

Health & Safety Policy

At Vishwa Vidyapeeth we believe that the prevention of incidents, accidents, injury or loss is essential to the efficient organisation of the school and take all such steps as are reasonably practicable to meet our responsibility for providing a safe & healthy working & learning environment for staff, pupils and visitors.

Health & Safety is everybody's responsibility and we must all be continuously aware of our own safety and the safety of others in everything we do. It is the responsibility of all the staff to notify the Leadership team of any health & safety issues and to remain vigilant while on the school premises. We believe Health & Safety standards should enhance the potential range of activities and not curtail them.

Purpose

The purpose of this policy is to provide all stakeholders with the necessary guidance to ensure Vishwa Vidyapeeth remains a safe and healthy working & learning environment. All staff has a personal responsibility to ensure their own health and safety at work and the health and safety of others who may be affected by their acts.

Procedures

It is important that all unnecessary risks are avoided and that reasonable measures should always be taken to minimise risks.

1. Organisation & Persons responsible

The Director and Leadership team will ensure identification of all risks relating to:

The premises

- o School activities
- o School-sponsored events
- o Ensure that the school H & S Policy is implemented and updated, as required through risk assessment and school self-evaluation processes, select the most appropriate means of minimising risk to staff, pupils and others.

Day-to-day responsibilities

The Leadership team of School will ensure:

- Safe methods of working exist and are implemented throughout the school
All staff are aware of this policy and safe working practices.
- Regular safety inspections of premises and equipment are made
- Prompt identification of potential hazards, followed by risk assessments where necessary and positive corrective action taken
- Accident and incident information is collated and where necessary carry out further investigations.
- Appropriate First Aid facilities & trained staff, protective clothing & equipment and fire appliances are provided and readily available.
- Hazardous & highly flammable substances are correctly stored and labelled and exposure is minimised.
- Appropriate arrangements are made to evacuate the school in an emergency and that regular fire drills are held

All Staff are expected to familiarise themselves with the health & safety aspects of their work.

All staff have a responsibility to:

- Understand safety evacuation procedures on their first day at work.
- Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work.
- Ensure health & safety equipment is not misused or interfered with.
- Instruct pupils, as appropriate, in the safe working practices and risks associated with their particular task at
 - the outset, such as those involving tools, machinery or hazardous substances
 - Supervise pupil groups whilst they are away from school on external visits, and ensure, as appropriate, that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment.
- Check that classrooms/work areas, equipment is safe and properly maintained before and after use.

Appointed First Aid / Manual Handling Person will:

- Take charge of the situation and summon medical assistance if necessary. Assist casualties when requested
- Keep a record of treatment or advice is given and ensures that all are documented wherever appropriate.
- Ensure First Aid boxes are correctly stocked at all times.
- Maintain an inventory of substances covered by the regulations.
- When the premises are used for purposes not under the direction of the Management, then the principle person in charge of the activities for which the premises are in use, will be expected to maintain the safe practices of this policy.

2. Accident / First Aid

- All accidents must be reported to a named First Aider.
- There are 5 named first aiders in school.
- Minor cuts, bumps and grazes may be treated by first aiders or, in their absence, by a member of the classroom staff.
- First Aid boxes are located in the main school office and the Infirmary room.
- If there is any doubt as to the full extent of the injury, or any cause for concern, the Leadership team must be contacted and a decision will be made to contact parents, or in the case of an emergency an ambulance called.
- The first aider or member of staff involved should complete the appropriate accident book/form.
- Every effort must be taken to ensure that appropriate communication with a pupil's parents concerning, an accident takes place.

3. Electrical equipment

All electrical equipment and services are regularly checked by competent electricians.

Staff should report any concerns regarding the condition of leads, plugs, sockets etc. to the Leadership team immediately. If there is any doubt as to the condition of a piece of electrical equipment, it should be taken out of use immediately and clearly marked as NOT IN USE. Particular care should be taken to minimise the use of trailing wires and cables. Power sockets must not be overloaded.

4. Emergency fire Procedures

In the event of an emergency, the alarm must be raised using the nearest call point. There are fire notices in each room in the school. It is important that all staff familiarise themselves with the fire notices and designated areas to assemble.

5. Fire drills – Minimum twice every academic year.

Fire equipment is regularly checked and serviced by a contractor.

6. Other emergencies – a gas leak or a bomb alert – the fire alarm will be sounded by a senior member of staff. Staff should follow the fire drill and position as instructed.

7. Emergency Procedures for Vulnerable pupils

Any member of staff concerned about the condition of any pupil should alert a first aider and the Leadership team. The pupil should be placed in the recovery position to maintain an airway. Any major concerns by staff who know the pupil well should be actioned by calling immediately for an ambulance. Parents must be contacted straight away.

8. Hazardous Substances

Every precaution must be taken to avoid the use of hazardous substances. Cleaning materials, Curriculum (science equipment) must be kept in locked cupboards and appropriate storage regulations followed. All substances must be kept in appropriate and clearly marked containers.

9. Hygiene and Safety

Kitchen staff should follow all regulations to ensure hygiene is observed in food handling. All catering staff should have completed training on health & safety regulations in the preparation of food.

10. Infectious Diseases

Any occurrence of any infectious diseases such as chicken pox, Conjunctivitis etc. of the staff or pupil of the school should be brought to the notice of the Leadership team. The staff/pupil is advised to stay home and return to school, only when they are completely fit.

11. Intruders

If an intruder is seen on the premises staff should challenge them for identification if appropriate. If the intruder appears threatening in any way the Leadership team and security must be contacted immediately. The Leadership team will make a decision on what procedure to follow. This decision will depend on where the intruder is and what the threat may be.

12. Manual Handling

Wherever possible manual handling will be avoided or done by mechanical means.

Risk assessments will be carried out as appropriate and manual handling tasks reduced to the lowest level reasonably practicable.

All staff who carry out unavoidable manual handling tasks on a regular basis will be trained.

13. Medication

All medications are kept in a locked cabinet in the school office. Medication is always administered in strict accordance with written instructions or an SMS from the parent (in case of a pupil) and their use properly recorded. Each pupil requiring regular medication has a completed health care plan that is regularly reviewed by the school first aiders.

All medication sent to school must have the child's name on the outside, clearly state the dose and time to be given and the medication dated. All new medication must have the parent's written consent for the school to administer it.

14. Repairs & Maintenance

Buildings, services and plant will be inspected termly by the Leadership team. Staff should report any defects or problems promptly by entering them in the defects book held in the school office/or notifying the Leadership team/Manager.

15. Risk Assessments

Many aspects of school life may have implications for Health & Safety so it is important for all staff to regularly carry out risk assessments. In many situations, visual risk assessments and staff discussions are sufficient, in other situations a completed formal risk assessment is carried out.

All visits outside the school environment have a completed formal risk assessment signed by the Educational Visits Co-ordinator /Teacher in-charge before the visit can take place.

16. School bus / School transport

All staff driving the school buses must have taken a driving test with a qualified instructor to ensure competency with the vehicles. Any defects must be reported to the Transport Coordinator immediately. The day-to-day checking of the bus is carried out by the Transport Coordinator. Staff should record all journeys. Staff should check first aid kits in consultation with the First Aiders.

17. School Kitchen

To ensure that the school kitchen is cleaned and kept tidy after use. All washing up returned to the correct cupboards.

18. Smoking at Work

Vishwa Vidyapeeth is a non-smoking site.

19. Staff Protection / Personal protective equipment

In some circumstances staff may be at risk from pupils that may scratch, pinch, kick etc. It is important that the risk is minimised and correct form of action taken.

20. Swimming

However we do ensure that when children attend swimming lessons there are adequate swimming coaches and staff provided.

Staff should always ensure that there is adequate supervision to meet the needs of their class group.

21. Violence

All violent or potentially violent incidents are reported to the Leadership team and the appropriate incident is documented. Where an injury occurs this should be done.

22. Waste Disposal

All staff should sanitise appropriately after meeting the toilet needs of pupils. All waste should be placed in the bins provided.

Protective gloves must be worn by all staff when handling fluids – All should be disposed of in the bags provided and placed in the bins outside at the end of the day

Equal opportunity and treatment

The school does not discriminate any person due to their age, gender, caste, religion and creed.

Appointed First Aid Staff:

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- To provide health & safety expertise in the area they are qualified and identify the need for relevant knowledge, skills, equipment, materials, training.
- To receive & keep up-to-date Emergency First Aid training
- To work within the relevant school policy
- To report any situation that significantly compromises health & safety

School Maintenance Staff

- To provide health & safety competence in particular areas of work
- To report any situation that significantly compromises health & safety
- If given the delegated task, to provide general supervision to contractors working on the school site

Contractors

- To undertake work in a safe manner in compliance with health & safety law and approved guidance
- To notify the Leadership team of any situation in which the health & safety of others are affected by the contractor's activities is or may be significantly compromised.

Information for all visitors and contractors working on school premises

Welcome to Vishwa Vidyapeeth. The school telephone number is: 080 23095600. For your own and other people's safety please comply fully with the following safety procedures.

- On arrival, please report to the school office where you will be given a visitor's badge and sign in/out in the visitor's book.
- The school operates a policy which does not allow smoking anywhere on the premises or school grounds.
- Staff toilets may be used by adults – **children's toilet facilities must not be used.**
- For First aid facilities please contact the school office.
- In the event of a fire or emergency evacuation, please follow the emergency evacuation procedure which is displayed in prominent positions around the school. A prolonged ringing of the fire bell signifies an emergency evacuation of the premises.
- Contractors must inform the Leadership team or senior member of staff prior to work commencing with any potentially dangerous machinery, materials or substances to be used on the site.
- The use of radios is not permitted on the school site while children and staff are working.
- We expect that appropriate behaviour/language should be maintained at all times.
- You have a personal responsibility to comply with the school safety policies in order to ensure your personal safety and that of all the children and staff working in our school. These will be made available for your inspection on request.

Thank you for your co-operation – we hope you enjoy your visit to our School.

Leadership team

Signed

Name -----

Accident Reporting

Major Injuries

Call for an Ambulance(100) and shift the pupil/staff to the nearest hospital. Report the incident to the Leadership team immediately. Call the parents of the pupil/ staff and keep them aware of the incident.

Minor Injuries

Minor injuries to pupils should be recorded in the Pupil Accident Note Book placed in the Infirmary. Any major injury to a pupil or any injury to an adult which requires First Aid treatment, should be recorded in the Accident Book.

All such accidents should be investigated to try to prevent their re-occurrence

Reportable incidents

Reportable injuries, dangerous occurrences and occupational diseases are major incidents as detailed below.

1. Death of any employee, pupil or visitor
2. Major injury to an employee arising out of an accident at work
 - a. Any fracture other than to fingers, thumbs or toes.
 - b. Any amputation.
 - c. Dislocation of the shoulder, hip, knee or spine.
 - d. Loss of sight, whether temporary or permanent.
 - e. A chemical or hot metal burn, or any penetrating injury to the eye.
 - f. Any injury resulting from an electric shock or electrical burn leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours.
 - g. Any other injury -leading to hypothermia, heat-induced illness, or unconsciousness; requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
 - h. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
 - i. Absorption of any substance by inhalation, ingestion, or through the skin causing acute illness requiring medical treatment or loss of consciousness.
 - j. Acute illness requiring medical treatment that is believed to have resulted from exposure to a biological agent or its toxins or infected material.
3. Injury that requires hospital treatment, to anyone who is not an employee, but who is affected by equipment, substances or activities in school or its facilities. This does not include break time, sports or off-site injuries to pupils.

Dangerous Occurrences

1. Lifting Machinery - the collapse, overturning or failure of any load-bearing part.
2. Pressure Systems - the explosion, collapse, or bursting of any closed vessel or associated pipework which had the potential to cause a death.
3. Overhead electrical lines - any unintentional incident in which plant or equipment either came into contact with an un-insulated overhead electric line or cause an electrical discharge from such a line by coming close to it.
4. Electrical short circuit or overload causing fire or explosion and which stops the use of the plant involved for more than 24 hours or which had the potential to cause a death.
5. Biological Agents - any incident resulting in the release of an agent with the potential to cause severe human infection or illness
6. Ionising Radiation - any potential exposure due to the breakdown of equipment or control systems.

7. Collapse or partial collapse of scaffolding.
8. Pipelines - any bursting, explosion, collapse or damage resulting in the close down of the pipeline for more than 24 hours or with the potential to cause a death. Any unintentional ignition of anything in a pipeline.
9. Collapse of building or structure - any unintended collapse or partial collapse during construction or alteration, or of any floor or wall of the workplace.
10. Explosion or fire - any incident resulting in the suspension of work for more than 24 hours.
11. Escape of flammable substances - any sudden or uncontrolled release
12. Escape of substance - any accidental release or escape liable to cause death, major injury or other damage to health

Classroom checklist

Complete the form on the first day of each term or to report a hazard issue

	Questions you should ask:	Yes	Further action needed?	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, e.g. water, blood from cuts?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, e.g. a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc. protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?			

Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.) Has any damaged electrical equipment been taken out of service or replaced?			

Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
Fire	If there are fire exit doors in the classroom, are they: unobstructed; kept unlocked; and easy to open from the inside? Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			

Additional issues	Location	Yes	Further action needed?	N/A
Reported by:		Date:		

Further action needed (management use)

Hazards noted and when	Action taken and when:	Any further action required? (Y/N)

Name (and position)	Signature:	Date
Location/name of classroom:		

Signed Date