



The
British School
of Monaco

POLICY SECTION: Section 6 – HEALTH AND SAFETY

POLICY NUMBER: 6.01

HEALTH AND SAFETY POLICY

EFFECTIVE FROM: 12/VIII/22

REVIEWED: 4/VIII/2023

REVIEW DATE: Summer 2024

The British School of Monaco

Health and Safety Policy

The British School of Monaco attaches utmost importance to the safety, health and welfare of its staff, pupils and visitors and the school will comply with the provisions of all Monégasque laws and regulations in this regard. This policy is intended to act as a statutory document requiring all employees and pupils to act in a reasonable and responsible manner. It sets out the duties and responsibilities of all employees and pupils and requires the implementation of appropriate controls to methods of work so that they are as safe as is reasonably practicable.

The School's employees and pupils can be involved in a wide variety of activities. Whilst everyone must observe the contents and requirements of this policy, a Health & Safety policy alone will not in itself ensure the environment we work in will be safe. There can be no substitute for common sense. There must be a constant awareness of the things we do and the ways in which they could affect the Health & Safety of employees and others involved in, and affected by, the business. Appropriate training and information will be provided so that all staff and pupils will perform their activities in a safe manner.

All employees shall be informed of their responsibilities under the Health and Safety Policy at induction, and any updates will be circulated to all members of the School community.

AIMS

The aims of this policy are:

- To provide and maintain a safe, secure and healthy working environment for all employees, pupils and visitors.
- To ensure that all staff exhibit visible leadership that promotes safety and occupational health as equal to other business imperatives.
- To outline the roles and responsibilities for Health & Safety of the different people throughout The School and for any other persons with authorised access to the School's premises.

- To ensure that training is provided to employees to give them the skills, knowledge and resources required to maintain a healthy and safe working environment
- To ensure, as far as possible, that every pupil in the School is able to benefit from, and make his/her full contribution to the life of the School, consistent always with the needs of the School Community.

OTHER RELEVANT POLICIES & DOCUMENTATION

In reading this policy you should also consider and consult the following documents:

- Fire Safety Policy
- Staff Handbook
- First Aid and Medicines Policy
- Educational Visits Policy
- Risk Assessment Procedures

The Duties of Supervisory Staff

In addition to the general duties which all members of staff have, they will be directly responsible to the Principal to have day-to-day oversight for the implementation and operation of the school's health and safety policy within their areas of responsibility.

They will take a direct interest in the school's Health and Safety Policy and in helping other members of staff, pupils and others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

- (a) Safe methods of working exist and are implemented throughout their areas of work;
- (b) Health and safety regulations, rules, procedures and codes of practice applied effectively;
- (c) Staff, pupils and others within their area of responsibility are instructed in safe working practices;
- (d) New employees working within their areas of work are given instruction in safe working practices;
- (e) Regular safety inspections are made of their areas of work as required by the Principal or as necessary;
- (f) Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others;

- (g) All equipment in the areas in which they work is adequately guarded;
- (h) All equipment in the areas in which they work is in good and safe working order;
- (i) All reasonably practicable steps are taken to prevent the unauthorised or improper use of all equipment in the areas in which they work;
- (j) Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the areas in which they work;
- (k) Toxic, hazardous and highly flammable substances in the areas in which they work are correctly used, stored and labelled;
- (l) They monitor the standard health and safety throughout the areas in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and report those who consistently fail to consider their own well-being or the health and safety of others to the Principal;
- (m) All the signs used meet any statutory requirements;
- (n) All health and safety information is communicated to the relevant persons;
- (o) They report, as appropriate, any health and safety concerns to the Principal.

The Duties of All Members of Staff

All staff must make themselves familiar with the requirements of all health and safety legislation and codes of practice which are relevant to the work of their area of responsibility. They should take reasonable care of their own health and safety and any other persons who may be affected by their act or omissions at work and as part of their day-to-day responsibilities they will ensure that they:

- (a) are familiar with the safety policy and any and all safety regulations as laid down by the school;
- (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by other staff and students;
- (c) see that all equipment is adequately guarded and safely stored;
- (d) check that all equipment is in good and safe working order;
- (e) not make unauthorised or improper use of equipment;
- (f) use the correct equipment for the job and any protective equipment or safety devices which may be supplied;
- (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and

labelled;

(h) report any defects in the premises, plant, equipment and facilities which they observe;

(i) take an active interest in promoting health and safety and suggest ways of reducing risks.

Monitoring the Effectiveness of the Policy

This policy will be reviewed according to the school's policy review schedule or when the need arises by relevant staff, the Principal and the Governing Body, taking account of students' opinions and concerns, and parental views, where appropriate.

The British School of Monaco is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment.