



Health & Safety Policy

Our Shared Vision

Striving for excellence in everything we do

High Quality
Education for
ALL

Effective
home/school
and community
partnerships

Equality Mission Statement

We are committed to ensuring equality of educational opportunity and support for all pupils, parents, carers, staff and visitors irrespective of age, sex, race, disability, religion or belief, sexual orientation, pregnancy, gender reassignment, and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and is able to participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here.

Approved by: Site & Financial Management Committee	Date:
Signature (Chair):	Signature (Headteacher):

Last reviewed on: June 2025	Next review date: June 2026
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A copy of this policy is available on the school website

This policy covers many of the articles from the UN Convention on the Rights of the Child. Some key ones are listed below.

Article 3 Best Interests of the Child

The best interests of the child must be a top priority in all decisions and actions that affect the child.

Article 6 Life, Survival and Development

Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

Article 24 Health and Health Services

Every child has the right to the best possible health.

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Article 33 Drug Abuse

Governments must protect children from the illegal use of drugs.

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Rationale

The Governing Body of Becontree Primary School is committed to ensuring that all legal and moral responsibilities relating to the health, safety and welfare of all members of staff, pupils, subcontractors and visitors to the site are carried out effectively.

STATEMENT OF INTENT

Becontree Primary School recognises that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to providing a safe and healthy working and learning environment through:

- a. Meeting our legal responsibilities under health and safety legislation as a minimum
- b. Ensuring safe working methods and providing safe work equipment.
- c. Providing effective information, instruction, training and supervision
- d. Preventing accidents and work-related ill health.
- e. Assessing all risks to anyone who could be affected by our curricular and non-curricular activities and putting in place measures to control these risks.
- f. Ensuring adequate welfare facilities exist throughout the school.
- g. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Consulting with staffs and their representatives on health and safety matters.
- j. Setting targets and objectives to develop a culture of continuous improvement.

Health and safety management procedures are adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All governors, staff and pupils play their part in its implementation.

What the Law says

The Health and Safety at Work Act 1974 states employers are responsible for protecting the safety of their staffs at work, by preventing potential dangers in the workplace. It places general duties on employers to ensure the health, safety and welfare of all persons while at work.

At Becontree Primary School, health and safety is deemed to be the responsibility of every person who is employed at the school. In fulfilling their duties staff must always be aware of the health and safety issues represented in this policy which they must always seek to implement. Any health or safety hazard should be reported immediately to the appropriate person. Neglect of health and safety requirements will be regarded as serious by the Governing Body.

The Health & Safety Executive state that a sensible approach to health and safety in schools means focusing on how the real risks are managed. Guidance will help those responsible for managing health and safety in schools to strike the right balance, so that the real risks are managed and learning opportunities are experienced to the full.

At Becontree Primary School, leaders set the direction for effective H&S management and it is an integral part of school's culture, values and performance standards.

This policy covers all aspects of health & safety at Becontree Primary School; including our environment (the site) and our people (pupils, staff and visitors). We recognise that it encompasses wider issues related to safeguarding and online safety. It also covers loss to the school (financial or reputational). Based on thorough Risk Assessment this policy is reviewed and updated regularly, to reduce and reflect existing and new risks.

Purposes

In line with current legislation, effective leadership of health and safety promotes a culture where health and safety is everyone's responsibility, ensuring staff and pupil morale is high. Our key purposes are to:

1. Provide a safe and healthy environment for all who work at, visit or are educated on our site.
2. Reduce risks, accidents and hazardous working conditions.
3. Ensure all members of the school community are safe and demonstrate an understanding of their roles and responsibilities relating to H&S (for themselves, others and the site).
4. Ensuring that all policies and procedures are fit for purpose and effective.

Guidelines

PLAN, DO, CHECK, ACT

Our approach, which incorporates the 4 elements of good H&S Practice (Plan, Do, Check, Act) achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.

To ensure leadership is effective in:

- providing a safe and healthy environment for all who work at, visit or are educated on our site,
- reducing risks, accidents and hazardous working conditions

the following policies and procedures are implemented consistently within the school

Environment

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|---|---|
| <ul style="list-style-type: none">• Building Management Policy• Fire Safety Management Policy• Asbestos Policy• Security Policy (including CCTV)• COSHH Policy and assessments• Accessibility Plan | <ul style="list-style-type: none">• Business Continuity Plan• Disaster Network Management Policy• ICT/Network documentation• Critical Incidents Policy and Response Plan• Subject Strategy Statements to include H&S statement where applicable e.g. animals and |
|---|---|

• Risk Assessments – a series of assessments and checks related to key areas of the site and specific equipment	plants, cooking
People	
• Job Description and Expectation documents • Staff Code of Conduct • Staff Induction Handbook • Safer Recruitment Policy • Well-being Policy (EAP & absence monitoring) • HR related policies and procedures (eg Return to Work assessments, Maternity RA) • Managing Contractors Policy • Visitors Policy • Health and Safety Checklist for Visitors • Infection Control Policy • No Smoking Policy • Lone Working • Personal Protective Equipment (PPE) • Risk Assessments – a series of assessments related to specific activities • Safe Working Practice • Travelling in Private Vehicles Policy	• Child Protection & Safeguarding • Behaviour and attitudes Strategy • First Aid Policy • Accident/near miss reporting • Educational Visits Policy • Bodily Fluids Policy • Supporting Pupils with Medication Policy • Asthma Policy • Anaphylaxis and allergy policy • Whole school food policy (including Nut-free statement) • Individual Pupil Health Care Plans • Personal Evacuation Plans • Positive Handling Policy • Intimate Care Policy • Home School Agreement • Admission and attendance procedures for pupils • Physical Activity Policy (including Jewellery statement) • Searching, screening and confiscation (DfE 2018) • Acceptable Use Policy • Online Safety Policy • Visual Display assessments

RESPONSIBILITIES

All staff are given the following instruction, training and support to fulfil their responsibilities in keeping themselves and others safe (in line with this policy):

- Signing-in procedure
- Induction to the school community and specific role (see Induction Handbook)
- Staff Code of Conduct
- Individual job descriptions and expectations
- H&S general training, which is refreshed every 2 years (please refer to training records)
- H&S specific training (eg First Aid, COSHH, Asbestos) and refreshed regularly
- Reminded of H&S responsibilities (general and specific) at least annually
- H&S is a standing agenda item on all staff meetings
- Access to a Health & Well-being Lead and Mental Health First Aiders
- Messages, updates, reviews and feedback in response to monitoring or incidents
- Where a need for PPE has been identified it must be worn. Any staff member who refuses to use the PPE may be subject to disciplinary action. PPE must be kept clean and staff must report any lost or damaged PPE.

All staff must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other staffs and other persons.
- b) Observe all instructions on health and safety issued by the Governing Body or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

Pupils have been given the following instruction, training and support to fulfil their responsibilities and keep themselves and others safe

- Admission, registration and attendance procedures
- Induction to the school and their class, including the school and class behaviour expectations and systems
- Curriculum activities related to H&S, e.g. PSHE, Science, PE
- On-line safety messages through Acceptable Use Policy, planned lessons and in response to incidents
- Systems to report concerns e.g. Tootoot On-line reporting, approachable adults for children to speak to
- Regular reminders through class discussions and assemblies

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Parents, visitors and governors have been given the following instruction, training and support to keep themselves and others safe:

- Signing-in procedure
- Parent Code of Conduct
- Governor Code of Conduct
- Regular updates through school messaging service, including school newsletter
- Visitor Policy
- H&S messages provided on entering school site
- H&S signage

Specific levels of responsibility have been identified as follows:

Who?	Responsible for ensuring that:
Governing Body	a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils. b) The Headteacher is aware of his/her health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
Site & Financial Management Committee (Chair	a) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted. b) Sufficient funds are set aside with which to operate safe working

– Mr Richard Puttnam)	practices. c) Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary. d) An annual H&S report for Governors is prepared.
Headteacher (Mrs Marie Ziane)	Reporting to the Governing Body, the Headteacher has the overall responsibility for ensuring that the Health and Safety Policy (including safeguarding and online safety) is effectively implemented and that proper resources are made available in order to achieve this. a) She plans ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant. b) Applies the school's Health and Safety Policy and the application of the health and safety procedures and arrangements. c) She provides the final authority on matters concerning health and safety at work. d) Decisions made on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner. e) She delegates specific responsibility for the implementation and monitoring of the Health and Safety Policy to Mrs P. Thornton, the Strategic Business Lead. f) Where the need for PPE has been identified in Risk Assessments, it is the Headteacher's responsibility to ensure adequate supplies of suitable PPE. g) Potential hazards are identified and that risk assessments are completed for all significant risks in the school.
Designated Safeguarding Lead (Mrs Clare Stock) & Deputy DSL (Mrs Lillian Stonier)	a) The school's Health and Safety Policy to own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements. b) Regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher. c) All staff under their management are familiar with the health and safety procedures for their area of work. d) Health, safety and welfare problems that members of staff refer to them are resolved, and refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them. e) Regular inspections of their areas of responsibility are carried out to ensure that equipment, furniture and activities are safe and record these inspections where required. f) The provision of sufficient information, instruction, training and supervision to enable other staffs and pupils to carry out their responsibilities under Keeping Children safe in Education.
Strategic Business Lead (Mrs Paula Thornton)	a) She works in conjunction with the school's Health & Safety Consultants, Judicium and advises the Headteacher on health and safety policy. b) She reviews and acts on the Action Plan provided from H&S Audits and the Fire Risk Assessment. c) She acts for and on behalf of the Headteacher, with the responsibility for implementing and monitoring the H&S policy. d) This Policy is clearly communicated to all relevant persons.

	e) Appropriate information on significant risks is given to visitors and contractors f) Appropriate consultation arrangements are in place for staff and their safety representatives. g) All staff are provided with adequate information, instruction and training on health and safety issues. h) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them. i) Risk assessments of the premises and working practices are undertaken. j) Safe systems of work are in place as identified from risk assessments. k) Emergency procedures are in place. l) Machinery and equipment is inspected and tested to ensure it remains in a safe condition. m) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc. n) Arrangements are in place to inspect the premises and monitor performance. o) Accidents are investigated and any remedial actions required are taken or requested. p) The activities of contractors are adequately monitored and controlled.
Site Manager (Mr Mark Allen)	a) He applies the school's Health and Safety Policy to own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements. a) He carries out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher. b) All staff under their management are familiar with the health and safety procedures for their area of work. c) Health, safety and welfare problems that members of staff refer to him are resolved, and refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them. d) He carries out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. e) The provision of sufficient information, instruction, training and supervision to enable other staffs and pupils to carry out their responsibilities to keep others and themselves safe. f) Contractors are supervised on-site (during his working hours). g) All contractors who work on the premises identify and control any risk arising from their activities and inform the Headteacher of any risks that may affect the school staff, pupils and visitors. h) All contractors are aware of the school's health and safety policy and emergency procedures and comply with these at all times. i) In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take-action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors. j) All ladders conform to BS/EN standards and are maintained appropriately. k) Review risk assessments for all site activities and working at height tasks in the school are completed.
Lead First Aider (Mrs Michelle Smallman)	a) She applies the school's Health and Safety Policy to own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

	b) She assists the SBL with policy review and health and safety risk assessments of the activities for which they are responsible for. c) She carries out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. d) She takes the role of principal First Aider; providing First Aid cover, ensuring correct completion of medical information/forms. e) She reviews policies relating to the role. f) Health Care Plans and Asthma Plans are reviewed. g) First Aid boxes and emergency equipment is fully stocked and in working order; including the Defibrillator and provision for school trips. h) Administration of H&S training records and booking training as required (including First Aid). i) Accident/Incident forms are completed in a timely manner and forwarded for investigation.
In-school Union Representatives (Miss Margo Gaughran and Miss Jackie Moldrich)	a) Attend H&S Walkabout meetings. b) Follow-up on actions required from above meetings.
Health & Well-being Lead (Miss Bernadette Reilly) and Mental Health First Aiders (Mrs Clare Stock, Miss Bernadette Reilly and Miss Jackie Moldrich)	They: a) Apply the school's Health and Safety Policy to own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements. b) Review the Staff well-being Policy regularly. c) Carry out regular well-being checks on staff/pupils (including surveys and individual concerns). d) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them. e) Ensure the provision of sufficient information, instruction, training and supervision to enable other staffs and pupils to carry out their responsibilities to keep themselves and others safe.
DOLCE Catering service - School Cook (Mrs Catherine Duff)	a) Catering facilities are operated safely. b) She is familiar with the school Health and Safety Policy. c) She prepares risk assessments for all catering activities. d) All kitchen staff are instructed and informed to work in accordance with these documents. e) The Site Manager or Headteacher are informed of any potential hazards or defects. f) She is familiar with the current Food Safety legislation and the implications so far as the school is concerned. School staff must not use the catering facilities and equipment without the prior agreement of the Headteacher and School Cook.
Online Safety Lead (Miss Aklima Begum)	She: a) Applies the school's Health and Safety Policy to own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

	b) Carries out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher. c) Ensures that all staff under their management are familiar with the health and safety procedures for their area of work. d) Resolves health, safety and welfare problems that members of staff refer to them, and refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them. e) Carries out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. f) Ensures the provision of sufficient information, instruction, training and supervision to enable other staffs and pupils to carry out their responsibilities under Keeping Children safe in Education.
LMT Senior Staff (Mrs Maria Dean, Mrs Rachel Lawrence, Mrs Kim Wilden, Miss Margo Gaughran, Ms Bernadette Reilly and Mrs Mandy Cracknell)	They: b) Apply the school's Health and Safety Policy to own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements. b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher. c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work. d) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them. e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required. f) Ensure the provision of sufficient information, instruction, training and supervision to enable other staffs and pupils to carry out their responsibilities under Keeping Children safe in Education.
Class Teachers	They: a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out. b) Follow the health and safety procedures applicable to their area of work e.g. behaviour management, safeguarding, online safety c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary. d) Ensure the use of personal protective equipment where necessary. e) Make recommendations to their Headteacher or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery. f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education. g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation. h) Regularly check their classrooms for potential hazards and report any

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| | <p>observed to the Site Manager.</p> <p>i) Report all accidents, defects and dangerous occurrences to the Headteacher or Site Manager.</p> |
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Detail of responsibility for each role is detailed in:

- Governors Terms of Reference
- Individual Job Descriptions and expectations
- Catering SLA (DOLCE)

MONITORING

External Health & Safety Inspections, Audits and Advice

The school has access to a wide range of online training for staff including Health & Safety and Well-being.

The school completes the following regular inspections and audits (relating to health & safety):

- Local Authority Health & Safety Audit (usually every 3 years)
- Fire Risk Assessment (annually)
- Food hygiene inspection (annually)

The school continually responds to in-school monitoring activities and incidents, external audit recommendations and any changes to national or local guidance.

In-school monitoring

We have accountability structures for the consistent monitoring and reporting of Health & Safety related matters. We complete the following pro-active monitoring checks:

- Cleaning walks (at least termly)
- H&S walkabouts (at least termly)
- H&S checks by H&S Governor (at least termly)
- Safeguarding checks by Safeguarding Governor (at least termly)
- Meetings with Site Manager (monthly)
- Site checks by Site Manager (daily & weekly)
- Routine testing and inspections (various)
- Fire drill (termly)
- Cycle of review for policies/procedures (see policy overview)
- Responses to issues raised e.g. accident/incidents, staff/parent concerns (as required)

Reporting and accountability

Key aspects of H&S are reported to Site & Financial Management Committee and the Full Governing Body on a termly basis and include:

- Results of key audits and inspections
- Accidents/Incidents
- Near-misses
- Safeguarding incidents/cases
- Discrimination/bullying incidents
- Building maintenance plan and significant buildings works/repairs
- Staff absences
- Positive Handling interventions
- Behaviour/exclusions