

# Health & Safety Policy Statement

The Japanese School in London

Authorized by	Head Teacher	July 2017
Approved by	The School Running Committee	July 2017
Interim review due to OFSTED requirement		Mar 2018
Review by		Apr 2019

## Policy Statement

The Japanese School in London (The School) recognises and accepts the responsibilities placed on each area by the Health and Safety at Work Act 1974 and any subsequent legislation in establishing a minimum standards and providing and maintaining safe and healthy working conditions, equipment and systems of work for all users of the facilities. Information, instruction, training and supervision will be given to achieve this standard and exceed it whenever and wherever it is reasonably practicable to do so.

All employees have a duty to work in a safe and responsible manner, and to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves or others. They shall be encouraged to submit suggestions for the improvement of standards in health and safety within the building.

All activities will be conducted with due regard to all statutory requirements with appropriate safeguards being instituted to minimise the risk to the health and safety of all employees, pupils, visitors and contractors who may be affected by their activities and operations.

School/Teaching staff shall recognise that they have a 'duty of care' to all pupils on the school premises. They shall endeavour, at all times, to ensure that pupils under their supervision, work and live in safe and responsible manner and are fully aware of all necessary precautions and procedures relating to their life and work and the need for such precautions and procedures. It is recognised that for some pupils comprehension of these precautions and procedures may be severely limited.

Standard safe working practice shall be developed and adopted for all activities for which significant hazards and level of risks have been identified. Any such measures shall be conveyed to those employees, volunteers and /or pupils and visitors who may be affected, to ensure that they are aware of such hazards and risks and the operational procedures and precautions to be observed in relation to the task, in order that the risk shall be minimized and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience, or amended to suit specific circumstances or changes in legislation as and when the need arises.

## Organisation of Health and Safety Management

Head Teacher's duties:

It is Head teacher's duty directly or through delegation as detailed below and in accordance with the law and any instructions from the Governing body to:

- A. Ensure compliance with this health and safety policy in each and every respect, to keep the senior management team and all employees informed of this policy and any changes to it, to ensure that the necessary resources for implementation are available and to report to governors at least annually.
- B. Plan, organise, control, monitor and review arrangements for health and safety for employees, for pupils, for visitors including contractors and others affected by our work activities – this includes committing to writing local management arrangements for safety and standalone management plans.
- C. Assess risks and commit assessments to writing.
- D. Ensure that work in all its aspects is safe and without risks to health.
- E. Ensure that information, training, instruction and supervision is provided and that systems of work are safe.
- F. Make proper provision for occupational and pupil health.
- G. Investigate and keep a record of accidents, occupational ill health, hazardous incidents and fires.
- H. Post warning signs and notices.
- I. Appoint first aid personnel and have first aid provision checked regularly.
- J. Ensure that the conditions of licences are observed.
- K. Ensure the safe disposal of hazardous wastes.
- L. Ensure that fire safety risk assessments are comprehensive, that their requirements are satisfied and in particular to:
  - Produce an emergency fire plan.
  - Be responsible for fire safety training.
  - Arrange practice fire drills.
  - Check that any close down procedures are followed.
  - Check the adequacy of fire-fighting equipment and ensure its regular maintenance.
  - Check that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly.
  - Ensure that fire detection, alarm and emergency lighting systems are properly installed, maintained and tested.
  - Arrange fire safety inspections once each term and when there are changes to the fire safety risk assessment.
  - Keep relevant records.
  - Include fire safety in the regular health and safety reports to the governors.

A number of Head Teacher's duties are delegated to others. The following paragraphs describe the delegations and other arrangements. All those with health and safety duties will be provided with sufficient time to undertake their duties.

Each line manager is delegated the duty to comply with the policy and ensure in accordance with the law the health and safety of employees, pupils and other persons within their area of responsibility and also anyone else who may be affected by their work activities. In particular, the duties listed above [B, C, D, E, F, G and H] are delegated to these persons and written local management arrangements and stand-alone management plans can be found with these persons and in the safety file.

Similarly, in the areas listed below, the employees named have the overall duty to comply and ensure safety and health:

- Ms H Ozawa is responsible for premises including onsite traffic management.
- Mr H Ozawa is the fire manager with duties [L].

The following employees/consultant have the duty to comply and to ensure safety and health as it applies to their special function:

The school appointed the company Arinite as a health and safety competent person from March 2018 for three years contract. In addition to the Arinite,

- Ms M Mochizuki is the educational visits co-ordinator.
- Ms Yuka Caves is responsible for asbestos management.
- Mr R Takase is responsible for minibus/transport management.
- Ms Yuka Caves is the radiation protection supervisor.
- Mr H Ozawa in collaboration with the appropriate line manager and/or safety co-ordinator is responsible for duties [E], [J] and [K].
- Mr S Takenaka / Ms Yuka caves are responsible for making arrangements for visitors (who may be contractors) and this will involve carrying out suitable risk assessments.

All those with line management responsibility should notify me and the safety co-ordinator and any other persons affected of any planned, new or recently identified significant risks in their areas and also of the control measures needed and should report to me any significant breach of safety arrangements.

When line managers are absent for significant periods, adequate delegation of duties must be made.

- Ms Igarashi and/or Ms Sakurai, the school nurses are responsible for first aid. The school directory contains the most up to date list of First Aiders and their locations. The school nurses are responsible for checking the first aid facilities, first aid kits and eye wash stations, at least termly.
- Mr H Ozawa is responsible for accident recording and investigation. All accidents, occupational ill health, dangerous occurrences and near misses, should be reported promptly on the forms available from the Staff Hub to the school nurses. Notification to the enforcing authority at the HSE Incident Contact Centre is the responsibility of Mr H Ozawa.

### Advisory Arrangements

- Ms Yuka Caves (Arinaite) is the health and safety coordinator whose duties are to:
  - A. Be familiar with the contents of the policy and ensure that the policy and a safety compliance file is readily available to all employees
  - B. Ensure that the 'Organisation for Health and Safety Management' is reviewed annually, that a copy is provided early in each academic year
  - C. Together with others, identify health and safety training needs and co-ordinate as necessary. A safety training needs survey must be carried out annually.
  - D. Monitor that line managers prepare and review local management arrangements, standalone management plans, prepare and review risk assessments and carry out thorough examinations, test and inspections.
  - E. Monitor the formal defect reporting procedure
  - F. Monitor that accidents, illnesses and incidents are reported and investigated and proper notifications are made to HSE
  - G. Liaise with HSE/EHO/Fire Service as appropriate

The School Running Committee is to consult with employees on matters concerning health and safety; to discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports; to monitor progress on recommendations from an authoritative source; to monitor the effective implementation of the health and safety policy and annually update the contents of the safety policy.