



# Little Ilford School Health & Safety Policy

**Agreed by Governors:** January 2025

**Next review:** January 2026

## **Statement of intent**

Little Ilford School is committed to ensuring high standards of health & safety in all its activities. The school values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to the site (including students), is protected so far as is reasonably practicable. The school operates within the overall health and safety policy of the London Borough of Newham, which specifies required standards of health and safety for schools.

## **Governing Body**

The school governors have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken.

The Governing Body is responsible for ensuring that:

- 1.It considers the health & safety implications of its decisions;
- 2.Adequate resources are allocated to health & safety;
- 3.Health & safety standards are maintained by monitoring the school's performance on a termly basis;
- 4.At least one health and safety governor are nominated;
- 5.The school maintains, monitors and reviews this Policy regularly.

## **Headteacher**

The Headteacher is responsible for carrying out those responsibilities set out in the Organisation and Responsibilities (SP 001) section of the CYPS and Schools Health and Safety Policy by ensuring that:

- The health & safety decisions of the Local Authority are complied with;
- Systems are established and maintained within the School to ensure that health & safety is effectively managed;
- A Health & Safety Coordinator has been appointed;
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- The Health & Safety Policy is brought to the attention of all staff and they are aware of their responsibilities under it;
- Health and safety information is communicated to relevant staff;
- Accidents are recorded, reported and investigated using the established procedures;
- There are adequate arrangements in place to enable the school's employees to be consulted on matters affecting their health & safety. Where trade union safety representatives have been appointed, to ensure that suitable arrangements are made to enable them to be able to undertake their duties;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. In particular he/she will ensure that adequate arrangements have been made to manage potential emergency situations
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health & Safety Policy, fire and other safety procedures;

- The school's health and safety performance is monitored;
- The Standard Procedures of CYPS are implemented and that the CYPS Information Bulletins are considered and acted upon as appropriate. The school specific details of organisation and arrangements will be recorded in the school's Health and Safety management system;
- Where specific activities are carried out for which there is no CYPS Standard Procedure, the Head Teacher will work with the Local Authority and Governing Body as appropriate to produce and record an effective operational system as appropriate.
- Termly health and safety inspections of the school are carried out.

## **All Employees**

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to cooperate with the school to enable it to carry out its responsibilities. They must not interfere with, or misuse, anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices of which they become aware. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with the school's Health and Safety Policy and associated arrangements, and to co-operate with the school on its implementation.

Employees must ensure that they are fully aware of their own health & safety responsibilities, which are detailed in this document and in local/departamental procedures.

Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.

Note for female staff: The school has duties to assess and control the risks to pregnant workers and nursing mothers. In order to be able to fulfil this duty, employees need to inform their line manager about their pregnancy at the earliest opportunity. The school recognises that some prospective parents may not wish for information on their pregnancy to become public. The school will endeavour to fulfil these wishes, but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

## **Teaching Staff**

The health, safety and welfare of students in classrooms, laboratories and workshops is the responsibility of the class teacher. In particular teachers are responsible for:

- Undertaking lessons and school activities in accordance with any national, council or school guidelines relevant to the health and safety of the staff and students;
- Ensuring that they are familiar with the school fire procedure and their role in it;
- Maintaining good standards of housekeeping and cleanliness in the activities under their control;
- Ensuring, where students need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;
- Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used;

- Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to;
- Ensuring that any off-site outing or activity for which they are responsible, only takes place following authorisation via the SLT Diary Meeting and in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that students or others are not put at risk;
- Attending any required health and safety training provided by the school or the Council
- Undertaking, as required by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards;
- Reporting, promptly, any deficiencies in health and safety standards they are not able to correct, either to the Headteacher, or the School Business Manager (SBM) as appropriate.

### **Site Supervisors: This includes Covid 19 responsibilities as from June 2020**

Are responsible for ensuring the health and safety of the site. In particular, they are responsible for:

- Ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Management Manual, and that records are kept;
- Acting as the school representative in any dealings with contractors who are to work at the school;
- Assisting the school to assess the competence of any contractors that it intends to use for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken;
- Ensuring that the day to day maintenance of the school premises is undertaken, and that serious deficiencies, which cannot be quickly corrected, are notified to the SBM;
- Ensuring that statutory inspections of school plant, equipment and systems are undertaken and that any corrective action identified as necessary is promptly implemented and the required records are kept;
- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management manual, and that records are kept;
- Maintaining a register of dangerous and hazardous substances used or stored by the relevant staff at the school and ensuring that this register contains copies of up to date material safety data sheets;
- Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
- Ensuring that walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the SBM;
- Maintaining records of health and safety training undertaken by school staff; as well as informing the Head Teacher's PA who keeps records of CPD.
- Maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessments;
- Ensuring that notices displaying the name and location of first aiders are kept up to date;
- Maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with Directorate guidelines and borough advice and guidance;

- Ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;
- Ensuring that there is a nominated person and deputy for calling the fire brigade in the event of fire and that a clear notice of the procedure for calling the fire brigade is displayed;
- Ensuring that assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept;
- To Ensure Covid 19 procedures and control measures are followed.
- Ensuring that Covid 19 control measures are implemented and maintained during lockdown period, keep a maintenance record of equipment where appropriate and report any issues to the School Business Manager.
- Ensuring safe installation and maintenance of any Cleaning equipment, hand wash stations, social distancing markings or social distance barriers inside the school building or anywhere on the school grounds.

### **Health & Safety Coordinator/School Business Manager**

The main purpose of this role is to champion and monitor the implementation of the School's Health & Safety Policy on behalf of the Headteacher. They are therefore responsible for:

- a) Establishing central record keeping systems for the school, for key documents such as risk assessments, safe systems of work and emergency procedures;
- b) Preparing health and safety monitoring reports for the School's Governing Body on behalf of the Headteacher;
- c) Reporting deficiencies, failures, or lack of cooperation with the School's safety management system to the Headteacher where they are unable to achieve resolution themselves.
- d) Ensuring that a list of first aiders is maintained, together with the dates for refresher training;
- e) Arranging necessary refresher training for first aiders;

### **School Students**

All students at the school are required to act in accordance with any school health and safety rules and procedures and not to behave in a way, which would put themselves or others in danger. Students are also required not to interfere with, or misuse, any safety or fire equipment.

### **Competent Advice**

The Schools utilises the Education Space Health & Safety Team as its source of competent health and safety advice.

## **Arrangements**

This Section details the arrangements which the School has in place for managing health & safety. In most cases it will signpost to other documents/procedures.

### **Risk assessments**

The school has assessed the risks relating to its operations. Where significant risks have been identified these and the necessary control measures have been recorded. The Health & Safety Coordinator maintains a central record of all risk assessments. Copies of appropriate risk assessments are held by all departments/subject leads. For some risks the school has adopted the control measures outlined in the Health and Safety Manual.

Line managers are responsible for ensuring that their staff are aware of, and understand the findings of the risk assessments relating to their work.

Before new activities are undertaken, or when an existing activity is changed, the manager in overall control of the activity/subject lead will ensure that a new or revised risk assessment is produced.

Risk assessments will be reviewed at least annually.

### **Fire**

The fire procedure is displayed on the notice boards and next to fire alarm call points. Fire evacuation drills will be held at regular intervals. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Site Supervisors.

Self-closing fire doors are provided in the school to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled "fire door keep shut". Automatic fire doors are also provided which will shut in the event of the fire alarm being actuated. Such doors are labelled "automatic fire door keep clear".

The SBM holds a copy of the fire safety risk assessment for the school. Included with the fire safety risk assessment is the overall fire safety plan for the school, which designates responsibilities to individual members of staff.

### **Accident & First Aid**

All accidents and near misses must be reported. Minor injuries to students are recorded by the Student Welfare Officers. All other accidents and Incidents are to be reported to the SBM.

The school has assessed its needs in relation to first aid to ensure there is adequate provision at all times the school is occupied. Contact details for first aiders are displayed on notices around the school or anyone requiring first aid should report to the medical office.

Covid 19 first aid staff will be issued with full PPE to ensure risk of infection is minimal, PPE to include face guard, gloves, mask, hand sanitiser and disinfectant, day time cleaner to respond to any cleaning issues reported by first aid staff as a matter of urgency.

## **Contractor management**

The school will not use contractors unless they have been properly vetted (including health & safety). Contractors are required to sign in at Reception.

## **Contractor management during Covid 19**

Little Ilford School have carried out and implemented a risk assessment for contractor management during the current Covid 19 period which outlines control measures to be followed, the risk assessment is attached to this document. All contractors now have to sign a new Covid 19 Induction form prior to entry. All non essential or non statutory visits are to be cancelled or scheduled to take place out of school hours. All essential or statutory visits are to be scheduled to take place out of school hours unless emergency visit is required. All unplanned visits to be denied entry to the school.

## **Health and Safety Training**

Staff will be provided with adequate training Health and Safety training appropriate for their responsibilities.

Covid 19 procedures and risk assessments circulated to all staff.

## **School Trips and Visits**

Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Headteacher. Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the adventure Activities Licensing Regulations.

## **Smoking**

No smoking is allowed on school premises.

## **Medical Suitability for Work and Medical Arrangements**

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Advisor. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a staff member becomes pregnant or suffers from an ill health condition, which is likely to affect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented. Arrangements will be made for an assessment to be carried out.

## **Evening Events and Use of School Premises by External Bodies**

Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Headteacher and a health and safety plan for the event will be drawn up. The health and safety plan will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

## **Electrical Safety**

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of students and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the Health & Safety Co-ordinator who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

All portable electrical equipment connected to the electrical installation by means of a plug and socket, will be subject to a combined electrical inspection and test at specified intervals and labelled with the date of inspection and the date of the next inspection due. The Site Supervisors will be responsible for organising these tests, using an NICEIC electrical contractor. Mains powered electrical equipment belonging to staff or students must not be used on school premises unless it has been electrically inspected and tested.

Work on the electrical installation, or minor repairs such as changing bulbs or tubes in lighting units, will be organised by the Site Supervisors. Such work will only be undertaken when the relevant part of the installation has been isolated.

Covid 19 procedures and Covid 19 contractors risk assessment to be followed if work taking place during lockdown period.

## **Working at Height**

Work at heights, necessitating the use of ladders, stepladders exceeding 3 metres in height or in areas where there is a risk from falling, will be undertaken by the Site Supervisors. School students must not be permitted to undertake work at heights (for example when arranging lighting for plays or similar events) unless there is safe and secure access to the area where the work is undertaken and guard-rails and toe boards are provided to physically prevent a fall. Any staff whose duties include working at heights are to follow working at heights risk assessment.

## **Health and Safety Inspection, Monitoring and Auditing**

In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is coordinated by the School Business Manager.

## **Cleaning procedures during Covid 19**

Little Ilford School and the cleaning contractor (Juniper) have adapted the cleaning procedures in line with the Covid 19 risk assessment. Day time cleaning has increased from 1 cleaner to 4



cleaners. Day time cleaning takes place during the hours of school. All areas used by staff or students will be cleaned with a strong disinfectant on a daily basis. The new cleaning procedures and control measures will be monitored by the school site supervisors on a daily basis and report any absences or deficiencies in the cleaning regime to the school Business manager.

Cleaning contractor has allocated 9 cleaners to carry out deep cleaning of the school building, the deep cleaning is carried out on a rotation basis depending on which areas of the school has or is being used. Regular meetings take place between the site team, cleaning supervisor, area supervisor and the School Business manager to ensure the Covid 19 cleaning procedures are in line with the Covid 19 risk assessment and are sufficient for the safe reopening of the school.

**Agreed by the Governing Body on: January 2025**

**Review: January 2026**