-school and personal health and safety for staff to be able to carry out their roles effectively. As members of the school community, students take the responsibility for:

- ☐ listening to and following instructions from staff
- ☐ ensuring that their actions are safe for themselves and will not harm others in any way
- ☐ being sensible around the school site and when using any equipment
- ☐ reporting health and safety concerns or incidents to a member of staff immediately.

Accidents

In the event of an accident taking place either at school, or off-site on a school organised activity, the member of staff on-site will immediately report to the nurses or most senior member of staff. A first-aider should make an assessment of the injury as soon as possible. On the school site, this will be the school nurses, in almost all instances.

If an ambulance is required, it will be ordered by the school office or nurses in almost all instances. Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a student.

The school has an accident book with all accidents recorded in CPOMS. The member of staff supervising at the time of the incident should make a report. What happened, actions taken, injuries, and first aid administered should be recorded. The nature, cause and plans for future avoidance of accidents will be investigated and determined by Heads of School and the Health and Safety Committee within 24 hours of the incident, where possible. Some investigations may require more time, and will proceed immediately in the days following the incident until complete. First aid is covered in the Medical Policy.

All ongoing medical treatment for a student at school is covered by school insurance.

Building and site maintenance

The Head of Facility & Security Manager are responsible for ensuring that the school premises are properly maintained, comply with health and safety laws, and are easily accessible and safe for the whole school community.

They will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work e.g. wet floor signs. Any necessary Personal Protective Equipment (PPE) will be provided. Due to the nature of our buildings, windows above ground level are locked or limited by catches for restricted opening, and access to balconies restricted without appropriate adult supervision.

The school has a separate extreme weather procedure and a business continuity plan in the event of a major incident.

Identifying Health and Safety Concerns

All school buildings undergo a thorough health and safety audit on at least an annual basis, with some aspects being inspected every 6 months (eg. Structural elements),

quarterly (eg. plumbing and smoke/heat detectors), termly (eg. plug sockets and light switches), monthly (eg. hardware such as taps, flooring and toilets), or weekly (eg. Ladders, exhaust fans). A member of staff conducts these audits in the hours before students arrive at school, and documentation of the findings is kept. Any health and safety concerns, or items that require repair, are immediately communicated to the Head of Facility, who organises for issues to be addressed.

Systems such as the electrics, heating, water, etc. which are regulated by local authorities are inspected according to Georgian law and documentation of certifications obtained.

Managing Health and Safety Concerns

All staff are responsible for reporting any and all concerns pertaining to health and safety immediately. Damaged toys or learning resources should be removed from playgrounds and classrooms immediately by the member of staff who has identified these and the relevant Director of Key Stage must be notified as soon as possible. Damaged resources are then passed to the maintenance team for repair or added to the damaged resources list kept by the Resource Coordinator.

Non-urgent, low risk issues must be reported to the relevant Head of School or Department, who will then register requests with the Head of Facility or Security, on the same day by email. Staff should cite the room number or affected area and include photos of the obstacle, if possible.

Urgent or high risk concerns should be immediately reported to Heads of School by telephone or in person, who will then coordinate a response with the Head of Facility and/or Security Manager.

Staff observing, for example, a large spill, biohazardous spill, flood or leak, broken or damaged climbing equipment must remain at the site to keep others away until the area has been cordoned off or the hazard removed. If a piece of playground equipment needs to be closed for major repairs, teaching staff will be notified by their Head of School and the area must be avoided. This will also be signaled by caution tape or signs.

Any concern requiring the emergency evacuation or lockdown of the school campus should be handled as outlined in the Fire, Emergency Evacuation and Lockdown Policies.

Control of substances hazardous to health (CoSHH)

There are areas in school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

- ☐ Safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored. No student has access to the science prep rooms, where the doors have a locking system or keypad and the door is appropriately labelled. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept in the chemistry room and in the nurse's office.
- ☐ Ensuring that hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident.

- ☐ Clear labelling of all chemical bottles.
- ☐ Clear record of chemicals ordered, who they are ordered from.
- ☐ Safe disposing of chemicals.
- ☐ Strict 'off-limits' policy for students. Students will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Emergency communication

There are a number of mechanisms in place to ensure that parents, staff, and students can be made aware of an emergency situation and remain informed. The school will text message parents plus post information on the website to keep them informed of any situation and also to ask for early collection if necessary as detailed in the School Emergency Closure Policy. It is important that parents inform the school immediately of any changes in phone number or address, as it is vital that these are accurate in the school records in case of an emergency.

Fire

The school has a separate Fire policy.

Lockdown

The school has a separate Lockdown Policy.

If the school receives a bomb threat, we will evacuate as per the fire drill procedure and account for everyone. The relevant local authorities will be contacted by the security manager, who was previously informed by the relevant office/person who suspects a threat.

Occupational Health Services

In order to meet Georgian legal requirements, staff undergo a medical examination to determine if they are fit for work on an annual, biannual basis, and whenever required by law depending on their role in school.

Staff have access to the school counsellor in cases of emergency or mental health crisis, as well as school nurses for any immediate medical care needs. Staff also have access to an external psychologist if more ongoing care is required. All employees are provided with medical insurance.

Playground Equipment

Each holiday the maintenance department under the supervision of the Head of Facilities check screws, chains and ropes on the equipment to ensure safety. Each summer a further check is also made on the wood quality with sections painted, repaired or replaced as necessary.

Security

School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school. We regularly consult with key embassy security staff to review our arrangements. The school has her own security guards.

There are cameras at various points within school and the grounds.

Slips, Trips and Falls

The school recognises the risk of accidental slips, trips and falls and conducts weekly audits of potential hazards. Any member of staff identifying a potential risk is expected to report this to their line manager immediately. The following measures are taken to minimise risk:

- ☐ The mopping and thorough drying of floors is limited to low traffic times of the day/areas of the school and any wet floors are demarcated with appropriate signs.
- ☐ Spills are addressed immediately by cleaning staff. All staff must report any spills that require assistance from the cleaning crew immediately.
- ☐ Areas or flooring types considered to be higher risk are secured with non-slip matting, or friction and caution tape, such as in staircases.

Children and staff are expected to move around school cautiously and thoughtfully (ie, no running in buildings or on stairs).

- ☐ Entrance mats have been placed near all doorways.
- ☐ All climbing equipment is closed to children in wet or icy conditions, and this is regularly inspected for state of repair.
- ☐ Outdoor pathways are regularly cleared and salted during icy or snowy conditions, and any fallen foliage is removed.
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- ☐ Appropriate footwear is required for both students and adults for PE and other physical activity. This also includes appropriate footwear for wet/messy play and trips into the community.
- ☐ Corridors and walkways are kept clear of obstructions.
- ☐ Any member of staff working at height is expected to do so using appropriate step ladders and only while other members of staff are present on site. Training of members working at height will always be provided.

Smoking

There is a smoking ban throughout the site and relevant no smoking signs around the site. There is though a small, concealed, designated area behind the school (not on school property).

Suncare

During the summer months, we encourage that hats are worn and suncream is applied. Pupils in Primary have a water bottle and are encouraged to drink plenty of water. There are water machines across the site for all pupils, staff and visitors.

Violence at work

We believe that staff should not be in any danger at work, and we 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/headteacher immediately. This applies to violence

from pupils, visitors or other staff. Any instances will be dealt with in accordance with relevant policies or national law.

Workplace safety

The school will ensure that the school environment and workplace is safe for students, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice. Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

Classrooms

- ☐ Classrooms are checked for potential hazards and teachers and TAs are fully aware of their responsibilities for maintaining a safe and healthy environment.
- ☐ The Maintenance team collaborate with teachers in identifying and fixing potential hazards.
- ☐ Fire and earthquake drills are carried out regularly.
- ☐ Students are led by their teacher on a safety walk at the start of each school year and potential hazards are identified and how to avoid them is discussed.
- ☐ Where lessons require the use of specialist and potentially dangerous equipment, we ensure that: we follow best health and safety practice, such as guidelines from our membership of DATA for the use of DT tools and equipment, that risk assessments are in place and are reviewed and that machinery is inspected and maintained in accordance with recommended schedules.

When Moving Around the School

- ☐ Behaviour is monitored by all teaching staff to ensure safe practices are adhered to in the use of stairs, entrances and exits.
- ☐ Students are instructed on how to move safely around the school.

Break times

- ☐ Play equipment is monitored for upkeep in conjunction with support from staff.
- ☐ Students are monitored by staff and taught to play safely.
- ☐ A breaktime duty rota is in place and as a result there are always enough adults designated for supervision.

Housekeeping

The housekeeping staff seek to :

- ☐ Ensure, so far as is reasonably practicable, the health and safety provision and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.
- ☐ Ensure that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use.

- ☐ Ensure that all waste materials from the school are disposed of in line with safety guidance.
 - ☐ Maintain a high standard of housekeeping.
 - ☐ Report any problem or imminent danger as soon as is reasonably practicable.
- Liaise with Health and Safety representatives to carry out regular inspections of school premises.