



British Junior Academy of Brussels

Health and Safety Policy

Revised September 2019



The British Junior Academy of Brussels

Health and Safety

This policy is for the whole school including the Early Years Foundation Stage

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## **1.0 AIMS AND OBJECTIVES**

As an independent school, the Proprietor and Shareholders of the British Junior Academy have the ultimate responsibility to safeguard, so far as is reasonably practicable, the health and safety of all persons who come into contact with the organisation and who may be affected by its activities. The prevention of accidents, injury or loss is considered to be essential to the efficient running of the school.

## **2.0 PURPOSE**

The purpose of this policy is to ensure that BJAB provides a safe and healthy environment for children, staff and all other people who come onto the premises of the school or who are involved in school-sponsored activities off the premises. The purpose of this policy is to:

- ensure that BJAB meets all of the Belgian Health and Safety legislative requirements and the UK requirements as far as is practicable;
- ensure that all staff are aware of roles and responsibilities for maintaining a safe and healthy environment;
- document the BJAB Health and Safety procedures.

This procedure applies to all work activities carried out by BJAB.

## **3.0 SCOPE**

All staff

## **4.0 THE PROPRIETOR**

4.1 The Proprietor has overall responsibility for Health and Safety and shall provide a safe environment for work, learning and play by:

- understanding the application of Belgian legislation and other legislation relevant to the school's business;
- interpreting and administering the effective implementation of the policy;
- ensuring that there is an effective management structure for health and safety with clear roles and responsibilities outlined;
- ensuring that this Health and Safety Policy is regularly reviewed and revised as appropriate;
- ensuring that there is effective communication on relevant health and safety issues and procedures with those connected to the school;
- ensuring adequate resources are available to fulfil the organisation's obligations;
- setting a personal example at all times with respect to Health and Safety.

4.2 The Proprietor will monitor that the school has:

- safe and healthy working, learning and playing conditions, including a safe means of exit and entry which takes account of appropriate Belgian statutory requirements;

- equipment and systems of work which are safe, including any necessary safety and protective equipment with any necessary guidance, instruction and supervision;
- a safe arrangement for the handling and storage of articles and substances;
- supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner.

## **5.0 THE HEADTEACHER**

5.1 As well as the duties of all staff, the Headteacher (or in his/her absence the Head of Pastoral Care) has responsibility for day to day maintenance and development of safe working practices and conditions for all staff, pupils and visitors while participating in school sponsored activities. The Headteacher will take all reasonable steps to achieve this, supported by other members of staff. The Headteacher is required to take all appropriate and necessary action to ensure that the requirements of all relevant codes of practice are adhered to.

5.2 The Headteacher (or in his/her absence the Head of Pastoral Care) is responsible for co-ordinating Health and Safety in line with Belgian law and, as far as is practicable with UK practice and shall, for example:

- ensure at all times, safe working conditions for staff, pupils and others using the premises thus promoting the health and safety of these groups;
- create an effective system for the communication of matters of health and safety which includes providing adequate time and opportunity to enable employees to raise issues of health and safety;
- ensure safe working practices and procedures throughout the school including those related to the use of machinery and apparatus; for example, the safe storage of aerosols, safe use of laminators etc.;
- ensure that all staff members are fully aware of their responsibilities and functions in respect of health and safety and that the relevant health and safety documents are available for reference;
- ensure that termly Health and Safety Audits and Risk Assessments are carried out to identify potential hazards promptly;
- ensure that the findings of health and safety reports are communicated to the Proprietor who has ultimate responsibility for health and safety;
- identify the training needs of staff and ensure, within financial resources available, that they receive adequate and appropriate training and instruction on health and safety;
- ensure the collation of accident and incident information, and if necessary take action to avoid recurrences;
- monitor the health and safety practices of all members of staff, encouraging staff, pupils and others to achieve the highest possible standards;
- take appropriate action against those who consistently fail to consider their own well-being and / or that of others;
- set a personal example at all times.

## **6.0 THE HEALTH AND SAFETY REPRESENTATIVE**

6.1 The Health and Safety Representative has an important role in the promotion of health and safety within the school by representing the staff in consultation with the Headteacher on health and safety issues. The nominated Health and Safety Representative is Justine De Maertelaere.

## **7.0 THE HEALTH, SAFETY AND WELFARE OFFICER**

7.1 The Health, Safety and Welfare (HSW) Officer will assist the Headteacher to implement the Health and Safety Policy. The HSW Officer informs the Works Services Coordinators of any HSW issues to ensure that any faults or shortcomings are remedied.

7.2 The HSW Officer should:

- liaise with the Headteacher on health and safety issues;
- liaise with the Headteacher to ensure that all Health and Safety Risk Assessments and Audits as are required are carried out in areas under their control;
- ensure that all identified hazards are immediately reported to the Works Coordinators;
- assist the Headteacher in ensuring that all staff receive adequate health and safety information, training and instruction;
- assist the Headteacher in facilitating communication within the school community on all matters related to health and safety;
- set a personal example at all times with respect to all matters of health and safety.

7.3 The nominated Health, Safety and Welfare Officer is Marisa Benitez.

7.4 The nominated Works Coordinators are Justine De Maertelaere and, in her absence, Valentine Naslin.

## **8.0 BJOB TEACHING STAFF RESPONSIBILITIES**

8.1 Staff are responsible to the Headteacher and have an important role in the promotion of health and safety throughout the school and a particularly important role on a daily basis within the classrooms.

8.2 Staff shall organise their work activities in compliance with the Health and Safety Policy and shall take reasonable care of their own health and safety and the health and safety of others by:

- familiarising themselves with the health and safety arrangements which apply to them and their work functions;
- helping to facilitate effective communication on relevant health and safety issues and procedures within the school community;
- ensuring that other staff, pupils and visitors have applicable health and safety induction whilst on premises under their control;
- regularly monitoring the health and safety of all staff, pupils and visitors;
- conforming to all given instructions, observe all safety rules and refrain from intentionally misusing or recklessly interfering with anything provided for health and safety reasons
- wearing appropriate safety equipment/protective clothing where necessary, for example, wear gloves when changing photocopy toners;
- completing risk assessments for classrooms, works areas and off-site visits as are required;
- reporting any identified hazards to the Headteacher and the HSW Officer without delay;
- setting a personal example at all times with respect to health and safety.

## **9.0 BJOB CARETAKER AND CLEANING STAFF**

9.1 Staff should organise their work to minimise any risk of accident, taking all reasonable precautions in their work and in work instructions given to others by:

- using safe work practices;
- wearing appropriate workwear including footwear/safety equipment;
- ensuring safe storage of equipment and potentially hazardous materials;

- supervising the activities of outside contractors working on BJAB premises.

## 10.0 VISITORS AND OTHER USERS OF THE PREMISES

- 10.1 All visitors must report to the school office and sign the visitor's book, noting the time of arrival before continuing into the school building. Each visitor will be issued with a badge, which must be worn at all times. When leaving the building, the book will be signed again, noting the time of departure. The badge should be returned.
- 10.2 Visitors and other users of the premises will be required to observe the health and safety policy of the school. In particular, contractors should be made aware of appropriate procedures and regulations pertaining to their work. Parents and others working in the school should be made aware of procedures, for example, fire drills.

This policy is the responsibility of the Headteacher and Madame De Maertelaere, the Proprietor	Date revised: September 2019
<b>Mrs White</b> <b>Headteacher</b> .....  <b>Madame De Maertelaere</b> <b>School Proprietor</b> .....	
<b>To be reviewed:</b>	September 2020