



To be read in conjunction with the Health & Safety Policy for Childhood First on Tri-X

General Statement of Intent

The Headteacher of Greenfields School and Childhood First as managers believe that the health and safety of persons with the school is of a paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intention of the Headteacher and Childhood First to ensure that at the school a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access to, and a safe exit from, the premises. We will ensure that adequate information, instruction and supervision is provided to ensure that all staff can carry out their work safely.

The Headteacher and Childhood First aim to ensure that others who are affected by our activities are not subjected to risk to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

This responsibility will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring, and review of preventative and protective measures. In addition the Headteacher and Childhood First will undertake to ensure compliance with policy and guidance produced by the Education Department.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

Allocation of Functions and Responsibilities

The Head Teacher will -

- *take day-to-day responsibility for all health and safety matters in the school*
- *liaise with proprietors and staff on policy issues.*
- *ensure training is provided for all staff as necessary and as suits their level of responsibility*
- *keep accurate records on whole school Health and Safety matters including:*
 1. *Emergency evacuation procedures*
 2. *Fire Bell checks*
 3. *Fire Officer inspections, etc.*

(Records to be kept in Health and Safety folders)
- *inspect the school premises once each term and provide reports following inspection, and to report to Proprietor on Health and Safety issues.*
- *following the inspection put in hand any work to be undertaken at the school's expense.*
- *ensure any incidents or serious accidents are fully investigated.*
- *ensure a copy of the Health and safety policy is available for all members of staff.*
- *obtain specialist advice when necessary.*
- *ensure that all school visits and off-site activities are conducted in accordance with appropriate Health and Safety guidelines.*
- *draw up school procedures for Health and Safety and review them annually*

- *check procedures are followed in the school*
- *act on reports from teaching staff and support staff as soon as possible.*

- ensure that there are arrangements for keeping records of visitors to the school.

In the absence of the Headteacher the Director or Deputy Director of Greenfields will assume the responsibilities of the Headteacher.

Teaching Staff and support staff are expected to -

- *devise safe systems of work for all the staff in their respective areas, and check that they are correctly followed.*
- *review all procedures at least annually*
- *arrange for staff who work in their respective areas to be informed about Health and Safety matters and to be appropriately trained.*
- *arrange for the safety induction for all new staff*
- *arrange for repair of equipment which is not functioning as it should - these items should be taken out of use until their repair.*
- *act on reports from staff working in these areas within an agreed timescale.*
- *exercise effective supervision of the pupils*
- *check classroom or work area is safe*
- *check equipment is safe before use*
- *give clear warning and instructions as necessary*
- *follow safe working procedures personally*
- *ensure safety procedures are followed*
- *ensure protective equipment is used where appropriate*
- *report defects, problems and hazards to Headteacher*
- *carry out special tasks; e.g. first aider, appointed person, etc, if appropriate training has been given*
- *ensure children are aware of their responsibilities as outlined below*
- *teach children to use equipment safely*
- *teach children about avoiding other dangers - strangers, threat of radicalisation, over exposure to the sun, road safety, action in adverse weather conditions etc.*
- *teach children safety rules, both within the physical environment and through the internet*
- *inform children about emergency evacuation procedures*
- *complete necessary documentation at the first opportunity following an incident or accident.*

Environment Staff

- *ensure that electrical equipment is checked for safety once each year as recommended, and fire fighting equipment is also checked annually. Emergency lighting and fire detectors are checked 6 monthly.*
- *undertake and record weekly checks to building*
- *ensure that staff have necessary forms available for completion in the event of incident or accident.*

Children are expected to -

- *exercise personal responsibility for the safety of themselves and classmates*
- *observe standards of dress consistent with safety and/or hygiene - e.g. do not wear unsuitable footwear etc., do not bring in knives and other items considered dangerous.*
- *observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency*
- *use and not wilfully misuse, neglect or interfere with things provided for his/her safety.*

GENERAL ARRANGEMENTS:

Management of Health and Safety

The Management of Health and Safety at Work Regulations 1992 came into force on 1st January 1993. The regulations require that a management system is in place to identify all hazards and to eliminate or reduce risk in the workplace.

The Headteacher will carry out an inspection of the school each term with the Designated Health & Safety Officer.

The Headteacher will be responsible for reporting any potential hazards to the proprietor of the school building. Funding must be made available to rectify any faults and the proprietor will ensure that faults are rectified.

All staff have the responsibility to report any hazard to the Headteacher. If necessary a full scale risk assessment of identified hazards will take place. (A risk assessment is a systematic analysis of an operation involving one or more hazards. It requires the hazards to be considered and then steps to be taken to reduce the risks "as far as is practicable".)

All hazards identified will be listed and a careful check will be made by the Headteacher to ensure work undertaken to remove hazards is recorded and dated.

Health and Safety will feature on the agenda of staff meetings once each term.

An emergency evacuation procedure will be followed and the building evacuated once each term. This "fire drill" will be recorded and dated, together with the time taken to evacuate the building, in the Fire Book. A further emergency evacuation will be undertaken during the induction period of new staff and/or new pupils.

A copy of the Health and safety Policy for Childhood First is kept in the office. A copy of the school's Health and Safety Policy document will be kept in school and in the main office following agreement with staff and a second copy with the Headteacher.

Healthcare, First Aid and Accidents

Greenfields School has procedures to ensure that the provisions made for healthcare, first aid and accidents are in accordance with those required by legislation and to ensure the Health, Welfare and Safety of children, staff and other visitors on the school site.

If a child becomes ill during the school day, facilities will be made available for them to rest in the medical room until they have recovered or until they can be collected by Carers. More serious illness will either be dealt with by requesting Carers to fetch the child or by taking the child to the nearest Accident and Emergency Department. This is situated at William Harvey Hospital, Ashford.

First Aid

First Aid facilities are located in Greenfields School's Medical Room and each of the classrooms. First Aid will be provided by trained staff who possess a current First Aid certificate.

Medicines

Medicines are administered by designated and trained staff from Greenfields House.

Accidents and Incidents

Accidents and incidents will be recorded on an official accident form. Any accident or incident which causes personal injury to anyone on the school site or which could have led to injury must be reported.

The accident form will then be passed to the Head who will determine if any investigation is required. In the event of an investigation the report will be completed by a senior member of staff designated by the Director. If necessary, the accident or incident will be reported to the Health & Safety Executive.

When teaching staff are organising school trips first aid supplies should be taken.

If an accident is caused by a hazard the member of staff who is first on the scene should ensure that area is made safe for all persons. The member of staff concerned should then inform the Headteacher, who will notify the Director.

Accidents will initially be investigated by the member of staff concerned. If these are of a serious nature the Headteacher will be notified, and they will ensure that remedial actions is taken.

Any act of violence to staff by pupils, parents or visitors must be reported immediately to the Headteacher. If the perpetrators are parents or visitors to the school, the local police officer will be asked to come into school. Any act of violence towards pupils must be fully investigated by the member of staff involved.

Blood Spillage

Blood spillages and other bodily fluids will be disposed of (in a sani-bin) using protective gloves and include appropriate disinfectants/anti bacterial sprays.

Housekeeping and Premises

The day-to-day cleaning of the school building is undertaken by cleaning staff daily.

The monitoring of cleaning practices is upheld by the Headteacher. Rubbish and recycling from the school is removed on a regular basis.

It is the responsibility of the Headteacher to see that access to storage facilities is adequate and that step ladders are available if needed. If

there are problems with access, or the availability of access equipment, the matter should be reported to the Director.

All exits from rooms and the buildings must be kept clear of obstructions at all times, as must stairways and corridors. It is the responsibility of teaching staff to ensure that subject areas are kept clear and of the Headteacher to ensure that corridors and external doors are clear.

Any damaged or slippery floor surfaces or floor coverings must be reported to the Headteacher or Environmental Manager. Floor surfaces which have been made hazardous by spillage and require urgent cleaning must be reported immediately to the Headteacher or Director who will arrange for remedial action.

Where staff need to gain access to places which cannot be reached from floor level, a step ladder must be used. On no account must staff stand on chairs or tables. The only step ladders in general use are low ones, with a maximum of four treads. These are to be stored in the staff room area.

The school has a non smoking policy. Staff who feel the need to smoke do so off the premises.

It is the responsibility of curriculum co-ordinators to ensure that safety signs are displayed alongside machines, laboratory equipment etc.

Parking on the site is limited and drivers should be aware of the needs of others when parking their vehicles.

The Environmental Manager will ensure that external paths, walls, fences and outdoor furniture and equipment are maintained in a safe condition and that exterior lighting is functioning efficiently.

Glazing repairs are carried out using safety glass when appropriate. The windows are cleaned regularly throughout the year.

Any modifications to the building would be discussed between the Headteacher and Director taking into consideration any Health and Safety issues.

Electricity at Work

All electrical items in school are listed on the inventory. This is kept by the Environment Staff who ensures that all newly purchased items are added to the inventory and who carries out a full check on the inventory once each year in September.

Any faulty electrical items will be reported to the Headteacher who will decide the appropriate action. The faulty item will not be used until it has been guaranteed safe to use and where necessary has been PAT tested.

Electrical inspections are kept in the Health and Safety Inspection file.

Cleaning staff who use electrical equipment must use circuit breakers as protection against electric shock.

All electrical work will be carried out by electrical contractors.

In science lessons when children are constructing temporary circuits staff will ensure the children are made aware of the dangers of electricity and teach children safe working methods.

If an accident occurs involving electricity office staff should be notified immediately. They will turn off electric power. If any member of staff is aware of an electrical hazard he/she must inform the Headteacher immediately.

FIRE ARRANGEMENTS

Fire Precautions

In school it is important that at all times the risk of fire is minimised. Should a fire break out all persons at risk should be able to vacate the premises safely within the shortest possible time. Staff should remember these points at all times and ensure that they do not increase the risk to children by nature of the activities undertaken. Staff should also ensure that exits from the classrooms remain clear of obstructions at all times.

Maintenance of Fire Alarms and Fire Fighting Equipment

The Environmental Manager will arrange for contractors to visit periodically. He will keep a schedule of fire extinguishers for the use of the contractor who will visit annually to inspect. Each extinguisher will be marked and the date of its last check.

If any fire fighting equipment is removed from its stand, or appears faulty, staff should report this to the Headteacher.

Monitoring

The Fire Prevention Officer will visit at regular intervals to check that the agreed scheme of fire safety provisions is being maintained, to observe fire drills, and to give advice on building projects and other matters.

Training

All staff and children should know the fire alarm signal, the available escape routes and the assembly points after evacuation.

When purchasing new furniture for the school we will ensure the purchases conform to British Safety requirements.

A Fire Exit sign will be positioned by every door in every room for the information of staff.

A fire drill will be carried out twice each term. When the bell sounds all children and staff should leave the building by the nearest available route and assemble on the playground. The Headteacher will check all pupils are accounted for. The visitors' book should also be available. The Headteacher will check that all persons are accounted for before any return into the building.

In the event of a fire the school secretary or designated person will telephone for the fire brigade.

All fire drills and inspections will be logged in the Fire Book, kept by the Headteacher.

Emergency Evacuations other than Fire

The fire drill procedure will be followed in the event of evacuation for any other conceivable emergency.

Safe use of Machinery and Equipment

When risk assessments are carried out they will be kept in the Health and Safety file by the Headteacher.

All items of machinery and equipment purchased have a written booklet listing procedures for safe operation of the item. These booklets are kept in the area where the equipment is used. Copies will be made by the school secretary and held in the Health and Safety file. All items purchased will be safe and comply with accepted safety standards. Following delivery the item will be checked to ensure that it is working properly.

Specialist cleaning machinery will be used only by cleaning staff who have been trained to use the machinery safely.

All staff should use the equipment and machinery safely. If any guard is lost the item must not be used. New members of staff will be instructed on how to use machinery and equipment by existing staff.

If any member of staff finds any item of machinery or equipment not working properly it should be reported immediately to the Headteacher.

Children are allowed to use certain items of equipment and machinery but only after training has been given and understood, and under the supervision of a teacher. Examples of this are the use of paper trimmers (when the guard must be in place), computers, cassette recorders, glue guns etc.

Manual Handling

It is the policy of Childhood First to take all necessary steps to prevent reasonably foreseeable injury to their employees from manual handling of loads at work.

The school include advice on manual handling and lifting in this policy, but it is advised to work in pairs to move any heavy or bulky items thus protecting from personal injury.

Training for children will take place as part of the physical education development programme.

Control of substances hazardous to health

If a hazardous substance has to be used, appropriate protective clothing must be worn and the substance used when children are NOT in school. County guidelines for the use of such substances will be followed at all times. It is the school's policy to use the least harmful products as they become available.

Any chemicals used for science will be stored in the appropriate cupboard in the Staff Room storage area. Any chemicals no longer required will be disposed of following the advice of the county's Health and Safety Adviser.

School Computers

The School's computers are fully compliant with all safety regulations. Students use computers for appropriate tasks within the National Curriculum framework.

Any pregnant member of staff operating the display screen equipment is advised to seek guidance from their general practitioner.

Any concerns at all about operating equipment should be directed to the Headteacher who may then advise contact with the County's Health and Safety Adviser or the Occupational Health Adviser.

Children should be aware of the rules for internet safety and be supervised when using the internet. Staff should be aware of the need for vigilance in order to prevent any opportunities for radicalisation.

Educational visits and other off-site activities

All school visits will be planned and conducted in accordance with the school's Educational Visits Policy and with the County Education Department's Safety Guidelines for School Visits kept in the staff room.

Members of staff who wish to arrange a visit must complete the schools Educational Visit form and a Risk Management Form and ensure that all affected are in agreement at least two weeks before planned visit. Safety issues relating to the trip will be taken into consideration.

On the day of departure, the leader will provide the school office with a list indicating which children are on the trip. Staff accompanying children

off site should carry with them some form of identification authorising their care and control of children in their charge.

The residential unit will be the first contact for problems/emergencies arising from a school visit. The person in charge should be aware of potential medical problems from the children on the trip and know how to deal with the emergency. Staff on visits will always have a mobile phone with them.

The vehicles used for the visits will be covered by the appropriate insurance.

Visitors to the School

It is the responsibility of the Headteacher and Childhood First to ensure that visitors to the school are safe. In addition, unwanted visitors may lead to situations which must be managed by staff to ensure the safety of pupils. It is also the responsibility of the school management team to ensure the safety of volunteers working on the site.

Visitors to the school are asked to sign the Visitor's Book and to sign and sticker on to the fire log sheet.

Unwelcome visitors will be asked politely to leave by a member of staff. The Headteacher may be asked to intervene if necessary.

As they leave, visitors will also be asked to sign out of the Visitor's Book and to sign and sticker out of the fire log sheet.

Contractors on Site

It is essential that contractors working on the site carry out their work in a safe manner and that care is taken to ensure the safety of staff and pupils. Whenever practical, these activities will take place when the school is not in session. A named person will meet with the contractors before the job starts, and regularly during the contract to ensure that the work is conducted in accordance with the KCC Education Department Code of Safe Working Practice for the Conduct of Minor Building Works. For substantial work a risk assessment and method statement will be requested from the contractors.

Due regard will be paid to the safety aspects of arrangements for the contractors' access to the site for the safe delivery of materials and to arrangements for preventing pupil access to the work area.

Severe Weather Arrangements

Greenfields will normally remain open in all weather conditions. Exceptions to this will be for one or more of the following reasons:

- *lack of safe access to the school*
- *danger of school being cut off by snow*
- *heating, electricity, gas or water failure*
- *lack of staff to ensure adequate supervision of children*

Staff will be expected to make every effort to reach the school in the event of severe weather occurring whilst having regard for their own safety and the type of journey they undertake. If this is not possible, staff should TELEPHONE the Headteacher by 7.00am. A text message or answerphone message is not sufficient in this instance. If severe weather sets in during the day the Headteacher will make a decision, along with the Director, as to whether staff will need to leave early.

Staff genuinely unable to reach Greenfields will normally be regarded as having paid leave of absence. Those who live nearby and can manage the journey may be asked to work at Greenfields House and support the residential team.

Monitoring of Health and Safety Standards

Safety standards will be monitored by a group consisting of the Headteacher, the Director and the Estate Manager.

The group will meet termly and conduct a risk assessment around school. They will examine accident/incident reports, and they will check that test records are up to date. The group will oversee the collection of adequate records for health and safety matters in the school.

They will make recommendations to Childhood First regarding the prioritisation of the financial implications of any remedial action required. This meeting will also identify training needs.

Staff Information and Training

The school has a duty to ensure that all members of staff receive adequate information and training, including PREVENT information, to enable them to understand and carry out their duties safely.

Where necessary, separate and perhaps new information will be provided, in writing, as it becomes available and stored with this policy as an annex until its next revision.

Individual members of staff will need to identify what specific training needs are required to carry out their responsibilities safely.

The Health and Safety Policy for the school will be brought to the attention of all staff.

A health/safety file will be built up, including any new or relevant advisory material. Staff will find time to read this information as it becomes available.

Staff Safety Representative

A member of staff will be elected annually as staff Safety Representative.

The staff Safety Representative will be invited to inspect the premises, investigate accidents, join the meeting to monitor safety standards and undertake training as appropriate.

Record Keeping

The law requires that records are kept in several areas of health and safety management. These could be used as evidence that the Headteacher and Childhood First are complying with their legal obligations.

Records should be kept of:

- *accidents on site*
- *first aid administered*
- *risk assessments*
- *electrical tests*
- *maintenance of machinery and equipment*
- *training of staff and pupils*
- *violent incidents*
- *accident investigations*
- *testing of equipment*

***This policy should be read in conjunction with:
Educational Visits
Child Protection
Behaviour
Anti Bullying
PREVENT***

*Monitoring of Policy implementation is the responsibility
of: The Senior Management Team*

Review and updating of Policy:

<i>Frequency:</i>	<i>Annually</i>
<i>Lead Responsibility:</i>	<i>Designated Health & Safety Person and Head</i>
<i>Consultees:</i>	<i>Whole Staff</i>
<i>Date of Review:</i>	<i>April 2017</i>