

The Grove School Governing Body has adopted the policies of Northumberland County Council as described in this document



Policy Statement on Health and Safety at Work

May 2011

Statement of Policy on Health and Safety at Work Northumberland County Council

Health and Safety at Work Act 1974

Our statement of general policy is to:

- ensure the health, safety and welfare of all persons at work
- protect visitors, contractors and the general public who attend our premises/sites or who are affected by our undertakings, from risks to their health and safety which may arise from such activities.
- provide the necessary resources to comply with the Health and Safety at Work Act and all associated legislation concerning health, safety and welfare
- identify hazards and provide adequate control of the risks arising from our work activities
- provide and maintain safe plant and equipment
- ensure the safe use, handling, storage, transport and disposal of materials and substances
- provide information, instruction and supervision for employees
- ensure that all employees are competent to do their tasks, and to give them adequate training
- maintain safe and healthy working conditions and ensure that the means of access to and egress from workplaces are safe
- consult with our employees on matters affecting their health and safety
- prevent accidents and cases of work-related ill health
- monitor health and safety performance on a regular basis
- provide appropriate personal protective equipment, where necessary
- bring the approved Corporate Health and Safety Policy to the attention of all employees and, where necessary, other persons affected by County Council activities. Health and Safety Policies will be reviewed and revised as necessary.

Organisation

The Chief Executive has overall responsibility for all matters relating to the health, safety and welfare of every person employed by the County Council and for ensuring that members of the general public who may be affected by any of its activities are not thereby exposed to risks to their health or safety.

In turn, the Corporate Directors indicated below are responsible for all matters relating to health, safety and welfare within their respective services:

Deputy Chief Executive
Corporate Director of Adult Services
Corporate Director of Children's Services
Corporate Director of Local Services
Corporate Director of Finance
Director of Public Health and Protection (Joint Appointment)

All other Senior Officers and persons having supervisory duties are responsible for ensuring that the general intent of the health and safety policy is followed in practical terms, within their spheres of activity.

The Council has appointed a Corporate Director with special responsibilities for promoting health and safety. This role of Health and Safety Champion does not remove any primary responsibilities from other Corporate Directors. This has been established to ensure that health and safety is maintained as a key consideration during discussions within the Strategic Management Team. An Elected Member has also been nominated as a Health and Safety Champion.

All employees have a duty to exercise personal care and responsibility towards themselves and others, and to co-operate with the County Council in the execution of this policy.

Arrangements

The Council will take all reasonable steps to meet its responsibilities through appropriate and effective arrangements.

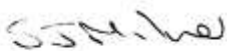
Safety policies, risk assessments and safe working procedures will specify health and safety arrangements in sufficient detail to enable individual employees to promote safe and healthy working practices.

The Council is committed to maintaining high standards of workplace health and safety. Progress in achieving targets for safety performance will be monitored by Corporate Directors.

Further detailed information on the Council's health and safety arrangements is given in the Council's Corporate Health and Safety Policy, published in April 2009.



Steve Stewart
Chief Executive



Sue Milner
Health & Safety Champion



Roger Styring
Member Health & Safety Champion

Date: 19 May 2011

The Grove School Health and Safety Policy

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Introduction

The health and safety of both staff and students has always been of paramount importance in the Education Service. The Headteacher is traditionally responsible for the discipline and internal organisation of the school, and for the safe conduct of the staff and students and all school related activities.

Since the introduction of Local Management of Schools, the Governing Body has fulfilled many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. Consequently, the Governors share with the LEA responsibility for health and safety in the school to the extent to which they have control over the management of the school and the budget. The modern management of schools is, therefore, a well-integrated partnership between the LEA and the Governing Body, with the LEA providing many of the services and technical expertise required for safety matters.

The Health and Safety at Work Act requires the employer to publish a Health and Safety Policy that sets out the policy of the employer with regard to health and safety, describes the management organisation responsible for implementing the policy, and details all the arrangements in force with regard to health and safety. The policy must be brought to the attention of every employee.

In order to comply with this requirement, the Children's Services Safety Policy and Safety Information Manual (LEA Safety Policy) has been issued to all schools. However, due to the inevitable differences in the internal management and organisation of schools, the LEA Safety Policy is:

- in parts, of a broad and general nature
- unable to provide all the detailed information required by law
- unable to describe the safety management systems and procedures adopted by different schools
- unable to provide for the Governing Body to acknowledge its responsibilities and set out its own policy and arrangements for health and safety.

In view of this, the school's own safety policy has been devised to complement that of the LEA and provide those details that an LEA policy cannot. The full concept of a school policy is described in Part 2.

In order to issue this policy, many members of staff have already done much work, and the Governors wish to acknowledge their appreciation of all their contributions. It is important that a regular update of the policy is carried out, so that over a number of years the policy grows into a comprehensive and up to date resource. Further contributions or suggestions from members of staff would be most welcome.

Clearly, the maintenance of a detailed policy will require a continuing commitment from staff. In return it can offer the worthwhile advantages of a clear and well

organised system of safety management, and access to clear safety information, to the benefit of everyone.

This detailed approach to safety management also plays an essential part in the County Council's approach to risk management, and will help to reduce the rapidly increasing costs of litigation that impose an unacceptable burden on the budget.

I warmly commend it to all staff.

.....Signed

.....Laurence J Pearson..... Chair of Governors

..... 4 September 2007..... Date

The Concept of a School Safety Policy

The School Safety Policy is the means whereby:

- the Governing Body acknowledges its extensive role and responsibilities in the local management of the school
- the Governing Body and the senior school management express their commitment to a high standard of safety, for children, young people, inter-agency professionals and all visitors to school.
- the staff and management organisation is clearly set out and the delegation of tasks and responsibilities required for the effective management of health and safety is clearly identified
- coordinators required to fulfil key tasks or oversee the implementation of particular pieces of legislation are identified
- the LEA Safety Policy is adopted and, where relevant, additional specific details as to the safety arrangements in force in the school are set out. Where appropriate, key information is summarised, without reproducing unnecessary detail from the LEA Safety Policy
- safety standards and future objectives are identified
- key reference books and other relevant texts which include adequate safety information are adopted and listed for the purpose of statutory risk assessments
- arrangements are set out for:
 - the systematic planning of health and safety objectives and, when relevant, the inclusion of such objectives in the School Development Plan
 - the monitoring of progress towards those objectives
 - the continuous assessment of needs and priorities with regard to health and safety
 - the feeding back of this information into the planning process
- a positive safety culture is fostered, in which all staff share the safety objectives identified by management, and in which all staff, at every level, contribute to the safety effort and strive to make continuous improvements
- the school demonstrates compliance with a wide range of very detailed safety legislation concerning standards, safe systems of work and systems of safety management
- via the LEA, good practice in the safety management of schools can be disseminated, to the benefit of all the schools.

General Statement of Policy

In partnership with the LEA, the Governing Body recognises its responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, contractors and other visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:

- a safe place of work and a safe working environment
- safe plant and equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from the LEA and through persons competent in health and safety matters
- a written system of safety management which includes:
 - the identification of needs and objectives, in order of priority
 - the allocation of appropriate funds
 - the integration of health and safety planning within the School Development Plan
 - the regular monitoring of progress, and of safety performance, to be used in the planning process
 - an annual review of the safety policy
 - the inclusion of health and safety on the agenda of Governing Body meetings, at least annually.

Safety Organisation

Title	Name
Chair of Governors	Mr Laurence Pearson
Vice Chair	Mr Robert Curry
Governor with Safety Responsibilities	Deputy Headteacher Mrs Penny Derries
Headteacher	Mrs Elizabeth Brown
School Safety Coordinator (if appointed)	Mrs Penny Derries
Deputy Headteacher	Mrs Penny Derries
Subject Coordinators	Please refer to attached appendix
Coordinator - COSHH	Mrs Sandra McAskil – Caretaking Mrs Penny Derries – Deputy Headteacher
Coordinator - Manual Handling	Mrs Penny Derries
Coordinator – Fire and Emergency	Mrs Penny Derries
Coordinator – First Aid Training Resources	Mrs Penny Derries Mrs Kerry Thompson
Educational Visit Coordinator (EVC)	Mrs Elizabeth Brown
Membership of the Safety Management Team	Mr Laurence Pearson Mrs Penny Derries Mrs Elizabeth Brown Mrs Helen Rutherford Mrs Sandra McAskil Mrs Kerry Thompson

Headteacher

The Headteacher is responsible to both the LEA and the Governors for all matters concerning the safe conduct of staff and students in the school and all its related activities. Assistance in this task is provided by the senior school staff who comprise the management team, such as Deputy Heads, Year Heads, Department Heads and the Site Manager, where appointed.

The Headteacher, assisted by the management team, is required to:

- establish a structured system of safety management, in accordance with LEA guidance and the LEA Safety Policy, comprising:

- the identification of safety requirements and objectives
 - the clear identification of priorities
 - the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School Development Plan
 - the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process.
- implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable
 - coordinate any necessary safety arrangements with any contractors working on the site
 - implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with LEA guidance
 - provide regular reports on significant issues and general progress to the Governing Body
 - foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety. **(Ref in LEA Policy: D)**

The Deputy Headteacher

The Deputy Headteacher(s) assist the Headteacher in the day-to-day management of the school, and deputise for the Headteacher during any period of absence.

Class Lead

The Class Lead is responsible to the Headteacher for the safe management of the class group, in accordance with LEA guidance and the LEA Safety Policy, and for implementing all school procedures relating to health and safety.

The Class Lead will identify and clearly prioritise both the immediate and long term requirements of the class, with regard to health and safety, and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

The Class Lead will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Improvement Plan and/or budget planning.

The Class Lead will assist in the fostering of a positive safety culture within their Class.

Subject Coordinators – Refer to appendix

The Subject Coordinator is responsible to the Headteacher for the safe management of the Subject, in accordance with LEA guidance and the LEA Safety Policy, and for implementing all school procedures relating to health and safety.

The Subject Coordinator will identify and clearly prioritise both the immediate and long term requirements of the Department/Subject with regard to health and safety and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

The Subject Coordinator will maintain a permanent file of all safety publications and guidance issued by the LEA, or any other relevant bodies or professional associations, relevant to the subject concerned or relevant to his/her subject. He/she will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of all such staff, and added to the file, as appropriate.

The Subject Coordinator will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

The Subject Coordinator will assist in the fostering of a positive safety culture within his/her Subject.

Unit Manager –

Community and Environmental Services are the employing Directorate in the majority of school kitchens and they operate their own procedures.

Therefore the Headteacher and Unit Manager liaise so as to coordinate any necessary safety arrangements which relate to each other's staff, and in relevant matters related to the management of the building *in general*.

Caretaker /Cleaner in Charge – Mrs Sandra McAskil

The caretaker is responsible to the Headteacher for the safe organisation and work of the service, and, as Head of a 'Service Department', for fulfilling all those functions listed under 'Head of Department', with respect to caretaking staff.

All Staff

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation requires all staff to:

- use all materials, machinery and equipment etc in accordance with the information, instruction and training which they have received
- report immediately to their Class Lead/Line Manager any defects in the equipment etc
- report immediately to their Class Lead/Line Manager any serious and immediate danger to health and safety
- report to their Class Lead/Line Manager any matter which they, taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety (it is sufficient to report a given matter once only, and not to have to repeat it)

All members of staff are responsible for:

- observing all instructions on health and safety issued by the Executive Director of Children's Services, Headteacher, Class Lead or any other person delegated to be responsible for a relevant aspect of safety
- observing all safety rules relating to the use of specific machinery
- reporting all accidents to their Class Lead, Mrs Derries or Mrs Brown and ensuring that an accident report form is completed.
- reporting all potential hazards to health and safety to their Class Lead, Mrs Derries or Mrs Brown
- assisting Officers of the County Council in their inspections and investigations
- assisting Inspectors of the Health and Safety Executive to carry out inspections and investigations.

The Management of Health and Safety

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in Section B of LEA Safety Policy.

General Arrangements

The arrangements set out in Sections E to L of the LEA Safety Policy remain in effect. The purpose of this section is to amplify those arrangements with the inclusion of specific details and, where necessary, the naming of individuals. This clearly explains how the matter in question is managed within the school. It also provides an opportunity to include individual topics which do not appear in the LEA Safety Policy, so that over a period of time this section may develop into a comprehensive and valuable resource.

Over the course of time circumstances may change. It is, therefore, important that these arrangements are amended when necessary so as to remain fully up to date.

Meetings of the Safety Management Team

Purpose of Meetings:

- To direct and coordinate the necessary planning for Health and Safety, and to draft the School's Safety Policy
- To review, prioritise and direct the safety initiatives arising from:
 - plans submitted by departments and/or coordinators
 - reports concerning safety inspections, accident reports and other means of monitoring performance
 - new information or guidance received from the County Council, enforcing authorities or consultants
- To audit all parts of the safety management system on an ongoing basis.

Frequency of Meetings

(The frequency of meetings is determined by the size and complexity of the school and number of issues to be dealt with; it is set by the Headteacher. Additional meetings should take place after serious incidents or where necessary). Within The Grove School the arrangements are: -

- For health and safety to be reported on at each terms Governor's meeting
- For health and safety to be a standing item at each staff meeting of the Class Leads

- For health and safety to be reviewed annually by the whole school staff in September of each year and by The Governing Body at their Autumn Termly Meeting
- For a health and safety meeting to be convened as soon as possible if an incident suggests this is necessary
- For health and safety 'memos' to be circulated to all staff to update with relevant information, re-iterating agreed safe routines and practices and when necessary to share new risk assessments

Accidents

The Grove School has modified the information below, LEA Ref: F1 to reflect our specific arrangements

Accident Procedure

- In the event of an accident all members of staff are expected to give comfort and aid to the injured person whilst ensuring that an urgent message is sent to the school office. An assessment of the injury should be made by a qualified first aider at the earliest opportunity.

Should an ambulance be required it will be summoned from the main office.

- In the event of serious injury or ill health to a student, the parent (or emergency contact should the parent be unavailable) should be contacted immediately using the contact numbers held in the main office and requested either to collect their child to take home or to hospital, as appropriate, or to meet school staff at the hospital, be at home to receive child transported by a member of staff. Medical treatment or advice will not be delayed if parents or emergency contacts are not available and decisions will be taken in direct response to an assessment of each incident. Agreed care plans are in place for children who have known life threatening conditions.
- In circumstances where a child/young person needs to be taken to hospital immediately by ambulance and a parent is not available to accompany him/her, a member of the school staff will go to the hospital to await the arrival of the parent. On occasion it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Only staff who have car insurance that covers this eventuality are allowed to use their own car. Staff should be aware that hospital staff will stabilise the casualty's condition until the parents arrive and give consent to further treatment. Staff should take a copy of the child's/young person's index card to pass on D.O.B, address and GP details.
- All children/young people will stay in school, for none serious injuries, until, contact can be made with parents/guardians or the emergency contact and will ensure all information relating to the accident is passed over at the transfer time.

Completion of the Accident Report Form (ACC1)

- The school's accident forms are used to record the more trivial incidents which are not recorded on form ACC1. It is important that treatment rendered by the first aider is carefully recorded in the accident file and the appropriate slip is sent home to parents.
- It is important to indicate the responsibilities of staff when reporting accidents. Mrs Derries or Mrs Brown should check the completed ACC1 forms and countersign them and should monitor records to identify accident trends.

- The ACC1 should be completed for all significant injuries and sent to the Health and Safety Team. It is important that the member of staff supervising at the time of the accident records the details. *The injured person should not complete the form.* Again, first aid treatments should be recorded. It is important that actions to prevent recurrence are always recorded on the ACC1.
- A VI form should be sent to the Health and Safety Team in the case of a violent incident. A senior member of staff, in conjunction with the member of staff involved, should complete this.

Accident Investigation

Mrs Yule or Mrs Brown should advise staff on the appropriate level of response.

Mrs Yule or Mrs Brown should undertake an investigation using the form ACC2 if the incident is serious, complex or one which may have serious repercussions.

In the most serious cases the school should call in a Health and Safety Officer from the Local Authority. If appropriate, he/she will undertake a full accident investigation and will take photographs and witness statements.

Reportable Injuries

In addition to the Local Authority, Health and Safety Department. The Health and Safety Executive (HSE) Call Centre should be contacted by telephone immediately in the following circumstances:

- 'major injuries' in respect of employees
- 'dangerous occurrences'
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of students and non-employees who are injured out of or in connection with work activities'

In the case of injuries to employees resulting in over-three days' absence from work, these should be reported to the HSE within 10 days. Again, the Call Centre can be used as an alternative to sending form F2508. Office staff should undertake these tasks using information recorded on the ACC1 or VI form. The information should then be checked and countersigned by Mrs Derries or Mrs Brown.

The HSE Call Centre number is 0845 300 9923.

First Aid Arrangements

(LEA Ref: F3)

First aid arrangements are given below:

- Most members of staff receive basic first aid in the workplace training. Mrs Yule is our first aid co-ordinator and she is responsible for ensuring that certificates remain current. Mrs Kerry Thompson, school nurse is responsible for ordering items and replenishing first aid equipment and boxes
- First aid box are located in the main office and on the school mini-bus
- Our medical room is Mrs Kerry Thompson's office in which specific equipment is safely stored, staff stay with children/young people at all times. In more serious cases the child should be transferred to the care of parents as soon as possible
- On a rota basis all teaching assistants and teachers are expected to have up to date training in first aid. Specific staff are trained to follow through the care plans of identified, children and have been assessed as competent to do so by Mrs Kerry Thompson, school nurse
- On a rota basis all teaching assistants and teachers will have attended 'Team Leader' training in support of vigilance for off-site educational visits
- After school clubs and holiday activities are covered by County's block insurance scheme
- Our PTA membership covers us for our social and fundraising activities
- The names of first aiders currently qualified is attached as an appendix

Health Matters

(Policy on Supporting Children with Medical Needs)

- Our means of identifying students' medical needs is well established:
 - in the school's prospectus
 - through the statementing procedure
 - co-ordination by school nurse
 - completion of medical forms by parents on intake and updating these
 - ongoing monitoring and review
 - formal review and assessments at annual review of statement meetings

- Staff should only administer prescription medication with the agreement of Elizabeth Brown, Headteacher and Kerry Thompson, School Nurse and only when a parental consent form has been completed. The medication should only be administered during school hours where this is unavoidable.
- Our arrangements for the safe storage of medication in school is in a secure locked cabinet, in the main office or a locked box in the staff room fridge, pupils with appropriate risk assessment carry their own medication in a secure, locked bag and have one to one staff support at all times for medical needs
- All medication is suitably labelled and a log book of each child's name contains dosage and additional details
- All staff know the location of students' health care plans and who the trained staff are to follow these through. The arrangements for updating is co-ordinated by Kerry Thompson, school nurse who also retains records of all children/young people's medical requirements
- Arrangements are in place to train staff, particularly to recognise and deal with anaphylaxis, asthma and epilepsy through our school medical service, Kerry Thompson, school nurse.
- Administration of non-prescribed age appropriate Paracetamol preparations, following our paracetamol protocol, is kept to a minimum, though it is permissible in certain circumstances, such as stabilising temperatures and for headaches. Kerry Thompson co-ordinates parental consent for all children/young people and rigorous details of records of issue, any allergies etc. are logged.

Building and Site Maintenance

(LEA Ref: E3, G3, H3, J1, J2)

- The Headteacher is in charge of the maintenance of the school site and its buildings. The Headteacher is responsible to ensure that protocols detailed in section E3 are applied when the school commissions services independently.
- The caretaker has a responsibility for the reporting of building/site defects to the County Council, in those cases where the County Council is responsible for the maintenance. The Property Help Desk can be reached by telephoning (01670) 534840. The need for emergency repairs should be notified in the same manner. This will enable the Property Division to prioritise and assign workloads accordingly and will allow requests for work to be traceable.

The caretaker is responsible for liaison with Community and Environmental Services staff and contractors in order to co-ordinate any necessary safety precautions during the progress of any building/site maintenance. This may entail completion of the HSC1 forms, when required. **(LEA Ref: J2)**

Staff responsible for ensuring that equipment is safely maintained and tested includes: -

Mrs Lorna Stevenson	<u>Clerical Organisation</u> Service Level Agreement Budgeting Record Keeping
Mrs Penny Derries	<u>Operational</u> Liaison with contractors Liaison with Mrs Stevenson Monitoring and recording Testing hydrotherapy plant Fire extinguishers, doors, signs Emergency Lighting
Mrs Sandra McAskill	<u>Operational and Clerical</u> Monitoring and recording Notifying helpdesk Liaison with contractors

Essential information for contractors is made available to those carrying out appropriate works and is held in the main office.

Security

The Governing Body have the security of the children' young people, staff, building, equipment and site as a priority which is supported by the following procedures and equipment: -

- CCTV of the school site, which is monitored by Mrs Sandra McAskill, Cleaner in Charge, if there are any causes for concern noted, to identify any trespassers, log dates and times and inform the Community/Neighbourhood Police on 01289
- March 2010 – Keycards
- Having limited access to the school site, one entrance only via the front door
- Whilst the children are on site the gates to the school playground are kept locked. Mrs Sandra McAskill locks these as the last transport vehicle leaves the site on a morning and opens the padlock at 2.50pm to enable re-entry onto the school site for a safe school to home pick-up routine
- If anyone opens the gate during school hours they are responsible for monitoring this access/egress throughout the time it is open and for re-locking it

- All staff and visitors must sign in and out in the log book kept in the main reception area
- All children who leave the school site must also be signed in and out in the reception area log book

Maintenance and Testing of Equipment

With regard to the above, appropriate arrangements are in place and staff identified to ensure that:

- internal school procedures are established and followed
- liaison with the County Council and contractors takes place
- full records relating to statutory testing are maintained. These will include:
 - Annual safety tests of 240v portable electrical appliances (**LEA Ref: L4**)
 - Weekly testing of the fire alarm system (**Fire Log Book**)
 - Six monthly testing of fixed and free standing hoists through Service Level Agreement
 - SLA's to check testing of air conditioning units, shower, taps, legionella, hydro-therapy plant etc. refer to property appendix.

The Local Authority to check that RCD testing will also be carried out and the results recorded.

Fire Safety and Emergencies (Fire Log Book)

- The Headteacher, Elizabeth Brown ensures that the fire risk assessment in section 4 of the Fire Log Book is completed which involves several members of the staff in the completion of this task
- The Fire Coordinator, Mrs Penny Derries is responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests
- Fire drills take place each term
- The following arrangements for fire precautions are in place to ensure that:
 - Flammable liquids are stored in a locked metal cupboard
 - Fire doors are always closed and never wedged open
 - Waste materials are collected daily and are stored in a locked area until collection by the local council
 - Electrical equipment not in use is always isolated from the mains
 - No substances are brought onto the school site unless they have been approved for use by the Facilities Division and/or they have the appropriate COSHH Form, or a risk assessment has been completed.

Risk Assessment **(LEA Ref: E6)**

A written assessment of all activities that involve a significant risk to health or safety is produced, in which the hazards, risks and necessary precautions are identified. The Local Authorities Health and Safety Team provides further guidance and several general assessments have been issued to schools. However, most of our assessments are completed in light of the particular circumstances of The Grove School, by our school staff.

With regard to teaching, in most cases identifying and putting into practice the relevant training and risk assessments, and noting any variations or special circumstances existing in our school, is sufficient.

Where appropriate, the precautions detailed in the risk assessment are transcribed into relevant working documents, such as a lesson plans or worksheets.

Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where HAZCARDS are provided for Science chemicals). Risk assessments should be completed for all relevant activities. Further information is contained within the COSHH section of the LEA Safety Policy (**LEA Ref: H1**)

The names of person co-ordinating and maintaining records of risk assessments is attached as an appendix.

Manual Handling **(LEA Ref: L1)**

Manual handling training is advised for all staff and the opportunity to attend training will be made for everyone.

We have a number of procedures and practices in place to reduce manual handling tasks to the minimum, many of which involve children in Class One. Miss Collum, Lead Practitioner, co-ordinates these procedures in liaison with the occupational and physiotherapists.

All staff are encouraged to practice good back care and to support each other and all children and young people with the practical application of this e.g.: -

When lifting chairs, tables, boxes, equipment to ask the questions: -

Can this lift be avoided?

How can this lift be minimised?

Is this lift safe? If not do not attempt it and request a specific risk assessment be completed.

Display Screen Equipment **(LEA Ref: L2)**

Staff who are using computer workstations regularly and for a significant part of their working day are provided with a suitable workstation, ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

Each school should have a member of staff who is trained in carrying out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use. We do not have someone who is trained in DSE workstation assessments and have requested that the local authority support arrangements for this on a Partnership of Schools basis.

In 2000 the costs of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, were delegated to schools.

Machinery and Work Equipment **(LEA Ref: G1)**

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order.

Educational Visits

Mrs Elizabeth Brown, headteacher, is our school's Educational Visits Coordinator (EVC) and has attended the County Council's recognised training course. All members of staff have access to the County Council's guidance for educational visits and are supported additionally through EV Team Leader training. In the case of Category 2 visits we always submit the correct forms to the Outdoor Education Safety Adviser for approval.

Risk assessments are in place to cover the trips made by the school for both Category 1 and Category 2 visits. All school visits must be supervised by a trained Visit Leader.

Play Equipment

The Local Authority suggest that school play equipment is to be checked regularly by school staff and inspected at least annually by a competent contractor via the SLA with Community and Environmental Services, who can be contacted on 01670

533490. We are currently looking into the definition of what play equipment is being referred to and who a competent contractor may be. We have requested that our playground areas are inspected annually.

Further details about outdoor play equipment can be found in section G5 of the Children's Services Health and Safety Policy.

Information and Training

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Examples of such activities include the safe use of substances, hoists and other items of work equipment. Any specialist safety training requirements should be identified through training needs analysis, prioritised and costed to allow appropriate allocation of the school's training budget.

Personal Protective Equipment (LEA Ref: L7)

Where PPE is identified as a control measure in a work activity risk assessment, the equipment selected must be appropriate for the task so as to ensure that it will provide adequate protection and must be compatible with other equipment in use.

The assessment should be reviewed if there is significant variation in the activity. Advice on the selection of PPE is available from the Health and Safety Team.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement.

Respiratory protective equipment (RPE) must be maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection. Alternatively, disposable RPE can be used provided that this is suitable for purpose and worn in line with the manufacturer's instructions.

Subject Areas

Each subject area within the school may have health and safety arrangements that are unique. Where appropriate, Subject Coordinators may submit a summary of key issues and procedures for inclusion in the School Safety Policy. Topics may include:

- How safety is planned and managed within the Department
- Where safety information is filed
- Special safety rules
- Responsibilities of certain individuals with regard to safety tasks or functions
- Special training requirements

- Liaison with regard to safety tests and inspections
- Maintenance of equipment, etc
- Provision of protective equipment