

GREENFIELDS EDUCATIONAL TRUST
HEALTH & SAFETY POLICY FOR GREENFIELDS SCHOOL AND
FOUNDATION AREA
(Revised September 2015)

In schools, sensible health and safety policy is the responsibility of all staff members, from the Trustees, the Executive Head and his team, senior management and all other staff members employed by the Trust, to ensure that where risk exists, it is managed responsibly and proportionately.

The purpose of the policy is to create a safe learning environment and extend to pupils an appreciation of risk and how to deal with it. The policy promotes doing what is *reasonably practicable* to reduce significant risks by putting in place control measures to manage the real risks.

The Health and Safety Officer for the school is currently held by the Trustee Representative for Academics and Standards who works closely with the Estates Manager, and other individual staff members responsible for the specific areas of:

- a) Evacuation and Fire Risk Assessment, (Estates Manager, LJ Daly)
- b) First Aid, Accident Reporting and Welfare (Student Consultant, Franca Miltenburg)

All staff, assistants and volunteers of the school must study this Health and Safety policy as part of their basic staff in-house training together with any other necessary training needed for their particular positions, such as First Aid, Child Protection, Fire procedures and Risk Assessment.

The following areas come directly under the jurisdiction of Health and Safety.

1 TRANSPORT

1. All drivers are fully qualified and insured to drive the school buses as confirmed by Personnel. Instruction on how to drive the buses is given when a staff member commences driving, together with a competency test.
2. School vehicles are maintained by Estates and advised that a log of actions done should be kept for each separate vehicle. Besides the annual MOT, vehicles are regularly checked, serviced and kept in good repair.
3. Any person driving a bus and noticing a fault must report the matter to Estates in writing without delay. As it is a traffic offence to drive an unroadworthy vehicle with the possibility of a fine or licence endorsement, all school vehicle drivers need to satisfy themselves of the road-worthiness of their vehicle before commencing to drive. A checklist of inspection is completed before leaving.

1.4 When travelling in a school vehicle, students are to sit and make no undue noise. Standing and loud noise is forbidden in the interests of the driver's full concentration.

A9, B9

Seat belts must be worn by all children aged 3 years and over and proper child restraint* seats are to be fitted for children under 3 years of age.

*Child Restraint seats are a) rear-facing baby seats for children aged 9 – 12 months
b) forward-facing child seats for children aged 9 months to 4 years
(HSE A Code of Practice for Mini Bus Safety)

5. Students are picked up and set down from school vehicles in properly chosen, safe pedestrianized places.
6. Drivers are responsible for leaving vehicles with sufficient petrol or diesel in them when they return to school.
7. The drive into the school turning circle has a speed limit of 10 miles per hour.

1.8 School vehicles carry up to their capacity number and no more.

2. HEALTH

2.1 The Appointed Person for First Aid in Qualifications holds an authorized list of Infectious Diseases, their symptoms, incubation period and time required off school. This list is followed as standard.

2.2 All boarders are registered with a local doctor and dentist.

2.3 It is expected that boarders will have usual dental and medical treatments whilst at home.

2.4 Any child or boarder on any treatment is ultimately under the care of the Appointed Person for First Aid and Qualifications personnel during school time and the safekeeping of medicines and their administration is also their responsibility. Qualifications hold medical information from their interviews with children and parents and will therefore be aware of any medical situation and its remedy.

The Appointed Person for First Aid in Qualifications may delegate certain duties if considered safe to do so. See also: First Aid, Medicine and Medical Needs Policy

2.5 Accidents, depending on their severity, are treated by the staff in the Lower School if it is an infant or junior pupil that is hurt, or by the Appointed Person in the First Aid room. The Lower School have their own paediatric First Aiders.

First Aid Kits are located in the Lower School, the First Aid Room, the Boarding Office, the two science laboratories, Estates and in the school buses.
See also: First Aid, Medicine and Medical Needs Policy

2.6 In the event of a serious accident or illness, the Appointed Person for First Aid in Qualifications may call a doctor, an ambulance or take the child to hospital. If a staff

member uses a personal vehicle, insurance must cover the driver and the child should be carried in the back. Parents are always informed of any such situation.

2.7 When a student is unwell, he or she is routed to the Appointed Person for First Aid, in Qualifications where a check may be done on the child's study, or deferred until after the illness is remedied. Depending on what is wrong, a child may rest in the sick room, or be sent home. When the child has recovered and returned to school, he goes first to Qualifications to check that he is fully well and is interviewed to see if there are any social or academic problems that could have precipitated the sickness.

2.8 Regular checks are done to prevent an infestation of head lice. If a child is found to have lice or eggs, he or she is removed from the classroom and the parents called to collect the child as soon as possible. The child returns to school only when the eggs have been removed and the other members of the family have also been treated. There can be no deviation from this rule.

2.9 Qualifications must always be manned or a sign on the door must say where the Qualifications staff can be found on the premises. There is always a First Aid trained person on site.

2.10 If a day child is found to have an infectious disease, the parents are called immediately so the child can be taken home. In the case of an outbreak of a communicable disease among boarding students, actions must be taken to protect the rest of the boarders.

Dormitory 4, or more if needed, will be designated as an isolation dormitory and the affected boarder or boarders moved in. A limited number of staff will be assigned to provide basic care and services – food, water, basic medical care as directed by a doctor, laundry etc. Kitchen staff will keep dishes and utensils separate and see they are washed separately.

2.11 Training in First Aid is mandatory and arranged for all staff every three years.

2.12 Paediatric First Aid Training is a legal requirement for Reception and Pre-School teachers. The same training is given to the Head of Lower School and the school's Student Consultant for additional support and in case of absence.

3 HAZARDS ON PREMISES

3.1 Estates: the estates area is out-of-bounds for all students. All equipment in the area is kept safe and secure. When there is grass cutting or other estates work in progress on the school premises, children should not be in the vicinity of the worker. Where possible, all major building works, renovations and repairs are scheduled for holiday times. The following safety measures apply at all times:

- a) equipment is never left unattended
- b) work areas are taped off to prevent access
- c) scaffolding is made inaccessible

A9, B9

- d) tools, paints, paint strippers, insecticides or other similar materials are never left unattended but locked away.
- e) when contractors are working on site they are employed by the school and under the Estates Manager who will meet them in Reception and brief them on Health and Safety matters on the site.
- f) any spillage of body fluids is cleaned up following basic hygienic procedures, using disposable gloves and aprons and washing the area with a suitable antiseptic solution to prevent the spread of infection. As a first action, put up a barrier, remove children and call the Appointed Person for First Aid, and the cleaner.

3.2 Estates personnel must wear protective clothing where needed when working.

3.3 Science Laboratories: no students are allowed entry to either the physics or chemistry laboratories without supervision. The rules of the science laboratories are learned by every student who uses them and when a teacher is not there, the laboratories remain locked.

3.4 No practical work is done in the laboratories without the teacher present. Any harmful or potentially harmful equipment or substances are used with due care and kept securely according to regulations. All experiments are risk assessed and students made aware of the hazards.

A log is kept of the name and quantities of all harmful substances and per COSHH – Control of Substances Hazardous to Health Regulations 2002 - risk assessments have to be done on all hazardous substances by competent persons. The presence of a warning label on the container will indicate if COSHH is relevant.

3.5 Woodwork Room: no students enter the woodwork room without a teacher and it remains locked when not in use. Machinery must be protected and have a main safety/emergency switch lockable in the “off” position. There is adequate ventilation and dust extraction.

3.6 Art Room: access to the art room is at the discretion of the Head of Art but the store cupboard with any potentially harmful substances inside is kept locked and opened only when the teacher is present.

3.7 Kitchen: the standard of hygiene in the kitchen area is subject to inspection by the Wealden District Council under the Food Safety Act and Food Hygiene (England) Regulations 2006 and the correction of anything found is subject to further inspection to a pass. The kitchen is out of bounds to students unless accompanied by a staff member for a particular activity.

Any outside catering company used by the school must have its hygiene certificates in place and carry out regular Risk Assessments in the kitchen. Copies of these are sent to the H & S Officer.

Cleaning and laundry is done in-house under the Estates Manager.

3.8 Smoking: smoking by staff and students is forbidden in the school buildings for safety and for health reasons. Staff only smoke in the outside designated area across the car park out of sight of students.

In the EYFS area of the school, ie. the Pre-School areas, Reception class and outside playground, it is a legal requirement that children are in a smoke-free environment.

According to the Public Health (England) Smoke-free (Signs) Regulations 2007, any building open to the public or used as a place of work by more than one person, which includes schools, is to display the A5 No Smoking sign and caption at the entrance to the building and the No Smoking symbol alone in the school buses.

3.9 The Health & Safety at Work poster is displayed in the school premises. Under general duties of the Health and Safety at Work Act 1974, it states:

- a) "It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees".
- b) "It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work".

3.10 There is a system in place for staff to report to Estates anything which is a risk or danger to the children and to request work or repairs when they arise. Damage to equipment or vehicles is immediately reported to the Estates manager.

3.11 The poster called "In Case of Electrical Shock ..." is displayed next to the electrical panel.

3.12 Display Screen Equipment: where staff use DSE for a significant part of their normal work, they should adjust equipment for ease of use and comfort, and take a 20 minute break after 2 hours of continuous work in front of a display screen.

3.12 Manual Handling: this is by definition the "transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force", eg a television set, a filing cabinet or even a child.

Personal injury is to be avoided; risk assess the task and the recommendation is to call Estates for assistance.

3.13 Statutory Inspections and Logs: The Estates Manager and Health and Safety Officer are responsible for the implementation and outcomes of statutory inspections and the keeping of Logs. As follows:

Asbestos: an inspection by a competent person has been done on the site to identify and locate the existence of asbestos or any material containing it. The estates manager will ensure that no works are carried out that would disturb it.

Legionnaires Disease: this is caused by bacteria sometimes present in a water system. A statutory inspection by a competent person has been done and safety

measures are undertaken by estates personnel to prevent the growth of the bacteria according to the Code of Practice published by the HSE.

Regular Statutory inspections by competent persons are done on Fire equipment and Fire Safety measures, Gas installations, Electrical installations, machinery, the sewage plant, water supply, kitchen equipment and hand tools. Hazardous materials in the estates area and cleaning cupboard are logged according to COSHH regulations.

4 FIRE AND EVACUATION

4.1 There is a fully comprehensive Fire Safety Policy in the school as per the Regulatory Reform (Fire Safety) Order 2005 (FSO)

4.2 The appointed Responsible Person for Fire is the Estates Manager who keeps and logs all relevant documentation to do with Fire and carries out regular Fire Risk Assessment and/or arranges for it to be done by a qualified outside body.

4.3 All staff at the school study the Fire Policies as part of their in-house training together with regular Fire training arranged by the Fire Officer.

4.4 Fire drills are done at least once a term, or more when new children and staff join the school.

5 SUPERVISION AND SECURITY

5.1 To maintain security and the prevention of mishaps, adequate supervision exists at all times during the school day and under the direction of Boarding personnel in the evenings and weekends.

5.2 Schedules for the supervision of break times, lunchtimes and Before-and-After school times are drawn up and posted. If a staff member is absent, the duty is covered by another staff member.

5.3 Under EYFS requirements in the foundation area of the school, the legal ratios and qualifications that apply to the staff that work directly with the children are also applicable in break and lunch times.

CHILDREN MUST USUALLY BE WITHIN SIGHT AND HEARING OF STAFF AND ALWAYS WITHIN SIGHT OR HEARING.

5.4 Where upper senior pupils have supervisory responsibilities for younger pupils, there is always a member of staff available and in overall charge.

5.5 Supervision on Outings is according to the requirements of the relevant procedures.

5.6 A speed limit of 10 mph is imposed on all vehicles entering the school and the turning circle is out of bounds to unaccompanied pupils. Staff monitor the turning circle before and after school.

5.7 Drugs and Alcohol: No staff member when working in school may be under the influence of alcohol or any substance/medication which may affect their ability to care for children and pose a potential risk to the health and safety of others.

If a staff member is taking medication which may affect his/her ability to supervise, teach or care for students, medical advice must be sought and the Personnel Officer informed.

5.8 The security of the premises is addressed by risk assessment, the school rules which state which areas are out-of-bounds to children, checklists for securing classrooms at the end of the day and the Boarding House checklists for securing the premises at night.

Lone Working: If a staff member wishes to work alone on site after school or at weekends, the policy is that they inform Boarding personnel of their arrival, where they will be working and when they leave the premises.

There is an entry keypad on the back door to the school and eight CCTV cameras situated on outside walls.

5.9 Visitors have to report to Reception to sign in and out, and wear a Visitor's Badge whilst on the premises. They are briefed on the Fire Assembly point by the Receptionist before entering the school. In the event of an evacuation, visitors should accompany the staff member they have come to see to the Assembly point.

6 RISK ASSESSMENT

6.1 Risk assessment is a vital, integral part of any Health and Safety Policy and is continuous and all-embracing covering security, fire assessment, outings, equipment of all kinds, accidents, all activities and all areas of the school premises.

6.2 All staff are trained on how to do Risk Assessment as part of their induction. Risk Assessment identifies aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked and how any risks found will be removed or minimized.

Risk assessments do not have to be in writing but may be when there are specific issues and staff need to be informed or to demonstrate to inspectors or parents how risks are being managed.

Assessment is done by the Health and Safety Officer, the Estates Manager, Sports staff, science teachers, laboratory assistants, ICT teachers and all staff on their areas.

A9, B9

6.3 Under EYFS regulations, outdoor and indoor areas have to be regularly risk assessed.

6.4 Half-termly Health and Safety meetings are held and minuted. In addition to the Chief Executive, Estates Manager and Health and Safety Officer, meetings are attended by the Executive Head, bursar, medical officer, and other interested parties at various times.

6.5 Under RIDDOR, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the Health and Safety Officer has a legal duty to report certain, but rare, incidents of a work-related nature, including death, major injury, incapacitation for more than seven days as a result of an occupational accident or injury, work-related disease and any dangerous occurrence (near miss accident) by calling or emailing: riddor@connaught.plc
A record of the accident or incident must be kept.

6.6 Providers of EYFS areas must notify Ofsted (copied to ISI) of any serious accident, illness or injury to, or death of, any child while in their care, and of the action taken. The same information must also be reported to the Child Protection Agencies.

6.7 Providers of EYFS areas must notify Ofsted (copied to ISI) within 14 days of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises and the actions taken.

6.8 The Certificate of Employers' Liability Insurance is displayed in the premises.

Health & Safety Officer Update and re-issue of the Health & Safety Policy 1997:
January 2011

Health & Safety Officer: Update September 2012
Trust Management holding H & S from above
Revised September 2015

GREENFIELDS EDUCATIONAL TRUST
HEALTH AND SAFETY POLICY APPENDIX 1:
PAT TESTING OF BOARDERS' ELECTRICAL ITEMS
(Revised September 2015)

In the interests of safety, all electrical items in use in school are regularly PAT tested by Estates.

This also complies with the law: Electricity at Work Act 1989, The Regulatory Reform (Fire Safety) Order 2005 and Health and Safety at Work Regulations.

As Boarders reside in the school building, the law applies to their electrical items too, particularly when they bring personal items from different countries where electrical systems are very often different from those in the UK.

Therefore, and immediately applicable, all electrical items brought to school by Boarders are not to be used until PAT tested and then passed and guaranteed as safe by the Estates Manager or a qualified electrician. On arrival, new Boarders will hand over all electrical equipment, including extension leads and international plugs (French, Italian, German, American, Mexican, Russian etc) to the Boarding I/Cs who will arrange for the PAT testing within 24 hours, but preferably the same day.

This policy is effective from now and retroactive in cases where Boarders' equipment has not previously been checked.

Electrical equipment newly purchased in this country whilst a boarder is resident will be considered to be safe, but estates should be notified of the purchase so it can be PAT tested at the earliest opportunity.

Written by: Health & Safety Officer
October 2010

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