

**Eastbury Community
School
Draft
Health and Safety Policy
October 2018**

Governors on the resources committee are invited to comment on this draft and make contributions. The Health & Safety Governor will work with the SLT to ensure this policy reflects all statutory obligations.

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Forward

School Statement of Intent

Eastbury Community School is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the school very seriously and use this policy, in line with our **risk assessment documents** and in accordance with the 1974 Health and Safety Act, to maintain the highest possible level of health and safety around the school.

Health and safety in school is a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the school. The school commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

All school staff will ensure that they are up to date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, pupils and members of the public. All Employees and Governors will report any accident, any Health & safety incidents, concerns and near misses to the Executive Head Teacher and Business Manager.

It is the duty of all employees and pupils to act responsibly and to take all precautions necessary to protect themselves and their fellow workers, colleagues and peers 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. Suggestions and feedback will be welcomed from all staff and Pupils and corrective actions will be taken as appropriate.

The operation of the Health and Safety Policy will be monitored by the Resources Sub-Committee, which will include the Executive Head Teacher as line manager and the Health and Safety Co-ordinator as Business Manager to implement and maintain the agreed Policy. Termly reports are prepared and presented by the Business Manager. This policy has been approved by the Governors of Eastbury Community School.

Signed by

_____ **Chair of Governors** **Date:** _____
_____ **Executive Head Teacher** **Date:** _____

This policy will be reviewed by the Governors and the Executive Head Teacher:

- at regular intervals
- after any significant or reportable accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

HEALTH AND SAFETY POLICY

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:-

- a. The School Offices/Receptions/ Main Staff Room/Staff Workrooms
- b. The Staff Intranet
- c. The School Website
- d. The Business & Premises Office

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 Eastbury Community 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 pupils:

- To set and maintain high standards for the Health and Safety of all employees, pupils and visitors.
- To ensure that all employees, pupils and visitors are fully aware of safety and procedures that is appropriate to the task(s) being undertaken.
- To ensure that all employees, Pupils and visitors are fully aware of their individual responsibilities for Health and Safety matters.
- Responsibility regarding Health and Safety matters will be assigned to individuals as part of the organisation necessary to implement these procedures and policies.
- To maintain a system of joint consultation with employees and pupils for the purpose of ensuring the ready implementation of the requirements of this policy.

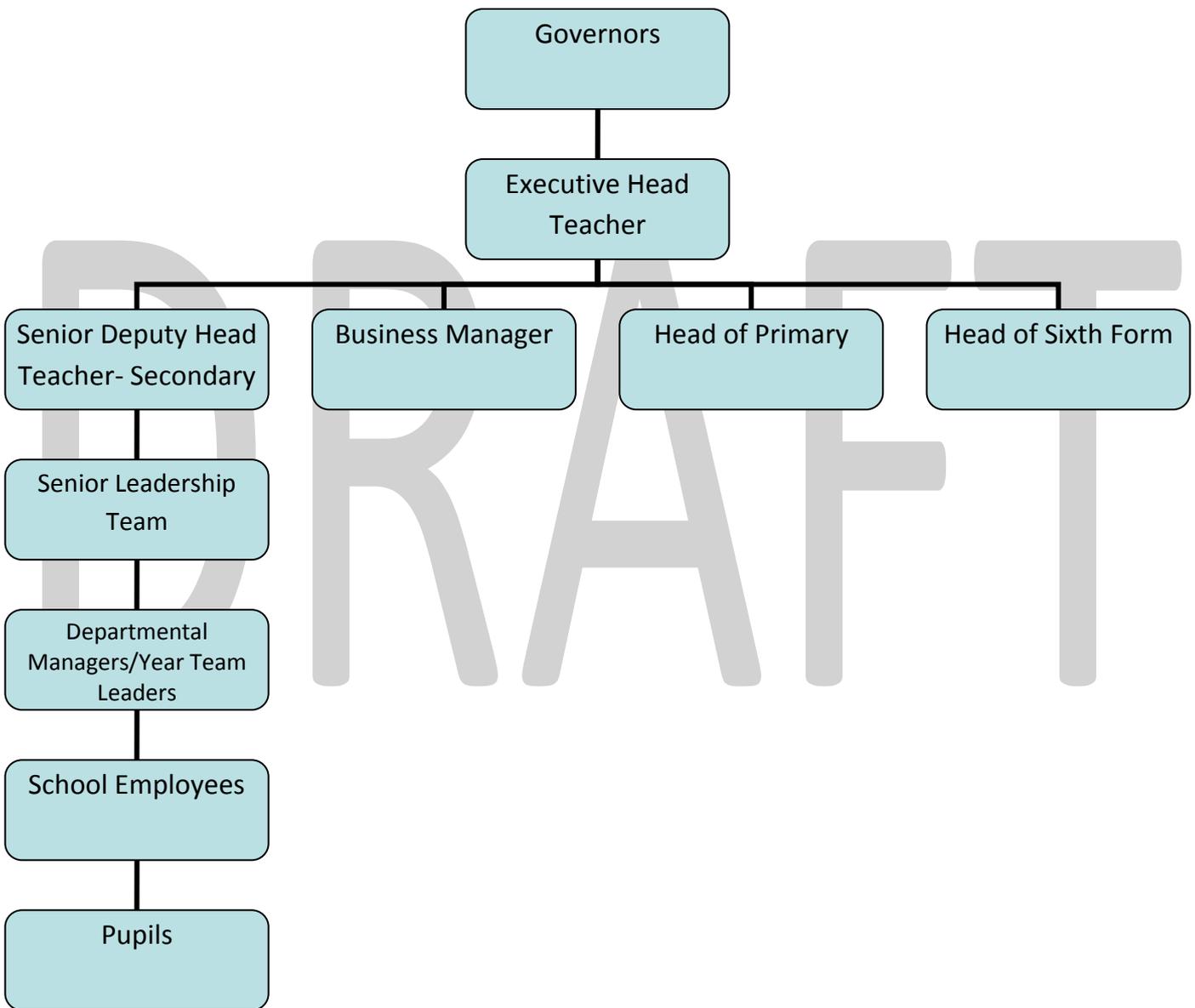
The following list of persons and categories of employees are responsible for implementation and monitoring the school policy on Health and Safety at Work, organisation of responsibilities for the implementation and/or monitoring of Health and Safety at Work.

- The Governing Body of Eastbury Community School
- The Resources & Premises of the Governing Body
- The Executive Head Teacher assisted by the Senior Deputy Head Teacher manager, Business Manager, Head of Primary, Head of Sixth form takes the responsibility for:
 - The Senior Leadership Team
 - Heads of Departments
 - Year Curriculum Co-ordinators
 - All employees

1.0 Roles and Responsibility

The importance of good health and safety practice is promoted throughout the school, but members of school staff, the senior leadership team and the Governors carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

Eastbury Community School's health and safety organisational structure



Governors

The Governors recognise that it is their responsibility to provide the safest school environment as is reasonably practicable. They will do this by ensuring that:

- the school fulfils its legal health and safety obligations
- they formulate, approve, review and revise as necessary the school's statement on employees, Pupils and visitors health and safety.
- the school health and safety policy is being implemented and is effective
- they appoint a Resources Committee to promote the implementation of the policy.
- risk assessments are carried out regularly either by the relevant authorities and/or school staff depending on the nature of the activity taking place
- the importance of good health and safety practice is promoted throughout school to all staff, Pupils, parents, volunteers, contractors and any other visitors
- school premises and equipment are regularly assessed and reviewed in line with health and safety regulations
- there is the appropriate budget allocation to the school's health and safety provision
- the importance of good health and safety is communicated to school staff, Pupils, stakeholders and carefully monitored
- all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements, through Policy review and Bulletin
- they are kept informed, via a termly report, throughout the year of safety performance and steps being taken to minimise or eliminate accident producing conditions or health hazards.
- reports from the Resources Committee about employee and student health and safety are received and discussed.
- They 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 and Pupils in Assemblies.
- *one member of the Governors is nominated to act as the representative for health and safety management.*

Executive Head Teacher and Business Manager

The Executive Head Teacher assisted by the Business Manager, Senior Deputy Head Teacher, Head of Primary, Head of Sixth form takes the responsibility for:

- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- ensure that all accidents, dangerous occurrences and near misses are reported and investigated.
- liaising with the health and safety representative of the Governors to inform that person of any health and safety issues or risks that arise
- ensuring that the information on health and safety good practice that is available to school staff and visitors is up to date, easily accessible (via the School intranet) and promoted throughout the school. This includes the school health and safety policy and risk assessment templates
- ensuring that the appropriate support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies. This will be through communication and training, where necessary.
- ensuring that the Governors are aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- ensuring that adequate funding is allocated to individual departments for their health and safety requirements

- ensuring that all staff, Pupils , volunteers and visitors are aware of their health and safety obligations to one another
- ensuring that regular practice fire drills are undertaken.
- ensuring 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.
- the preparation of (termly) monitoring reports for submissions to the Resources Committee and shall prepare an annual safety report for the information of all Governors and all employees.
- ensuring that Health and Safety is a regular agenda item in weekly SLT & Middle leadership meetings.

Senior Deputy Head of Secondary

The Senior Deputy Head of Secondary will be responsible for the above and accountable to the Executive Head Teacher for the Secondary School.

Head of Primary

The Head of Primary will be responsible for the above and accountable to the Executive Head Teacher for the Primary School.

Head of Sixth Form

The Head of Sixth will be responsible for the above and accountable to the Executive Head Teacher for the Sixth form block.

Members of the Senior Leadership Team

Senior managers, assisted by the Head of Department / Subject and Year Curriculum Coordinator take the responsibility for the areas they line manage for:

- ensuring that all new employees in the areas are expected to complete an online health and safety training, relating to both whole-school health and safety and any specific provision relating to their role in the school
- ensuring that part of the organisation of any school activity, either on or off-site, is a risk assessment for that activity and consideration of health and safety in terms of the wider school policy
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school
- ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing
- managing their particular budgets to ensure that there are enough resources to cover health and safety maintenance, checks and provision for activities under their department.
- ensuring that Health and Safety is a regular agenda item in weekly SLT meetings.
- the Senior Manager with line management responsibilities will report all health and safety matters to the Executive Head Teacher.

Department Heads / Associate Staff Managers

Department Heads and Associate Staff Managers in the school take the responsibility of:

- assessing and implementing required health and safety provision as is implicated by risk assessments carried out for each activity undertaken by staff and Pupils within their department
- ensuring that all pupils, staff and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities
- ensuring that correct procedures are undertaken in relation to accident reporting, first aid, fire safety and any other incidents that may occur during the course of a school activity
- ensuring that Health and Safety is a regular agenda item in meetings.
- ensuring that all incidents and accidents are reported by completing an incident/accident form and handed to the Business Manager. In the absence of the Business Manager, incident/accident form should be handed to a Senior Manager.

Year Curriculum Co-ordinators

Year Curriculum Co-ordinators in the school take the responsibility of:

- each Year Curriculum Co-ordinator will be responsible for ensuring health and safety is met for their year group.
- Regularly updating Pupils about Health & Safety via their weekly assembly
- ensuring 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. The Head of Curriculum Access must be informed when there are any long term medical conditions of Pupils.
- ensuring that safe systems of work are implemented at all times. There must be clear references to Health and Safety requirements in all assemblies and tutor time.
- communicating any changes to a student's medication to the Office Manager and relevant staff following parental advice and authorisation. Necessary procedures are in place for Pupils who require support with a medical condition. Please refer to the policy, "**Supporting Student's with medical conditions**".
- reporting all health and safety concerns to the Health and Safety Coordinator(Business Manager). Health and Safety is an agenda item for all meetings.

ALL Employees

Employees of the school, whether they are fixed term, contract, or permanent take the responsibility of:

- ensuring that they are familiar and up to date with the school's health and safety policy and standard procedures
- keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities

- cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance and recognised professional recommendations.
- ensuring that any equipment used is properly cared for and in proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.
- Reporting any accident, any Health & safety incidents, concerns and near misses to the Executive Head Teacher and Business Manager.

Volunteers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's health and safety policy and procedures.

Pupils

While school staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the school community, pupils take the responsibility of:

- listening to and following instructions from staff
- ensuring that their actions are safe for themselves and will not harm others in any way
- being sensible around the school site and when using any equipment
- reporting health and safety concerns or incidents to a member of staff immediately
- acting in line with the school code of conduct.

Pupils that are found to be a risk to health and safety may not be allowed to partake in certain school activities, and may be dealt with under the **school's behaviour policy** if the circumstances require it. We expect Pupils to follow the **pupil code of conduct**, as this helps maintain good health and safety around the school. This can be found in the school behaviour policy and relevant referred to in **section 8** of this policy.

2.0 General arrangements to establish, monitor, and review measures needed to meet satisfactory health and safety standards

The school implements specific arrangements for health and safety provision in relation to different departments and their health and safety needs. However, there are some general procedures in place that form the basis of good practice within the school and apply across all areas. These are listed below.

2.1 Safe behaviour and school code of conduct

The Eastbury Community School is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Most of these are outlined in the school **behaviour policy**.

“Our rules have been developed in consultation with our Pupils, parents and governors. We expect everybody to accept and follow our rules. This will ensure everybody learns in a safe and positive environment, free from fear and harassment”

Substance misuse can be a great risk to personal and whole school health and safety, and the school takes its policy against drugs and alcohol very seriously.

i) Drugs

The school will not tolerate misuse of drugs of any sort on school property or during off-site school activities. The school takes its anti-drugs policy very seriously and will discipline any person found to be in possession or inappropriate and illegal use of drugs or substance in the school and surrounding areas. This includes solvents and any other substance that can be misused or harmful. Pupils may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs. Please refer to the ‘**School Medication Policy**’.

Prescription drugs

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

Non-prescription drugs

Some over the counter drugs can be harmful if misused. We advise pupils not to carry these in School. If they need medication they can go to the Reception Office. Reception Staff will then seek advice from the school nurse.

Medication

We are aware that it may be necessary for some pupils to take prescribed medication during the school day. Parents should make the school aware of this in writing as soon as their child starts taking such medication.

ii) Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any pupil involved in any alcohol-related activity may be permanently excluded.

All of these rules also apply when travelling to and from school. For more information see the School’s behaviour policy.

iii) Challenging behaviour

Abusive or challenging behaviour is a great risk to personal and whole school health and safety. The School will not tolerate abusive behaviour by Pupils, staff, or visitors to the school. This includes parents. The school policy for dealing with challenging behaviour, regulating off-site behaviour, exclusions, and bullying are laid out in our **behaviour and exclusions policies**.

Safety and Wellbeing (see Well-being policy)

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

Wellbeing: (see Well-being policy under development)

The wellbeing of employees is seen as an integral part of the Schools' H&S responsibilities. The Governing Body and Head teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the employees' 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 Head teacher or line Manager but also have access to a confidential counselling service; **Workplace Options – Employee Assistance Programme 0800243458**.

Accidents to Staff/Visitors: these should be reported to the Business Manager/ Executive Head Teacher and entered into the Accident Book on the day of the accident. An accident form should be completed and submitted to the Business Manager who will inform the Borough Health and Safety Officer. Major accidents, e.g., a broken bone, must be reported to the Health and Safety Executive within 24 hours by telephone and a form F2508 should be completed then sent to the HSE at Maritime House

Accidents to Pupils: must be reported on the appropriate accident form and entered in the Accident Book, obtainable from the Reception Office. The first adult aware of the accident should ensure the form is completed. Witness statements should be attached. The statements should be countersigned by the Senior Line Manager & Department Head or Year Curriculum Coordinator before being passed to the Business Manager who will check the form before passing it on to the Executive Head Teacher. Copies will be sent to the Borough Health and Safety Officer, given to the Business Manager with a copy placed in the Accident File. The Senior Line Manager & Department Head/Year Curriculum Coordinator should try to establish the cause and consider remedial measures, and then report these to the Executive Head teacher.

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 School if an accident requires a medical at a later stage. The Executive Head Teacher and the Business Manager should be informed if an ambulance is called to attend to a casualty. Incident/Accident form must also be completed and sent to the Business Manager and must be recorded in the Accident Book.

Violence & Aggression at Work

Eastbury Community School expects everyone to be treated each other with courtesy and respect whatever their background or circumstances. The School is committed to the protection of its staff, pupils and the community. It will not tolerate any violent, racist, sexist, homophobic or aggressive behaviour. Any such anti-social behaviour will be reported to the Police and the individual could be prosecuted. Violence & Aggression at work will not be tolerated. Please refer to the Violence & Aggression at work risk assessment and LBB **Violence & Aggression at work, general policy and standards**. Both are available on the Staff and School Website.

Pupils carrying or supplying a weapon, on or off site could result in a permanent exclusion.

Building Security

The school gates are to be locked when not supervised by staff. Any intruders found on site needs to be reported to SLT 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. Staff are reminded of the importance of closing windows and doors via the staff bulletin.

Staff ID badges must be worn at all times.

First aid kits

These are available from the Reception Offices and in all practical subjects around the school. Separate boxes are available for School visits. It is the responsibility of the Department Head to ensure that the contents are regularly checked and re-stocked. Further supplies are available from the Reception Office. 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.

Pupils with Medical Needs

The school will make reasonable adjustments for Pupils with medical needs wherever practical in line with the **'Supporting Pupils with Medical Needs' policy.**

Pupils with Intimate Care

Introduction

Eastbury Community School is committed to ensuring that all staff responsible for the intimate care of children and young people will undertake their duties in a professional manner at all times. The school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

The Governing Body recognises its duties and responsibilities in relation to the Equalities Act (2010) which requires that any child/young person with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given. No child/young person shall be attended to in a way that causes distress, embarrassment or pain. Staff will work in close partnership with parents and carers to share information and provide continuity of care.

Definition

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Pupils with a disability may be unable to meet their own care needs for a variety of reasons and will require regular support.

Our approach to best practice

- The management of all children and young people with intimate care needs will be carefully planned. A child/young person who requires intimate care is treated with respect at all times; the child's/young person's welfare and dignity is of paramount importance.

- Staff who provide intimate care are trained to do so (including Child Protection, and Moving and Handling where appropriate) and fully aware of best practice. Suitable equipment and facilities will be provided to assist with children/young people who need special arrangements following assessment from physiotherapist/ occupational therapist.
- The child/young person will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child/young person to do as much for him/herself as he/she can. This may mean, for example, giving the child/young person responsibility for washing themselves. Individual care plans will be drawn up for particular children/young people as appropriate to suit the circumstances of the child/young person.
- Staff will be supported to adapt their practice in relation to the needs of individual children/young people taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible, staff involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved.
- Each child's/young person's right to privacy will be respected. Careful consideration will be given to each child's/young person's situation to determine how many carers might need to be present when a child/young person is toileted. Wherever possible one child/young person will be catered for by one adult, unless there is a sound reason for having more adults present. If this is the case, the reason should be clearly documented.
- Individual care plans will be drawn up for any pupil requiring regular intimate care.
- Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide the appropriate care would result in negligence for example, female staff supporting boys in our school, because a lack of suitably trained male staff.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's/young person's care plan. The needs and wishes of parents/carers will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
- The needs and wishes of children/young people and parents/carers will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.
- Where a care plan is not in place and a child/young person has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, by telephone or by sealed letter.

Safeguarding

The Governors and staff of Eastbury Community School recognise that children/young people with a disability are particularly vulnerable to all forms of abuse. Safeguarding and Multi-Agency Child Protection procedures will be adhered to at all times. If a member of staff has any concerns about physical changes in a child's or young person's presentation (unexplained marks, bruises or sores for example) s/he will immediately report concerns to the Safeguarding Lead.

If a child/young person becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner and professional agencies. If a child/young person makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.

The intimate care policy must be read in conjunction with the following: -

- Child Protection Policy.
- Health and Safety Policy.
- Keeping Children Safe in Education 2018.
- Working Together to Safeguard Children 2018.
- Special Education Needs and Disability Code of Practice 0-25 years.
- Single Equality Plan.
- Accessibility Plan.

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. It is the responsibility of the Senior leader with responsibility for trips to ensure all risk assessments take place and any necessary insurance is in 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. It is the responsibility of the Trip Leader to inform the School Reception if there are any trip delays. The School Reception Staff will then the Senior Leadership Team member on duty and inform parents.

Work experience

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

Photographs and Videos

The school has the intention of protecting children from the misuse of photographic images. Its 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.

Pupils 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 Pupils are:

- **Use of Employees vehicles:** In exceptional circumstances; employees can transport Pupils/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 insurance for the vehicle they use. Employees intending to transport Pupils must inform a Senior Line Manager and the Child Protection Leader.
- **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. Please refer to the School Mini-bus policy for full details.

Vehicle Movement

- The school wishes to ensure that vehicular movements on site are managed to protect Pupils, staff and members of the public. Vehicles moving around on the school sites pose a hazard to pedestrians. All vehicles must travel at no more than 5 mph. Deliveries can only be accepted between the hours 9.45am and 11am and 3.30pm and 5.00pm to ensure the safety of Pupils, staff and members of the public.
- Eastbury Community 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 ranging over 2 car parks. Parking is available outside the school entrance for taxi's and coaches.
- The Governors are responsible for the overall management of vehicular movements on site. Day to day management of vehicular movements is delegated through the Executive Head teacher to the Business Manager. The school will take all appropriate action to promote safe vehicular movements to protect its staff, its Pupils, its visitors and its premises. All staff have a responsibility for the safety of themselves and those around them.
- The school is responsible for carrying out a risk assessment of traffic hazards on site, implementing measures to minimise the risk of injury from traffic and identifying future site improvement needs.
- Pupils have set routes that they are allowed to use to minimise risks to them of harm from vehicular movement. Many of these footpaths are protected by kerbs. Pupils are not allowed to bring cars onto site.
- Pupils are not allowed in the main school staff car parks unless accompanied by a responsible adult.
- Parents are asked to drop-off and collect children away from the school premises to minimise the number of vehicular movements on site.

Staff and Visitors: Vehicles driven by staff and visitors must remain safe. Parking should be sensible and in designated areas. Extra care must be taken during the busiest times of the school day.

Contractors and Deliveries:

Areas for deliveries and kitchens are overseen by the caretaking staff.

Sending Pupils home:

If a pupil needs to be sent home, permission from a Senior Manager 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 pupil to be sent home unaccompanied. No pupil with a medical need or feeling unwell is to be sent home unaccompanied or left in an unsupervised room at any time. **No child is to be sent home unaccompanied or left in an empty room in the school without parents' permission unless with the Executive Head's permission is obtained. A child left in an empty room must be remotely supervised.**

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 appropriate 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. All heavy loads must have a risk assessment before the load is moved. Whenever possible, mechanical assistance, e.g., a trolley should be used.

All pupils 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 and pupils 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 or vision panel to ensure health and safety is compromised in any office or classroom.

2.2 Maintenance of safety records

Having accurate and up-to-date safety records is a key part of an effective health and safety provision. This section outlines the school's safety records and notes who is responsible for maintaining them.

Health and safety file

The school's health and safety file will be readily available for inspection. A hard copy of all health and safety records will be printed out for the file, and backed up with an electronic copy. The file will serve as the central health and safety record for the School. Details of the following should be kept in the file (where applicable):

- A current list of names of individuals with key health and safety roles – e.g., Area Health & Safety Coordinator, risk assessors, DSE assessors, first aiders (include date certificates expire), fire evacuation officers;
- A copy of the school statement of intent and projected date for review;
- A register of risk assessments completed for the school / department
 - Copies of risk assessments including (where applicable):
 - General risk assessments;
 - COSHH assessments;
 - Display screen equipment workstation assessments;
 - Fire risk assessments;
 - Manual handling operations;
 - Machinery / equipment;
 - Lifting equipment and lifting operations;
 - Lone working;
 - Risk of violence and aggression;
 - Pupil supervision forms (if used);
 - Work in confined spaces; work at height, etc;
- Completed accident records sheets [removed from the Accident Book]
- Copies of any accident report form sent to Health and Safety Services, plus the report of any investigation made into the accident / incident and details of any remedial action taken following an accident or incident;
- Details of emergency procedures – e.g., fire evacuation, procedures to deal with a chemical / biological or radiological spillage, location of first aid kits and first aiders, etc.
- Date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such an inspections;

- Inspection and statutory examination reports relating to equipment – such as respiratory protective equipment, fume cupboards, dust extraction, lifting equipment, gas fired equipment etc.
- Other equipment maintenance and service records
- Fire drill records – dates and performance [clearance time; details of any problems, etc.];
- Health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction; courses provided by Health & Safety Services, and external courses) - plus projected date for refresher training;
- Copies of completed health and safety induction checklists (for new staff);
- Copies of annual health and safety audit checklists and action plans;
- Minutes of meetings of the Resources Committee and copy of terms of reference, membership etc;
- Copies of memos and reports received following visits from Health & Safety Services staff.

The school keeps records of health and safety incidents for at least 40 years. The Business Manager examines past health and safety records and risk assessments to allow any necessary changes and improvements to be identified.

2.3 Safety review, monitoring, and evaluation procedure

The school will commission an independent Health and Safety review every three years. The school's health and safety monitoring will be undertaken by the Executive head teacher/ health and safety coordinator. This policy and the health and safety file will be reviewed by the Governors/ Executive head teacher/ health and safety coordinator due to triggers including, but not limited to:

- changes in key personnel
- changes to the structure of the school's organisation
- the introduction of new processes
- any change in premises or the specific use of part of the premises
- changes in legislation
- following the findings from an accident investigation (internal and/or external) or following a civil claim
- following consultation with employees
- following any enforcement action, i.e., by the HSE or local authority

Provision will be evaluated and changes for improvement made when and where there is a need for it.

It is important that the school monitors safe systems of work on a regular basis in areas such as:

- kitchens – (Catering Supervisor)
- cleaning cupboards and staffrooms – (Caretakers/Cleaning Supervisors)
- laboratories – (Head of Technicians/Head of Science)
- design technology studios- (Head of Technology/Technician)

And the Heads of department for the following departments:

- PE
- Art
- Music
- ICT
- Network

2.4 Accidents

Procedure and reporting

- In the event of an accident taking place either at school, or off-site on a school organised activity, the member of staff on-site will immediately report, to whoever is in charge. On school premises, this may mean reporting to the school office. A first aider should make an assessment of the injury as soon as possible.
- For offsite accidents the Trip Leader has the responsibility of reporting and completing appropriate forms and notifying the Executive Head teacher and the Business Manager.
- If an ambulance is required, it will be ordered by the school office unless emergency medical assistance is required, in which case the Executive Head Teacher and an appropriate member of staff can call an ambulance from the nearest phone.
- Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or guardian.** If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of school staff will accompany the pupil to hospital and wait for the parent to arrive.
- Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the school office/nurse's office until they can be collected.
- Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the school office. Any medicine administered in school will be recorded.

Recording an accident

- The school has accident forms are stored in the School's Intranet. This is used to record **all** accidents, both major and minor, which leads to a pupil being sent home and or seek medical attention and retrospectively. Each page is used for a separate report and removed once it has been filled out with the details of the accident and stored securely in the school's health and safety file according to the Data Protection Act 1998. All members of staff supervising at the time of the incident should make a separate report. What happened, actions taken, injuries, and first aid administered should be recorded.
- Serious incidents will also be recorded, and reviewed by senior leaders. The Governors will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed and the Data Protection Policy will be adhered to) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

Investigation

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- deaths
- 'specified injuries' in respect of employees or Pupils
- over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
- 'specified dangerous occurrences' (where something happens that does not result in an injury, but could have done)

- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of Pupils and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).

Senior managers or the Governors may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided. Monthly Health & Safety monitoring meeting with nominated Governor to discuss previous month's incidents or accidents.

2.5 Lone workers

Staff

- There will be some situations where staff at the school will be working alone or one on one with a student. Examples of this would be a staff member locking up the school at the end of the day, or one to one invigilation of exams, home visits. There is an increased risk to the health and safety of lone workers and the school has provisions in place to both identify and manage these risks.
- There will be instances where staff may need to make unannounced home visits where non-school attendance or safeguarding concerns arise. There could be a potential risk to health and safety for lone workers and the school has provisions in place to both identify and manage associated risks.
- Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

Risk of violence:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting. Staff are asked to use the designated meeting rooms for all meetings with parents / carers (This will need updating upon completion of buildings work 2017)
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- The Senior Line manager attached to a year group / school event / open evening is responsible with the caretakers to ensure the site is clear after parents' evening or school event.

Communication:

Staff are required to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site during school holidays.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving during holidays (and confirm this when signing in) .
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

Home Visits

- For home visits background information on the family should be gathered beforehand, a specific risk assessment conducted where necessary.

- Where higher risk is identified visits should not to be conducted alone
- Reduce time spent working alone as far as is reasonably practicable.
- Mobile phone available charged and switched on.
- Agreed schedule with line manager –times and location of visits to be known.
- Response procedure in event of overdue contact.
- Contact point available in office
- Staff own experience and training in recognising signs of aggression and avoiding / de-escalating this.
- Regular supervision and arrangements for debrief / feedback from staff.

First aid:

- For those working on our premises, first aid kits can be found in Reception Office.

Emergency procedures:

- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the caretaker on duty who will locate the member of staff & take appropriate action, or the staff member's nominated person, or the emergency services.

Access and egress:

- Staff are required to consider weather conditions before coming into and while at work.

Guidance for keyholders attending alarm calls after hours:

There is a nominated keyholder within the school who will attend alarm call outs after hours. This is support by Barking Control. The school advises that the nominated person:

- does not attend an alarm call out alone, where reasonably practicable
- does not enter the building if alone
- looks out for corroborative evidence of intruders
- takes necessary action; e.g., call police.

What to take

- Identification of who you are, for example an employee badge; this helps if police do attend the scene or are later called to the scene
- A torch of a reasonable size and power
- A basic plan or diagram of the building; this does not have to be a very detailed site plan but it would be useful to show:
 - basement areas
 - entry/exit points for people and vehicles
 - areas where computers/valuables are located.This is useful for the police if they are required to attend the scene.
- A mobile phone, in order to summon assistance in an emergency without having to enter the building

Risk assessment

- On attending the site keyholders must be mindful of and protect themselves against the worst case scenario, that is, an intruder who may still be on-site.
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

What to check

- Suspicious/unfamiliar vehicles parked in the immediate area

- The outside of the building for sign of forced entry; e.g., broken glass, prised doors, windows, etc
- Evidence of flashlights being used or other lights left on within the building
- Noise from within the building or outside

If at any stage there is evidence of an intruder, **immediately withdraw** and contact the police. Do not enter the building to use the telephone.

- Where there is no evidence of an intruder from the outside, enter the building:
 - Check the inside of the premises to eliminate signs of a forced entry.
 - Switch on appropriate lights and proceed to re-set the alarm.
 - If evidence of an intruder is discovered, withdraw and contact the police.
 - Try not to disturb the scene.

One-to-one lessons

It may be that a member of staff is working alone with a pupil; for example, in a one-to-one music lesson. It is important in this instance that the health and safety of both parties is taken into consideration, as is their emotional wellbeing and comfort in the situation.

Staff, who are involved in one-to-one working, wherever possible, should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building, and leave the door open if possible so you and the pupil can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.
- If you take a pupil in your car ensure they travel in the back and you have appropriate insurance. As a general rule, wherever possible, do not travel alone with a pupil and take another adult with you. If you intend to travel alone with a pupil; a senior member of staff and the child protection must be informed.

It is especially important to ensure that the pupil feels at ease at all times and that they do not misconstrue actions or intentions

- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

You can find information about the safeguarding provision in our school in our **Child protection and safeguarding policy**.

Pupils

No pupils are allowed onto the school site unless supervised by staff.

The school site opens to pupils at 08:00 and closes at 15:15, expect where there organised extra-curricular activities.

Secondary pupils who arrive before 8.30am should wait in the school canteen or library where adults will be on duty; or they proceed directly to a supervised activity. The member of staff organising the activity is responsible for the pupil until 08:30. Secondary pupils who will be on site after 15:15 or during the school holidays or at weekends

has the responsibility of informing their parents they will be taking part on the day of the activity. Pupils must proceed directly to a supervised activity. The member of staff organising the activity is responsible for ensuring the pupil leaves the site safely. The member of staff organising the activity is responsible for informing parents / carers of after school activities and seeking parental / permission for activities taking place after 16:15, at weekends or during the holidays. Parents / carers of Pupils in Year 11, 12 & 13 will be informed of supervised study sessions, and given the age of Pupils involved it is the responsibility of the parent / carer to check if their child is attending.

Primary pupils are the responsibility of parents / carers until the official start of the school day (9.00am) and at the end of the official school day (3.15pm).

Pupils must follow the following guidelines when onsite out of normal school hours:

- Remind their parents / carers of the activity and estimated time of arrival back at home.
- No pupil should work in or enter an unsupervised area. They must remain with the member of staff organising the activity.
- On hearing the fire alarm pupils must evacuate the building and assemble at the fire point, until the all clear is given.

2.6 Building and site maintenance

The Executive Head teacher assisted by the Business Manager and senior leaders is responsible for ensuring that the school premises are properly maintained, comply with health and safety laws, and are easily accessible and safe for the whole school community.

The school will appoint the Business Manager to be responsible for reporting any health and safety concerns relating to the school premises. He/she will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form (**see section 3**).

2.7 Environmental statement

Eastbury Community School recognises that it has a responsibility to educate pupils about caring for the environment and the world we live in. The best way to do this is to instil good practice in our pupils through example. We aim to do this by:

- reducing our use of natural resources;
- supporting the sustainable production of the resources we must use by purchasing renewable, reusable, recyclable, and recycled materials;
- minimising our use of toxic substances and ensuring that unavoidable use is in full compliance with local environmental regulations;
- promoting recycling around the school with the use of recycling bins, supported through the curriculum and in classrooms
- taking active steps to reduce the amount of waste we generate and promote strategies to reuse and recycle those wastes that cannot be avoided; and
- restoring the environment where possible.

The school will carry out environmental impact assessments to regulate the impact of school activities on the environment.

2.8 Fire safety and evacuation procedures

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, if the need arises.

The fire evacuation plan is updated annually and distributed to all staff at the start of each academic year. There is also an evacuation map in every room in the school which shows the location in the building and the muster points. A copy of the fire evacuation plan and fire risk assessment can be found on the staff and school website. Copies are also kept in the Business and Premises office. Changes are made more frequently than annually if the need arises.

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.

Fire Alarm

The school has a modern fire alarm system incorporating detection and break points. The fire alarm is sounded at 3.30pm on Monday each week to ensure it is working and can be heard throughout the school.

Fire Extinguishers

Fire Extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are visually checked by Bouygues to ensure they are in position and that the pins are in place. Staff must report any damage to fire extinguishers to Bouygues, if found. Fire extinguishers must not be removed from their position and used to prop open doors.

In the event of a fire; the priority is to raise the alarm and ensure that everyone gets out of the building. (In line with Fire Evacuation Procedures). Fire extinguishers are provided to aid escape if required but are not otherwise intended to be used. A number of fire marshals are trained to use the fire extinguishers for small fires. (Please see Fire evacuation and Business Continuity Plan for full details)

2.9 Emergency procedures

In the case of an emergency situation, the school will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the school will carry out the emergency procedures as described below.

Emergency communications

There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. The school advises that in addition to the provision

outlined overleaf (or the next page), parents and their children have their own individual arrangement planned for communicating in the case of an emergency.

It is important that parents inform the school immediately of any changes in phone number or address as it is vital that these are accurate in the school records in case of an emergency.

i) How the school communicates with pupils during an emergency

Eastbury Community School uses both a website and a phone number to pass on information to staff and Pupils in the event of a school closure. The school's DCSF number is 3014021.

Telephone: 020 8507 4500

Facsimile: 020 8507 4501

Email: office@eastbury.bardaglea.org.uk

Website: www.eastbury.bardaglea.org.uk

Information is also placed at the Borough's website.

ii) How the school communicates with parents/families/carers during an emergency

We ask that parents follow these emergency communication guidelines and do not call the school during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the school itself.

The school will take proactive measures to prevent emergencies, and the school's health and safety provision outlined in this policy is designed with this in mind.

2.10 Health and safety training

Effective health and safety training is key to good health and safety practice. The school takes health and safety training seriously and expects all employees and pupils to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around school.

Specific training in relation to use of equipment or substances may be given to staff and pupils relating to which department they will be working in. Employees and pupils who are not specifically trained for specialist equipment are not permitted to use it.

2.11 Workplace safety

The school will ensure that the school environment and workplace is safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Major defects and hazards in the buildings:

- Heating, lighting and ventilation systems should be reported immediately to the Bouygues so that the area can be made safe without delay
- Any hazards around the school site that are noticed by any member of the school community should be reported to a senior leader.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. **Information on health and safety in each department can be obtained from the Head of Department.**

Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

Display Screen Equipment (DSE)

The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache
- fatigue and stress
- Temporary eye strain.

Any employee who is classed as a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers, etc. must complete a 'user' form for the workstation where they work. A 'User' is someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such employees are also entitled to a free eye test and a contribution to glasses on the basis of a changed prescription. DSE 'User' assessments are to be completed by the Business Manager. Claims are to be made to finance with a completed DSE form for defined 'users' only.

The school adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the school:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Furniture and equipment are regularly tested and checked to ensure that they are functioning correctly. An example of this would be checking that the chair provides adequate support for the back.
- Staff and pupils are given guidance in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
- Furniture and equipment is adjusted to each individual so as to ensure maximum comfort when working.
- Regular breaks are taken when working with DSE.
- The school encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

The school promotes good DSE health and safety by encouraging pupils to use the checklist below when using such equipment, and by displaying this checklist around school and in classrooms where DSE is in use.

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. Eastbury Community School provides a number of services that are accessible externally, using any computer with internet connection. These facilities should be used for educational activities only.

Ipads & Laptops:

Lap tops and Ipads are not designed to be used for extended periods but may end up being used this way. Regular breaks are necessary when using such equipment. Such mobile devices are liable for overheating and continued use of such a small screen may cause eye strain.

E-Safety

The school has a separate policy for E-Safety and Acceptable Usage Policy. Copies are available in the Network Office, Main Office and School Website. 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 sign an Acceptable Usage Form.

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 undamaged and that wires are not worn or loose entering equipment or plug. If any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to annual checks in line with guidance on the checking of electrical equipment.

| | |
|---------------------------|---|
| <p>Workstation</p> | <ul style="list-style-type: none"> ✓ Adjust screen height to suit seating height – generally eyes level with top of screen. ✓ If a significant amount of your work involves copying from documents then use a flexible document holder at the same height as screen. ✓ Keep an organised work surface to facilitate workflow. ✓ Avoid clutter under the workstation. ✓ Ensure an appropriate mobile, stable and five star base chair. ✓ Seat back, arm rests and back rest to be height adjustable. ✓ 2-3” of space in front of the keyboard ✓ Be familiar with software in order to customise screen colours, etc. |
| <p>Environment</p> | <ul style="list-style-type: none"> ✓ Adjust screen to reduce reflection and glare. ✓ Clean screen and equipment regularly. ✓ Ideally sit sideways to windows. ✓ Maintain safe surroundings, i.e. free from tripping and electrical hazards. ✓ Avoid excessive noise and uncomfortable temperatures. |
| <p>Healthcare</p> | <ul style="list-style-type: none"> ✓ Carry out exercise programme on a regular basis plus specific movements throughout the day. ✓ Rest eyes during work break and carry out eye care exercises. ✓ Have eyes tested regularly. ✓ Report any health related symptoms that concern you. |
| <p>Job Design</p> | <ul style="list-style-type: none"> ✓ Break up work with informal postures and different tasks. ✓ Combine different work tasks. ✓ Take regular breaks away from screen. ✓ Ensure you have training in software and in know how to set up a safe workstation. |
| <p>Posture</p> | <ul style="list-style-type: none"> ✓ Adjust seat height to ensure thighs and forearms are horizontal. ✓ Desk just below elbow height. ✓ Align hands with forearms. Minimal deviation of wrists. ✓ Adjust your backrest to support the lower back. ✓ Sit right back in the chair to maintain good lumbar support. ✓ Keep head in natural upright position. ✓ Do not slouch. Maintain upright position. ✓ Head, neck, shoulders and hips to be in alignment. ✓ Use a footrest if feet do not touch the floor. ✓ Rest arms and hands whenever routine allows. |

- ✓ Space under desk for postural change, no obstacles
- ✓ Top of screen at eye level.

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Manual Handling

The school operates in accordance with the **Manual Handling Operations Regulations (1992)**. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments are carried out by the Business Manager/ Executive head teacher and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the school takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. The school expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

Staff should ensure Pupils are following manual handling procedures. They should avoid Pupils lifting or carrying objects considered to be large and heavy.

Machine maintenance

The school operates in accordance with **the Provision and Use of Work Equipment Regulations 1998 (PUWER)**. These regulations require that the work equipment in schools is:

- **suitable** for use, and for the purpose and conditions in which it is used;
- **maintained** in a safe condition for use so that people's health and safety is not at risk; and
- **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

The school ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate **'hardware' measures**, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- takes appropriate **'software' measures** such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

2.12 Control of substances hazardous to health (CoSHH)

There are areas in school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept up to date. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Substances that are for use in the science classrooms are under the responsibility of the science department manager. For more information on the control of these substances please see the supporting science department health and safety document.

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

All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. New signs have been appearing on items acquired since December 2010 as part of transitional arrangements. Staff and pupils will be taught to recognise new signs and any posters in use will display the new signs.

2.13 Occupational health services and managing work-related stress

Eastbury Community School takes the health and wellbeing of all its staff and pupils very seriously, and acknowledges that in a busy and hard working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them.

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

Wellbeing: (see well being policy under development)

The wellbeing of employees is seen as an integral part of the Schools' H&S responsibilities. The Governors and head teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the employees' 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 head teacher or line Manager but also have access to a confidential counselling service; **Workplace Options – Employee Assistance Programme 0800243458**

Infectious Diseases

The school follows the national guidance produced by the Health Protection Agency and local authority guidance. Staff/Pupils will be regularly updated with any information or action required. Further guidance are available in **the Business Continuity Plan**.

2.14 Policy and procedures for off-site visits

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the senior leader responsible for trips will inform the Executive head teacher (and Governors if overnight or abroad) *and* will ensure that:

- the objective of the visit is clear
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- they are informed well in advance about less routine visits
- has ensured and the plans for the visit comply with regulations and guidelines and with the school's health and safety policy (and with that of the LA, if appropriate)
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
- it assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel, and submits these to the LA if appropriate
- a sufficient level of insurance is in place
- reports back to the Executive Head teacher / Governors after the visit.

In the supporting document for health and safety for off-site visits, you will find full information on:

- responsibilities for off-site visits
- parental / carer consent
- transport
- supervision
- emergencies
- adventure activities
- work experience placements
- work experience health and safety
- off-site risk assessments

2.15 Selecting and managing contractors

- It is vital that any company or persons invited into the school under a contractual agreement to work on school maintenance or the building site operates under the highest level of health and safety possible, and is aware of our school policy and procedures.
- It is the Executive *head teacher's/Governors'* responsibility to select and oversee the management of contractors, by the delegated member of staff.
- For information on safeguarding pupils against visitors or contractors to the school, please read our **school child protection and safeguarding policy**.

Visitors and Contractors

- Visitors and contractors must be informed of the School's Health and Safety Policy and Procedures and must confirm that these instructions are understood.
- Eastbury Community School has an electronic visitor system which produces a visitor badge with photographic ID. Visitors must wear the badge at all times and return the badge to the office before departure.
- It is the duty of the supervising employee to advise visitors and contractors of specific and relevant Health and Safety issues.
- 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 Pupils.
- During building projects, all contractors must ensure that student and staff safety is paramount and all necessary control measures are in place to prohibit access to any dangerous site areas.

2.16 Security

School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school.

Building Security

There CCTV cameras around the school in help monitor security. All visitors to the school must report to the Reception Office. The school gates are to be locked when not supervised by staff. Any intruders found

on site needs to be reported to SLT 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. Staffs are constantly reminded of the importance of closing windows and doors via the staff bulletin. Staff ID badges must be worn at all times.

3.0 Risk assessment

Effective risk assessment is the foundation of all school health and safety checks, and the school takes steps to ensure that all school staff are confident and familiar with carrying out risk assessments, and recording and reporting risks.

3.1 School risk assessment matrix

Risk assessments are stored in the school office and will be reviewed:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

The matrix below is used during risk assessment to assess initial activity or location risk, and then residual risk once all the controls have been put in place to decrease risk.

To assess the level of risk, consider the likelihood of an incident happening in combination with the seriousness of the consequence. Use the matrix below as a guide to assist with the risk assessment:

| Likelihood | Consequence | | | | |
|--------------------|-------------------|-----------|--------------|-----------|--------------|
| | 1 - Insignificant | 2 - Minor | 3 - Moderate | 4 - Major | 5 - Critical |
| 5 - Almost Certain | Medium | Medium | Medium | High | High |
| 4 - Likely | Low | Medium | Medium | High | High |
| 3 - Possible | Low | Medium | Medium | High | High |
| 2 - Unlikely | Low | Low | Medium | Medium | High |
| 1 - Rare | Low | Low | Low | Low | Medium |

| Consequence Rating | Description of Consequence |
|--------------------|---|
| 1. Insignificant | No treatment required |
| 2. Minor | Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps) |
| 3. Moderate | Injury requiring medical treatment |
| 4. Major | Serious injury (injuries) requiring specialist medical treatment or hospitalisation |
| 5. Critical | Multiple serious injuries, permanent disability or loss of life |

The school carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the school does take every action that it can in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

Signed by

Chair of Governors

Date: _____

Executive Head Teacher

Date: _____

This policy will be reviewed:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

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Appendix

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