



Eastbrook School

Health and Safety Policy, Arrangements and Procedures

Governors' Statement

The Governors of Eastbrook School recognise their responsibility as an employer to provide a safe and healthy environment for the students, staff, and visitors to the school premises.

They will take all reasonable steps within their power to fulfil this responsibility.

It is the intention of the Governors that the school adopts the principles outlined within the Health and Safety Policy, Procedures and Arrangements 2007/2008, of the London Borough of Barking and Dagenham.

Section 2.8, 'Head Teachers' states that:

Head Teachers should ensure that the Corporate Health and Safety policy and standards set out in this document are met. They have a responsibility to ensure that, through their management, a healthy and safe workplace is provided and safe working practices are observed in regard to their workplace or to appointed contractors.

Therefore, the Governors require the Headteacher to draw up the necessary arrangements, circulate this information to staff and then monitor its implementation. The Governors undertake to carry out regular health and safety inspections of the school.

Statement of the Health and Safety Policy for Eastbrook School

- 1. This statement of the Health and Safety policy is made within the policy statements of the London Borough of Barking and Dagenham and should be read in conjunction with them.**
- 2. The Headteacher of Eastbrook School accepts overall safety responsibilities in respect of the School and its activities, and will take all reasonable steps to meet the responsibilities delegated by the London Borough of Barking and Dagenham, so far as is reasonably practical endeavour to:**

- a) maintain safe plant and systems of work without significant risk to health;
- b) arrange for ensuring safety and reduction of risk concerning the use, handling, storage and transport of articles and substances;
- c) provide the necessary information, instruction, training and supervision to ensure health and safety at work of employees and other persons likely to be affected;
- d) maintain all places under school control, including means of access to and means of egress from such places in a condition which is safe, without risk to health, and adequate as regards facilities and arrangements for welfare at work.

3. The Headteacher has delegated responsibilities as described below:

a) The Health and Safety Co-ordinator has responsibility for:

- i. ensuring that this policy statement is brought to the attention of all employees at the school;
- ii. ensuring that the duties and arrangements described in the policy are carried out;
- iii. reviewing and modifying this policy statement, with the Headteacher, every two years;
- iv. ensuring that all relevant safety information that comes into school is conveyed to the appropriate employees;
- v. ensuring that appropriate risk assessments are carried out where necessary.

b) Heads of Department are each responsible to:

- c) the Health and Safety Co-ordinator for ensuring that all reasonably practical steps are taken to minimise risk, within the teaching, preparation, storage and other areas associated with their department. In particular, Heads of Department are responsible for ensuring that their departmental equipment, including aural and visual equipment is maintained and in a safe condition. HOD's should ensure that safety in education features in the curriculum relevant to their area of specialism. This particularly applies to:-

ICT
PE
Technology
Food & Health Studies
PSHE
Citizenship
Art
Performing Arts

- i. When actions are required that lie outside their power or capabilities, they should inform the Health and Safety Co-ordinator.
- ii. Codes of practice issued by members of the LA Advisory Team on behalf of the Director of Children's Services should be followed as

far as is reasonably practical. The guidance of specialist Advisors should be sought whenever it is appropriate.

- iii. The Heads of Science, Technology, ICT and Art should issue codes of practice and COSHH regulations for staff and students relating to their particular department as relevant.
- iv. Technicians are responsible on safety matters to their Heads of Department who should describe in writing, as much as is compatible with their job description, the extent of the technician's responsibility for checking the safety of equipment and materials.
- v. Heads of Department should ensure that copies of the relevant safety documents are maintained and are available to employees working within their department.

d) The Site Supervisors report to the Business Manager and their duties include:

- i. monitoring the cleaning of the school buildings;
- ii. safely storing and handling all materials and equipment used for cleaning and repairing the building;
- iii. Making periodic inspections of the buildings and grounds and reporting defects to the Health and Safety Co-ordinator if they cannot effect a repair or to the Business Manager if external specialists are required.
- iv. Consulting the Health and Safety manual and reading the relevant risk assessment before engaging on manual tasks, particularly for the first time or when that task has not been carried out for a long period. Working from height carries severe risks and before using a ladder site supervisors must be aware that they should not work alone. The use of power tools is accompanied by serious risks, before using them site supervisors must read relevant risk assessments and the tool manual.

e) Grounds staff are responsible to their area supervisor:

- f) for the safe maintenance of playing fields and other areas for which they are responsible, and for the safe maintenance and storage of the equipment that they use. They should liaise with the Business Manager on safety matters or the school site supervisor.

4. The School Meals Supervisor is responsible to :

the Senior School Meals Service Organiser for the safety in the Dining Hall kitchen and storage areas. On other safety matters they should liaise with the Business Manager and Health and Safety Co-ordinator.

5. Section 7 of the Health and Safety at Work Act also lays upon each individual employees the duty, while at work, to:

- take all reasonable care for the health and safety of themselves and of other persons who may be affected by their actions or omissions;
- co-operate with their employer so far as necessary to enable him/her to perform or comply with statutory requirements.

Every individual employee should be fully aware of their responsibilities, which for teaching staff includes the professional duty of care towards students for ensuring, as far as is reasonably practicable, the safety of students, both inside and outside the classroom. Codes of practice and other kinds of guidance issued, for example, by the DFE, by the LA, or from within the school, should be followed.

Section 2.10 'Teachers' of the London Borough of Barking and Dagenham's Health and Safety Policy, Procedures and Arrangements 2007/2008, states that:

The Council requires teachers to set the highest example in safe behaviour, and to promote a positive attitude towards Health and Safety, which is consistent with this policy.

They have a responsibility for the students in their care, with regard to Health and Safety. Within this it is their duty to ensure that the health and safety policies and arrangements which have been made are converted into action and working practice.

If Teachers encounter issues which they are unable to resolve they must refer such matters to the Headteacher in line with corporate procedures (see section 4.2). See also Part 2, the DEAL Policy and arrangements.

As a general rule, their responsibility for health and safety is determined by the extent to which they have the authority to take effective action within the overall limits of their job. If they have authority to make a general decision about some aspects of their work, then they are responsible for the health and safety implications of that decision.

Health and Safety Procedures

Headteacher:	Ms Valerie Dennis
Health and Safety Co-ordinator:	Mr Stuart Godfrey
Health and Safety Lead:	Ms Lin Southan
Assistant Safety Officer:	Mr Tom Duplock
Assistant Safety Officer	Mr Ben Acott
Business Manager:	Ms Lin Southan

Staff reps: Each curriculum area to have a named representative on the Health and Safety Group- each Union to have the opportunity to send an additional representative if required. Non teaching staff will also have representation. **(See Appendix 1).**

The Health and Safety Group will meet once per term but extra meetings can be called when circumstances demand it.

Documentation on aspects of health and safety will be kept by the Health and Safety Co-ordinator and the Site Supervisors. Department representatives and designated union representatives should also keep records of meetings and relevant documentation.

Department representatives must keep departments informed of Health and Safety Group meetings and their results.

There will be periodic inspections carried out by suitably qualified personnel of:

- electricity supply installations;
- portable electrical equipment;
- lifting gear;
- fixed PE equipment;
- ladders;
- lifts
- gas supplies and pipework;
- water carrying systems;
- dust collection and extraction systems;
- air conditioning systems;
- fire doors;
- fire risk assessments.

Records of the above will be kept.

Major hazards and defects

Major defects or hazards in the buildings should be recorded **through the help desk**. If the defect is regarded as a serious risk to health it should also be brought to the attention of the Business Manager by email, as soon as possible.

Specialist requirements

Heads of PE, Science, Technology, ICT and Art are required to draw up written instructions concerning the health and safety of students, staff or visitors to their area.

Students with SEN and staff or students with Disabilities where standard health and safety procedures require clarification or amendment will have individual risk assessments drawn up.

New Staff

Arrangements for briefing new staff about health and safety arrangements will be incorporated in the Induction of all new staff.

Accidents

Accidents to staff, students or others must be reported to the main office and an accident report filled in as soon as possible. In the case of students the member of staff who finds the injured student or to whom the accident is first reported is the responsible member of staff.

All accidents have to be reported to the LA. Serious accidents (broken bones or those requiring a visit to hospital) must be reported to the HSE at Maritime House within 24 hours by telephone and a report on form F2508 should be sent as soon as possible.

Where appropriate, witness statements should be attached to the accident form. Accident forms are available from the main office.

First Aid

The First Aid room is located in the LSC building near the car park. To call first aid contact the main office or a member of SLT and a First Aider will attend as soon as possible.

Medication

In most cases staff will not administer medication of any sort. Only in cases where previous, written instructions and relevant medication have been given to the school and a health plan drawn up will the school First Aider be required to give medication.

Asthma sufferers will receive medication in accordance with the school's asthma policy.

Fire Alarms, Extinguishers and Emergency Lighting

Site Supervisors and health and safety representatives have maps detailing where extinguishers are. There is also a map in the main office and the staffroom. Specialist areas have additional devices appropriate for that room.

It is the relevant Head of Department's responsibility to check that seals are intact. If they have any concerns that they are not in working order they should make a report via the help desk. Please note that due to problems with vandalism, extinguishers in the main body of the school may be exhausted. If you suspect that this is the case, report this via the help desk.

All extinguishers are checked by the contractor twice per year.

The school Site Supervisor checks the alarms on a weekly basis and records are kept.

Emergency lighting is checked monthly and, again, records are kept by the Site Supervisor.

Fire Instructions

These are published separately and training is given to all staff and students once per year. Relevant information is displayed in main reception for visitors and essential information is on the reverse of visitors' identity cards.

Fire Drills

Fire Drills take place at least twice a year. In addition every autumn the new Year 7 is given a 'walk through' practice to introduce them to the system.

Visitors

Essential information is on the reverse of visitors' identity cards. Staff with visitors must take them to the muster points with them and report the presence of the visitors to the office staff.

Emergency Plan

The Health and Safety Co-ordinator, with the Headteacher must publish a plan to those who require it and review every year.

Risk Assessment

Risk assessment will be carried out at least annually (taken as the academic year – Sept – July) and when necessary. Each member of staff is expected to familiarise themselves with the relevant risk assessment kept on the school's intranet. If a member of staff wishes they may negotiate an individual risk assessment or modify an existing one in partnership with the Health and Safety Co-ordinator and the Health and Safety Lead Teacher. This should be done during the annual risk assessment process during the autumn term or at other times during the year if a particular circumstance dictates it.

Appendix 1

English and Media:	Rebecca Pearson
Maths:	Helen Beales
Science:	Brigitte Gopal
Art:	Pat Lewin
Geography:	Michael Mireku
Textiles:	Cynthia Frimpong
LRC:	Gill Ellis
History:	Neighat Malik
Technology:	Caroline Linnecar
MFL:	Farid Ifrek
Business Studies:	Phil Date
PE:	Reiss English
Performance:	Julie Bishop
Sociology	Glen Glanville
ICT:	Neil Tobias
Year Supervisors, Mentors and TAs:	Billy Vickers
Site Team:	Stuart Godfrey
Access Centre:	Kevin Bye
ARP SLCN:	Dorina Pop
ARP SEMH:	Paul Jackson