



WESTMINSTER
ACADEMY . ISLAMABAD

HEALTH AND SAFETY

It is a duty of both the employer and employees to take all-reasonable care for the health and safety of all people whilst at work and on the school premises.

On a day-to-day basis, items in need of repair should be recorded immediately in the Maintenance Book kept in the Admin Office.

Staff should note their responsibilities in the Health and Safety Policy and ensure that students are instructed in their role.

RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY

PRINCIPAL

1. The issuing of instructions and guidance to ensure that all staff and students are able to cover their health and safety responsibilities.
2. The delegation of responsibilities to staff and clearly defining the scope of these responsibilities, reviewing from time to time as appropriate.
3. Dealing with day-to-day referrals on matters of health and safety and giving guidelines or sources of advice for appropriate action.
4. Arranging repairs and improvement to the premises in such areas as are the School's responsibility.
5. Ensuring that regular inspections are carried out and that he/she is informed of accidents and hazardous situations.
6. Ensuring that the correct procedures for the evacuation of the premises in the event of fire and for dealing with First Aid injuries are in place and reviewed from time to time.
7. Reviewing the dissemination of safety information concerning the school and providing appropriate training for all staff.
8. Ensuring that all schemes of work for students contain appropriate instructions and arrangements for training in and supervision of health and safety matters.

ADMINISTRATION OFFICER

1. Establishing and maintaining safe working procedures including the safe handling and storage of hazardous substances.
2. Resolving or reporting any health and safety problem brought to their attention by any member of staff, pupil or visitor.
3. Carrying out regular safety inspections of equipment, furniture and activities for which they are responsible.
4. Providing sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work.
5. Seeking appropriate advice and guidance.
6. Notifying the Principal and, if necessary, making recommendations for safety equipment and additions or improvements to tools and equipment, which are deemed to be dangerous or potentially so.
7. Reporting and, if appropriate, making recommendations on any practices or equipment which entails risk to health and safety.

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TEACHERS

The health and safety of students is the responsibility of the teacher in charge at the time, whether on the school premises or not. If for any reason, e.g. the condition or the location of the equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Principal before allowing any activity to take place.

A teacher is responsible for:

1. Exercising effective supervision of the students and seeking information on the emergency procedures in respect of fire, bomb scare and first aid, and for carrying them out as necessary.
2. Seeking information on the special safety measures to be adopted in his/her teaching areas and ensuring that they are applied.
3. Giving clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough.)
4. Integrating all relevant aspects of safety into the teaching process and, if necessary, giving special lessons on health and safety.
5. Following safe working procedures personally.
6. Requesting the Principal to provide protective clothing, guards, special safe working procedures etc. as necessary.
7. Making recommendations to the Principal or Director on safe working procedures, safety equipment and additions or improvements to tools and equipment, which are dangerous or potentially so.

STUDENTS

Each student must be instructed:

1. To take any action appropriate to circumstances and persons involved to avoid risks to health and safety of him/her, fellow students and others who may be affected by the activities involved.
2. To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, jewellery, possession of knives and other items considered to be dangerous).
3. To observe the safety rules of the school and, in particular, the instructions of staff given in an emergency.
4. To use and not recklessly or intentionally to misuse, to neglect or to interfere with things provided for his/her safety.
5. To ensure that any electrical appliance, has been certified as safe before use.

All accidents must be reported to the Principal and/or Director

If training or further information is required for any of the above, please see the Director.