

## LANDAU SCHOOL HEALTH AND SAFETY POLICY

### Section 1: Policy Statement

LANDAU School Health and Safety Policy is drafted to cover all aspects of Health, Safety and Wellbeing of students, parents, staff and all employees. In following this policy LANDAU School:

- Will take all reasonable steps to provide safe and healthy conditions for staff, pupils and others who may be involved in its activities.
- Will take all necessary steps to ensure compliance with all relevant health and safety legislation of the Republic of Azerbaijan.
- Will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety and wellbeing are an integral part of all its activities and will take steps to manage these effectively.
- Expects all staff and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health, safety and wellbeing and have regard for the health, safety and wellbeing of others.
- Is committed to providing the necessary information, instruction and training to all staff and pupils where applicable.
- Is committed to regular evaluation and review of its health and safety policy to ensure its objectives are met and, as necessary, to modifying the policy considering new legislation and other changing circumstances.
- Will review this health and safety policy document annually.
- Will set out full details for the organization of, and arrangements for, the management of health, safety and wellbeing in the school.

### Section 2: Organisation and Responsibilities

Responsibilities for implementing and reviewing the school's Health and Safety Policy are detailed below:

#### 1. Board of Governors

The Governing Body of LANDAU school has collective responsibility for ensuring that the LANDAU School Health and Safety Policy is adopted and that arrangements are in place for the school to implement it.

#### 2. Management Structure



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- 2.1 The Governing Body is responsible for strategic health and safety planning and for periodic review of health and safety performance.
- 2.2 The Principal is responsible to the Governing Body for securing the full implementation of the school's Health and Safety Policy.
- 2.3 Members of the school senior leadership team are responsible for ensuring that the requirements of this policy and all other legislative requirements are managed under the normal method of delegated powers.
- 2.4 Heads of departments are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.

### **3. Implementation**

**3.1 The Governing Body, Principal, and Senior Leadership Team** will implement the school's Health and Safety Policy by:

- Ensuring adequate resources, in terms of both personnel and finance, are allocated to secure implementation of the policy.
- Planning, organizing and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions.
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the school's health and safety policy.
- Ensuring that responsible managers and staff are competent through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- Setting health and safety performance standards to ensure effective management within their areas of control.
- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded.
- Ensuring that all staff are familiar with, and comply with, the requirements of the school's health and safety policy and that all new staff are inducted into the requirements of the health and safety policy.
- Ensuring that any contractors and sub-contractors who work in school premises have effective arrangements for health, safety and welfare.
- Establishing systems for monitoring all arrangements to ensure that they are working effectively.
- Ensuring that Principal and SLT report at least annually to the Governing Body on health and safety issues within the school.

**3.2 Heads of Department will ensure that:**

- Any health, safety and wellbeing matters that they cannot deal with directly are brought to the attention of the Principal or Senior Leadership Team.
- Significant hazards within their department are identified with suitable and sufficient risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented.

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- Equipment and substances are suitable for the purpose they are used.

### **3.3 Staff**

All staff are responsible for:

- Complying with the school's health and safety policy.
- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions.
- Co-operating with the school's Governing Body, Principal and Senior Leadership Team in complying with all relevant statutory provisions.
- Using all work equipment and substances in accordance with the information, instruction and training received.
- Not intentionally misusing anything provided in the interests of health, safety and welfare.
- Following all prescribed safe working practices and not working while unfit to do so.
- Reporting to the school's Principal and/or Senior Leadership Team any health and safety problem they cannot deal with themselves or any shortcoming they find in the health, safety and welfare arrangements.

### **3.4 Pupils**

All pupils will be responsible for:

- Complying with school rules and procedures.
- Taking reasonable care of themselves and others.
- Co-operating with their teachers and other school staff.
- Using equipment and substances in the way they are instructed.
- Not misusing anything provided for the purposes of health and safety.
- Reporting anything, they believe to be hazardous or dangerous to their Teacher/ Form Tutor/ Principal.

## **4. Inspection and Review**

The principal means used for reviewing the school's health and safety policy will be:

- Annual inspection of health and safety management in the school premises.
- Annual reports to the Governing Body covering the management of health and safety within the school.
- Regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the health and safety policy and that the policy remains effective.

## **5. General Health and Safety Arrangements**

- All school premises are monitored by CC TV.



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- CCTV camera access is only available to school head of security team. Staff are allowed to extract information when needed during the investigation of incidents.
- CCTV camera access is forbidden to watch, own or spread to any other stakeholders other than school staff.
- Parents are allowed to request and view the recordings only if the school accepts the request and only during the investigation of incidents.
- In minor cases, parents and external stakeholders are denied the access to recordings.
- The school building, maintenance and medical procedures as well as kitchen hygiene and cleaning standards are strictly monitored by the Azerbaijani authorities.
- Smoking is not permitted anywhere on the school site.
- When contractors are on site, they are expected to follow school safety procedure.
- The school Director will liaise with contractors as appropriate.
- The Board agrees to appropriate training for staff in relation to health and safety.

## **6. Equipment**

- Any equipment in school should be used safely and for its intended purpose only.
- Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
- Electrical equipment plugs and leads will be visually checked regularly.
- Fire-fighting equipment and alarm systems are maintained via annual contract.
- Hazardous substances, such as chemicals, glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

## **7. School Building Access**

The school will do all it can to ensure that it is a safe environment for all who work or learn here. In order to improve safety for everyone in school, measures have been taken to restrict access into the school building.

- Staff, Students, late arrivals or Visitors will access the building via the main entrance.
- All visitors must report to the reception desk and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.
- If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Principal/Director immediately. The Principal/Director together with security staff will warn any suspected intruder that they must leave the school site straight away.
- If the Principal/Director has any concerns that an intruder may cause harm to anyone on the school site, he will contact the police.

## **8. Fire Safety**



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- The school will provide a safe and healthy working environment with respect to fire safety. The school has a detailed Fire Policy.
- Procedures for fire and other emergency evacuation are displayed prominently in all rooms.
- Fire drills are held once each term.
- Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

## **9. Evacuation Procedures**

Evacuation procedures are practiced each term and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plans and are displayed in each classroom.

## **10. Supervision of Children**

Every Campus has different school hours. All campuses are open from 8.00 till 20.00.

Arrangements will be made for after-school activities and students must sign up for attendance.

Office Hours: 8:00 a.m. – 4:00 p.m.

## **11. Duties**

A security guard will be around the entrance area to supervise children arriving for school. The form tutors, mainstream teachers or homeroom teachers supervise students during 15-minute period before the start of the first lesson.

At break times members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

The school has a detailed Duty Schedule.

## **12. Medical Procedures**

- All staff members receive a health and safety overview at the commencement of the school year including any updates to the Health and Safety Policy and a reminder of basic first aid training.
- Medicines will be stored securely in the doctor's room unless required by a student to be kept with them.

### **12.1 First Aid**



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- The school has a medical doctor/nurse. First aid and medical treatment is available in the medical room from 08:00-16:30. In the absence of school doctor/nurse, one of the first aid trained staff will take responsibility for the administration of first aid.
- If advance care is deemed necessary during these hours, then appropriate arrangements will be made by school doctor/nurse. This may include an ambulance, a specialist appointment or hospital care.
- The school has a detailed Medical Policy.

### **12.2 Medical Records**

- Medical records are stored in the medical room for all students and staff.
- All pupils must have a medical form completed on admission. The school nurse/doctor must liaise with admissions officer to collect in medical forms and follow up parents who have not returned them to the school.
- When completed, the medical form is stored in the filing cabinets in the medical room.

### **13. Violence**

- Staff should always take steps to minimize the possibility of violence in school.
- Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.
- In some circumstances they may be forbidden to enter school premises.

### **14. Internet safety**

- We regularly use the Internet in school, because it has many educational benefits.
- In order to minimize the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines.

### **15. Off-Site Activities**

- Any visit off site must be approved by the Deputy Principal or Principal. For any visit to take place off the school site, a letter home requesting permission is required.
- At the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency. Numbers must be kept updated.
- One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office.
- If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.
- At least one of the supervising adults must have first aid training.
- All coaches hired by the school will have seat belts fitted, adults should ensure that they are used.
- Adults must base themselves in different parts of the vehicle to minimize the risk of all adults being injured.
- Children should not sit in the front seats of the coach or in the center back seat.



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- Children should not be seated by an emergency exit.
- Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

## **16. School meals**

1. Our school provides the opportunity for children to have a meal at lunchtimes provided by outside caterers.
2. If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.

## **17. School uniform**

1. It is our policy that all children wear the school uniform when attending school, or when participating in a school-organized event, even if outside normal school hours.
2. We ask parents to equip their children with the necessary uniform and school equipment. If a student repeatedly attends school without the correct uniform, he/she is sent back home.
3. Students are allowed to wear basic jewellery e.g. basic bracelets, necklaces, stud earrings in our school.

## **Appendix 1**

### **SCIENCE LAB SAFETY RULES**

1. Food and drink are prohibited in the lab.
2. Never taste any material in the lab.
3. Never smell a material in a test tube or flask directly. Instead, with your hand, "fan" some of the fumes to your nose carefully.
4. Never look directly into a test tube. View the contents from the side.
5. Never handle chemicals with bare fingers. Always use tweezers, or spatulas.
6. Never touch any piece of equipment, or other materials in the lab until you are instructed to do so.
7. Work in the lab only when the teacher is present or when you have permission to do so.
8. Before beginning and after finishing work in lab, clean the lab bench top and your glassware.
9. Learn the location and proper usage of the first aid kit, eyewash fountain, fire extinguisher, fire alarm box, evacuation routes, clean-up brush and dust pan, glass/chemical disposal can.
10. Report all accidents regardless of how minor to your teacher.
11. For minor skin burns, immediately plunge the burned area into cold water and notify the teacher.



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12. If you get any chemical in your eye, immediately wash the eye with the eye-wash fountain and notify the teacher.
13. Immediately notify the teacher of any chemical spill and clean up the spill as directed.
14. Never take chemical stock bottles to the lab benches.
15. Use equipment only as directed:
  - a. never place chemicals directly on the pan balances.
  - b. never place hot apparatus directly on the laboratory desk; use insulated pads.
  - c. use glycerine when inserting glass tubing into rubber stoppers.
  - d. be cautious of glassware that has been heated; do not immerse hot glassware in cold water.
  - e. add boiling chips to liquid that is to be heated before heating.
  - f. point test tubes that are being heated away from you and others.
  - g. Never add water to concentrated acid. Instead, as you stir, add the acid slowly
20. Read the label on chemical bottles at least twice before using the chemical. Many chemicals have names that are easily confused.
21. Take only as much chemicals as you need. Never return unused chemicals to their original container.
22. Return all lab materials and equipment to their proper places after use.

## Appendix 2

### SAFETY IN ART

The school is responsible for teaching art, craft and design in a healthy and safe environment with reference to appropriate risk assessments for activities likely to incur possible risk. The teaching staff and art coordinator are responsible for the supervision of activities such as cutting with scissors or a paper-cutter and using glue guns safely. All art equipment is subject to maintenance and safety checks and any faulty equipment is to be reported to the respective Principal.

- Art lessons are scheduled in Art Room, and are taking place in a safe and healthy environment especially designed for this activity. The room should be equipped with a sink, soap and handkerchiefs, cupboards and bookshelves.
- Special Art equipment:
- Drawing boards
- Easels

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- Drop table
- Cutting board
- Brushes, pencils, sharpeners, plastic cups, rulers, palettes, etc.
- Paper
- Colours (tempera, acrylics, aquarelles, pastels, colour pencils, inks)
- Colours - oils and diluting agent
- KS 3 students are not allowed to manipulate sharp objects (e.g. cutters, knives)
- KS 4 and KS 5 students are assisted by teachers while working with sharp objects – for this action they are using the special cutting board.