

# Health and Safety Policy



## September 2017

This policy covers many of the articles from the Unicef convention on the rights of the child. Some key ones are listed below.

Article 3 – All adults should do what is best for children. Adults should think about how their actions affect children.

Article 6 – Every child has the right to life. Governments must do all they can to make sure children survive and develop to their full potential.

Article 19 – Children have the right to be protected from being hurt or mistreated by anyone. Governments must do all they can to prevent this from happening.

Article 24 – Every child has the right to the best possible health. This includes clean water, nutritious food, a clean environment and health care.

Article 27 – Every child has the right to have their basic needs met. That includes food, clothing and a safe place to sleep.

Article 32 - Children have the right to be protected from work that is harmful or affects their education.



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**Date written:** September 2017

**Date for review:** September 2018

### General Guidelines

It is the policy of the Governing Body, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school;
2. Establish and maintain safe working procedures among staff and pupils;
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when required.
5. Maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. Formulate effective procedures for use in case of fire and for evacuating the school premises;
7. Identify procedures to be followed in case of accident;
8. Teach safety as part of pupils' education.
9. Provide and maintain adequate welfare facilities and to make recommendations to the Barking and Dagenham Authority as appropriate.

### Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Authority;
4. Make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. Ensure that regular safety inspections are undertaken;
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe;
8. Report to the Borough Property Department any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
9. Monitor, within the limits of their expertise, the activities of contractors hirers and other organisations present on site, as far as is reasonably practicable;
10. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

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### **Duties of the Person Delegated to Assist in the Management of Health and Safety**

The delegated persons shall:

1. Assist the Headteacher in the implementation, monitoring and development of the safety policy within the school;
2. Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school;
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher;
6. Assist in carrying out weekly safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified; Prepare a half termly report to governors on health and safety of both sites.
7. Provide governors with a Health and Safety update.
8. Ensure that staff with control of resources (both financial and other) give due regard to safety;
9. Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

### **Responsibilities of Staff towards Pupils and Others in their Care**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. provide written job instructions, warning notices and signs as appropriate;
5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. provide the opportunity for discussion of health and safety arrangements;
9. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
10. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
11. where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used. The driver should be accompanied by another staff member at all times.
12. Staff should ensure that the necessary

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### Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. co-operate with the Headteacher and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare;
3. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
4. ensure that tools and equipment are in good condition and report any defects to the Headteacher;
5. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
6. ensure that offices, general accommodation and vehicles are kept tidy;
7. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

***WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.***

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage. (See employee induction)
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

### Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, jewellery, false nails knives and other items considered dangerous);
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided safety purposes.

### Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

### Fire and Emergency Evacuation Procedures

1. The school's procedures for fire and emergency evacuation are visible in all rooms. It is the responsibility of all staff and visitors to note their nearest escape route when entering the room.
2. These procedures will be updated as appropriate.

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3. The log book for the recording and evaluation of practice and evacuation drills is available.

### Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

### First Aid and Accident Reporting Procedures

1. First aid is available in the Medical Room, Office and additional first aid boxes are kept in the Medical Room.
2. An up to date list of named first aiders will be displayed in the Medical Room.
3. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences are the Welfare Assistants or Office manager. The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the Authority are to be found in the Office.
4. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

### Risk Assessment

Risks to health and safety should be controlled wherever possible through risk assessments. These assessments are therefore conducted in this school on a regular basis and cover all identified risks to our pupils, staff, our buildings, our grounds, in our daily routines and at all school events.

Risk assessments are conducted by the year group leaders, teachers, site managers and staff who are setting up specific areas (e.g. EYFS outside area etc). Assessments identify the significant risks from hazards such as defects, deficiencies, and prescribe remedial action, i.e. risk control measures. Thorough risk assessment involves answers to the following questions:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?

Each assessment is written up on a standard pro forma, for the convenience of all concerned. The risk assessments are given to SLT to monitor and audit.

### Visitors

- Visitors will be required to follow the safety rules of the school, it is particularly important that parents helping in classrooms are aware of the health and safety arrangements applicable to them through the class teacher with whom they are working. All visitors must first report to the office and sign the visitors books and wear a Visitors Badge.

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- Visitors use Becontree Avenue gate. Deliveries use Grafton Road entrance.
- All visitors are asked to report to the School office and if they cannot be attended to immediately, they are asked to wait or given a definite appointment.
- Smoking is not permitted anywhere on school premises and notices are clearly displayed to acknowledge this.

### Parents

- On admission parents are advised that jewellery should not be worn to school, this is particularly dangerous when taking part in PE activities.
- Parents are responsible for providing a suitable change of clothes for PE.
- It is the responsibility of the parents to ensure that their child/children are supervised before school until they are collected from the playground by a member of staff. It is also the parents' responsibility to ensure that their child/children are supervised once they have been handed over at the end of the day by a member of staff.
- Parents are asked not to come into school when children are entering and leaving the building. If the corridor is crowded it would be difficult to evacuate the building in the event of an emergency. Vital messages may be left with the school secretary or the Headteacher who will then pass on the message to the relevant teacher.
- Medicals are held in the school and are attended by parents. Parents are required to give full, relevant medical information on admission to school.

### Lone working

At times, members of staff may find themselves working in isolated parts of the school. The school aims to reduce the risk of lone working wherever possible by ensuring that this is limited as much as possible. Members of staff working within the demountable classroom have a phone connected to the room so that they are able to contact someone if necessary. Warning bells go off at the end of each working day to ensure that all staff know that the site is ready to be locked up. Nobody will be on site after the caretaker has left the site and it is the responsibility of the caretaker to check the premises thoroughly before he leaves.

### Asbestos

To minimise risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment by:

- complying with all regulations and county policy concerning the control of asbestos;
- removing asbestos containing materials where the risk to building users is unacceptable;
- to have a named officer (the site manager) who will have responsibility for the
- implementing the Asbestos Management Plan in compliance with The Management of Asbestos guidance.

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### Contractors

The school follows the guidance issued by LBBB. Guidelines include:

- checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation, or a combination taking into consideration nature and scale of the works required);
- examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions etc;
- having clearly identified personnel who are points of contact for contractors and visiting workers;
- having all significant and unusual hazards and risks on site clearly identified;
- exchanging information on hazards and risks.
- arrangements for monitoring and controlling works in progress. Key areas to focus attention are:
  - segregation of traffic and pedestrians;
  - segregation of contractors and occupants of the school (where possible);
  - safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled;
  - implications on fire precautions due to possible increased risk and interference with fire alarm;  
system and routes of evacuation;
  - safeguarding the welfare of pupils, staff and visitors;
  - contractors are required to submit their H&S policy, method statement and risk assessments.

### Hazardous substances

Procedures for Control of Substances Hazardous to Health (COSHH) has been adopted in respect of managing hazardous substances. Where hazardous substances are used line managers themselves or a designated employee will undertake a Control Of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.

### Handling and lifting

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff. Managers are responsible for assessing the appropriate approach to handling task and may seek professional advice from the LBBB Health and Safety Team.

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### Personal Protective Equipment (PPE)

Line managers will assess on the basis of risk assessment and COSHH assessments the need for PPE. Where it is assessed that PPE is required it shall be appropriately selected and provided. A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary. Staff are responsible for ensuring that they use PPE where it is provided.

### Staff wellbeing/ stress

Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable. Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means within CCC to manage stress and assist staff.

### Violence to staff/ School security

- Risks to personal security, premises and property will be assessed through the risk assessment process.
- Security in the school is the responsibility of Headteacher and governing body will liaise with their local Crime Prevention Officer.
- Managers are responsible for assessing the risks of violence to staff.
- Where violence is identified as a significant risk, line managers will ensure that appropriate control measures are put in place.
- Staff must report incidents of violence and aggression in the same manner as accidents.

### Smoking

There is a strict no smoking policy anywhere on the school site.

Signed \_\_\_\_\_ Chika Anyanwu \_\_\_\_\_ (Chair of Governors)

Date \_\_\_\_\_ October 2017 \_\_\_\_\_

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