



THE BRITISH SCHOOL OF MILAN

LEARNING TO EXCEL SINCE 1969

HEALTH & SAFETY POLICY

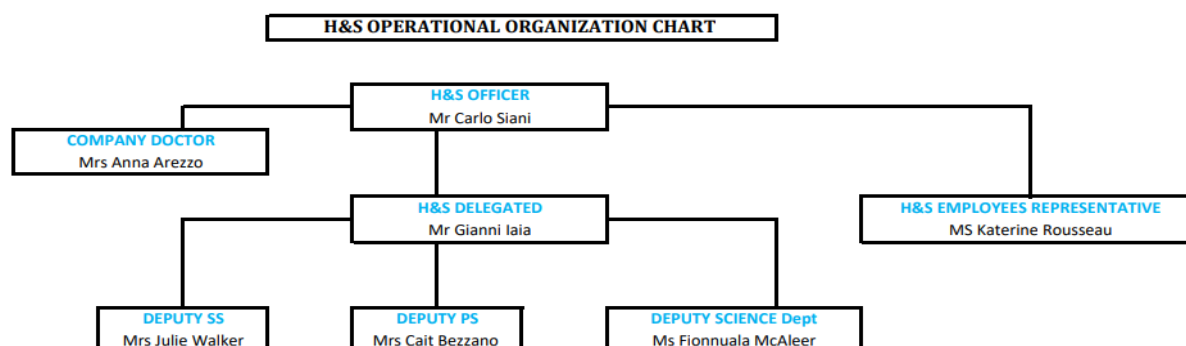
Policy for Health & Safety

This policy recognises and interprets the responsibility for the health, safety and well-being of staff, pupils, guests, visitors and contractors, and is in accordance with Italian law.

It is the policy of the BSM to:

- Maintain a health and safety framework – to be overseen by the appointed Health & Safety Officer - that guides and supports everyone in fulfilling their responsibilities for fire and health and safety
- Outline the responsibilities and arrangements we have for complying with our fire and health and safety obligations
- Endeavour to comply with all our relevant fire and health and safety legal duties
- Identify and prioritise areas of risk and plan for their effective management
- Seek competent professional advice, guidance and support
- Undertake regular reviews of fire and health and safety performance of all operational areas
- Learn from accidents and incidents
- Consult with staff on matters affecting their health and safety
- Employ staff, volunteers and third parties who are suitable and competent
- Provide information, instruction and training which enable staff, pupils, visitors and contractors to undertake their tasks safely
- Provide adequate levels of supervision determined by risk assessment that allow for the effective management of fire and health and safety
- Provide sufficient resources to enable the standards outlined in this policy to be met
- Review and if necessary amend this policy annually or when significant changes occur

Organisation structure and responsibilities for health and safety



Board of Governors – The Board has the overall strategic and financial responsibility across the school for setting the framework and monitoring implementation as well as supporting the Principal and the senior leadership team (SLT) in achieving realistic health and safety solutions.

Principal - The Principal is the most senior member of staff within the school with specific responsibility for fire and health and safety. S/he delegates the operational responsibility for the successful management of health and safety through the existing management structure with the guidance and assistance of the CFO,



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HR and the school's external health and safety officer. S/he endeavours to ensure that sufficient resources are made available to enable health and safety issues to be properly addressed throughout the school.

The Principal is responsible for ensuring that suitable management arrangements are established for implementing health and safety.

Chief Financial Officer - The CFO is the senior leadership team member who holds specific responsibility for fire and health and safety. S/he has the delegated authority of the Principal to ensure that the requirements of the Health & Safety Policy are met. S/he is advised by the school's health and safety consultant.

Heads of Faculty/Department in SS and Key Stage Leaders in PS - Each HOF/HOD/SL is responsible for the successful management of health and safety within their area of authority. They are expected to set a positive example and endeavour to ensure that their staff and other workers are competent and supported to maintain good standards of fire and health and safety and to ensure that sufficient supervision and resources are made available to enable them to fulfil this requirement.

Each HoF/SL is required to implement the arrangements outlined in this Policy for fire and health and safety as they affect their area of operation and to advise the SLT of any health and safety issues or concerns.

In particular, each HoF/SL with the assistance of their line manager is required to:

- Identify and report to HR any hazards associated with their work, buildings & activities
- Try to remove these hazards where possible
- Implement safety precautions to reduce the potential harm of any hazards that cannot be removed and inform the CFO
- Inform and instruct relevant staff, pupils and third parties with regard to the required safety precautions
- Keep records
- Ensure that remedial action is taken

Staff - Everyone working within the School environment has a health and safety responsibility and is required to:

- Co-operate on fire and health and safety matters
- Undertake their duties with due regard for the health and safety of the other people in their working environment
- Take care of their own health and safety
- Report fire and health and safety concerns as soon as possible
- Comply with the School policies and procedures applicable to their work

In recognition of the importance of involving members of staff in health and safety, the school regularly discusses health and safety at staff meetings.

The Health and Safety Committee meets frequently and managers have the opportunity to discuss issues at their regular management meetings.

These issues are then referred onto the SLT.



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Off-site Trips

In keeping with good practice, a formal approval process for educational visits and trips exists.

Key areas of Health and Safety consideration

We require all staff to work safely. Failure to comply with these rules may jeopardise the safety of staff, pupils and visitors to the School, and may lead to disciplinary action.

General rules

- Staff have a positive duty to follow the School's fire and health and safety arrangements
- Staff must not misuse equipment provided, nor interfere with arrangements made in the interests of fire and health and safety
- It is the duty of all staff to report any visible or foreseeable dangerous situation and, where possible, take immediate action to prevent injury

Accidents and work related illness

- All injuries, accidents and cases of work-related illness, must be reported to Nurse and HR and investigated
- Line managers should be informed of any medical condition, medication or other factors, such as fatigue, which could affect the ability to undertake your work safely
- Staff must not take any substance that could compromise their ability to work safely

Electrical safety

- Visually check electrical equipment for any defects or signs of damage prior to use
- Do not use electrical equipment in wet, damp or potentially explosive atmospheres, unless the equipment is specifically designed for use in these areas
- Do not overload electrical sockets
- Switch off electrical appliances when not in use
- Do not carry out repairs on electrical equipment unless you are authorised to do so

Fire safety

- **Always** follow the evacuation procedure when the fire alarm is raised
- Make sure you understand the evacuation procedure for your area
- Do not prop open fire doors
- Do not damage or misuse fire-fighting equipment
- Do not obstruct walkways and exit routes
- Ensure that fire exit doors can be opened

Health and safety rules

- Make sure that you know how to handle safely any substance marked as hazardous or harmful
- Never keep or transfer a harmful substance into a container if it is not correctly labelled
- Always return harmful substances to their designated storage area

Lone working

- Never work alone on tasks identified by risk assessment as requiring more than one person to be present
- Ensure that someone knows where you are when you are working alone
- Concerns about lone working situations must be raised with your line manager

Machinery and equipment safety



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- Specific operating guidelines/instructions for the use of machinery and equipment must be followed
- Do not undertake repairs and maintenance on machinery and equipment unless you are competent and authorised to do so
- Do not use machinery or equipment that is damaged, nor allow others to do so

Moving and handling

- Do not underestimate the risk of injury from moving and handling operations
- Never lift, move or carry anything or anyone unless you are confident you can do so safely
- Make sure you know how to lift, move and carry correctly and that you are physically able to take the weight
- Always seek assistance when you can
- Use lifting aids provided
- Reduce the weight of the load to be carried whenever possible

Occupational health

- Line managers to be informed immediately by staff if they suffer from any aches or pains as a result of any repetitive tasks that they are required to carry out
- Any medical condition that is not work-related to be reported to the line manager if it is likely to be made worse by the repetitive nature of the tasks that are carried out
- Co-operate with the management on any occupational health surveillance programme put in place for own health and safety

Protective clothing and equipment

- Protective clothing and equipment provided for your safety must be used
- Keep your protective clothing and equipment in good condition
- Report immediately any unsuitable, defective or lost items

Slips, trips and falls

- Keep your work area clear from obstructions and “slipping and tripping” hazards
- Never allow cables trailing across floors to be a tripping hazard
- Do not take short cuts across unmade or slippery surfaces and keep to the paths, corridors and walkways provided
- Drinks must be carried in sealed containers to avoid spillage
- Do not run, unless it is a requirement of the activity
- Use handrails on flights of steps and staircases
- Clean up any spillage immediately or, if you are unable to do so, place a warning sign in the area and report the hazard
- Wear appropriate footwear
- Do not stand on chairs, desks or tables; use a ‘hop up’ or a stepladder or ladder
- Only undertake work at height if it has been risk assessed and it is safe to do so

Transport and work related road safety

- Never drive or operate a vehicle if you are not authorised to do so or do not hold the appropriate licence
- Inform your manager of any changes to your health, medication or driving licence that affect your ability to drive whilst on School business
- Always check the vehicle for safety prior to use



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- Give yourself sufficient time for the journey to include rest breaks
- Observe the equivalent of the Highway Code and drive carefully
- Never carry any unauthorised passengers
- Never use a non-hands-free mobile phone whilst driving

Pandemic

- In the event of a pandemic in school or in Italy decisions on closure/re-opening of the school will be made by the Italian authorities and/or the Principal.
- School will immediately issue a Pandemic Policy to meet the protocols required by the National/Local Authority and/or by SLT
- SLT will appoint a Pandemic Officer (now it is me) that will manage the emergency and will deal with the Authorities

Management arrangements for implementing health and safety

Introduction

The following sections outline in brief the fire and health and safety management arrangements for meeting the specific legal requirements of the School. We require managers to implement the fire and health and safety arrangements that are relevant to their areas of responsibility.

Alcohol/Blood tests

- Staff working in areas which carry potentially more risk such as EYFS and the Science Faculty are required to take annual alcohol and blood tests to assess their health

Contingency planning

- We identify potential critical incidents as part of our risk assessment process by considering what might happen on-site and off-site, who might be harmed and how, and checking our plans for managing these incidents
- Effective plans are established to mitigate the effects of an unforeseen crisis
- These plans are rehearsed periodically and refined as necessary
- Key staff are trained in their duties

Counsellor

- Provides a more confidential element of pastoral care and the promotion of well-being and mental health throughout the school

Drug and medicines

- Medication will only take place with the written consent of parents/guardians
- Any 'over-the-counter' medication is strictly controlled by the school nurse
- Records are kept over the use of medication and we inform parents/guardians of the medication administered
- All staff responsible for the administration of medication are trained



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Educational Visits and Activities

- All trips and activities are authorised, planned and risk assessed
- Arrangements exist for obtaining informed parental consent in advance of any visit or activity
- Supervisory ratios and the competence of supervision are determined by risk assessment

Electrics

- The electrical installation and portable electrical appliances are inspected and maintained for safety
- Any unsafe electrical equipment is removed from use as soon as it is discovered
- No unauthorised electrical equipment is used within the school

Events

- Events are planned, managed and risk assessed by people who are competent
- Each event has a nominated person (normally the person arranging the event) to act as the event safety officer who establishes the necessary fire safety and general health and safety controls

Expectant and new mothers

- A visit by a medical professional is carried out with any member of staff who informs the school that they are pregnant
- The precautions put into place for the expectant mother should be seen in the context of any medical conditions
- The risk assessment is reviewed as required by changing needs

External areas

- The outdoor space is safely accessible for staff, pupils and visitors
- All paths, steps and any ramps are maintained in good condition and free from moss, fallen leaves and similar slip hazards
- Adequate separation is maintained between pedestrians and vehicles where this is assessed as a significant risk
- External areas are well lit during the hours of darkness where people walk
- External features such as trees, monuments, walls and external buildings/storage areas are checked for safety

Fire safety

- A fire risk assessment is carried out and any remedial measures identified are implemented
- The assessment is reviewed annually or when there are significant changes
- A fire emergency action plan is established
- Termly fire evacuation drills are carried out
- Staff are trained in the emergency action plan
- Fire doors, fire alarms, emergency lighting, smoke detectors and fire extinguishers are checked and maintained
- Regular checks of fire escape routes are undertaken in order to ensure that they remain free of obstruction

First aid and accident reporting

- The provision of first aid assistance available is determined by risk assessment and ensures that sufficient cover is provided during teaching time, out of hours activities, functions and for educational visits
- First aid kits are checked and replenished regularly



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- Pupil's requiring additional assistance due to a temporary disability are assessed in terms of their ability to attend school and for school to cater for their needs
- Accident records are kept that comply with legal requirements
- Accidents are reported, investigated and documented taking into account the severity and loss potential of the incident, as well as the regulatory and insurance requirements
- Lessons learned are shared with staff and inform risk assessments

Food safety

- Adequate food safety procedures are implemented in line with current guidelines
- Hygiene audits are carried out at regular intervals
- Food contact surfaces are in sound condition, clean and easy to disinfect
- All kitchen equipment and machinery is robust and in a good state of repair

General building & equipment maintenance

- The buildings, their fittings and decorations are maintained in a safe condition
- Equipment is maintained and serviced to ensure it remains in a safe condition
- Statutory safety inspections on equipment are carried out by competent engineers in line with the required schemes of inspection
- Work at height is only undertaken when no other method is available and it is safe to do so following completion of a risk assessment

General premises safety

- Regular premises fire and health and safety inspections are carried out
- A procedure is in place for reporting damage or deficiencies to premises & facilities
- Any area found to be unsafe will be taken out of use until safe again
- Boiler houses, plant rooms and store rooms are secure and locked
- Services (gas, water, and electricity) isolation systems are clearly marked, & are kept free of obstruction
- Glazing throughout the premises is of a suitable safety standard
- Low level glass panes are protected from breakage
- All opening windows in pupil access areas conform to Italian law regarding the height of the windowsill

Health and Safety in the Curriculum

- Pupils are taught about hazards and risk control as part of the School curriculum
- Pupils are included in the risk assessment process
- Lesson plans, particularly in science, include health and safety requirements

Lockdown

- A lockdown action plan is established
- Biannual lockdown drills are carried out
- Staff are trained in the lockdown plan

Moving and handling of pupils and equipment

- Risk assessments are done on tasks that require the moving and handling of people and equipment where there is a significant risk of injury



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- Moving and handling of pupils or of heavy or awkward loads is never done by lone workers unless aided by the use of lifting and handling equipment and staff are trained for this

Occupational health

- An external medical practitioner is contracted to assist with the fitness to work assessments
- The results of health surveillance are suitably recorded and the records are kept readily available for inspection by any person who has a right to see them
- We treat an individual's health surveillance records as confidential information
- Staff diagnosed with a medical condition caused by their work, will be referred to a General Practitioner or other specialist clinician as necessary

Personal Protective Equipment

- Personal protective equipment is provided to each member of staff where risk assessment shows this to be necessary
- Information, instruction and training on the use and care of personal protective equipment are provided
- Sufficient supplies of personal protective equipment are kept available

Physical Education Equipment

- Equipment is installed and used in accordance with the suppliers' recommendations
- Equipment is checked and maintained regularly
- Recreational surfaces are to the correct safety standard for the equipment and activities for which they are used

Play Equipment

- Play equipment is designed, installed and used in accordance with the supplier's requirements
- Equipment is checked and maintained regularly
- Play surfaces are to the correct safety standard for the equipment
- Supervision is provided to all play areas

Pupil Welfare Officer/School Nurse

- To ensure safe, easy and adequate access to basic health care for students during school hours.
- To ensure First Aid is administered from suitable premises that adhere to recognized health & safety standards.
- To provide an environment where sick students may rest or wait to be collected.
- Maintain up to date nursing skills and knowledge through awareness of current research, clinical practice and reflective practice, and to undergo training as necessary.
- Avoidance of cross infection through:
 1. Use of sterile techniques when undertaking dressings.
 2. Use of personal protection when in contact with bodily fluids (e.g. use of single use gloves, protective apron).
 3. Washing hands in between each child's treatment.
 4. Ensuring information is available on recognised periods of infectivity for communicable diseases.



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- To administer medications to students as per written instructions from parents/guardians.
- Ensure safe disposal of sharps
- Maintain, store safely and provide mobile First Aid Kits for use by staff members off school premises.
- Restocking of First Aid cabinets in kitchen and Science department as per Italian health authority guidelines.
- Restocking First Aid cupboard at Centro Schuster (P.E. Department).
- Provide basic care to staff members at their request during school hours.

Remote supervision

- Remote supervision of pupils is only agreed after the staff on duty are satisfied that the students have acquired the necessary skills, confidence, physical ability and judgement to be left without direct supervision
- Pupils are given clearly defined rules of behaviour
- Monitoring of pupils allowed remote supervision is carried out by duty staff
- Duty staff are able to locate/access the group promptly in an emergency

Risk Assessments

- Staff who undertake risk assessments are competent due to their experience and knowledge
- Risk assessments are undertaken to identify significant risks associated with the School buildings, activities and people
- Standard risk assessments are used wherever possible so as to ensure a consistency of approach
- The risk assessment findings are recorded, communicated and acted upon
- Risk assessments are reviewed regularly and following a significant accident, a change in the law or a change in key personnel

Safety awareness, induction and information

- A copy of the Health and Safety Handbook is sent to staff every year and is available electronically on staff shared areas
- Induction training is provided for new staff (including any temporary staff), and on-going safety information, instruction and training is provided for all staff. This training is documented
- Staff are consulted on fire and health and safety issues

Security

- Staff appointments are subject to rigorous reference and clearance checks
- Internet use and digital photograph protocols are established and monitored
- Visitors are required to sign in at the school reception and are not permitted to walk around the school unless accompanied
- Building layout, lighting levels and the securing of areas are checked to ensure that personal safety risks are eliminated or reduced
- The personal safety of staff and pupils is taken into account when planning changes to buildings, events and activities
- Key holder intruder alarm checks are never carried out unaccompanied

Science areas

- Risk assessments are carried out to ensure that the appropriate controls are in place for science activities



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- Emergency isolation valves are provided for gas and electrical supplies
- Equipment and substances used are suitable and are checked for safety
- Rooms are kept locked when not in use
- Premises, equipment and class size are suitable for activities

Sports and after school activities

- Risk assessments are undertaken for sports and activities
- The level of coaching competence is considered as part of the risk assessment process
- Pupil skill and physique are considered as part of the risk assessment process
- Coaches and instructors who are not members of the School teaching staff are subject to competency and child protection checks prior to appointment
- Premises, equipment and class size are suitable for activities

Supervision

- Staff who supervise pupil activities are competent
- Staff who supervise break time activities are vigilant and can contact another member of staff quickly in an emergency
- Senior management periodically audit the efficacy of supervision arrangements, including that Sixth Form students are unsupervised on occasion
- Students under 14 must be collected by an adult unless a waiver is signed by parents

Teaching and office areas

- Accommodation is provided with suitable lighting, ventilation, heating and space
- Classroom layout provides staff with sufficient line of sight to safely supervise
- Cables or other trailing leads are managed to prevent tripping hazards
- Shelving is strong and secure and suitable for the materials stored on it

Transport and work related road safety

- Contracted transport providers are vetted on a regular basis

Violence to staff

- We adopt a 'no tolerance' approach to violence or challenging behaviour towards our staff
- Any counselling or post-incident assistance required by the employees will be provided by the school

Work equipment

- Work equipment provided is suitable and safe for the tasks intended
- Work equipment is maintained, inspected and tested as required for safety
- The use of work equipment is restricted to authorised people where specific hazards have been identified
- We provide information, instruction and training where appropriate to all staff who use work equipment
- Work equipment provided is CE marked where required

Monitoring health and safety

A number of different checks are done on buildings and equipment to ensure the health and safety of our staff, pupils, and visitors. In addition we also:

- Monitor fire and health and safety performance by undertaking spot inspections, audits and benchmarking
- Review risk assessments



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- Investigate fire and health and safety issues or hazards brought to our attention
- Keep up to date with information on fire and health and safety
- Blood tests on staff in EYFS and Science
- Eye tests for staff who work at VDUs for a greater part of their working day
- Investigate accidents and near misses
- Review fire and health and safety as part of our formal risk management process

Associated documents:

Accident and Incident Recording Policy
Administration of Medicines Policy
BSM Staff Security Handbook
Educational Visits Policy
Emergency Procedure
Fire Safety Management Policy
First Aid Policy
Pupil's Temporary Disability Form



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PUPIL's TEMPORARY DISABILITY FORM

Pupil Name: _____

Class: ____

Medical condition:

Pupil Attendance:

The lack of mobility would suggest that _____ should not attend the School; his attendance requires the following changes authorized by the Parents

School entry date:

Daily changes within school environment to accommodate lack of mobility issues:

ENTRY

-
-

EXIT

-
-

Supervision during break times

-
-

Toileting

-

Classroom seating

-

I understand that the School undertakes to fulfil the above recommendations, but cannot be held responsible for any complications that arise from the management of the temporary disability of the student.

Date:

Parent's Signature: