



<b>BELIEVE</b>	IN A HEALTHY MIND AND BODY
	IN STRIVING TO BE THE BEST WE CAN BE
	IN RESPECTING EACH OTHER AND OURSELVES
<b>GROW</b>	THROUGH LEARNING
	IN HUMANITY AND KINDNESS
	THROUGH EMBRACING OUR OPPORTUNITIES
<b>SUCCEED</b>	IN MAKING OTHERS PROUD
	IN BUILDING POSITIVE RELATIONSHIPS
	IN BEING RESILIENT AND COURAGEOUS

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# Health & Safety Policy

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Version 21

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## Document Control

Date	Version	Author	Notes
25.01.2021	21.0	E Pacevicius	Review of Policy
February 2020	20.0	E Pacevicius	Review of Policy
March 2019	19.03	E Pacevicius	Review of Policy
March 2018	18.03	E Pacevicius	Review of policy

## General

In accordance with the Health and Safety at Work Act 1974 this general statement of Policy will be available at the following locations for reference by all employees:-

- The School Office/Staff Room
- The Staff Intranet
- The School Website

It is the intention of the Governors that the school adopts the Health and Safety Policy of the London Borough of Barking and Dagenham and will apply health and safety instructions and advice issued by the Education Department.

The Governors of Dagenham Park Church of England School have set the following aims and objectives in order to ensure, as far as is reasonably practicable, the health and safety of all the school's employees and students:

1. To set and maintain high standards for the Health and Safety of all employees and students.
2. To ensure that all employees, students and visitors are fully aware of safety and procedures that are appropriate to the task(s) being undertaken.
3. To ensure that all employees and students are fully aware of their Individual responsibilities for Health and Safety matters.
4. Responsibility regarding Health and Safety matters will be assigned to Individuals as part of the organisation necessary to implement these Procedures and policies.
5. To maintain a system of joint consultation with employees and Students for the purpose of ensuring the ready implementation of the Requirements of this policy.

The following list of persons and categories of employees are responsible for implementation and monitoring the school policy on Health and Safety at Work, organisation of responsibilities for the implementation and/or monitoring of Health and Safety at Work.

- The Governing Body of Dagenham Park Church of England School
- The Headteacher
- The Senior Leadership Team
- The Business and Facilities Manager's
- Heads of Departments
- Year Curriculum Co-ordinators
- All employees



## Declaration by Governors

It is the intention and the aim of the Governors to provide safe and healthy working conditions for all employees and students as far as is reasonably practicable. In order to achieve this aim it is necessary that the full co-operation of all employees and students is willingly given, therefore initiative regarding health and safety matters has been assigned to individuals as part of the organisation necessary to implement the school's Health and Safety Policy.

1. The Health and Safety of all is recognised as a Management responsibility.
2. Governors will ensure that systems are in place to provide and maintain safe and healthy conditions in all areas of the school site.
3. It is the duty of all employees and students to act responsibly and to take all precautions necessary to protect themselves and their fellow workers from injury and preventable illness and ensure they avail themselves of all protective measures, devices and equipment provided for this purpose.

Failure to do so is an offence under Chapter 37 Section 7 and 8, of the HSWA 1974 and disciplinary action will be considered against those failing to comply.

This policy has been approved by the Governors of Dagenham Park Church of England School.

Signed: \_\_\_\_\_  
Chair of Governors

Dated: \_\_\_\_\_



## The Governing Body

Main responsibilities are:

1. To formulate, approve, review and revise as necessary the schools statement of policy on employee, student and visitor's health and safety.
2. To ensure that they are kept informed throughout the year of safety performance and steps being taken to minimise or eliminate accident producing conditions or health hazards.
3. To ensure that the resources necessary for the implementation of the school's policy objectives are made available as required.
4. To consider relevant reports published by the statutory authority and other relevant bodies and to report school safety performance and information for all employees to the governing body in termly reports. All employees will be updated with notices in the staff bulletin and during staff communication meetings.

## The Head Teacher and Business, Finance & Facilities Managers

1. Shall ensure that the School's Policy for employee, student, visitor and contractor Health and Safety and all relevant statutory requirements are fully implemented and complied with. This will be audited every 3 years by the local authority Health and Safety Section.
2. On behalf of the Governors, to maintain current knowledge with respect to legislative requirements, codes of practice and manufacturer's guidance and instructions. Also, to be responsible for the school's relationships with the regulatory and enforcement authorities, and to advise the relevant level of management as appropriate.
3. To provide advice and or information to employees and students with regard to all relevant matters concerning employee health and safety.
4. To be responsible for identifying training needs and to assist as required in the implementation of the school's safety training programmes.
5. To ensure that all employees and students are competent and familiar with their duties and responsibilities with respect to health and safety. This will be through communication and training, where necessary.
6. To devise, introduce and monitor safe systems of work as and when required and to cause them to be revised when necessary.
7. To advice employees and students with respect to their responsibilities for maintaining safe places of work and to ensure that their attention is drawn to relevant arrangements and procedures.
8. To ensure that appropriate advice and instructions are given to employees with regards to any hazardous goods or substances, which may be handled, stored or used.
9. To advise staff with regard to the selection, purchase and supply of approved protective clothing and equipment.
10. To be responsible for ensuring that arrangements are made for raising the standards of safety consciousness and safety performance.



11. To ensure that all accidents and dangerous occurrences are investigated.

## **Heads of Departments**

1. The Heads of each department will be responsible to the Head teacher for the Health and Safety of all persons in their department.
2. To ensure that risk assessments are carried out for each teaching area and where appropriate each type of activity on an annual basis and more frequently when new equipment or activities are introduced. A record of all assessments should be maintained and made available on the schools database.
3. The Heads of each department are responsible for ensuring all of the members within their departments are kept updated with relevant Health & Safety training and for ensuring that current procedures are implemented.
4. They shall ensure that an adequate supply of approved protective clothing and equipment for the use by staff and students is kept at all times. They shall further ensure that the approved protective clothing and equipment is properly worn or used, maintained, and renewed as necessity arises.
5. They shall ensure that safe systems of work are implemented at all times. There must be clear references to Health and Safety requirements.
6. They shall ensure they follow procedures for the safe storage and use of medications, toxic chemicals and hazardous substances.
7. They shall ensure that safe places of work are maintained within their working area.
8. They will ensure that careful and proper instruction and training is given to staff and students in the correct operation and maintenance of machinery, instruments, equipment, safety systems, fire and safety procedures and control of occupational health hazards.
9. They will report all health and safety concerns to the Health and Safety Coordinator. Health and Safety is an agenda item for all meetings.

## **Year Curriculum Co-Ordinator**

1. Each Year Curriculum Co-ordinator will be responsible for ensuring health and safety is met for their year group.
2. To ensure that risk assessments are carried out for medical or physical changes to a student in their year group, i.e. broken bones and the necessary control measures to implement to ensure the risk is as low as possible.
3. They shall ensure that safe systems of work are implemented at all times.
4. Any changes to a student's medication is communicated to the Office Manager and relevant staff following parental advice and authorisation. Necessary procedures are in place for students who require support with a medical condition.
5. They will report all health and safety concerns to the Health and Safety Coordinator. Health and Safety is an agenda item for all meetings.



## All Staff

1. It is the duty of all employees to take every reasonable care for the health and safety of himself/herself and other persons who may be affected by his/her acts or omissions at work.
2. It is also the duty of all employees to co-operate with their employer in achieving compliance with the Health and Safety at Work Act (1974).
3. All staff are required to carry out their assigned duties with due care and diligence. Staff must inform their line manager if they cannot attend a duty to ensure the duty is covered. Duties must take priority over other matters, i.e. speaking to a student.
4. Non-compliance with Health and Safety legislation will be regarded as a disciplinary matter.

## Visitors and Contractors

1. Visitors and contractors must be informed of the School's Health and Safety Policy and Procedures and must confirm that these instructions are understood.
2. Dagenham Park Church of England School has visitor system which produces a visitor badge. Visitors must wear the badge at all times and return the badge to the office before departure.
3. It is the duty of the supervising employee to advise visitors and contractors of specific and relevant Health and Safety issues.
4. Contractors must be escorted by site staff, at all times. Under no circumstances must contractors be working alone unless safeguarding checks are in place or the site is without students.
5. During building projects, all contractors must ensure that student and staff safety is vital and all necessary controls are taken.

## Health and Safety Guidelines

### Hazards and defects

1. Major defects and hazards in the buildings

Heating, lighting and ventilation systems should be reported immediately to the appropriate member of staff so that maintenance can be contacted and problems resurrected.

2. IT equipment

All computers in use within school, together with associated equipment such as interactive screens, are purchased from reputable suppliers and installed in line with relevant guidance. Any faults on such equipment, must be reported to the Network department immediately. A helpdesk and several extensions are available to contact the department.

3. E-Safety



The school has a separate policy for E-Safety and Acceptable User policy. Copies are available on the schools intranet. These policies indicate there is a whole school approach to E-Safety and details the ways ICT facilities can and cannot be used by the network users. All staff must ensure they accept the rules when they log onto computer first time. (If not accepted account will not be activated)

#### 4. Hazardous Substances

The requirement to assess hazardous substances either in use or created by school operations is a requirements of the Control of Substances Hazardous to Health (COSHH) Regulations. The school COSHH assessments are held in Curriculum Areas and summary information is kept where substances are stored/used. If employees have any questions on hazardous substances they should initially speak to their line managers.

#### 5. Infectious Diseases

The school follows the national guidance produced by the Health Protection Agency and local authority guidance. Staff/students will be regularly updated with any information or action required.

### Fire Safety

#### 1. Risk Assessment

A fire risk assessment is undertaken annually to identify and ensure that physical fire precautions are in place, measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire.

The fire evacuation plan is updated annually and distributed to all staff. A copy of the fire evacuation plan and fire risk assessment can be found on the staff website. Copies are also kept in the Business, Finance and Premises office. Changes are made more frequently than annually if the need arises.

#### 2. Fire Drills

Fire Drills are required in order to familiarise persons with the systems in place. Fire drills are carried out a minimum of three times a year; once each term. Planned fire drills may however be cancelled in the event of accidental/malicious sounding of the alarm in order to reduce disruption.

#### 3. Fire Alarm

The school has a modern fire alarm system incorporating detection and break points. The fire alarm is sounded at 16.00pm on Friday each week to ensure it is working and can be heard throughout the school.

#### 4. Fire Extinguishers

Fire Extinguishers are subject to an annual check by contractor. Staff must report any damage to fire extinguishers to Facilities Management. Fire extinguishers must not be removed from their position and used to prop open doors.

If the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building. Fire extinguishers are provided to aid escape if required but are not otherwise intended to be used unless used by a trained fire marshal to tackle small fires.





## 5. Electrical Safety

The school has fixed electrical installation checked and certified once every 5 years in line with the Electricity at Work Regulations.

Departmental checks are made at the request of the Head of Department/Technicians.

Portable electrical equipment is to be visually checked by staff before use, i.e. check equipment and plug are undamaged. In addition the portable electrical equipment is subject to Portable Appliance Testing every two years.

## Smoking

Dagenham Park Church of England School has adopted the Council's policy of a no smoking environment which covers the schools grounds and playing fields. Staff wishing to smoke must ensure that they exit the school site and use an appropriate place away from the school surroundings, out of site from students and visitors to the school site.

## Safety and Wellbeing

### 1. New staff

Arrangements for briefing new staff about health and safety procedures will be incorporated into the Induction Programme

### 2. Wellbeing

The wellbeing of employees is seen as an integral part of the Schools' Health & Safety responsibilities. The Governing Body and Headteacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the employee's team as a whole. All employees have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Employees are encouraged to raise any concerns to the Headteacher or line Manager but also have access to a confidential counselling service; Workplace Options – Employee Assistance Programme 0800243458.

### 3. Accidents to Staff/Visitors

These should be reported to the Head teacher and entered into the Accident Book on the day of the accident. An accident form should be completed and submitted to the Head who will inform the Facilities Manager, Laing O'Rourke (if in the PFI building) and Borough Health and Safety Officer.

### 4. Accidents to students

These must be reported on the appropriate accident form. The first aider of the accident should ensure the form is completed. Witness statements should be attached. The statements should be signed by the Headteacher. A copy will be sent to the Borough Health and Safety Officer and one given to the Facilities Manager and one will be placed in the Accident File.

### 5. Ambulances



The first member of staff listed as a first aider on the scene should not hesitate to arrange the calling of an ambulance. The ambulance should be directed to the scene of the accident upon arrival on the School premises. An adult should accompany casualties. Delay should not take place, and under no circumstances should medical treatment be delayed pending the arrival of parents, staff, etc. Parents should be informed appropriately and a member of SLT/Reception Office staff briefed accordingly.

## **Violence & Aggression at Work**

Violence & Aggression at work will not be tolerated. Please refer to the Violence & Aggression at Work risk assessment and LBBB Violence & Aggression at work, general policy and standards. Both are available on the Staff and School Website.

## **Building Security**

The school gates are to be locked when not supervised by staff. Any intruders to be reported to Site Manager of the day immediately using the 2-way radio system or phone system. A panic alarm is situated in the Main Office to be sounded in the event of potential danger. Intruder alarms will be activated when the building is closed.

## **First aid kits**

These are available from the First Aid Room and in all practical subjects around the school. Separate boxes are available for School visits. It is the responsibility of the HoD to ensure that the contents are regularly checked and re-stocked.

Soiled and used dressings should be bagged, sealed and disposed of in a sanitary-bin or incinerator. First aiders must use disposable gloves in treating injuries involving bleeding

## **Students with Medical Needs**

The school will make reasonable adjustments for students with medical needs wherever practical.

## **School Trips**

The school undertakes a mix of school trips in line with its approved school trips procedures. All trips undergo a risk assessment and necessary control measures are put into place. A first aider will accompany the trip if the risk assessment indicates a need or if any student with medical needs is attending the trip.

## **Work experience**

The person in charge of work experience will be responsible for ensuring the compliance of health and safety procedures applying to students.

## **Photographs and Videos**

The school has the intention of protecting children from the misuse of photographic images. It aims to enable a safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits. All parents will be asked for permission for the taking of photography by the media. Students who suffer from light sensitive epilepsy should ensure that the school is aware. Staff must always announce if flash photography is going to be used at the start of an event/lesson/trip, etc.

## **Transport**

The options for transporting students are:



- **Use of Employees vehicles:** Employees can transport students/equipment in their own cars or drive to other venues during the working day. Employees who use their own cars must confirm that their insurance policy covers them for the purpose and need to hold Business Class insurance for the vehicle they use.
- **Use of the School Mini-bus:** Employees who hold an unendorsed, valid D1 driving licence are able to drive the school mini-bus. Staff without such a licence will need to undertake a D1 driving test. The school mini-bus operates under a permit arrangement, not for hire or reward.

## Vehicle Movement

The school wishes to ensure that vehicular movements on site are managed to protect students, staff and members of the public. Vehicles moving around on the school site poses a hazard to pedestrians.

Dagenham Park Church of England School is a single site. There are a large number of vehicle movements at the start and end of the school day. There is adequate parking for staff and visitors to the school during the school day. Parking is available outside the school entrance for taxi's and coaches.

## Sending students home

If a student needs to be sent home, permission from the appropriate member of staff must be sought. Parents (for all years) will be informed and requested to collect their child or for their permission for the student to be sent home unaccompanied. No child is to be sent home unaccompanied or left in an empty house without parents' permission unless with the Headteacher's permission.

## Manual Handling/Heavy loads

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All relevant employees will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, staff must ensure manual handling training has taken place. Whenever possible, mechanical assistance, e.g., a trolley should be used.

All students who may need to be lifted or supported are to be risk assessed by an Occupational Therapist. The need for training will form part of the risk assessment but all employees with a significant involvement will receive relevant training and carry out the manual handling instructions stated in the risk assessment.

## Working at Height

Only members of staff that have received adequate training should use a ladder. Staff should never stand on a chair or stool. When steps are used, the individual must make a risk assessment of the procedure to be carried out. If a risk of injury exists, the procedure should not be attempted.

## Windows/doors

Notices should not be affixed to windows on any doors to ensure health and safety is compromised in any office or classroom.



## Covid- 19

The school is currently following the guidance received from the Government and the Local Authority.

The Schools adapted risk assessment is available at request and has been shared with all staff.

### **Please use these general hygiene rules for your own safety and others around you:**

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](#)). You can also use the sanitizers you'll find around the school.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave).

