



# **ATLANTIC HALL**

# **HEALTH AND SAFETY POLICY**

## Statement of Intent

The Board of Governors of Atlantic Hall will meet its responsibilities concerning Health & Safety to provide safe and healthy conditions on campus for students and employees, and also to ensure that work/maintenance being undertaken does not adversely affect the health and safety of other people on campus such as students, staff, visitors and contractors. Details of how this will be done are given in this health and safety policy statement.

The Governing body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted when allocating particular health and safety functions to them.

Where necessary the Board, through the Principal, will seek specialist advice from both external consultants and the local fire service to determine the risks to health and safety in the school and the precautions required to deal with them.

The Board will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Board requires the support of all staff to enable the maintenance of high standards of health and safety in all the school's activities.

This statement includes a description of the school's organization and its arrangements for dealing with different areas of risk through risk assessment procedures.

Other sources of Health and Safety information are:

- Staff Handbook
- Education Visits Policy Document
- Regulations for the Use of Vehicles
- HR & School Administration Department

## Organisation

### **Responsibilities of the Board** of Governors

The Board of Governors is responsible for:

- Ensuring compliance with the School's Health and Safety policy as well as state and Federal legislation and policies.
- Formulating and ratifying the school's Health and Safety Policy as well as Health and Safety plan.
- Regularly reviewing Health and Safety arrangements (at least once a year) and implementing new arrangements where necessary.
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's approved budget.

- Ensuring that risk assessments of all the school's activities are made and recorded including those off site which could constitute a significant risk to the health and safety of employees or other persons.
- Ensuring relevant Health & Safety documentation is drawn to the attention of all employees
- Prioritizing action on Health and Safety matters where resources are required from the school's budget, seeking further advice where necessary and ensuring that action is taken
- Seeking specialist advice on Health and Safety which the school may not feel competent to deal with
- Promoting high standards of Health and Safety within the school
- Active and reactive monitoring of Health and Safety matters within the school including inspection and accident / incident reports.

## 2.1 Responsibilities of the Principal

### The Principal is responsible for:

- Advising the Board of Governors on matters required to maintain a safe working environment and for ensuring that all delegated functions are carried out.
- The day-to-day management of Health and Safety matters in the school in accordance with the Health and Safety Policy and ensuring the health and safety arrangements are carried out in practice; (may be delegated to Vice-Principal Administration (VP Admin) & Facilities Manager (FM))
- Ensuring that risk assessments are made and recorded of all relevant activities in the school including those off-site which could constitute a significant risk to the health and safety of students, employees or other persons.
- Ensuring that annual health and safety inspections are carried out and a copy of the report is given to the Principal and Board of Governors.
- Ensuring that remedial action is taken following health and safety inspections; (delegated to VP Admin)
- Ensuring that information received on Health and Safety matters is passed to the appropriate people; (delegated to VP Admin)
- Identifying staff health safety training needs and arranging for them to be provided; (delegated to HR Manager through the VP Admin)
- Attending the school's health and safety committee (may be delegated to VP Admin)
- Drawing up the school's annual health and safety action plan; (delegated to VP Admin in conjunction with FM)
- Participating in the designated Service Provider's health and safety auditing arrangements and ensuring audit action plans are implemented; (delegated to FM)
- Monitoring purchasing and maintenance of equipment and materials and ensuring that they comply with current health and safety standards; (delegated to FM)
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site; (delegated to VP Admin and FM)

- Seeking specialist advice on health and safety matters where appropriate; (delegated to VP Admin)

NB: In the absence of the Principal these responsibilities fall to his/her immediate Vice Principal.

## 2.2 Responsibilities of the delegated Health and Safety Coordinator (Head of Administration/ Operations)

### Responsible to the Principal for:

- Promoting health and safety matters throughout the school and assisting the Principal in the implementation of the School's Health and Safety Procedures.
- Ensuring that Health and Safety Handbooks and information notices are kept up to date.
- Ensuring that accident reporting procedures are followed and that where appropriate, accidents are investigated.
- Arranging Health and Safety inspections and ensuring follow up action is completed.
- Ensuring appropriate procedures for school visits is followed.
- Participating in any Health and Safety Audits.
- Recommending Health and Safety induction training for all staff.
- Keeping staff Health and Safety training records up to date (delegated to HR Manager)
- Ensuring that all statutory inspections are completed and records kept.
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness. Reporting all outcomes to the Principal.

## 2.3 Heads of Departments / Subject Coordinators (Teaching & Non-Teaching)

### Heads of Department are responsible for:

- The day-to-day management of Health and Safety within their department in accordance with the health and safety policy
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once a year)
- Carrying out regular Health and Safety monitoring and inspections of the department and making reports to the Health and Safety Coordinator where appropriate.
- Ensuring follow up and remedial action is taken following Health and Safety inspections
- Arranging for the appropriate subject Health and Safety training to be provided to all staff within the department.
- Passing on health and safety information received to the appropriate authority.
- Acting on health and safety reports from the above and below in the hierarchy.

## 2.4 Responsibilities of all Staff

**All staff employed at the school has the responsibility for:**

- Taking reasonable care for the health and safety of themselves and others when undertaking their work
- Checking to ensure classrooms/work areas are safe
- Checking to ensure equipment is safe before use
- Ensuring safe working procedures are followed
- Co-operating with the Health and Safety Service provider, Board of Governors and Principal on all matters relating to health and safety by complying with the health and safety policy
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health, safety and welfare
- Reporting immediately to the Principal or their Line Manager any serious or immediate danger
- Reporting to the Principal or their Line Manager any shortcomings in the arrangements for health and safety
- Ensuring that they only use equipment or machinery which they are competent to use or have been trained to use
- Participating in health and safety inspections and the Health and Safety Committee where appropriate.

**2.5 Responsibilities of Students**

- The student Representative Council takes part in looking at the safety and security of the school and undertakes site walks looking at and considering the fire and emergency procedures in school. As school representatives, they are also responsible for cascading the information on health and safety to their peers.

**2.6 Responsibilities of the Health and Safety Committee:**

- Provide a link between all staff and School's Management Team
- Provide forum for the assessment of needs and of performance in safety-related issues suitable for report to the Principal and Board of Governors
- The promotion of and coordination of Health and Safety and adherence to policy throughout the school
- Identify and recommend suitable Health & Safety training for staff and students.

**2.7 Health and Safety Committee – Personnel & Structure Management Hierarchy**

- The chart below presents the school organization in terms of management hierarchy and specific areas of responsibility of key Health and Safety management coordinators
- In the absence of any designated post-holder, that individual's portfolio of responsibility will be temporarily covered by a deputy, or designated individual.

<b>HEALTH &amp; SAFETY COMMITTEE</b>	
<b>Principal</b>	
Health & Safety Coordinator <b>(Head of Administration/Operations)</b>	
On Site issues <b>Facilities/Premises Manager</b>	Off Site Issues (School Trips) <b>Director of Boarding</b>
Chemical/Radiation Protection <b>Head of Science</b>	Staff Welfare <b>HR Manager</b>
Fire Assembly/Emergency Evacuation <b>(Head of Administration/Operations)</b>	Student Welfare <b>Director of Boarding</b>
Medical/Medical Emergencies <b>Chief Medical Officer (CMO)</b>	Security <b>Chief Security Officer (CSO)</b>

## Arrangements

### Health and Safety Coordinator

The Senior Member of staff in the School with special responsibility for Health and Safety matters	<b>(Head of Administration/Operations)</b>
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### Health and Safety Committee

The custodian of constitution, membership and minutes of the School Health and Safety Committee meetings	<b>(Head of Administration/Operations)</b> <b>School Office</b>
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## Fire and other Emergencies

Emergency procedures covering a range of hazardous situations may arise in the school can be found in the following locations:

Type of Emergency Procedure	Location(s)
Fire Evacuation Procedure	Head of Administration/Operations / Principal's office
Gas leak	Maintenance Manager's office
Fire alarm fault	Maintenance Manager's office
Electrical fault	Maintenance Manager's office
Water pump/water quality (impure)	Maintenance Manager's office
Storm or flood damage	Maintenance Manager's office
Intruder alert	Principal's / CSO's office
Dangerous insects/Animal(s) on site	Maintenance Manager's office
Chemical	Maintenance / Head of Science office

The person who discovers the emergency will **raise the alarm immediately** by the most appropriate means and ensure that the Principal, Vice Principal or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He / she will liaise with the emergency services when they arrive and take advice from them.

	Person	Deputy
The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety	CSO	Deputy CSO
<ul style="list-style-type: none"> <li>Summoning of the emergency services</li> </ul>	Principal's PA / Office team	VPs / CSO
<ul style="list-style-type: none"> <li>That a roll call is taken at the assembly point</li> </ul>	CLT member	Heads of Boarding

	<b>Person</b>	<b>Deputy</b>
<ul style="list-style-type: none"> <li>That no one attempts to re-enter the building until the all clear is given by the emergency services</li> </ul>	All CLT and/or Heads of Boarding	All CLT

**Note: The priorities are as follows:**

- To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.
- To call the emergency services when appropriate
- To safeguard the premises and equipment, if this is possible without putting person(s) at risk

The person(s) responsible for arranging, recording and monitoring fire drills at least once per term is:	(Head of Admin/ Operations) / Facility Manager
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Details of the Location of all hazardous and flammable substances on site in case of emergency are kept	<b>First copy:</b>
	<b>Principal's office</b>
	<b>Second copy:</b>
	<b>Maintenance office</b>
	<b>Third copy:</b>
	<b>Science department</b>

The competent person responsible for carrying out and updating the fire risk assessment for the premise is:	<b>Appointed External Consultants</b>
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**Fire Prevention and Detection Equipment Arrangements**

The person(s) responsible for initiating the test of the following fire safety system and completing the records sheets:

<b>System</b>	<b>Location of test Records</b>	<b>Person Responsible</b>
Fire Alarm	Maintenance	Maintenance
Emergency lighting system	Maintenance Manager's office	Maintenance Manager
Smoke detection system	Maintenance Manager's office	Maintenance Manager

The person responsible for carrying out a yearly visual inspection of all emergency firefighting equipment (e.g. fire hose, fire extinguishers, fire blankets) and to whom any issues should be immediately reported is:	<b>Appointed External Consultants</b>
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### Location of Main Service Isolation points

The locations of the positions of all main service isolation points are as follows:

Service	Location of isolation Point Details
Water	<b>Maintenance yard</b>
Electricity	<b>Maintenance yard</b>
Gas	<b>Outside &amp; beside the laundry</b>

### Accident, dangerous occurrence, violent incident and near miss reporting and investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event. This information will then be sent on to the **Principal** for action and monitoring as necessary.

Accident book(s) are kept by the following people at the location(s) specified:

Location of Accident Forms	Person in charge of Accident Book
Facilities Manager's office	Facilities Manager

The persons responsible for monitoring accidents and incidents to identify trends and patterns are:	Principal & CSO
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Where accidents are found to be caused by faulty plant, equipment or unsafe systems of work, action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

### Medical & First Aid

This is the responsibility of the school doctors and school staff (Nurses). The names (and phone numbers) of medical staff and emergency aiders are displayed at the following points in the school:

<b>Display Point</b>
All CLT offices (including Principal's)
HR Manager's office
Principal's Ante office
Facility Manager's office

## Medical issues

All medical issues must be referred to the school clinic	<b>Responsibility: All staff</b>
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All medical issues referred to the school clinic must be recorded and medical protocols must be followed and reported	<b>School doctors</b>
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## First aid boxes and first aid record books are kept at the following points in the school

<b>Location of First Aid Box(es)</b>	<b>First Aid Record Book(s)</b>
School clinic	School clinic
All food rooms	School kitchen
All Science rooms	Head of Science office
Maintenance yards	Facilities Manager's office
PE Girls & Boys	Head of PE office
Swimming pool	Swimming pool office
Administrative block	Principal's Ante office
Girls' & Boys' hostels	Heads of Boarding

## Travelling first aid boxes are kept at the following points in the school

The address and telephone number(s) of the nearest hospital(s) with accident and emergency facilities shall be provided by the lead of the team	Various – depending on nature of emergency
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to the school Chief Medical Officer (CMO) before the trip	<b>School doctors to advise</b>
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### Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with supporting students with medical needs in school's document, including keeping records of parental permissions, keeping medicines secure, keeping record of administration and safely disposing of medicines which are no longer required is	First: <b>Chief medical officer</b>  Deputy: <b>School doctors</b>
The person responsible for dealing with the administration of controlled drugs, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required is	First: <b>Chief medical officer</b>  Second: <b>School doctor</b>
The person(s) responsible for undertaking and reviewing the healthcare plans of students with medical needs are:	<b>School doctors</b>

### Asthma Inhalers

The person responsible for the supervision and storage (where appropriate) of asthma inhalers is:	<b>School doctors</b>
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### Infectious Diseases

The following arrangements are in place in order to minimize the risk of infectious diseases to staff and students:

- The school doctor and Health & Safety Committee is responsible for keeping abreast of any new information relating to infectious, notifiable and communicable diseases and local health issues. New information shall be disseminated to staff members and parents/guardians as necessary.
- Infectious disease posters are displayed in the school office and staff room.
- If a student feels unwell, is sick, has diarrhea, has an accident and/or staff feel that they may have an infectious disease that may put other student/staff at risk, they will be isolated in the sick room and arrangements made for collection by their parents/guardians.
- For COVID 19 related symptoms, students will be isolated in the designated area until advised otherwise by the Lagos State Ministry of Health
- Emergency contact numbers will be used if the parents/guardians cannot be contacted
- The student and parent's right to confidentiality shall be respected.
- The student shall be treated in a sympathetic, caring and understanding manner.

- Parents/guardians shall be kept informed of any infectious diseases occurring at the school
- We expect and inform parent/guardians to notify us if their child is suffering from any infectious disease that may put others at risk.
- We expect and inform parent/guardians to call or email the school office in the morning if their child is unwell and will not be resuming school after half-term or school holidays.

## Personal Hygiene

Atlantic Hall School recognizes the importance of promoting good personal hygiene practices. The following health & safety arrangements are in place:

- Staff and students are encouraged to observe good practice in matters of personal hygiene at all times.
- Students are encouraged to use the toilets correctly.
- Students are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals and after messy or dirty activities particularly outdoors.
- Students are encouraged to place their hands over their mouths when they cough or sneeze.
- Students are taught cultural differences that influence people’s different attitudes to hygiene
- Students are taught hygiene awareness through planned and spontaneous discussions, routines, activities and topics.
- Staff are encouraged to set a good example to pupils in matters of personal hygiene.
- No dogs are allowed on school premises, including the car park and pedestrian walkways.
- Good health and hygiene practices are actively promoted through notices, signs, posters and leaflets and staff meetings.

## Risk Assessment

Atlantic Hall School will assess the risks to the health and safety of all staff, students and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented. The school will ensure that all members of the Health & Safety Committee who carry out risk assessment will be competent to do so and where appropriate, a Health and Safety Consultant will assist in the preparation of assessments.

The person(s) responsible for ensuring ‘Risk Assessments’ are carried out and produced	<b>Health &amp; Safety Committee</b>
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## Maintenance of Site, Premises, Housekeeping and Hazard Reporting

All employees and Governors must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors (immediately) by email or phone to:	<b>Facilities Manager</b>
Verbal reports should be followed up (given to Facility manager) in writing using the hazard reporting form which can be found in:	<b>Facilities Manager’s office</b>

The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	<b>Facilities Manager</b>
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## Housekeeping and Waste Disposal

### Waste disposal:

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted if circulation routes are obstructed by rubbish is:	<b>Head of Housekeeping</b>
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All staff are responsible for ensuring the good housekeeping of their own workrooms, for example, office, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of, it should be reported to (who will arrange for its safe disposal):	<b>Head of Housekeeping</b>
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The person responsible for the safe disposal of any <i>hazardous substances</i> or <i>special wastes including chemical waste is:</i>	<b>Head of Administration/Operations</b>
The person responsible for ensuring the safe and appropriate disposal of any clinical waste is:	<b>CMO</b>

### Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it by means of the hazard reporting procedure	<b>Facilities Manager</b>
Defective furniture should be taken out of use immediately and reported to Facilities Manager/Housekeeping who will arrange for its repair or replacement.	<b>Facilities Manager/Housekeeping</b>
The person responsible for maintaining PE equipment on an annual basis	<b>Head of PHE</b>
The person responsible for ordering repairs which are the school's responsibility is:	<b>Head of Administration/Operations</b>

## Premises Security

The person(s) responsible for unlocking and locking the building, arming and disarming security alarms etc.	<b>CSO</b>
	<b>Deputy SCO Head of Administration/Operations</b>

The person(s) who has/have been trained to deal safely with security issues is	<b>CSO/DCSO</b>
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## Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. during rainy season) will be determined by:	<b>Head of Administration/Operations</b>
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## Health and safety Training

The Principal and Board of Trustees offer staff health and safety training on an annual basis in line with the school's health and training plans focusing on mandatory training as a priority.

The person responsible for drawing the attention of all employees to the following health and safety matters as part of their induction/training is:	<b>HR manager</b>
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The person responsible for coordinating the provision of the health and safety training needs of staff in consultation with their line managers and the employees concerned is split amongst the following:

The person responsible for coordinating the provision of the health and safety training needs of support staff in consultation with their line manager is:	<b>HR Manager</b>
The person responsible for compiling and implementing the school's annual health and safety training plan is:	<b>HR Manager liaising with Head of Administration/Operations</b>
The person responsible for reviewing the effectiveness of health and safety training is:	<b>HR Manager &amp; Principal</b>
The person responsible for keeping records of training and certification for the use of hazardous machinery is:	<b>Facilities Manager</b>

## Establishing Adequate Health and Safety Communication Channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Senior leadership team meetings and staff meetings.
- The Governors Project management Sub-Committee/Health and Safety Sub-committee
- Provision of information relating to safe systems of work and risk assessments
- Staff briefing
- Staff training days
- Health and safety notice boards
- Student Representative Council
- New staff induction
- Visitors, adults or contract staff in school
- Communication of health and safety bulletins or information from Lagos State/Federal Government's Health, Safety and Welfare Team

## Work Equipment

### Specific Risk

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted.

### Access Equipment

#### Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Facilities Manager</b>
Person(s) authorized to use (ladders) are:	<b>Maintenance staff</b>

### Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that loading equipment are maintained in a safe condition is:	<b>Facilities Manager</b>
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### Caretaking and Cleaning Equipment

This includes moving and handling equipment, powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Facilities Manager</b>
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Person(s) authorized to operate and use is/are	<b>Maintenance / Housekeeping staff</b>
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### Catering Equipment (dough mixers, Slicing machines, Potatoes peelers)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Chef</b>
Person(s) authorized to operate and use is/are	<b>Catering staff</b>

### Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Facilities Manager</b>
Person(s) authorized to operate and use is:	<b>Relevant appointed staff</b>

### Grounds Maintenance Equipment (Machinery and Tools)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Facilities manager</b>
Person(s) authorized to operate and use:	<b>Relevant trained staff</b>

### Science Laboratory Apparatus and Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Head of Science</b>
Person(s) authorized to operate and use is/are:	<b>Science Staff</b>

### Vocational Studies Equipment (Food Technology and Textiles)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Head of Department</b>
Person(s) authorized to operate and use is/are:	<b>Staff of the department</b>

### Technology Equipment (Design Technology, Electrical/Electronic, Basic Technology)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Head of Department</b>
Person(s) authorized to operate and use is/are:	<b>Trained staff of the department</b>

### Art and Design Equipment (Ceramics)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Head of Art &amp; Design</b>
Person(s) authorized to operate and use is/are:	<b>Relevant &amp; trained staff</b>

### PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Head of Sports</b>
Person(s) responsible for regular visual inspection is/are:	<b>Sport staff</b>

### Outdoor Play Equipment

Person responsible for Equipment	<b>Head of Sport</b>
Person(s) responsible for regular (daily) visual inspection is/are:	<b>Head of Sport</b>
Person responsible for annual full Outdoor Play Equipment	<b>Head of Sport</b>
Person responsible for selection, inspection, maintenance, training and risk assessment is:	

### Piano, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	<b>Head of Music</b>
Person(s) authorized to operate and use is/are:	<b>Music department staff</b>

### Portable Electrical Appliances

The person responsible for ensuring portable electrical appliances testing is carried out at appropriate intervals and recorded is:	<b>Facilities Manager</b>
Person(s) responsible for carrying out formal visual inspection and testing is/are:	<b>Facilities Manager</b>

### Display Screen Equipment

See attached Appendix listing employees who are classified as users of display screen equipment. An assessment will be made of their workstations. They will be entitled to a regular eye test.

The competent (trained) person responsible for carrying out display screen equipment risk assessment is:	<b>Systems Administrator</b>
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The person responsible for implementing the requirements of the risk assessment is:	<b>Systems Administrator</b>
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### Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their line managers as soon as they become aware of a need to repair or replace PPE, which they use.

<b>The persons responsible for inspecting PPE termly and replacing personal protective equipment when it is worn out are as follows</b>	
Science	<b>Head of Science</b>
Food & Nutrition	<b>Head of Department</b>
Art & Design	<b>Head of Department</b>
Housekeeping	<b>Head of Housekeeping</b>
Catering	<b>Chef</b>
Grounds maintenance	<b>Facilities Manager</b>

### Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified as well as Facilities Manager's office and Principal's office

Science	<b>Head of Science</b>
Clinic	<b>CMO</b>
Design and Technology (Food and Textiles)	<b>Head of Food &amp; Textiles</b>
Art and Design (Fine Arts)	<b>Head of Art</b>
Art and Design (Ceramics)	<b>Head of Art</b>
Caretaking and Cleaning	<b>Head of Housekeeping</b>
Catering	<b>Chef</b>
Grounds Maintenance	<b>Facilities Manager</b>

Copies of all the hazardous substances inventories are held centrally in:	<b>Facilities Manager's office</b>
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The person responsible for ensuring that local exhaust ventilation (fume cupboards) will be examined annually and tested:	<b>Head of Science / Science Technicians</b>
The report will be kept available for inspection by:	<b>Head of Science</b>

## Waste Management

Waste will be collected by:	<b>LAWMA registered Contractor(s)</b>
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The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists are:	<b>Facilities Manager / Head of Housekeeping</b>
All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	<b>Facilities Manager</b>

The person responsible for the storage and collection of chemical waste:	<b>Head of Science</b>
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## Cleaning Arrangements

Atlantic Hall School recognizes the importance of maintaining clean and hygienic premises. The following Health & Safety arrangements are in place:

- A cleaning rota has been established for all areas of the school.
- A cleaning rota has been established for all school equipment.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and uniforms).
- Cleaning staff are provided with suitable hand washing facilities.
- All cleaning products are kept in locked cupboards out of reach of students.
- All premises are to be cleaned and tidied before students arrive into classrooms/hostels
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Surfaces and tables are wiped clean between activities.
- Grass, lawns and sporting facilities are cleaned daily.

- Regular pest control visits are conducted by a competent specialist pest control contractor for preventive control.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

### Slips, Trips and Falls

We realize that slips, trips and falls are the most common cause of workplace accidents. The following arrangements are in place to reduce their occurrence:

- Non-slip flooring/matting has been installed in the kitchen and washrooms/toilet areas
- Electrical equipment is sited carefully to avoid trailing leads.
- Corridors and walkways are kept clear of obstructions
- Floors are thoroughly dried following cleaning and spillages.
- Yellow “wet floor” safety signs to be positioned when necessary.
- Leaves and debris are removed from outside walkway.

**All members of staff** are responsible for arranging to clean up spillages which occur whilst they oversee the area concerned. Other spillages, leaks or wet floors should be reported to the Housekeeper who will arrange for them to be dealt with.

**All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

Advice may be sought from the School’s Service provider.

The person responsible for informing the Waste Authority of any items of general waste to be collected is:	<b>Facilities Manager</b>
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A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	<b>Head of Housekeeping</b>
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### Health and Safety Inspections

The service provider responsible for organizing and carrying out safety inspections including planning, inspection, reporting is:	<b>Health &amp; Safety Consultant</b>
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A copy will also be provided to the Principal and Governors for consideration at their next meeting.

The person responsible for ensuring follow up action on the report till completion is:	<b>Director of Boarding/ Head of Administration/Operations</b>
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## Provision of Information

The person responsible for distributing all health and safety information received from State/Federal sources and elsewhere is:	<b>Director of Boarding Head of Administration/Operations</b>
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Records of employees' signatures indicating that they have received, read and understood health and safety information are kept in:	<b>HR Manager's office</b>
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**N.B. New employees will be informed of all relevant health and safety information as part of the induction process**

<b>Risk Management</b> documentation will be kept in the Risk Management folder which is kept in:	<b>Head of Administration's office</b>
The person responsible for maintaining it is:	<b>Facilities Manager</b>
The person responsible for deciding on the appropriate circulation of each document is: <i>Documents will be available electronically whenever possible</i>	<b>HR Manager</b>

**N.B. Decisions to be communicated to the Health & Safety Committee**

The Health & Safety notice board is sited in:	<b>Staff Common Room &amp; general Notice Boards</b>
The person responsible for ensuring documents are displayed on the Health & Safety notice boards and keeping it up-to-date is	<b>HR Manager</b>

## Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for all educational visits:	<b>PA to Principal</b>
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## Educational Visits

At Atlantic Hall, we aim to provide a broad and balanced curriculum and believe that school trips are an essential resource for learning and a key component of the curriculum.

All School trips are planned in advance and risk assessed.

### **Planning and Preparation**

When planning a school trip, the responsible teacher shall:

- Seek permission from the Principal for the trip, as they have ultimate responsibility for the students, irrespective of whether they are present on the trip or not.
- Remember that they (the teacher) are responsible for all aspects of the trip, including preparation and post-trip activities and that during the trip they are responsible for the care and welfare of the students.
- Ensure that before a trip takes place, a member of staff visits the venue to assess the risk that may occur there, or on the journey and check the availability of essential facilities e.g. toilets, eating areas etc.
- Ensure that the location of the venue and the length of the journey are taken into account when considering the trip's suitability for students in terms of their cultural requirements, physical disabilities, age, size and maturity.
- Ensure that at least 2 weeks before the trip is due to take place a letter is sent home to the parents/guardians of all students attending, containing all relevant details, including venue, subject, justification, times, parental contribution, clothing, equipment and spending money for the students. The letter shall include a consent slip for the parents to complete and return, giving their permission for the student to attend.
- Ensure that enough adults are attending to help supervise the students.
- At least 1 adult per 10 students.

**During the Trip**

Whilst undertaking the trip, the responsible teacher shall:

- Ensure that the safety of the students is the first priority
- Ensure that all adults attending the trip including parents/carer volunteers are fully briefed on their roles and responsibilities including safeguarding of students, the aims of the trip, any emergency arrangements and are assigned to a group of students which does not contain a relative of theirs.
- Ensure that all students are prepared for the trip by explaining the aims of the trip, the expected standards of behavior, the importance of following all rules and of not taking any undue risks.
- Ensure that a first-aid kit, school nurse, houseparent, security personnel and mobile phone access are available for emergency usage are taken on the trip.
- Ensure that students **are wearing school uniform or appropriate clothing and correct footwear** required for the trip.
- Ensure that a list of all students attending including emergency contact numbers and medical requirements are taken on the trip and also submitted to the school office.

**After the trip**

Once the trip is complete, the responsible teacher shall:

- Consider producing a display of photos and works produced by the students
- Write a short review to be included in the school newsletter and Website

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The person responsible for coordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited as appropriate is:	<b>Appointed Work Experience Coordinator</b>
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### Use of Premises Outside School Hours

The person responsible for coordinating the letting out of the premises in accordance with the letting procedure is:	<b>(Head of Administration/Operations)</b>
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	<b>Housekeeping</b>
The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	<b>Housekeeping</b>

### Visitors

On arrival all visitors should report to the security personnel at the school gate where they will be issued with: <ul style="list-style-type: none"> <li>• An identification badge</li> <li>• Relevant health &amp; safety information</li> <li>• And will sign the visitors book</li> </ul>	<b>School (Principal's office) (via gate security)</b>
An employee seeing an unidentified person should act positively and report to the CSO	<b>CSO / security personnel</b>

### Contractors

#### Contractor Management

Atlantic Hall school shall before commencement of any contract work complete a contractor induction form with each individual contractor. Pre-contract meetings will be held between the school and the contractor with an attendance list and documented minutes being kept.

- The school and contractor will agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.
- The school will visually monitor works to ensure that work is undertaken safely and will report any concerns to the project/contract manager and the Principal.
- If the school is concerned that any works being undertaken appear to be unsafe, they will request that work cease until further advice has been sought.
- At the end of the works, the project/contract manager must provide the school with relevant documentation relating to the work undertaken. E.g. manufacturers' instruction/warranties, fixed wiring certificates, schematic diagrams of services, etc.

The person responsible for selecting contractors and vetting Contractor's health and safety policies, procedures, risk assessments, method statements and past health and safety performance:	<b>Board's Project Committee</b>
The person in control of contractors is:	<b>Facilities Manager</b>

### Supplies (Purchasing/Procurement and Deliveries) – Please also refer to the Scheme of Financial Delegation

The Governing Body requires that all equipment and material purchased or procured for use in the school complies with agreed Administrative procedures.

The following employees are authorized to place orders for supplies. They must satisfy themselves that the supplies and arrangement for their receipts and use do not compromise the health and safety of employees, students and others. They will also assess any revenue implications of the necessary maintenance of donated items.

<b>Name</b>	<b>Types of Order</b>
(Head of Administration/Operations)	All purchases (subject to formal approval)
Procurement Department	Formal approval & IA

Deliveries of goods will be reported to (who will arrange for them to be taken to the appropriate location)	<b>Store Manager in the Maintenance Yard</b>
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### Catering

The person responsible for registering the food premises with the local Environmental Health Officer of the state/local government is:	<b>Director of Boarding</b>
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The person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfaction hygiene standard is:	<b>Chef</b>
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### Dining & Kitchen Safety

The following health & safety arrangements specific to the kitchen areas are in place:

- The kitchen is out-of-bounds to all persons except kitchen staff.
- Lagos State Environmental Health regulations are to be enforced.

- The floors are to be kept dry and free from obstruction – non-slip flooring has been installed.
- Care shall be taken when handling heavy and /or hot items.
- Training in food preparation and handling is offered to appropriate staff.
- Food preparation and handling procedures are monitored and assessed regularly.
- Food preparation areas shall be kept clean and hygienic.
- All food production is done at the right temperature
- All food delivery is checked for quality
- All food is store at the appropriate temperature
- All kitchen staff have received food Hygiene training
- All tables & chairs are cleaned & sanitized every meal session
- Floors are swept, moped and sanitized after every meal session
- A/C is serviced every 6 months and adequate ventilation is maintained
- Students are encouraged to eat a healthy and well-balanced diet
- Kitchen waste & refuse are environmental dispose in line with government regulations

## Vehicles

<b>The Facilities manager</b> is responsible in conjunction with the Head Driver and vehicle driver for ensuring that vehicles kept or hired are operated in accordance with the law and as prescribed in the “School Vehicle Policy	<b>Internal Auditor</b>
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**N.B.** School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

Employees who are required to use their private vehicles for official business are responsible for gaining authorization from the Head of Administration. He will ensure that the driver has a valid license and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger	<b>Head of Administration /Operations</b>
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The person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc. is	<b>Facilities Manager</b>
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The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the appropriate test is:	<b>Facilities Manager / HR Manager</b>
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### Driving and Transport Criteria:

- The driver holds the appropriate license for the vehicle being driven
- The driver is fit to drive the vehicle
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition
- The vehicle is insured for business use

- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (Where required)
- Safety restraints are worn whilst the vehicle is in motion.

**Use of Minibuses:**

The driver meets the age, licensing and experience criteria for driving minibuses

- The driver is fit to drive the vehicle
- The vehicle is taxed, has a valid MOT, is adequately insured and is in a roadworthy condition
- The vehicle is maintained and serviced on a regular basis as part of a scheduled maintenance programme and is subject to formal safety inspections
- A pre-use vehicle check is carried out and recorded for school owned vehicles. Any defects should be rectified. If the defect is unable to be rectified it should not be used.
- A record of the vehicle's usage is kept
- The vehicle is fitted with a suitably sized first aid kit and fire extinguisher
- A code of conduct indicating expectations in relation to behavior is employed and adequate supervision of children is in place to prevent disruption to the driver.
- The vehicle is fitted with the correct safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

**Phone use:**

The school recognizes that it is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff that:

Drivers must not respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e. vehicle is stationary and in safe position with engine turned off.

Hand held radios and mobile phones are not to be used on petrol station forecourts.

**Car Accident:**

All accidents that occur whilst on school business will be reported in accordance with the school accident reporting procedures.

Where staff are involved in an accident they are instructed NOT to admit any liability or responsibility at the scene; to exchange insurance details and notify the HR as soon as possible; the driver to complete an accident report form as soon as possible whilst the details of the accident are still fresh.

**Vehicle on fire:**

In the event of a vehicle fire, staff are to be instructed to:

Stop the vehicle in a safe position as the situation allows

- Get all persons out of the vehicle and move to a safe location
- Contact the emergency services if required
- Only if you feel it is safe to do so without endangering yourself or others, try to put out the fire

### **Bullying/Harassment**

The school’s policy on behavior (including bullying) is kept:	<b>Principal’s office</b>
Records of bullying incidents and action taken are kept:	<b>Designated Safeguarding Lead</b>

### **Insurance**

Employee absence statistic (i.e non-confidential) for the purpose of performance measurement are kept:	<b>HR Manager</b>
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**Policy First Implemented: January 2020**

**Policy last Reviewed: November, 2025**

**Next Review: November, 2026**