

Garden Fields JMI School, Townsend Drive, St. Albans, Herts. AL3 5RL



HEALTH & SAFETY POLICY

This policy should be read in conjunction with Children, Schools and Families Guidance, Hertfordshire's County Health & Safety Policy, and Garden Fields School's "Staff Handbook".

General Statement of Policy:

The Governing Body will take steps to meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation details of which are given in this statement.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given below.

Delegation of Duties as Allocated Tasks:

The Governing Body is responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment;
- Ensuring that this statement complies with the County Council and Education Department codes of practice;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to the LA, or other body as necessary, any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment.

Responsibilities of the Headteacher:

These responsibilities are to:

- take overall responsibility for implementation of the establishment's health and safety arrangements within the establishment;
- act as a focal point on health and safety matters and give advice or seek sources of advice where necessary;
- report to the Director of Children, Schools and Families any hazards which cannot be rectified within the establishment's budget;
- ensure there is no misuse of plant and equipment.

Responsibilities of Employees:

All employees of the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others in undertaking their work;
- co-operate with the employer on all matters relating to health and safety;
- not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- report immediately to their line manager any serious or immediate danger;
- report immediately to their line manager any shortcomings in the arrangements for health and safety;
- **ensure that they only use electrical equipment which has been tested to conform to Portable Appliance Testing**
- **ensure that they only use equipment or machinery in which they are competent to use or have been trained to use.**

Staff Training:

The Business Manager is responsible for drawing the following health and safety matters to the attention of all staff. Arrangements for:

- Emergency evacuation, e.g. fire drills and routines
- Use of emergency fire fighting equipment
- First Aid
- Accident, incident reporting (including violent incidents and verbal abuse)
- Safety inspections
- Good housekeeping including defect reporting
- Manual handling arrangements
- Asbestos safety
- Safe use of work equipment (tools, machinery and other equipment)
- Personal safety and security including lone working policy
- Handling of chemicals, safe systems of work
- Educational visits and journeys and working off site with pupils/students/young people.
- Use of Display Screens - see "*Display Screen Equipment*" below
- Provision of health & safety training – all to be reviewed every 3 - 5 years
- Use of personal protective equipment e.g. gloves, aprons, goggles

The Business Manager is responsible for co-ordinating health and safety training needs, and for including details in the training and development plan. He will also keep records of training undertaken and will arrange refresher training when necessary. All staff taking part in training are requested to feedback details raised in their training to other staff.

Health & Safety:

Health and Safety inspections will take place annually with the Headteacher, Site Manager and Health & Safety Governor Representative present. A general inspection of the site will also be conducted on a termly basis by the Site Manager.

The school recognises that the Unions may wish to appoint a Health & Safety Union Representative at this school and, if so, the school policy will be to accept and support such a representative.

The Headteacher will ensure that a written report is completed following the inspection. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher.

Equipment Inspection & Maintenance Arrangements:

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (e.g. TERMLY or ANNUALLY)
Access equipment e.g. ladders	Site Manager	Site Manager and all trained personnel	Site Manager	Each use
Caretaking/cleaning equipment including hand tools	Site Manager	Site Manager	Site Manager Cleaning Contractor Minster Cleaning	Each use
Grounds maintenance equipment	John O'Conner – Grounds Maintenance Contractor Nigel King – Contractor for borders Site Manager (Strimmer + Leaf Blower)			As used
PE and play equipment N.B. outdoor apparatus	Site Manager and PE Leader and all teachers	Staff and pupils as appointed	Education Workshops (T&B) - repairs as needed	Annual formal inspection plus as used by teachers
Technology Equipment	All teachers	Pupils under the direction of staff	Education Workshops (T&B)	Annual formal inspection plus as used by teachers
Portable electrical equipment	All staff	All staff	Plowright Hinton	Annual inspection or sooner if needed

Risk Assessments:

The Headteacher, Business Manager and Site Manager have undertaken Risk Assessment training. A file of Risk Assessments is kept on the Network and in the SMT Office. These are reviewed as appropriate with staff.

Emergency First Aid:

At Garden Fields all teaching and support staff are offered Emergency First Aid training and Paediatric First Aid

Training, usually once every three years. This training is open to all Staff including Lunchtime Support Staff and TAs [Teaching Assistants]. This is managed and monitored by the Support Staff Manager.

First Aid and Supporting Pupils' Medical Needs:

Please refer to our Staff Handbook for detailed and up-to-date guidance on all the strategies employed at Garden Fields School.

FIRST AID BOXES are located in all classrooms and

- Medical Room
- School Office
- Staffroom
- Dining room
- SMT office

The Support Staff Manager is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly.

The **First Aid Treatment Record Book** [for recording details of all first aid administered] is kept in the Medical Room, off the Atrium in the Key Stage 1 Block and in each of the Playground boxes

Details of contact numbers of hospital accident and emergency departments, and other medical services, are kept in the red contacts folder in the School Office.

Allergy records are kept in the medical room, staffroom, on display in Kitchen and each class where relevant.

This procedure must be followed by ALL members of staff when treating an injury at school.

This procedure applies to children and adults alike.

If the injuries are life threatening

- Immediately send for Headteacher or Deputy Headteacher with the message "Emergency in Class ... /on the playground/field/car park" etc. Use the **RED** card if you have it or send an adult/responsible child.
- Remember at the scene that you must ensure the area is safe before taking any further action. Call for help
- The most capable 1st aid person with the injured person will provide immediate emergency first aid (**A**irways, **B**reathing, **C**irculation, recovery position) until Headteacher or other person with first aid training arrives.
- If the injuries are serious a member of office staff will immediately call 999 and ask for an ambulance.
- Whilst providing First Aid try to find out how the accident happened so that you can provide doctors/paramedics with the information. Stay calm, keep other children away and reassure the injured person.
- The school office will contact the parents/next of kin to inform them of the situation

If the injuries are acute, but not life threatening

(If in doubt treat an injury as life threatening – see 1 above)

- These are injuries which require immediate medical attention. (Serious head injuries, broken bones, acute cuts).
- Immediately send for Headteacher or Deputy "Injury in Class ... /on the playground/field/car park" etc. Use the **RED** card if you have it on you or send an adult/responsible child.
- Provide appropriate first aid (see below) until Headteacher, Deputy or trained first aider arrives.
- Headteacher or Deputy will decide whether to contact the parents/guardians to take the child to hospital or whether to phone for an ambulance. (If appropriate the injured person may be taken to Accident and

Emergency in a car. Two members of staff to accompany them)

Non-acute child injuries

- Discover the extent of the injuries.
- Provide appropriate first aid – see below.
- If appropriate move child into school medical room and inform the Office Staff. If in doubt do not move the child until first aider arrives to give further support.
- Check again whether the child is aware of any other injuries.
- Monitor the child (this will probably be done by the Office Staff once they have been informed). If the injuries are not deteriorating and the child appears to be alright s/he may return to class. **The child's teacher must be informed if it was a head injury and the parents will be rung – see Head Injuries below.** (Remind the child to tell the teacher or other member of staff if they feel worse or if something else starts hurting).
- If the injuries are deteriorating the office staff will contact the parents and inform them of the accident and ask them to pick up their child.

All injuries: complete an accident note and give to the child to give to the parents. These are kept in the accident book in the medical room. **For all injuries** tell the child to tell his/her teacher about the injury or tell the teacher yourself if necessary.

If the person treating the injury is uncertain about what to do s/he must inform the Headteacher, or Deputy immediately.

Display Screen Equipment:

Where staff use computers for a significant part of their working day ["significant" is generally taken to be continuous, or near continuous, spells of 1 hour or more at a time] they should check that their screen is suitable for their use. Seating height, glare reduction, etc, should be looked at in line with County Policy. Staff designated as DSE users are entitled to an eyesight test every two years and glasses if they are required specifically for DSE use. Herts County Council operates a scheme with Specsavers in the form of eye-care vouchers, which entitle the holder to a full eye examination at any Specsavers store. [02380 626 900 Specsavers Corporate Eye Care]

Administration of Medicines:

Please see the school's medicine policy for full details and talk with member of staff who administer prescribed medicines with signed parental authority (*see School Office*). Under no circumstances should staff accept or administer medicines to children themselves without the consent of the Head.

Pregnant Worker Policy:

Any risk assessment undertaken on pregnant workers should be completed with reference to the Pregnant Workers and Nursing Mothers guidance in the County Safety manual.

The definition of "new or expectant mother" means a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding. "Given birth" is defined in the regulations as "delivering a live child or, after 24 weeks of pregnancy, a stillborn child".

It is the responsibility of staff to inform their line manager as soon as they know they are [or are no longer] pregnant.

A risk assessment will be carried out to ensure that there are no risks to the expectant mother or baby from the employee's duties or environment. [It is important that the pregnant worker is involved in the risk assessment process to ensure all the relevant facts and issues are covered.]

The risk assessment will be reviewed on a regular basis, and this may have to be increased as the pregnancy progresses.

If the risk assessment identifies hazards that cannot be eliminated or reduced sufficiently the pregnant worker's duties will be adjusted appropriately to ensure they are. If that cannot be achieved locally, the pregnant worker may be redeployed for the duration of the pregnancy to a safer environment. If this cannot be achieved the legislation requires the pregnant worker to be suspended from work on maternity grounds. Advice should be sought from Human Resources if this situation arises.

A further risk assessment must be undertaken for nursing mothers when returning to work.

Legionnaire Disease Monitoring:

Regular and annual inspections for potential water borne diseases will be undertaken in compliance with guidance sent to Heads in 2010.

Temperature Monitoring and Recording:

A thermometer is used by the Site Manager or Lunchtime Support Staff Manager to periodically record the temperatures in the staffroom and milk-fridges and medical room fridge/freezer. Temperatures should be recorded on the charts attached to the fridge/freezer doors.

Thermometers are available to record workplace temperatures.

Work-Related Stress:

Every effort is made to reduce workload / pressure to acceptable levels at Garden Fields. However, do speak to the Headteacher if there is some area with which you need support. Stress counseling support is provided by the schools' health insurer.

Manual Handling:

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be identified by the establishment's health and safety co-ordinator.

These activities will be eliminated where it is reasonably practical to do so. Where it is not reasonably practicable to do so, a risk assessment will be made and the risk will be reduced as far as is reasonably practicable.

All work activities that involve the manual handling of loads, which present a significant risk to the health and safety of any persons, must be reported to the Head Teacher (Health and Safety Co-ordinator) who will arrange for a risk assessment to be carried out.

Note: This includes activities where the load is quite small but the activity is of a highly repetitive nature.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task. The written risk assessment will take into account the task, load, environment and individual and other factors that might affect the risk to the health and safety of employers or other persons.

Slips and Trips:

Wet surfaces, frosty / icy conditions in winter, uneven surfaces may all lead to potentially dangerous situations.

Please be vigilant and report any dangerous areas to the Site Manager for gritting / mopping / repair as appropriate. Please attend to all spillages immediately. "Caution - Wet Floor" signs are kept in all buildings in the cleaners' cupboards - please use them.

Accidental Damage:

Please report all accidents to the Headteacher/Site Manager in the first instance for information, and to the caretaker to assist with clearing up / putting right where possible.

County Accident Reporting Procedure:

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

- All accidents (where child or adult requires hospital treatment), dangerous occurrences, and near misses must be reported on the standard County Council Incident and Dangerous Occurrence Report (IDOR) form. Verbal abuse harassment and violent incidents must be reported on the standard County Council Violent Incident Report form (VIR). Copies of these forms are available from The Grid.
- "Near Misses" must be reported to the Headteacher. These are incidents that occur but where no injury or damage is sustained. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.
- The Headteacher must countersign the accident report form before the top copy is sent to the County Hall. N.B. Faulty systems of work, plant, equipment and fittings must be reported and attended to as soon as possible.
- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment must be taken out of use when necessary and will be clearly labelled to that effect.
- All deaths and major injuries must be reported immediately to the Health and Safety Executive by telephone on Luton (01582) 444200. This should be followed by Health and Safety Executive Form, F2508, which must be completed and sent to the HSE within ten days of the incident occurring. The Health and Safety Team should also be informed by telephone immediately on 01992 556509 and a copy of the F2508 sent to County Hall. These forms are stored in the Red Accident Folder in the School Office.
- Health and Safety Executive Form F2508 must be completed and sent to the HSE for absences through accident for periods of 3 days or more or when a non-employee attends hospital following an accident whilst at work. Please refer to the Accident Report Book for full details of reportable incidents. Copies of the form can be made from the master copy in the County Policies and Guidance Manual.

Control of Substances Hazardous to Health Regulations 2002 (COSHH Regulations).

The Site Manager and Contract Cleaners maintain inventories of flammable and hazardous substances and risk assessments for their use.

These persons will ensure the safe use of these chemicals or substances and will ensure that adequate warning notices are properly displayed especially in storage areas. The Site Manager will report any special conditions

relating to use of hazardous substances to the staff via the Head or Deputy.

A COSHH file containing all hazardous chemicals is kept in SMT office.

Fire Safety:

The arrangements for fire prevention inspections and testing of equipment are given below. Full details are kept in the "H&S/Premises file" held by the Site Manager [nominated *Fire Warden*] in the SMT Office.

Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all fire fighting equipment remains available for use and operational.

TESTING OF THE FIRE ALARM

The Site Manager will test the fire alarm weekly, normally on a Friday morning, and make a record of the test.

Defects on the system must be reported immediately to the Business Manager and the School's Fire Alarms Contractor.

INSPECTION OF FIRE FIGHTING EQUIPMENT

The School's Fire Contractor undertakes annual maintenance service of all extinguishers.

The Site Manager will check that this has been done.

Defective equipment or extinguishers that need recharging should be reported direct to Business Manager

Weekly test records are located in the H&S/Premises file in the SMT Office.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Complete fire protection Ltd.

MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

EVACUATION PROCEDURES

Please read the "FIRE!" notices displayed in each classroom and around the school. Copies are also available in the School Office. Everybody should leave by the nearest fire exit and make their way calmly to the school infants lower playground to line up for roll call.

School Security:

Please refer to our school "Security Policy" available in the Head's Office and electronically on the network.

Lettings:

Please refer to our school "Lettings Policy" available in the Head's Office and electronically on school network for more detailed guidance.

LONE WORKING means working alone after hours. Lone working is strongly discouraged. All staff should:

- Request permission from the Site Manager or Business Manager, and then notify them by text before entry and on exit on each occasion when lone working will occur
- Take all appropriate steps to keep themselves safe when working alone. (Refer to our "Security Policy" and County's Guidance on Personal Safety for Staff in Section W of the Education Health and Safety Manual).
- When working off site, eg when visiting, to notify a colleague of their whereabouts and the estimated time of return. (In some circumstances it may be wise to obtain background information about the person you are visiting and also to pre-plan your route if the premises are unfamiliar to you).
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Ensure they do not put themselves or others at risk.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

On Site Vehicle Movements:

Access to the school must be kept clear for emergency vehicles.

- **Staff**

Please avoid driving to and from school between 8.40 - 9.00 a.m. and 3 - 3.30p.m. when there is greatest pedestrian traffic on our school drive. All drivers are asked to obey the 10-mile speed limit on the school drive and to park only in the clearly marked parking bays.

- **Parents / Visitors**

Visitors and parents are restricted from driving to and from school between 8.40 - 9.00 a.m. and 3 - 3.30p.m. when there is greatest pedestrian traffic on our school drive and the inner gates are locked. All drivers are asked to obey the 10-mile speed limit on the school drive and to park only in the clearly marked parking bays. Some parents - usually disabled parents or those close to confinement / suffering serious illness - ~~are~~ may be issued with a permit to allow them to drive up to school.

- **Contractors**

Contractors must make every effort not to work in the proximity of children whilst at play.

Vehicle movements during breaks are prohibited.

Staff must be vigilant in ensuring the safety of children at all times and should use their discretion to move children to different play areas as needed.

Selecting and Controlling Contractors:

A list of recommended contractors is available through County. Business/Site Manager will usually select an appropriate contractor if contacted to resolve a premises problem. All contractors must report to the School Office once they arrive on site, show their CRB certificate and identification badge, sign in to the Visitor's Book and be entered into the Asbestos Log if appropriate before beginning their work. They must not be told the codes for the entrances and exits to the school, and should never be left working alone near children.

Off-Site Visits:

The Head and Business Manager have received EVC training for Off-Site Visits. These training sessions need to be completed every 3 years.

- **Day Visits**

In accordance with good practice staff are reminded of the need to make a pre-visit to carry out risk assessments prior to deciding whether an activity or venue is suitable for a school trip. Guidance is given in the Staff Handbook on planning, costing and organising such trips.

- **Residential Visits**

Year 6 and Year 5 take part in residential visits - to Shropshire and France during the summer term. Arrangements are organised by the Headteacher or another member of staff who has already been on a school journey and is familiar with the places to be visited and activities to be undertaken. Consultation with parents and obtaining permission slips / medical details is imperative.

Management of Asbestos:

The school's most recent asbestos management survey was conducted on 08/2012

The Head, Site Manager and Business Manager received training for the Management of Asbestos. These training sessions need to be completed every 3 years.

The school's trained Authorising Officers are:

Chris Jukes [Headteacher]
Charl de Bruin [Site Manager]
Al Green [Business Manager]

The **Site Asbestos Log (SAL)** is kept in the SMT office. **No person may carry out repair or maintenance works at the school before being authorised to do so by one of the people named above.**

Any damage to materials known or suspected to contain asbestos should be reported to the Headteacher who will contact the **Asbestos Helpline on** 01992 555000 or email asbestos@hertfordshire.gov.uk

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Headteacher.

Under no circumstances must staff carry out work however minor to the fabric of the building unless it has been

authorised by an Authorising Officer [see above].

Please note that even drilling a hole or pushing a drawing pin into asbestos-containing materials may result in the release of fibres into the air.

Dealing with Emergencies:

LOCATION OF EMERGENCY PROCEDURE DOCUMENTS

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults. These documents are located in the Headteacher's Office, first cupboard to the right behind the door on entering.

- In the event of a fire alert/alarm all staff will assist with the evacuation of pupils to the designated assembly point - the lower KS1 playground.
- The Headteacher or other nominated person will summon the emergency services as necessary;
- The safe evacuation of all pupils and staff/visitors is an absolute priority. [Staff may attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment located in each area of the school.]
- While evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
- After the event, the Headteacher should telephone County and advise them of the situation;
- Fire drills will be undertaken termly, ingress procedures annually, and fire alarm tests weekly. Records of drills are kept in the School office.
- Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible. (A fire check list is available in the Risk Management Handbook.)
- Details of service isolation points (i.e. gas, water, electricity) are located in the Critical Incident Plan.
- Emergency procedures for incidents outside normal working hours are held by the Headteacher and SMT
- These procedures will be reviewed at least annually.
- Key holder details will be forwarded to Police or when there is a change in Head / Deputy / Site Manager/ Business Manager.

Contacts:

Herts Property Matters-

<http://www.hertsdirect.org/your-council/hcc/resandperf/hertsprop/assetsteward/>
[GFS property reference no: 029901]

Local Police

0845 33 00 222 or 101

Gas	Total Gas and Power Ltd, 01737 275800
Electricity	NPower, 09131 283394
Water	0345 357 2424 Affinity water– <i>Customer Ref: 1269469/1</i>
Asbestos	01992 515034 Emergency: 01992 55555
Complete Fire Protection Ltd.	01923 251446
T & B	01582 833 633 [Annual PE & Outdoor Equipment Inspections]
John O’Conner Grounds	07944394615 (Andy/Kevin)
Herts Catering	01707 280100

Consultation Arrangements with Employees:

Health & Safety is a standing agenda item at all staff meetings for the discussion and reporting of related issues. However, please inform the Headteacher /Business Manager / Site Manager as appropriate of any issue as it arises...do not feel that you need to wait until a staff meeting! Please record details in the black Site Manager’s log, kept in the school office.

Monitoring and Review Procedures:

- *This policy to be reviewed at least annually or as the need arises.*

This policy compiled by and amended on 14/10/2014 and by:
Chris Jukes (Headteacher),
Al Green (Business Manager)

Reviewed and agreed by Governors: November 2015 and updated March 2016