

Health and Safety Policy

We are committed to the implementation of the Health and Safety in Work Act. The policy reflects the directors' commitment to do all that is reasonably practical to promote the health and safety of all employees, students and visitors in Creative.

Aims

We endeavour to

- Provide and maintain a safe and healthy environment conforming to statutory requirements.
- Ensure that a health and safety policy is prepared, monitored and reviewed.
- Ensure that the appropriate action is taken regarding health and safety matters.

Directors' Responsibilities

- To take day to day responsibility for all health and safety matters in Creative.
- To ensure that staff have understood responsibilities defined in the Health and Safety Policy.
- To undertake annual risk assessments and report findings to staff.
- To ensure systems are in place to report accidents, incidents, fire drills, theft etc.
- To monitor purchasing and contracting procedures to ensure the Health and Safety Policy is complied with.
- To develop safety awareness and ensure best practice to maintain a positive safety culture.
- To maintain a safe and healthy place of work and safe access and leaving from it.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the premises.
- To lay down procedures to be followed in case of an accident.
- To provide and maintain adequate welfare facilities.
- To be the focal point for day-to-day references on safety and give advice or indicate sources of advice.
- To coordinate the implementation of the approved safety procedures.
- To maintain contact with outside agencies able to offer expert advice.
- To report all known hazards immediately and stop any practices they consider to be unsafe until satisfied as to their safety.
- To make or arrange for investigations of premises, places of work and working practices on a regular basis and ensure that they are kept informed of accidents and hazardous situations.
- To review from time to time the provision of first aid in the school and the emergency regulations.
- To make recommendations for improving the procedures laid down.
- To review regularly the dissemination of safety information concerning Creative.
- To recommend necessary changes and improvements in welfare facilities.

- The maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces.
- Erecting temporary warning signs on any floors that become slippery from cleaning operations, leaks or spills etc.
- The maintenance of fixtures and fittings i.e. replacing light bulbs, tubes etc by arranging for repair.
- Testing fire alarm system.
- Keeping storage areas tidy and ensuring that any highly flammable liquid e.g. cleaning materials are stored in safe areas.
- Wearing appropriate personal protective equipment e.g. gloves when handling waste; ensuring all cleaning staff wear personal protective equipment.
- Storing cleaning substances in accordance with the manufacturer's advice and in a locked area when not in use.

Staff have a responsibility

- To adhere to Creative's health and safety procedures.
- To take reasonable care for the health and safety of themselves or any other person/student who may be affected by their actions.
- To report to the directors any health and safety matters that come to light in the course of their duties.

Arrangements for healthy and safety procedures for various aspects of time at Creative

Hazards

The general definition of a hazard is taken as something with the potential to cause harm. These include:

- Physical causes – falling, injuries, fire etc
- Biological/chemical causes – hazardous substances, legionella etc
- Environmental causes – poor lighting, ventilation, temperature etc

It is Creative's policy to comply with the standards for cleanliness, overcrowding, temperature, ventilation and lighting, as detailed in the Workplace Regulations 1992.

In particular, staff should:

- Check the classroom/work area and equipment is safe before use.
- Ensure that areas are not overcrowded and that furniture and equipment is arranged to allow unobstructed passage to all areas and exit doors.
- Report to directors any damaged or defective furniture and equipment or sharp edges which may cause injury or damage to clothing.
- Keep classrooms/work areas tidy and to clear out any unwanted items.
- Ensure that the students leave the areas in a tidy condition.
- Not use chairs to climb on.
- Ensure that they do not lift or attempt to move anything that they consider to be too heavy or awkward for them.
- Ensure that students are made aware of safe working procedures.
- Park cars in the designated areas.

- Be aware of all emergency procedures i.e. fire, first aid.

Fire Procedures

Fire extinguishers are checked annually. Fire alarms are serviced annually. Fire alarms are tested weekly.

Fire drills will take place termly. Notices describing fire procedures, routes to be taken, assembly points etc. are displayed by each door and all members of staff must be aware of evacuation procedures. Once students are assembled, teachers must account for every student. Anyone missing should be reported to the directors.

Accidents and First Aid

Regulation first aid kits are situated at various points in the building. The directors are responsible for checking the kits and replacing contents.

Minor injuries sustained during the day can be treated by staff. More serious incidents must be reported to the senior management team who will contact the parents/carers and decide if a hospital visit is required. All accidents of a very serious nature, e.g. broken limbs, must be reported to the Health & Safety Executive.

Anyone treating an injury involving blood should wear disposable gloves provided. A First Aid kit is to be taken on trips. Minor injuries, such as cuts and grazes can be dealt with immediately. In the event of more serious injury, the person in charge of the trip will make a decision as to the best course of action. A mobile phone should always be taken on any trip/walk.

Medicines

Parents/carers are responsible for the administration of all medicines, except for those with asthma. Students with asthma must be able to use their inhalers independently. All staff should be aware of any student that has a serious medical problem (through school medical register in locked contact cupboard).

Three day first aiders may supervise administration of medication by students who have to receive it on a regular basis, once school forms have been completed and processed and a risk assessment put in place.

Illness

Students who feel unwell should be sent home and parents/carers informed. For details of inclusion/exclusion periods for communicable disease refer to the poster in office.

Health Matters

Hand washing facilities exist in all toilet/washroom areas. Students should regularly be reminded of the importance of good hygiene.

Security

All visitors/contractors must report to the office upon entering the building. All visitors/contractors that remain on the premises will sign the visitors' book and will be issued with a visitor badge.

Any other person found on the premises should be challenged and asked to leave if there is no valid reason for their presence. Under no circumstances should staff attempt to evict the intruder by force. The police should be called so that they can deal with this matter. **A Director should be informed immediately.**

Violence

Violence, assault, physical and verbal abuse are not acceptable in any circumstances. Incidents of student violence and/or physical assault is to be reported immediately to a director.

Electricity

There is an annual safety check of all electrical equipment. Nevertheless, all staff should check electrical equipment before use to ensure that plugs/wiring etc. is safe for use. Any item found in need of attention should be withdrawn immediately from service and reported to the director. All personal electrical equipment accepted on site must be tested before it can be used.

Contractors

Contractors must ensure that any work being carried out on, or near to, the premises does not pose a health and safety risk to employees, students or visitors. Contractors must conform to the health and safety standards of Creative. All contractors must report to the office before beginning work. They should follow Creative's signing in procedure and wear a visitors' badge. The director is to be informed of the arrival on site.

Educational Visits (see Education Visits Policy)

A mobile phone must be taken on all school visits. Parent/carers must be informed about all visits and what each visit entails e.g. time, activity. Students should not be left unsupervised for any reason.

Monitoring, evaluation and review of this Policy

This policy will be reviewed on an annual basis