

Introduction

The purpose of this policy document is to define the principles, aims and organisation of Health and Safety within Melrose and The Ladies' College Pre-Preparatory Department and to provide a framework which;

- Promotes consistency in school planning and school practice.
- Facilitates development and change.
- Informs new staff, pupils, parents, governors and the wider community.

This policy is reviewed annually. Any changes in the meantime will be added as appendices until discussion and incorporation at the next full review.

This policy should be read in conjunction with the First Aid Policy, Ladies' College Offsite Visits Policy, the Ladies' College PE Policy and the Ladies' College Science Policy.

Principles

The policy of The Ladies' College is to ensure that, in so far as is reasonably practicable, we provide a safe, secure environment in which teaching and learning may effectively take place.

Responsibilities

- The ultimate responsibility for health and safety in the School lies with the Board of Governors. The Board of Governors delegates to the Principal the task of establishing an adequate Health and Safety Policy and for setting a framework for its implementation, monitoring and reform as necessary and to the Bursar the achievement of the School's Health and Safety Policy overall.
- Health and Safety is not exclusively the responsibility of management but involves everyone. Staff and pupils must endeavour to practise and promote high standards and take reasonable care of themselves and others.
- Specific responsibilities for subjects taught to Melrose pupils by Senior School colleagues must be assumed by particular Heads of Departments e.g. PE, Science – who are required to produce their own policy document relating to their department.
- The Premises Manager will provide the Policy for Fire Safety and Health and Safety, which affects several departments e.g. outside visits and excursions, dining area at lunch times.
- The Bursar and Melrose Head Teacher will assume a general responsibility for consultation with staff and pupils on all aspects of Health and Safety.
- Health and Safety training will be provided as and when is necessary.
- Any member of staff who becomes aware of an actual or potential Health and Safety problem must bring it to the attention of the Melrose Head Teacher, who in turn should report any concerns in writing to the Bursar or the Health & Safety Committee.
- Staff and pupils must remember that security is an essential part of Health and Safety and therefore they must take care to ensure that unnecessary risks to persons and property are avoided.

Health and Safety Committee

The Committee currently consists of Principal, Deputy Principal, Bursar, Melrose Head Teacher, Premises Manager, Educational Visits Co-ordinator and representatives from the Art, Design Technology, PE and Science departments.

Guidelines Relating to Responsibility on Health and Safety Matters

The Principal bears the ultimate responsibility for all school safety organisation. She delegates to the Bursar, Deputy Principal and Melrose Head Teacher the following responsibilities.

- To be the focal point for day to day references on safety and give advice or indicate sources of advice.
- To co-ordinate the implementation of the approved safety procedures in the school. To maintain contact with outside agencies able to offer expert advice.
- To stop any practices or the use of any plant, tools, equipment, machinery etc. considered to be unsafe until satisfied as to their safety.
- To make recommendations to the Board of Governors for additions or improvements to plant, tools, equipment, machinery etc. which are dangerous or potentially so.
- To make or arrange investigation of premises, places of work and working practices on a regular basis and to ensure that appropriate procedures are in place so that accidents and hazardous situations can be reported.
- To review from time to time:
 - the provision of First Aid in the school (see Section 2 of Practical Arrangements) and
 - the emergency regulations
 - to make recommendations for improving the procedures laid down.
- To review regularly the dissemination of safety information concerning the school.
- To recommend necessary changes and improvements in welfare facilities.
- To ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware.
- To ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff.
- To inform the Board of Governors periodically of the safety procedures of the school.

Teaching and Support Staff

All staff are expected to take the following responsibilities:

- To exercise good standards of practice.
- To know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied.
- To observe standards of dress consistent with safety and/or hygiene.
- To know and apply the emergency procedures in respect of fire and first aid.
- To use and not wilfully misuse, neglect or interfere with things provided for ones own safety and/or the safety of others.
- To co-operate with the appropriate safety authority of the States of Guernsey and the enforcement officer of that authority.

Heads of Departments and Non-Teaching Staff holding special responsibilities with respect to Health and Safety

The Staff have the following additional responsibilities:

- To be responsible directly to the Principal for the application of existing safety measures and procedures within Melrose / Ladies' College Pre-Preparatory Department. Advice or instruction given by the Principal must also be observed.
- To establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risk to health in connection with use, handling, storage and transport of articles and substances, e.g. chemicals, boiling water, duplication fluid and guillotines.
- To resolve any Health and Safety problem any member of staff may refer to them and to refer to the Bursar or to the Health & Safety Committee any problems for which they cannot achieve a satisfactory solution using the resources available to them. (See Hazard Report Form – Appendix G).
- To carry out a regular (at least once a year) safety inspection of the activities for which they are responsible. Inspections should be accurately recorded and, if required, a report submitted to the Bursar or Health & Safety Committee.
- To ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.
- To, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Authority.
- To propose to the Bursar or to the Health & Safety Committee requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially so.

Class Teachers

The safety of pupils in classrooms, laboratories, studios, kitchens, gymnasiums and outdoors is the responsibility of class teachers. Teachers have, by tradition, carried the responsibility for the safety of pupils when they are in their charge. If, for any reason, a member of staff cannot accept this responsibility the matter should be discussed with the Principal before the lesson takes place.

Class Teachers are expected to fulfil the following:

- To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire and first aid and to carry them out. At the beginning of each academic year they should go through these rules with their classes.
- To know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- To give clear instructions and warnings as often as necessary.
- To follow safe working procedures personally.
- To require protective clothing, guards, special safe working procedures, etc. where necessary.
- To make recommendations to the Head Teacher e.g. on safety equipment, additions or improvements to tools, equipment or machinery, which are dangerous or potentially dangerous.
- To be aware of any pupils' health problems which may affect their health and safety in the classroom.

Pupils

Pupils are expected to take into account the following:

- To exercise personal responsibility for the safety of themselves and of other girls in the school premises and school grounds.
- To observe standards of dress consistent with safety and/or hygiene.
- To observe the school rules relating to behaviour, uniform and hair at all times.

Other users of the premises

Other users of the premises will be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school will be made aware of the appropriate health, safety and welfare policy and arrangements applicable to them by the teacher to whom they are assigned. A terms and conditions document covering Health & Safety issues must be signed.

Contractors on School Premises

Building work on occupied premises may create risk for those engaged in the work, for staff and pupils, and for those entering the premises. The Governors of the school have responsibility for the safety of the fabric of the building and for ensuring the safe procedures of outside contractors. This will be in accordance with the Education Council's Procedure for Building Contracts Undertaken on Education Premises (Strategies for Health, Safety and Welfare of Staff and Pupils).

Parents & Visitors

All parents and visitors to the school should report to the office to collect their security badge and sign in and out.

If visitors are invited to the school everyone should be informed by a notice on the notice board in the staffroom.

If any member of staff is concerned about the presence of an unexplained adult in the school or the grounds they should ask for identification and purpose of visit in the first instance and then the Head Teacher or in her absence the Deputy Head Teacher should be informed.

Responsibility for Pupils

The Melrose and Pre-Preparatory Department staff, acting in loco parentis, accept responsibility for the pupils during school hours, from 8.45 a.m. for Pre-Preparatory Department pupils and 8.30 a.m. for the remainder of the school. Pupils attending Early Morning Club will be supervised from 7.45am.

Unless a pupil is attending a Melrose after school club it is our expectation that girls will be returned to the care of their parent or guardian within fifteen minutes of the end of the school day. (Pre-Prep & Lower Prep - 3.00pm, Middle & Upper Prep – 3.10pm and Junior Pupils – 3.45pm). After that time pupils will wait in Reception, supervised by the Secretary until they are collected.

Pupils generally stay at school at lunch times but may go home / out if a request has been received by parents. Pupils going out are not the responsibility of the staff and should be signed out on leaving. On returning to school girls should be signed in and handed over to the care of the lunchtime supervisor on duty.

Auxiliary Services

We co-operate fully with the States of Guernsey as far as school medicals, dental inspections etc. are concerned.

Practical Arrangements

Accidents

- All accidents at Melrose must be recorded on a Pupil/Student Injury Form (Appendix B) available from the Melrose Staff Room. This must be given in to the Melrose Head Teacher or Deputy Head Teacher for review/sign off.

- Accidents in the Pre-Preparatory Department must be recorded in the Pre-Preparatory Accident Book as required by HSC.
- Serious accidents may require investigation. This accident investigation will be carried out internally by the Principal or Deputy Principal in accordance with advice given in Health and Safety in Schools, (p. 49/50), 1991, B. Stock, Croner Publishers.
- The procedures listed above apply to accidents concerning pupils if, however, any member of staff or visitor is involved in an accident the Bursar must be informed immediately and the relevant Accident Form completed for sign off by the Principal and Bursar.

First Aid

See First Aid Policy

Untrained staff may attend to minor injuries, e.g. cuts, bruises, grazes and minor burns, but in the event of other injuries of a more serious nature, e.g. deep cuts, suspected dislocations or fractures, they must seek assistance from a First Aider. A list of First Aiders is displayed in the Staff Room. Gloves must be worn by staff attending to injuries involving blood.

First Aid Boxes

- These are made up and issued by two Learning Support Assistants. (Named on First Aid List). The permitted contents of First Aid boxes are restricted to those items that can be used by an untrained person to treat themselves or others without risk of exacerbating injuries.
- Printed card listing the contents.
- Gloves
- Plasters/ Assorted Adhesive dressings (Mepore)
- First Aid dressings and eye pad
- Triangular bandage
- Tweezers
- Safety pins
- Vent Aid / face shield (not for use by untrained staff)
- Eye wash (sterile single tubes)
- Saline wound cleansing wipes.
- Vomit bags.
- Scissors.
- Hazard disposal bag.
- Antibacterial hand wipes.
- Tissues
- Ice packs are available from the freezers in the Melrose Staff Room and Pre-Preparatory Department.

First Aid boxes should be constructed so as to ensure that the contents are kept clean and dry and labelled with a cross on a green background so as to be easily identifiable.

First Aid boxes are located in the Melrose Staff Room, the Pre-Preparatory Department, the Melrose kitchen, and the top floor photocopier room, the Senior School Gym, Swimming Pool and the bottom of the main Melrose staircase. 'Bum Bag' first aid kits are kept in the Melrose Staff Room and Middle Prep outer area to be taken outside at break times. There is also a first aid cabinet in the reception area at the Senior School.

NOTE: It is the responsibility of the member of staff using items from the First Aid kit to notify those responsible for replenishing the kits promptly if replacements are required. First Aid boxes are checked every half term and the contents updated as necessary.

‘Travelling First Aid Kits’

Kits must be taken on all out-of-school visits. These must be collected from the Staff Room or the Middle Preparatory classroom and returned after the event.

Defibrillator

A defibrillator is kept at the bottom of the main Melrose staircase for use by anyone.

Break Duties

A list of teachers on Break duty in the playground or indoors is posted on the Staffroom notice board.

All teachers on duty will carry a first aid bag with them at all times and be responsible for ensuring that the playground gates are shut. The raised zebra crossing should be used to access the Junior Playground.

Minor cuts and abrasions will be dealt with by the lunch time supervisor or the teacher on duty who is supplied with a first aid bag. For anything more serious a Pupil/ Student Injury form should be completed and the parents should be contacted. These forms are kept in the staffroom and once completed and signed should be kept in the folder in the staff room. An accident is defined as any incident resulting in the child seeking medical treatment at a Doctor’s surgery or hospital or when the advisability of seeking such treatment is debated.

For any head injury the parents should be phoned and informed of the injury, and consulted as to whether or not the decision is to collect the child or leave the child at school. The lunch time supervisor or teacher on duty should also ensure that the class teacher is informed of any accident, however minor, so that the child can continue to be monitored.

If a serious incident occurs during break time and the member of staff is unable to leave the pupil. Two older pupils will be sent with a ‘Help’ card (kept in the bum bags) to get assistance from another member of staff.

All staff must use safety cups if carrying hot liquids around the school.

Ambulance

If it is seen to be necessary to summon an ambulance, the parents will be notified. A brief note giving details of accident/illness together with the girl’s name, address and name of her family should be given to the ambulance crew. If it is possible, a member of staff will accompany the girl to hospital in the absence of the parents.

On no account should provision of urgently needed medical treatment be delayed pending the arrival at school of parents.

Medicines

Medication will not be administered to pupils in school except in special circumstances when requested by a parent. These requests must be made in writing and be agreed by the Head Teacher. Medication must clearly labelled with the student's name and exact details about the medicine and dosage instructions and be stored in the medicine cabinet in the staff room.

When medicines are issued to pupils, the date, time and dosage will be recorded in the Medical Book on the medicine cabinet and initialled by the member of staff administering. Parents will be informed.

A list of children keeping asthma inhalers at school is displayed in the staff room. Parental permission must be given for children to bring asthma inhalers to school. Asthma inhalers kept in the teacher's desk must be labelled with full instructions for use and a note made of the date and time of use.

Epipens will be kept in a named wallet, labelled on the outside with the child's name, photograph and instructions for use. Children requiring Epipens should keep two packs in school, one will be kept in the marked cupboard in the staff room and the second will be kept in the Melrose staff room (Lower Prep) and Senior School Reception.

A photographic display of children with severe allergies, particularly those with epipens, will be posted in the staffroom. **It is the parents' responsibility to check expiry dates of all medications.**

Sick Children

Sick children in Melrose who are not well enough to be at school, report to the school secretary (KA) on the ground floor with a note, signed by the Head Teacher or member of SLT. Parents are phoned to come and collect their child.

Parents collecting children should report to KA or the teacher or lunchtime supervisor on duty before taking their daughter home with them, so that the register can be adjusted.

If there is an accident or sudden illness at lunchtime it will be reported to the Lunchtime Supervisor who will inform the Senior teacher in the school and then take action to complete an accident report, inform the class teacher and contact parents. All parents must provide an alternative contact number.

Exclusion after Illness or Contagious Conditions.

Parents are requested not to send their daughter to school or Pre-Preparatory Department if she is unwell.

In cases of accident or illness during school hours parents will be contacted and asked to take their daughter home or to a doctor.

Girls should not attend school with:

- A reportable illness or condition that is contagious and a physician determines the child has not had sufficient treatment to reduce the health risk to others.
- A bacterial infection such as impetigo if they have not completed 24 hours of antimicrobial therapy.
- Lice, ringworm or scabies that is untreated and contagious to others.
- Any condition which requires more care than staff can provide without compromising the health and safety of other children.
- Diarrhoea and Vomiting for at least 48 hours after cessation of symptoms.

Fire

Fire drills take place 2/3 times a year.

The Premises Manager is responsible for the maintenance of exits and fire routes and the regular maintenance of the fire extinguishers.

Fire Blankets are wall mounted and are located in;

- Kitchen.
- Computer Room.
- Pre-Preparatory Department.

Rules for Fire Drill

- Silence on hearing the fire alarm
- Prepare to leave the room immediately – do not take any belongings with you
- Shut doors
- Walk briskly, in silence, to assembly point
- Assemble on the netball court in Forms where registers are taken
- Wait in silence until officially dismissed

A copy of the Fire Drill is to be displayed in every working room.

The Fire Drill is to be brought to everyone's attention at the start of every term.

Procedure of Fire Drill

- Silence should be observed from the time the fire bell sounds, until the school has been dismissed.
- The Premises Manager and/or Caretaker check the location of the fire on the Control Box. The school secretary will take the registers outside where they will be collected by class teachers or Pre-Preparatory Department Practitioners.
- Staff who are teaching should escort the class outside by the nearest route having closed the door of the room on leaving. Once outside, Class Teachers or Practitioners (or covering staff) should stand at the front of their form line and check that all the girls are there by calling the register.
- The School Secretary will take paper copies of evacuation reports for the day to the assembly point.
- Staff not teaching should make their way to the outside by the nearest route having closed the door of the room on leaving. All other staff should gather on the netball court. This includes all support staff.
- Any absences should be reported immediately to the Head Teacher.
- The school must wait in silence for the drill procedure to be completed. Once it has been established that everyone has been accounted for the, school will be dismissed by the Head Teacher or Deputy Head Teacher.
- During a fire drill at lunchtime when the School Secretary is absent, the Deputy Head Teacher will take the evacuation reports for the day to the assembly point and distribute the cards to the appropriate adults for checking.
- Registers are completed online. Morning registration takes place by 8.45am; afternoon registration takes place by 1.10pm. The member of staff designated to teach each class for period six each day is responsible for completing the registration of that class for the afternoon session. Teachers responsible for After School clubs keep their own registers, including phone numbers. Copies of contact details of girls attending after school clubs must be given to Miss Anders at the start of each term.
- In the case of pupils attending PTA events, without their parents, for example Movie Nights, registers must be kept and pupils signed in and out of the school.

Hazards

Everyone is responsible for identification of hazards.

They should report hazards (using Hazard Report Form – Appendix G) to the Premises Manager or Bursar who may take interim measures pending rectification. The Premises Manager is responsible for arranging for remedial works.

Electrical Safety

The four major principles of the Electricity at Work Regulations 1989 are: -

- to ensure that electrical systems or services are designed to prevent danger
- to ensure that electrical systems or services are maintained so as to prevent danger
- to ensure that electrical equipment (i.e. the portable electric equipment which is connected to the electrical systems) is suitable for use and properly and competently maintained
- to ensure that every work activity which involves electricity is organised and carried out so as to avoid danger.

Procedures

- The fixed electrical circuits within the school should be inspected and tested at least every 5 years by a competent person. The Premises Manager is responsible for making the arrangements for this section.
- Where wiring is more vulnerable to damage and abuse, e.g. surface wiring in a temporary classroom, it should be inspected every 3 years.
- Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied.
- The electrical circuits associated with stages/theatre halls should be inspected every two years.
- Schools should keep a register of all electrical equipment and it should not be possible for apparatus previously discarded as defective to slip back into use. This is the responsibility of all Heads of Departments.
- Equipment, which was not manufactured to current standards, may require modification.

Substances 'Hazardous to Health'

The Control of substances Hazardous to Health (COSH) Regulations 1988 cover substances in the following categories:

- substances labelled by suppliers as very toxic, toxic, harmful, corrosive or irritant
- substances for which a maximum exposure is specified
- a micro-organism used at work that constitutes a hazard to health
- dust of any kind if it is present in substantial concentration in air
- any substance not included above which creates a comparable hazard to health

Procedures

- Departmental Health and Safety policies should take account of hazardous substances used within their departments.
- Where small quantities are involved the Premises Manager will store hazardous substances for some departments and, following an annual inspection of the materials, will inform the departments of the need to replace such materials if necessary.
- The Premises Manager is required to ensure, so far as is reasonably practicable,:
 - that cleaning staff are informed of the hazards and necessary precautions to be taken;
 - that cleaning staff take the recommended precautions;
 - that the specified personal equipment is kept available, is maintained in good use and is used.

- Cleaners are legally required to make full and proper use of the personal protective equipment provided to protect their health and to report immediately any defect in that equipment to the Premises Manager.

Hygiene and Health

Where large numbers of people work in close proximity there is an ever present risk of outbreaks of certain infectious diseases.

Procedures

- A high standard of personal hygiene must be encouraged.
- Staff should ensure that any cuts or broken skin are covered with waterproof or other suitable dressing while at work.
- Particular care must be taken when dealing with bleeding or other cases of spillage of body fluid.
 - Plastic gloves should be worn.
 - Ordinary household bleach diluted 1:10 with water should be used for disinfecting purposes. NB. Do not allow this solution to come into contact with skin or eyes. Flush with water if contact occurs.
 - Keep people from the area until the spillage is dealt with.
 - If the position of the spillage allows – expose the area to diluted bleach for 30 minutes.
 - Contaminated paper towels should be flushed down the toilet or treated as infected waste.
 - Infected waste should be incinerated or placed in a yellow plastic sack for disposal.
 - On completion of work involving the cleaning up of body fluids hands should be thoroughly washed.
- Smoking. There must be no smoking on the school premises.
- Melrose windows should only be opened at the top and only by an adult.
- Melrose window blinds to be operated by adults only or by children under adult supervision.

Environment

Any defects in heating, lighting and ventilation should be reported to Premises Manager or Bursar who will take action to rectify the fault.

Lighting – The Chartered Institution of Building Services, in its Code for Interior Lighting 1984, recommends levels of 300 lux in halls, classrooms, libraries, gymnasium and workshops and 500 lux in art rooms, needlerooms (with supplementary local lighting) and laboratories, (p. 128, Health & Safety in Schools, B.Stock, 1991, Croner Publishers).

Temperatures – The Education (School Premises) Regulations 1981 specify the following:-

- Temperature of 18°C in areas where there will be an average level of activity and an average level of clothing (e.g. classrooms).
- Temperature of 20°C in areas where persons are lightly clad and inactive (e.g.: medical room, changing rooms).
- Temperature of 14°C in areas where occupants are lightly clad but where activity is vigorous (e.g.. gymnasium).
- Temperature of circulation spaces, corridors etc. should be within 3°C of the area they serve.

Health and Safety Committee

- The Committee currently consists of Principal, Deputy Principal, Bursar, Melrose Head Teacher, Premises Manager, Educational Visits Co-ordinator and representatives from the Art, Design Technology, PE and Science departments. Other members of staff will be invited to attend

meetings where appropriate. Minutes of all meetings will be recorded and will be accessible to all staff.

- The Committee shall meet once a term. Additional meetings will be held where circumstances warrant them, subject to agreement between the Principal and staff representatives.
- The objective of this committee is to promote co-operation between all employees and pupils with a view to achieving and maintaining a safe and healthy workplace for staff and pupils.
- The following will be standard agenda items:
 - discussion of all accidents which have occurred since the last meeting (ref. accident slips) and of any remedial action taken to prevent a recurrence
 - report of fire drills taken since last meeting and to discuss any matters arising
 - discussion of any reported hazards and any action taken to rectify and prevent a recurrence
 - discussion of staff training in Health and Safety
 - to review the school's Health and Safety Policy annually and make any necessary amendments
 - to discuss departmental Health and Safety Policies annually (PE, IT, Science, Art, Drama etc.).

Inspections

The Premises Manager takes the responsibility for organising inspections by specialist agencies e.g. fire, gas and electricity.

Departments are responsible for developing their own Health and Safety Policy and operating their own inspections as and when is required e.g. annual inspection of electrical appliances. Heads of Departments are required to keep a record of all equipment and dates of inspections. The Premises Manager is responsible for undertaking inspections for general areas and small departments of the school.

Information

Staff can obtain Health and Safety information from diverse sources:

- School Health and Safety Policy. Each member of staff must have access to a copy of this document.
- Health and Safety in Schools. B. Stock, 1991, Croner Publications Ltd.
- Professional organisations e.g.. Association for Science Education, ATL etc.
- The Guernsey Health and Safety Executive <http://www.gov.gg/article/5162/Health-and-Safety>

Induction of New Staff

New staff will be provided with a Staff Handbook and Ladies' College Health and Safety Policy and, where appropriate, a Departmental Handbook containing departmental health and safety policy. An induction meeting will be provided to all new staff by the Head Teacher before the start of the term of employment.

Out of school visits

See The Ladies' College Offsite Visits Policy

*Hazard Report Form.

