



Health and Safety

Policy Document No. 12

Eastcourt Independent School

August 2017

Last reviewed: August 2017

Next review: August 2018

Health and Safety

1. INTRODUCTION

1.1 This policy and the arrangements to implement it have been drafted following an assessment of risk in accordance with Health and Safety legislation and best practice in the safeguarding of children in the educational context. Eastcourt Independent School is committed to providing a safe and healthy environment for children, staff and all users of the premises. The school will deliver this policy by efficient management structure and sustain it by effective communication. The promotion of competence will allow all employees to make a responsible and informed contribution to the Health and Safety effort.

1.2 Eastcourt Independent School will:

- 1.2.1 assess all risks and introduce measures to control them, delegating tasks and checking up as appropriate
- 1.2.2 ensure that adequate resources for Health and Safety are available
- 1.2.3 consult with staff to ensure relevant training is carried out
- 1.2.4 continually monitor and review the policy and revise as necessary

1.3 The headteacher will:

- 1.3.1 ensure a positive health and safety culture by visible and active leadership and effective communication of the policy
- 1.3.2 take responsibility for the day-to-day delivery of the policy
- 1.3.3 establish performance standards that eliminate or minimise risk

1.4 The teaching and supervisory staff will:

- 1.4.1 co-operate with their employers by carrying out activities in accordance with training and instructions
- 1.4.2 demonstrate a shared common understanding of the school policy which will secure reasonable care of their own and others' health and safety
- 1.4.3 ensure that work areas for which they have responsibility are safe and adequately supervised
- 1.4.4 report any health and safety issues to the headteacher as soon as possible

- 1.4.5 be aware that children might deliberately or unintentionally act or speak in a manner consistent with racial or religious extremism, and will take immediate steps to put a stop to it.
- 1.4.6 report any such issues to the headteacher as soon as practicable.
- 1.4.7 assume responsibility for educational visits as appropriate

1.5 The maintenance staff will:

- 1.5.1 plan maintenance to secure a safe and healthy building
- 1.5.2 address any unsafe property issue as appropriate
- 1.5.3 store cleaning materials safely
- 1.5.4 clear and clean to maintain good housekeeping

1.6 Curriculum development:

- 1.6.1 The children are actively encouraged to contribute to the health and safety effort
- 1.6.2 The children will receive instruction in general class safety rules
- 1.6.3 Where appropriate the children will receive specific safety training, e.g. as a component of Science or Design and Technology studies

1.7 Enforcement:

- 1.7.1 Health and Safety legislation applies to employers and employees and is enforced by the Health and Safety executive
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2. SAFETY IN SCHOOL

2.1 Risk assessments are undertaken regularly under the following headings

- classroom
- fire
- educational visits

details of which may be found in the Appendices to this document.

- 2.2 Mr **Graham Russell** is responsible for all repairs and renewals. All requests to him are recorded in the office.
- 2.3 All **electrical equipment** in school is checked at least once every half-term by the class teacher. Mr Russell will organise an annual check by Premier Electrical Installations, of 64 Mayswood Gardens, Dagenham, Essex RM10 8UT, tel. 0208 595 9778, contact Peter Gurnell.
- 2.4 **Fire extinguishers** are located at strategic points and are inspected annually by Connaught Fire Services, 0870 2402 545.