



**GRANGE SCHOOL**  
*A Culture of Continuous Improvement*

# Health and Safety Policy

2023 - 2024 Academic year

Compiled by: <b>Abra Stoakley</b>	Approved by: <b>Abra Stoakley</b>
Designation: <b>Head of School</b>	Designation: <b>Head of School</b>
Signature: 	
Date: September 2023	
Next Review Date: August 2024	

## **INTRODUCTION**

The Directors and Governors of Grange School recognize their corporate responsibility to provide as far as reasonably practicable a safe and healthy environment for the pupils and staff on and off site. They also acknowledge their responsibility to all other School users including parents, visitors and contractors while on site.

## **POLICY**

The Directors of Grange School will take all reasonable, practicable steps to fulfil their responsibility to provide a safe and healthy environment for all users of the premises, including employees, and to pay particular attention to meeting the requirements of relevant statutory provisions. This policy applies to all permanent and temporary accommodation on the site.

## **PROCEDURE**

The Director's duties set out as follows

- Make safe, plant, places of work, premises, equipment and systems.
- Make arrangements for the safe use, handling, storage and transportation of articles and substances.
- Provide appropriate security arrangements.
- Provide information, instruction, training and supervision by first aid personnel to ensure the health and safety of all those on the premises.
- Provide adequate first aid and other welfare facilities.
- Provide safe means of access and egress.
- Provide opportunities for the participation of staff representatives in promoting health and safety at work.

Directors expect the School's employees to fulfil their legal obligation to co- operate in the operation of this policy; employees are expected to:

- Support and implement this policy.
- Set a personal example through safe behaviour and comply with appropriate safety warnings.

- Make use of the protective equipment available; ensure that pupils make use of protective equipment; observe standards of dress consistent with safety and/or hygiene; accept that the safety equipment, protective clothing and procedures provided must be employed as appropriate to the hazard and in the manner prescribed; not interfere with or misuse equipment which has been provided in the interests of health and safety.
- Comply with safety procedures, whether written or brought to their attention by other means; familiarise themselves with procedures for emergency evacuation. Satisfy themselves when using plant, machinery, tools or equipment that it is not defective and that it is suitable for the task; where there is doubt, refer equipment to the Health and Safety Officer.
- Report to the designated H&S Officer, if inadequacies are detected in any safety procedures. Be conscious of the health, safety and welfare of themselves, their colleagues, pupils in their care and members of the public, and do nothing by act or omission which will adversely affect themselves or those others.
- Report all incidents which have led or could lead to damage or injury, accidents, reportable diseases, dangerous occurrences and potentially hazardous incidents in accordance with prescribed procedures, and assist any resulting investigation.
- Teach safety as an integral part of courses, both by formal teaching, where appropriate, and by example, by ensuring that no School user sees or is allowed to do anything which does not correspond to the best industrial or teaching practice.
- Prohibit any pupil who refuses to adopt safe working procedures from taking part in the lesson, and refer the pupil so that appropriate disciplinary action can be taken.
- Inform contractors and other workers not employed by the Governors of appropriate health and safety regulations and of appropriate points from this health and safety policy.

## **COVID 19 HEALTH AND SAFETY PROTOCOLS**

To prevent the spread of COVID 19 virus infection in the school premises and environs, staff, students, parents and visitors to the school are mandated to observe and take note as follows:

- Everyone coming into the school premises must submit to be screened for temperature checks.
- Everyone on the school premises are mandated to wear face masks/face shields at all times.

- Everyone on the premises or coming into the school must observe hand washing from wash hand basins placed at strategic entry points of the school.
- Signages, Posters, banners and floor stickers are all around the school to create COVID 19 awareness and compliance.
- Hand sanitizers and soap dispensing machines placed around the school must be used.
- Teaching staff are to observe the floor plans in the classrooms which have been used to create spaces of 1.5m - 2.m between desks. This is to enhance social distancing in the classroom.
- Windows and doors are to be kept open for adequate ventilation in the classrooms and offices.
- The school has created an isolation center with medical oxygen at the sick bay for observation of any students or member of staff that shows any signs or symptoms of COVID-19.
- School housekeepers/Ground Staff are to make use of their COVID 19 safety training on cleaning, hand washing, respiratory etiquette and waste management.
- The facilities department must ensure regular, continuous fumigation and chemical decontamination of the School premises.
- School Housekeepers must ensure that the school grounds are continuously decontaminated and disinfected intermittently.
- School toilets are to be cleaned every 1 hour and after each use with alcohol-based disinfectants. Access to the bathrooms shall be monitored and limited to no more than two pupils at a time.
- All pupils and staff shall maintain a one-way system around the building.
- Teachers must ensure that pupils bring all their personal equipment required to School. They are not permitted to borrow equipment from each other or the School.
- Extra members of staff shall be on duty to ensure that these protocols are followed, supported by members of the Grange Executive Team and Senior Leadership Team.

### **DESIGNATED RESPONSIBILITIES**

#### **The Head of School**

The ultimate responsibility for the implementation of the health and safety policy within the School lies with the Head of School. However, the Head of School Operations has been delegated by the Head of School and the Governors to supervise, monitor and control all matters relating to health and safety and to act as the Health and Safety Officer.

## **The Senior Leadership Team**

The Senior Leadership Team are expected to:

- Ensure that the School is so organised that there is no unacceptable risk to members of staff, pupils, or other users of property.
- Ensure that all teaching and non-teaching staff are properly briefed and trained in their duties and responsibilities as part of the general programme of staff development.
- Set a personal example and encourage a safe attitude towards work amongst all employees.
- Ensure that there are safe systems of work and that members of staff and pupils use protective equipment provided, observe the standards laid down by law and co-operate in agreed safety measures.
- Co-operate with the safety representatives of recognised trade unions.

## **The Health and Safety Officer**

The Health and Safety Officer is the Head of School Operations.

Responsibilities include:

- Monitoring and implementing the general safety programme with the Head of School.
- Carrying out regular programmes of inspection of the premises.
- Ensuring all accidents and hazardous situations are reported.
- Ensuring that any equipment to be purchased, hired or installed by the School is suitable for its intended use and location; and they also comply with the appropriate safety regulations. Full operating and maintenance instructions, written in English, must be provided and made available for use.
- Analysing accident reports and reporting to the Head of School and Directors where relevant.
- Establishing and monitoring first aid procedures, and review from time to time, all First Aid and Emergency Regulations.
- Being the focal point for day to day references on safety and give advice or indicate sources of advice.
- Holding relevant information on health and safety.
- Establishing protective clothing and equipment needs and establishing monitoring procedures for their use.

- Maintaining contact with outside agencies on health and safety matters.
- Reporting all known hazards immediately and stopping any practices or the use of any plant, tools, equipment etc. considered to be unsafe until their safety is satisfactory.
- Making recommendations for additions or improvements to plant, tool, equipment etc. which are dangerous or potentially so.

### **The School Directors**

The Directors functions are:

- The appointment of a Link Governor to monitor Health and Safety issues. The study of accidents and notifiable diseases, statistics and trends.
- The examination of safety reports on a similar basis.
- To consider reports which the Head of School or the Health and Safety Officer may wish to submit.
- To consider reports and factual information provided by any outside agency relevant to health and safety matters.
- To assist in the development, implementation and review of School safety rules and safe systems, working within current legislation.
- To monitor the effectiveness of the safety content of staff training.
- To monitor the adequacy of health and safety communication and publicity in the School.
- To provide a link with the appropriate inspectorates of the enforcing authority.
- To review annually and revise all health and safety practices in the light of any new legislation.
- To make recommendations to the remaining Directors/Governor's group.

### **Visitors and Contractors**

- On arrival at the gatehouse all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.
- They should be directed to the duty representative / receptionist, or a representative of the user / staff of the Grange he / she had come to see.
- This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

- Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the duty / user representative who will investigate and report to the safety officer.

### **Safety Tours**

The Health and Safety Committee or other appointed representatives shall carry out a safety tours around the school at least once a year and inspections of the premises and make a report to the following Governing Council meeting. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the accident file.

### **Safety Clearways**

- Corridors and doorways must be kept free of obstructions and properly lit.
- There should be no thoroughfare of all emergency exits

### **Accident Record**

- Any injury suffered by a worker or visitor in the course of employment or otherwise on the school premises, however slight, must be reported and recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the school or safety personnel.
- Any injury suffered by a pupil must be reported to school sickbay and attention given by the School Nurse and records kept.

### **Waste Disposal**

- Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any given instructions relating to the waste material concerned.

### **Fire Drill / Evacuation Procedure**

Teachers, minders and other members of staff must understand the evacuation procedure so that in case of emergency, they will know how to safely evacuate the pupils and other users away from danger.

- Do not panic
- Leave the building immediately through the nearest exit
- Do not stop to collect personal belongings
- Proceed to the muster point with the class teacher and respective fire wardens guiding the pupils

- Do not return to building until you are told to do so
- Follow instructions at that muster point
- Take roll call to confirm that everyone has safely evacuated the building