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**ST GILES  
EASTBOURNE**

## HEALTH & SAFETY POLICY STATEMENT

## **1. Health & Safety Policy statement**

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Section B – Statement of Responsibilities  
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## **1. Health and Safety Policy Statement**

### **Section A**

#### **General Statement of Policy**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for that purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the organisation changes in size and nature. To ensure this, the policy and the way in which it has operated will be reviewed at least once a year.

As part of our commitment to the safety of our staff and our students we regularly assess the risks associated with our business as required under the 'Management of Health and Safety at Work regulations 1999'.

Signed: D Hannon

Acting Principal St Giles Eastbourne

Date: January 2024

### **Section B**

#### **Statement of Responsibilities**

- Overall Responsibility  
Overall and final responsibility for health and safety in St Giles Eastbourne is that of the Acting Principal, David Hannon.  
David Hannon is the Fire Safety Manager.
- Staff Health & Safety Representative  
The Staff Health & Safety Representative for these premises is David Hannon
- Employer's Responsibility  
By law, all employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee, manager or student notices a health and safety problem which they are not able to put right, they must immediately inform the Principal or the Safety Representative.

- **Students' Responsibility**  
It is the responsibility of our students to co-operate with the staff and management of the school to achieve a safe learning and working environment and to take reasonable care of themselves and others.
- **Consultation Procedure**  
Consultation between management and employees is provided by regular six-monthly meetings between management and the Safety Representative.

Health and Safety will also appear when appropriate on the agenda of staff meetings. Any observations on risks must be minuted and action taken. The action should be reported at the next meeting.

The Health & Safety Law poster is displayed in the School Office above the Registrar.

## **Section C** **General Arrangements**

### **Accidents**

#### **First Aid**

- The first-aid box is kept in the stationery cupboard in Reception
- The trained first-aiders are David Hannon, Lex King, Tiz Coccia
- Telephone number of School: 01323 729167; current emergency mobile: 0783 378 8118
- The person responsible for ensuring that the contents of the first-aid box conform to statutory requirements is David Hannon

#### **Incidents**

- All incidents must be logged in the accident log book found in the stationery cupboard in Reception

The following details must be logged: the name of the injured person, the type of injury, when, how, where it occurred, the name of the person in charge and the treatment given.

Under 'the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR)' and The Health and Safety (First Aid) Regulations 1981, the Principal is required to report any major injury or condition which has occurred during the course of work to the Local Health and Safety Executive.

- In the case of a serious accident or illness requiring professional medical attention contact the nearest local hospital. The contact details are Eastbourne District General Hospital, Kings Drive, Eastbourne, Tel. (01323) 417400.
- In an emergency the injured person must be accompanied to the hospital casualty department or an ambulance should be called by dialling 999, whichever is the more appropriate.
- In less serious circumstances the local doctor/health clinic should be contacted. Contact details are: Eastbourne Station Health Centre, Terminus Road, Eastbourne, tel. (01323) 726650.
- In serious cases, the Principal or his/her deputy is responsible for contacting the employee's or student's family. Of course, in the case of a student lodging with a Host, the latter must also be contacted.

## **General Fire Safety**

### **Procedures**

- All classrooms and public areas have clear notices describing the correct action to take in the event of fire. It is the Principal's responsibility to ensure that these notices are in place and that employees' and students' attention is drawn to them.
- All staff are given a copy of the Fire Emergency Plan
- All students are informed of Fire Safety at induction
- In the event of fire, the fire alarm must be sounded and the fire brigade called. The premises must be evacuated as quickly as possible. Teachers are responsible for escorting the students off the premises along the escape route indicated on the nearest fire notice to the Assembly Point. Once safely outside the teacher of each class is responsible for checking the register to ensure that all students are safe. The teachers must report their findings to the Principal or his/her deputy.

The Principal (or his/her deputy) is responsible for checking that all the other staff are safe.

### **Escape Routes**

- All marked fire escape routes must be kept clear, unlocked and easily accessible at all times.

### **Fire Notices**

- Fire notices should provide the following information:

Instruction to sound the nearest alarm

Instructions on how to leave the building by the nearest escape

No one should return to the building

Everyone should assemble at the named assembly point away from the building

- The teacher will check that all students are present by calling out the register  
In addition, each room should have a diagram showing the escape route to follow. This is particularly important in the case of a student with little knowledge of English who may have been in a room on his/her own when a fire breaks out.

### **Fire Extinguishers**

- The Principal is responsible for ensuring that the fire extinguishers are checked and maintained annually. A record of all service dates should be kept on each extinguisher. The fire extinguisher maintenance company responsible for the fire extinguishers is L. W. Safety Ltd.  
This company should be asked to make sure that the number and type of extinguishers on the premises are appropriate.

### **Fire Alarms**

- The Principal is responsible for checking that the fire alarms are kept in working order at all times. The fire alarm system and emergency lighting are maintained by Andy Lambert. Contact details in Reception.

### **Advice**

- The local Health and Safety Executive office is located at :

The Council Offices  
Station Road East

### **Training**

- All employees should receive all the training necessary to ensure that they are able to do their work safely. The person responsible for health and safety training on these premises is the Principal.

### **Students, Contractors and Visitors to the Premises**

- The safety of our clients must always remain of paramount importance. All students should be made aware of the existence of the Safety Policy and the Fire Procedures on arrival, either in written form in an orientation pack or in verbal form during a welcome speech.
- All visitors and contractors on the premises should be made aware of any particular hazards at the time that they are on the premises and should be informed of any particular precautions that they should take.
- Contractors in particular should carry out work on the premises at agreed specified times. Dangerous tools, equipment and machines should not be left unattended. The Principal is in charge of ensuring that this is done.

### **Risk Assessment**

- If any machine, piece of equipment or substance could potentially cause harm to anyone on the premises a risk assessment should be carried out and clear procedures laid down for the use of the item. The manufacturer's guidance should be followed at all times. All potential hazards should be brought to the attention of anyone who may come into contact with them. The person responsible for ensuring that this information is disseminated is the Principal.

### **Housekeeping and Premises**

All of the following come under the responsibility of the Principal.

#### **Cleanliness**

- All floors and stairs must be kept clean and not slippery.
- The premises, furniture and fittings (e.g. lights) should be cleaned regularly; and all dirt, dust, refuse and trade waste regularly removed.
- All spillages should be cleaned up promptly.
- Special arrangements must be made for the disposal of sanitary waste.
- All waste paper bins should be emptied daily and the rubbish stored safely until collection. Rubbish should not be stored on the street, causing inconvenience and a potential hazard to the general public.
- Toilet supplies of paper, soap and towels should be maintained and regularly checked.

#### **Safe stacking and storage**

- All materials and objects should be stored and stacked so that they are not likely to fall and cause injury. On arrival, deliveries of supplies and equipment should be stored safely away from public areas.
- Storage is the ultimate responsibility of the Principal.

#### **Exits, Corridors, Stairways**

- All exits, corridors and stairways must be kept clear at all times.

#### **Lighting**

- All light bulbs and fluorescent tubes should be replaced as necessary in order to ensure adequate lighting at all times.

#### **Comfortable conditions**

- A reasonable working temperature must be provided at all times. The temperature should be at least 16C.

## **Flooring**

- Carpets and floors must provide even surfaces to walk on. Carpets should not be worn through or frayed and floor boards should not be broken. Any broken tiles on the ceiling or on the floor must be replaced.

## **Electrical equipment**

### **Routine inspection and procedures**

- All electrical equipment must be checked annually.
- The safety representative and the management of the school should make an annual inspection tour of the premises and arrange for replacement of any frayed or damaged cables, broken plugs, sockets or any other electrical appliance which is not functioning properly.
- All appliances must be unplugged before cleaning or making adjustments. All electrical equipment used for teaching must be switched off after use. Extension leads may be used with portable electric equipment for teaching purposes. No leads are to be left where they could pose a threat to teachers, students or other staff.
- All suspect or faulty equipment should be immediately removed from use, labelled 'Do not use' and kept secure until checked by a competent person.
- Electric sockets in the classrooms are to be located in the most appropriate place for easy access for the teacher and to avoid trailing wires on the floor of the classroom.
- Use of personal electrical appliances at work by staff and students: E-cigarettes are not to be charged. Any other personal electrical appliances required to be plugged into electrical sockets should be visually checked and should be PAT tested regularly
- All staff are required to report any electrical problems to the Principal, and to put them in the Maintenance Book (kept in Reception).

## **Photocopiers**

- Regular servicing should be arranged. The company which carries out this servicing is Apogee (contact details are on the machine and in Reception).
- All staff should be careful when extracting misfed paper and take care not to touch the hazard areas of the machine.
- Toner cartons should be stored safely in the Stationery cupboard in Reception. Waste toner should be disposed of safely.

## **VDUs**

- The workstations of employees must be regularly assessed to ensure that they at least meet the minimum requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.
- All staff using the VDUs should plan their work so that there are 5 -10 minute breaks after each 50 minutes of constant use.
- On request, eye and eyesight tests must be arranged and special spectacles provided, if required, to all staff who habitually use VDUs for a significant part of their normal work.

## **2. Additional documents**

### **a) Health & Safety Representative**

#### **Functions:**

- To represent the staff in consultation with the employer to promote health and safety measures in the workplace. As a matter of course there will be regular six-monthly meetings between the employer and the representative.
- To investigate accidents, potential hazards and dangerous occurrences in the workplace. (A risk assessment should cover the following areas: Accidents/first aid; Fire safety; Sanitation; Electrical equipment; Working environment; VDUs; Toxic materials)

- To make representations to the employer about matters arising from investigations. Any complaints made by any employee about general health and safety should ideally be made in writing
- Represent the employees in consultations with Inspectors from the Health and Safety Executive

The representative does not incur liability as a result of carrying out the specified functions. The representative may agree or recommend a course of action but cannot be held responsible for its outcome. Only management can decide what is to be done and therefore must accept the responsibility.

The employer must allow the representative any required time off in order to fulfil his/her duties.

## **b) Fire Safety Awareness for Staff**

At induction, all new members of staff should be given the following information:

- If you discover a fire, you should operate the nearest alarm and follow the exit procedure below. The alarms are indicated on the attached plan of the site.
- If there is no nearby alarm, you should shout "Fire" and then follow the exit procedure below.
- If you hear the fire alarm or hear someone shout "Fire" you should follow the exit procedure below.
- If you are with a group of students in a room you should lead them out of the building by the nearest fire exit, as marked on the attached plan. You should take the register with you. No-one should stop to collect belongings. Everyone should be instructed to assemble at the Meeting Point in Silverdale Road on the Grand Hotel side of the school driveway, keeping the entrance to the driveway clear. The member of staff responsible for his/her group of students should check using the register that all students are at the assembly point. Katie Wash, David Hannon and Sarah Atkins are responsible for checking with the members of staff at the assembly point that the students in the group have been accounted for.
- If you are in other areas, e.g. Canteen, Computer Room, Library you should leave the building by the nearest fire exit. You should instruct other people nearby to do the same, without stopping to collect belongings. You should instruct people to assemble at the point indicated above.
- If it is considered safe to do so, Sarah Atkins and David Hannon should try to ascertain that the building has been evacuated. No risks should be taken, however.
- The Principal or his/her deputy (in this case, the Director of Studies) is responsible for telephoning the emergency Fire Service.
- The school driveway is to be kept clear to allow the passage of fire fighting vehicles.
- Fire extinguishers are located at various points in the school. These should be used only by people who are competent to operate them.

- New members of staff should be shown all the exits from the building
- New members of staff should be shown where the Fire Alarms are
- New members of staff should be shown where the Meeting Point is
- New members of staff should be told who the Fire Marshalls are ( David Hannon, Sarah Atkins)
- New members of staff should be told that smoking is not permitted anywhere inside the building

## **c) Fire Safety Awareness for Students**

At induction:

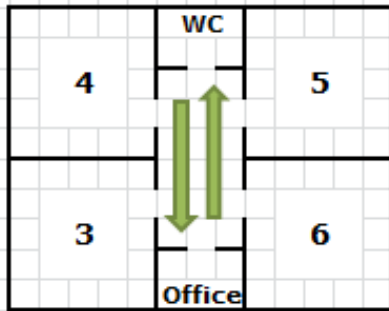
- Staff should tell students that if they hear a CONTINUOUS RINGING of the fire bell, or if they hear someone shout "Fire", they should leave the building immediately by the nearest fire exit, and go to the Meeting Point in Silverdale Road. Students should not stop

to collect books, bags, coats, etc. Students should not go back into the building until a member of staff tells them it is safe to do so.

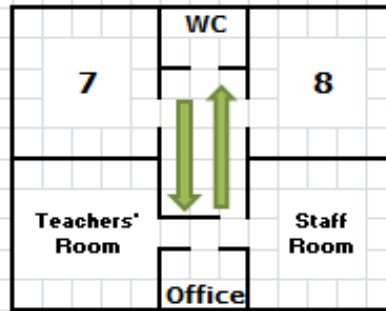
- Staff should show students all the exits from the building
- Staff should show students where the Fire Alarms are and what to do if they discover a fire
- Staff should show students where the Meeting Point is
- Staff should tell students that smoking is not permitted inside the building

**d) Plan of site**

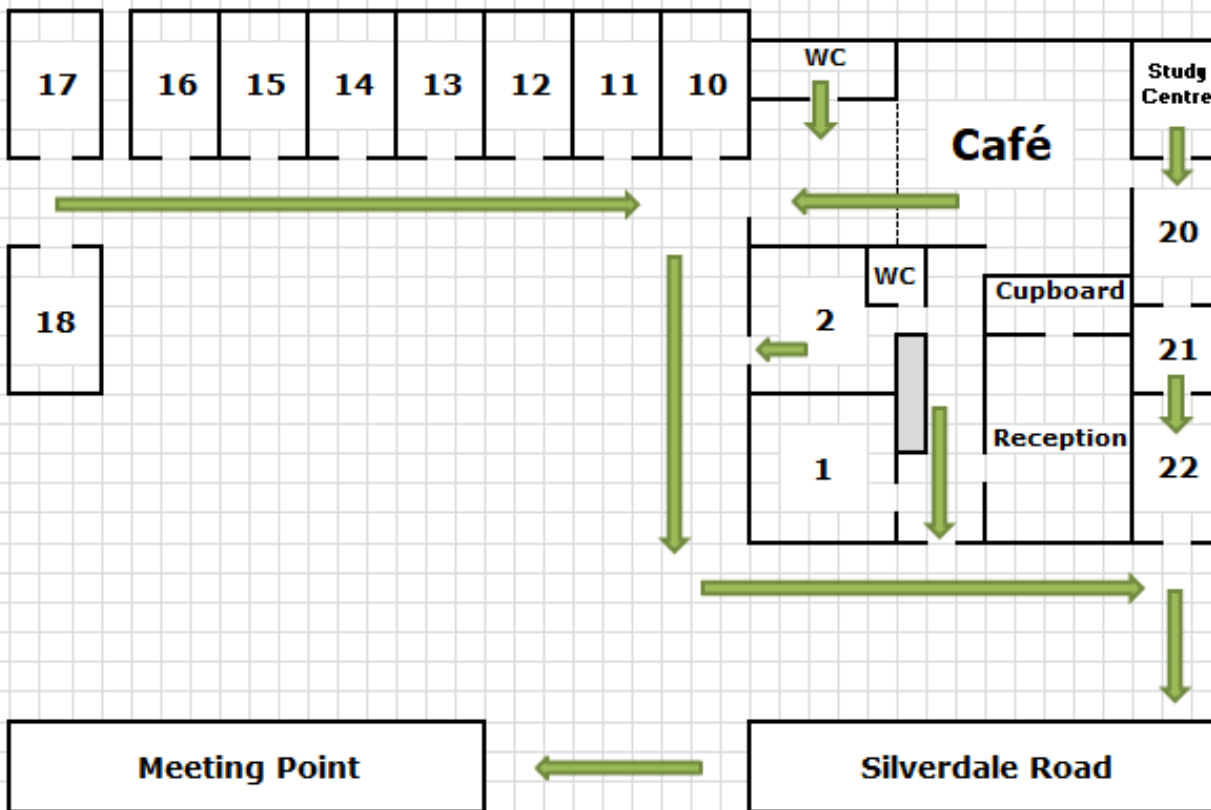
First Floor



Second Floor



Ground Floor





e) Fire Action notice

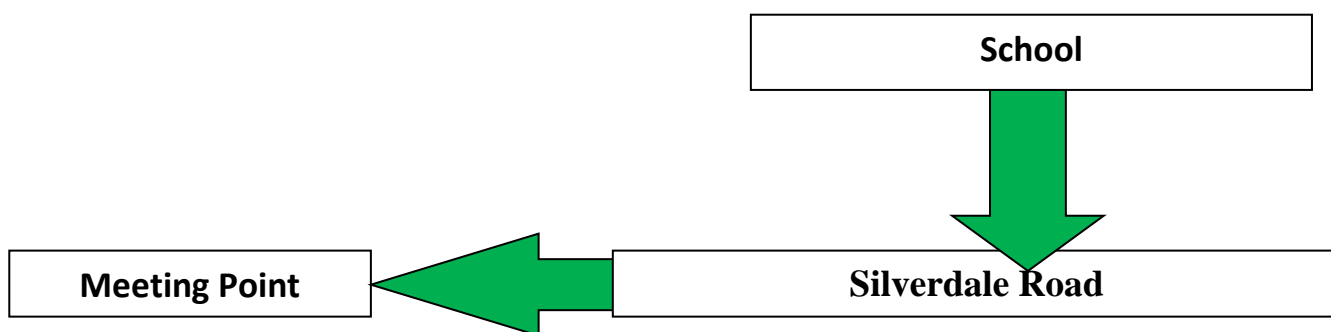


**PRESS THE NEAREST RED FIRE CALL POINT IF YOU DISCOVER A FIRE**

**REPORT THE FIRE TO THE SCHOOL OFFICE OR A MEMBER OF STAFF AND LEAVE THE BUILDING BY THE NEAREST EXIT**

**IF YOU HEAR THE FIRE ALARM LEAVE THE BUILDING BY THE NEAREST EXIT**

**GO TO SILVERDALE ROAD. TURN RIGHT TO THE MEETING POINT. WAIT FOR YOUR TEACHER**



**DO NOT STOP TO COLLECT YOUR BAG, COAT OR BOOKS**

**DO NOT GO BACK INTO THE BUILDING UNTIL YOU ARE GIVEN PERMISSION**