

HEALTH AND SAFETY POLICY

Coming into force: May 2014

To be reviewed: September 2014

This policy shall be reviewed annually, at the end of the school year, in July, unless an interim review is deemed necessary based on the experiences of the school community.

Distribution: publicly, on the school website, to all staff, in the Admissions package. All categories of staff will be made familiar with this document and its implementation upon employment and/or during induction.

Introduction

Verita School is committed to putting the welfare and safety of every student and employee as its highest priority to enable each student to be able to take full advantage of the School's main aim. Therefore, it is our duty and responsibility to maintain the highest standards of safety, security, health and hygiene in order to ensure a safe and healthy learning, teaching and working environment for students, staff and other employees.

Aims

The main purpose of this policy is to ensure that the basic demands with regards to health and safety are met.

Other aims are to:

- Provide guidance to all categories of staff, parents and the school community at large
- Inform all persons concerned with the health and safety of pupils, staff and visitors (recognising that visitors may not be familiar with the School's practices and environment)
- Provide students and employees with the information, instructions, training and supervision that they need to work safely, to develop safety awareness generally and encourage individual responsibility for health and safety
- Ensure that high standards are both reached and maintained through constant monitoring and training

Our policy is:

- To maintain a secure site, to protect students, employees and the public
- To ensure all adults at school and during school-based activities who come into contact with pupils have been checked for their suitability to work with children
- To ensure the building and equipment are safe, in good repair and regularly maintained
- To ensure all areas of specific potential hazard/risk (i.e. the Food Hall, the Computer Labs etc.) have well documented visible rules and procedures for operation that are clearly understood by all persons involved within these areas
- To ensure all emergency procedures (e.g. Fire Drill Procedures, Emergency Procedures) are clear and regularly rehearsed and to plan for fire safety audits of the entire school

- To ensure all hazardous substances and equipment are properly isolated and clearly labelled or under lock away from the reach of children
- To ensure all contracted food handlers have satisfied the statutory requirements regarding health
- To effectively control the activity of contractors on the School premises
- To ensure that the School Nurse or qualified first aiders are present on site throughout the day
- To ensure all incidents and accidents are reported in the School Incidents Register
- To ensure that in the supervision of children (whether in school or on an out of school activity), the agreed pupil teacher ratio is adhered to and the necessary notification and consent forms have been completed and assessed
- To ensure that we have adequate supervision of children during break, games and activity time by members of the academic staff and that all staff are mindful of the safety and security of the children in their care
- To ensure that standards of hygiene in all areas of the school are maintained at the highest possible level

Responsibilities of Employees

All employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with others who may be affected by their actions. All employees have responsibility to:

- Undergo blood tests (part of the employment contract) and TB annually
- Take reasonable care for the health and safety of themselves and others in undertaking their work and comply with the School's health and safety policy and procedures at all times
- Report all accidents, incidents, all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager in line with the reporting procedure
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Ensure that they only use equipment or machinery that they have been trained to use and to ensure that all work procedures are safe and without risks to health
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons
- To carry out general risk assessments and specific risk assessments as required by Health and Safety legislation
- Offer advice and suggestions to improve health and safety

Responsibility of Pupils

All parents / pupils should sign the Student's Code of Conduct upon admission, which furthers the School's spirit of respect for others and school property. Alongside the signing of the student code of conducts, students are expected to:

- Make sure that all their work is carried out in a safe manner
- Protect themselves and others by wearing any issued safety equipment provided and obey all instructions given in respect of health and safety
- Notify their teacher or any staff member if they identify any potential hazard or risk, including any fires, accidents and any potential dangerous incidents
- Familiarise themselves with escape routes, earthquake and fire procedures

It is considered unacceptable by Verita School, if the parents do not bring their children into the school building, thus we stress the point that parents need to be responsible themselves by making sure that children are brought into the building at the beginning of the day. Verita School will not be responsible if parents leave their children on the curve.

Supervision of Pupils

Every member of staff is responsible for the health and safety of each student and for the cleanliness and smooth running of the School. In each area, the main role of duty staff is to patrol and maintain a presence in areas where students tend to congregate. Patrolling needs to be visible and thorough.

Teachers are expected to be on duty at various areas in the school during student arrival, break, lunch, and during all school activities.

To ensure supervision is consistent, staff are expected to arrange swaps if they are not available for their timetabled duty or include the duty in their cover requirements.

Staff should ensure students eat at the designated eating areas and remind students to put bags away in lockers and may remove any bags which are left lying around as they present both a fire risk and security hazard. Staff who miss duties will receive a verbal warning from a member of the School Board and a second offense will result in a verbal warning from the Head teacher. A third offense will result in a written warning from the Head teacher, which will be placed on the staff member's file.

Use of Equipment and Facilities

The School ensures that the following areas meet the needs of those students and staff working at the School:

- **Ventilation** - workplaces are sufficiently well ventilated with air which is, as far as possible, free of impurity
- **Temperature** – will be maintained between 22-24 degrees at all times throughout the year
- **Lighting** - sufficient to enable people to work without risks
- **Cleanliness** – floors and classrooms are cleaned daily and offices upon demand.
- **Conditions of floors and traffic routes** – these to be kept in a safe condition and have non-slip qualities. There is a requirement to keep floors and traffic routes free of obstructions which may present a hazard or impede access

Service Providers

The suitability of suppliers and service providers is the responsibility of the School Board, or of the person delegated by the School Board to deal with specific services or subcontractors. This is checked periodically or upon renewal of contract. The health of all the catering staff is the responsibility of the School Board or its appointee. Food handlers are tested periodically and trained in hygiene standards as required. Premises, where food is prepared, are regularly checked for safety and issues of hygiene.

Medical records of all service providers' staff shall be requested by the School prior to commencing operations at children's proximity. All communicable and contagious diseases need to be communicated to the School; the failure to do so may lead to the unilateral cessation of contractual relations.

It is the School's responsibility to request that every subcontractor has up to date authorizations and certifications to provide the corresponding services; that staff is lawfully employed; that Romanian legal norms are respected.

The School shall, to the extent possible in Romania, request of its suppliers to respect norms and procedures as expected from Independent Schools in the UK. The norms, standards and procedures shall be made available by the School to all subcontractors prior to the signing of a contract.

Security

The aim of the on-site security policy is to try and ensure a reasonably high level of security, primarily with regard to the safety of both students and staff and their property as well as to minimise risks of fire, intrusion and theft. Security staff is present on site 24/7 and the School grounds are regularly patrolled and checked, especially during out of school hours. The security supervisor also walks through the school grounds at regular intervals throughout the school day.

Visitors

It is the School's policy not to allow any unauthorised contact or intrusion on School grounds. Any visitor or solicitor shall be stopped at the gate and asked to present some form of ID. Visitors may not go further on School property without being accompanied by School staff or without having received permission from Administrative staff to come into the building of the school.

The School shall make use of any means necessary to prevent a breach of the security perimeter and the provisions of this policy in relation to third parties. Parents are considered a part of the school community and shall be allowed on School grounds after having identified themselves. **Drivers and any other family member other than the parents and / or tutors themselves picking up children on behalf of the family will not be allowed to pick up children without the express and prior written consent of parents or legal guardians.**

Access

The School's perimeter is guarded 24/7 by a private security company and a guard is posted at all times at the gate. The school grounds have a single entry point; the School's building has 3 access points, but 2 of the 3 doors are one-way access points and are used for emergency situation evacuations routes.

All school traffic goes through the main door on the side of the building. This access way is under video surveillance and traffic is restricted by the School's administrative staff.

Every member of the Verita community expecting a visitor should call before the visitor arrives to inform the security at the gate as all visitors to the school are stopped and checked at the school gate and directed to the school office after being issued of a "Visitor" badge. Unexpected visitors will be required to wait until they can be authorized entry by the front office.

Primary pupils leaving school independently of buses or outside regular school departure times are required to register their early leave with the School Office and be accompanied by an adult. Parents or Guardians wishing that their children be allowed to leave by themselves are required to put that in writing and submit the letter to the School Office. Children wishing to leave early need to let their

teacher / School Office know the reason for their leaving; the absence of recorded reason will generate an absence in the child's attendance registry for the corresponding amount of time. Staff will stop anyone they do not recognise who is not wearing a "Visitor" badge. Pets are not allowed on to the premises during the school day.

Cars or other vehicles are not allowed in the School's yard except for emergency situations vehicles (fire truck, ambulance). School busses will only be allowed in the schoolyard when they need to drop-off or pick-up children. At all other times, the school gate shall remain locked.

