



HOWE GREEN HOUSE SCHOOL

HEALTH AND SAFETY POLICY

ISI Reference	11
Issue Number	
This policy is endorsed by	Governing Board and the Head
This policy is owned by	
Review Body	Premises and Finance Committee

Most Recent Revision Date	Michaelmas 2019
Last Reviewed by Governors	Summer 2017
Period of Review	Every two years
Next Review Date	Michaelmas 2021

To be made available	YES
To be on website	YES
Internal staff only	NO
Internal students only	NO
Internal staff and students	YES

Statement of Intent

The governors and staff of Howe Green House School and Little Oaks Nursery fully recognise the contribution it makes to safeguarding and promoting the welfare of children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

All staff and governors believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of the individual child.

General Statement of Policy

The head teacher and Governors of ***Howe Green House School and Little Oaks Nursery*** recognise that they have overall responsibility for certain aspects of the organisation and implementation of a Health and Safety Policy, and that key personnel in the management structure, such as the head teacher and bursar, are identified and their health & safety roles defined.

Howe Green House School and Little Oaks Nursery recognises the importance of health, safety and welfare in the successful operation of its activities, and believes that the active participation of all employees is essential to maintain the highest practical standards of accident prevention.

All school activities will be conducted with due regard to all statutory requirements with appropriate safeguards being instituted to minimise the risk to the health and safety of our employees, pupils and all others who may be affected by our activities and operations.

These aims will be achieved as far as is reasonably practicable within the framework of the school's organisational structure and in accordance with the Health and Safety Policy detailed herein.

This policy will be brought to the attention of all employees, and will be subject to review and revision as necessary.

Health & Safety Policy

It is the policy of Howe Green House School and Little Oaks Nursery that its operations shall be conducted in such a manner as to ensure, as far as reasonably practicable, the health, safety and welfare of employees and any other persons who may be affected by its activities, including pupils, contractors, visitors and members of the public.

It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient and well run school. **Howe Green House School and Little Oaks Nursery** requires, therefore, that a high standard of safety shall be achieved and maintained across the school site and throughout all its activities.

Whilst a statutory duty exists to comply with the Health and Safety at Work Act 1974, and all subsequent and relevant legislation and regulations pertaining thereto, this shall be regarded as the minimum standard expected.

In order to meet these objectives the head teacher and bursar (through the Board of Governors), will ensure that adequate resources are made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of plant and equipment, systems of work, and a workplace and environment which are safe and without risks to health. It will be clearly indicated to all employees that their responsibilities in this area are no less important than in any other function, and that it is their duty to do everything reasonably practicable to assist in the achievement of the objectives set out in this policy.

Safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be conveyed to those employees and/or pupils who may be affected, to ensure that they are aware of such hazards and risks and the operational procedures and precautions to be observed in relation to the task, in order that the risk shall be minimised and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience, or amended to suit specific circumstances or changes in legislation as and when the need arises.

The School is committed to the belief that suitable and proper training is an essential factor in maintaining high standards of skills, efficiency and health and safety throughout its operations, and therefore full use will be made of any guidance and/or training available either in-house or through other professional bodies as and when appropriate.

The School shall continue to make use of any guidance and/or training provided by manufacturers and suppliers of equipment used in the workplace and to ensure that its employees and pupils are able to use the equipment in a safe and proper manner.

All employees have a duty to work in a safe and responsible manner, and to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves or others. They shall be encouraged to submit suggestions for the improvement of standards in health and safety within the school.

Teaching staff shall endeavour, at all times, to ensure that all pupils under their supervision work in a safe and responsible manner and are fully aware of all necessary precautions and procedures relating to their work .

Where and when necessary, protective clothing and equipment will be provided and used by all employees and pupils.

Any employee, regardless of position or status, who is found to be deliberately or consistently negligent in the performance of their duties in relation to the health and safety policy will be subject to disciplinary action.

In the event that any pupil(s) is deliberately or consistently negligent with respect to the safety of themselves or others, the head teacher, bursar and governors shall, at their discretion, carry out a full risk assessment to ascertain the action required to minimise this risk. The findings of the risk assessment may lead to the exclusion of the pupil(s) from further participation in the area to which the risk assessment applies.

Head teacher's Responsibilities

The Head teacher of Howe Green House School and Little Oaks Nursery is responsible for the implementation of the Health and Safety Policy and for ensuring that the school fulfils its statutory obligations with respect to the health, safety and welfare of all employees, pupils and others.

In order to fulfil these responsibilities he/she will:

Bring the contents of this policy and associated documentation to the notice of all employees of Howe Green House School and Little Oaks Nursery and make arrangements for the regular review and monitoring of this policy, and the arrangements and procedures contained herein, including regular audits, inspections and safety tours.

Ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare.

Ensure that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (e.g. fire) and that there are sufficient competent persons responsible for evacuation of the premises in the event of such an emergency.

Identify and make arrangements for training all staff, including induction of new employees and where necessary, retraining of existing staff with respect to Health and Safety as and when the need arises.

Consult with members of staff and others, where necessary, on matters of implementation and review of this policy and any procedures contained herein.

Take responsibility for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Report and investigate all accidents, injuries and 'near misses', in accordance with school procedures.

Ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information is made available to all users and persons exposed to the hazard.

Other delegated Responsibilities

The person(s) appointed as competent by the Head teacher or Governing Body of **Howe Green House School** and Little Oaks Nursery to advise on Health and Safety shall assist in the monitoring and review of procedures and policy as required. They will also be responsible for ensuring that everybody at the school is kept fully up to date with changes in legislation, working practices and other issues in relation to Health and Safety.

The person(s) responsible for First Aid, will ensure that provisions conform to the Health and Safety (First Aid) Regulations 1981 and the revised approved code of practice issued by the HSE in 1990.

Employees with a specific responsibility, such as for maintenance visits or science activities will be responsible for maintaining good health & safety practices in these areas and for ensuring that all staff working within their area of responsibility are properly trained, having regard to the hazards of the activities involved and for advising the Head teacher of any subsequent specialist requirements for the health and safety of staff or pupils.

Employees will ensure that all areas under their supervision or control are kept in a clean and tidy manner and that any articles or substances therein are properly stored, clearly labelled and used in a manner not likely to result in harm.

They will be responsible for reporting to the Head teacher all accidents or injuries.

All employees shall familiarise themselves with the contents of this policy and any associated documentation pertaining to their activities, and at all times comply with all requirements contained therein. They shall comply with any safety instructions issued. They must wear any protective clothing and equipment supplied, not wilfully misuse or abuse such equipment and report any defects, or other safety hazards encountered.

Emergency Procedures

A disaster recovery plan is in place, based on the outcome of fire and other conceivable emergencies which require the evacuation of the building, or an invacuation, and will be reviewed and revised on a regular basis.

The aim of the disaster recovery plan is to ensure that:

- in the event of a fire or other emergency everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that the School can be safely evacuated or invacuated;
- all relevant information is made available to the emergency services;
- notices detailing the action to be taken in the event of an emergency are posted;
- those persons with specific duties are identified;
- those persons with specific needs or disabilities etc. are catered for.

The disaster recovery plan will include line drawings showing the following details:

- essential structural features including escape routes, doorways, walls, corridors, stairways etc; and a designation of the room
- location of any flammable materials stores; oil etc.
- location and type of fire fighting equipment;
- location of break glass alarm call points and the control equipment for the alarm;
- location of main electrical, oil and water valves and control systems;
- location of boundary stopcock
- location of the assembly points.

The disaster recovery plan is kept in the following location:

The School Bursar's Office

The persons responsible for ensuring that it is passed to the emergency services upon their arrival at the premises are:

The School Bursar, Headteacher or Caretaker on Duty.

Where contractors activities on the school site may affect the implementation, or the information contained within the disaster recovery plan, amendments will be made accordingly.

Fire Procedures

The Head teacher has overall responsibility for ensuring that statutory fire precautions and the provisions, set out in the fire certificate for the premises, are adhered to. This will include formal certification, staff training, co-ordinating the actions of employees and pupils in the event of a fire and liaison with the fire service with respect to inspections etc. A Fire Risk Assessment will be carried out and regularly updated.

The Headteacher is also responsible for ensuring that all members of staff receive adequate and appropriate training including instruction in the following matters:

- The action to be taken on hearing a fire alarm;
- The action to be taken on discovering a fire;
- Raising the alarm and the location of break glass alarm points;
- The location and use of fire fighting equipment;
- Knowledge of escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises
- Appreciation of the importance of fire doors and the need to keep the glass visibility panels unobstructed and the need to close all doors and windows.

In addition he/she will ensure that suitable numbers and types of fire fighting equipment are provided and regularly maintained in all areas of the school, and that records are kept.

Fire Equipment Safety Checks and Service Records

The following records are held in the Bursar's Office:

Visits by the Fire Brigade Officer
 Fire Drills - Record of Tests
 Fire Extinguishers - Record of Tests & Inspections
 Fire Risk Assessment

The following records are maintained by the caretaking staff:

Fire Alarm System - Record of weekly tests
 Emergency Lighting System - Record of weekly tests

Employees/Pupils Fire Training

Fire drills are held on a termly basis. Employees must familiarise themselves with the evacuation procedure as displayed in each room.

Employees may tackle a fire only if it is safe to do so and should remember the following:

Only the small C.O.2 extinguishers should be used on electrical fires. The large red Water & Foam Extinguishers and must **not** be used on anything electrical.

Fire doors must be kept closed at all times and the visibility panels kept clear.

First Aid

The head teacher of ***Howe Green House School and Little Oaks Nursery*** will, through the nominated person responsible for First Aid, ensure that provisions conform to the Health and Safety (First Aid) Regulations 1981 and the revised approved code of practice issued by the HSE in 1990.

The nominated person will ensure that first aid boxes are available and fully stocked and replenished with approved standard items only.

Howe Green House School and Little Oaks Nursery tries to ensure that all staff are trained in First Aid. This ensures that qualified first aiders are available at all times. Additionally one member of staff holds the First Aid at Work qualification.

Where pupils require specific medication or have particular medical requirements, these shall be noted on the MIS. Such records shall be maintained and their contents made known to all employees by means of a confidential medical condition list on display in the Staff Room, Bursar's office and Bayford Hall.

The responsible person will ensure that any special notices will be posted to advise on emergency procedures, the location of first aid and emergency facilities.

First Aid boxes are located at the following points:

- The Main Building – Medical Room
- The Art Block
- The Bayford Hall - Kitchen
- The Lodge
- Workshop

A Travelling First Aid Kit is located in:

- The Medical Room

In addition all teaching and lunchtime staff have their own individual medical bag for which they are responsible for re-stocking with supplies from the medical room.

The designated member of staff will be responsible for ensuring adequate supplies are available and for re-ordering when stocks run low.

All injuries must be recorded in the accident book within 24 hours of occurrence and reported immediately to the Bursar or Head teacher. For logistical purposes members of staff should record the basic details (being mindful of the Data Protection Act 1998 Regulations), of the incident i.e. time, date and nature of injury, in their own blue book before transferring the full details to the Accident Book held in the Bursar's Office.

Accident Reporting and Investigating Procedures

All accidents will be reported and recorded in accordance with appropriate regulations.

An Accident Book which conforms with the Data Protection Act 2018 is kept in the Medical Room. The following information will be required:

- Name & address of the person who has had the accident
- Name, address, occupation, signature and date of person filling in the accident book
- The date, time and location of the accident
- A report about the accident, stating how it happened, the cause, if known, and the injuries sustained.

The headteacher is responsible for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Fatal accidents and those which involve major injury must be reported to the Health & Safety Executive immediately by completing the relevant online form found at www.hse.gov.uk.

Major injuries are defined as follows:

Fracture of any bone in the arm, wrist, leg or ankle but not in the hand or foot

Fracture of skull, spine or pelvis

Amputation of a hand, finger, thumb, foot or toe

The loss of sight of an eye or a penetrating injury to an eye

Injury requiring immediate medical treatment or loss of consciousness resulting from:

- Electric shock
- Lack of oxygen
- Exposure to pathogens or infected material
- Any injury which results in the person being admitted into hospital for more than 24 hours.

The extent of the injury may not be apparent at the time of the accident or the injured person may not be immediately admitted to hospital. However, once one of the above injuries has been confirmed or more than 24 hours has been spent in hospital, then a reportable incident has been identified and the Health & Safety Executive must be notified

Incident Reporting

All incidents, or near misses involving personnel or property will be reported and logged using the Near Miss Record Book located in the Bursar's office

Medical Incidents

All medical incidents such as fainting and epileptic seizure should be recorded in the Accident Book. In all cases parents/guardians will be informed and asked to collect their child.

The person responsible for First Aid must ensure that pupils are cared for in an appropriate fashion. This will involve the continuous observation of the pupil while awaiting the arrival of the parent/guardian/emergency services.

Medication

The school will not administer any non-prescribed medicine to a child e.g. cough medicine, homeopathic remedies, ***over the counter analgesics or antihistamines*** etc.

Prescriptive Medicines

The school will administer medication for life threatening allergic reactions or conditions such as asthma, epilepsy, cystic fibrosis, febrile convulsions etc. The school may also administer medication for long-term chronic conditions such as severe eczema as well as prescribed medications when dosages cannot be configured to occur outside of the school day and where medical advice has been given that a child is well enough to be in school.

Auto-Injectors (Epipens etc.)

These are stored in zipped plastic wallets in the child's classroom (Little Oaks to Year 6) and the Bayford Hall kitchen (Reception to Year 6). The packs contain information on how to use an auto-injector, and a copy of the Emergency Treatment Plan (where supplied by the Doctor).

Where it has been necessary to administer an adrenaline injection, the used injection should be placed in the yellow contaminated sharps box located in the Bursar's Office and the Bayford Hall kitchen together with the packaging and taken to hospital with the casualty.

Bumped Heads

The Governing Body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

Where a pupil receives a bump to the head as a result of an accident an "Accidental Bump to the Head" letter will be sent home with the child. The child will also be fitted with a red bumped head wrist band confirming the time of the bump which can only be removed using scissors.

In certain cases it may be necessary to also inform the parents by telephone.

Emergency Treatment

The Head teacher or in the event of absence, a member of the Senior Leadership Team, will determine what is reasonable and sensible action to take in each case.

Where the injury is an emergency an ambulance will be called following which the parents will be contacted.

Where hospital treatment is required but it is not an emergency, then the parents will be contacted w for them to take over the responsibility of the child.

If the parents cannot be contacted then the Head teacher, or in the event of absence, a member of the Senior Leadership Team, may decide to transport the pupil to hospital.

Where the Head teacher, or in the event of absence, a member of the Senior Leadership Team, makes arrangements for transporting a child to hospital then the following points must be observed:

- no individual member of staff should be alone with a pupil in a vehicle;
- a second member of staff will be present to provide supervision for the injured pupil;
- at least one member of staff will be the same gender as the pupil

Date:

Accidental Bump to the Head

Dear Parent/Guardian

Unfortunately, during school today *insert name* received a bump to his/her head at *insert time*. He/she has felt fine for the rest of the day, however may we suggest that should your child experience any of the following signs, it would be advisable to seek further medical advice.

Dizziness
Extremely sleepy
Headache
Nausea

Yours faithfully

Class Teacher

Hazard Analysis and Risk Assessment

The Bursar is responsible for ensuring that risk assessments are carried out and reviewed, on a regular basis, as part of a safety audit. Audits and Health & Safety tours will be carried out once a year and more frequently if there have been any significant changes to buildings, machinery, equipment, work practices or personnel.

Risk assessments will be carried out by the person conducting the activity. The purpose of the risk assessment is to:

- Identify hazards;
- Assess the nature and seriousness of the hazard and subsequent risks;
- Avoid risks by elimination;
- Control any remaining risks by:
 1. use of safety measures
 2. monitoring and supervision
 3. information and instruction

The Pre-Prep Department completes a weekly hazard analysis sheet which is then passed to Heads of Department before being handed to the Bursar for any further action to be taken.

Risk Assessment Example

Carried out by: _____

Description of Activity: Pupils using "low melt" glue gun**Identification of hazards
Outcome****Potential
for each hazard**

Possible burns from glue gun and hot glue.	3
Fumes.	3
Using mains electricity – electric shock.	3
Trailing leads causing trip hazard.	3

Person(s) at risk

Pupils & staff using the glue gun
 People with respiratory problems
 Other people in the room affected by trip hazards

Control Measures**Likelihood
(given precautions in
place)**

Use only low melt glue guns and use a stand to support when not in use.	1
Position the glue gun near to an open window or door.	1
Ensure the glue gun is PAT tested each year and visually checked for damage on each use.	1
Position the glue gun in such a way as to minimize the possibility of the power lead causing any trip hazard.	1

Additional information/training

Ensure there is adequate supervision and training.

Overall Risk Rating: 12 (Low)**Individual Outcome x Individual Likelihood****Potential Outcome
place****Likelihood given precautions in
place**

10	8	5	3	1		10	8	5	2	1
Fatality	Severe Injury	Lost Time Injury	Minor Injury	No Injury		Certain	Very likely	Likely	Unlikely	Remote

Risk Rating Table

High 50 – 100**Medium 20 – 49
19****Low 1 -****Workplace Stress**

Workplace stress is recognised by the management of the school as a legitimate problem affecting employees and one which needs careful and sympathetic management.

It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical well-being of employees and consequently to the efficiency of the organisation as a whole.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultation with employees is to be encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon employees reduced.

It is accepted that major changes in working practices or management structures within any organisation can be stressful and therefore, it is the policy of the school that, where appropriate and practicable, employees will be kept informed of any major changes which may affect their own activities in the workplace.

Employees shall be encouraged to seek advice from management regarding any situation they feel is causing them undue stress. Such consultations will be treated without prejudice and in the strictest confidence.

Violence to Employees

Howe Green House School and Little Oaks Nursery will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or otherwise towards any employee from whatever source.

Violence, or the risk of violence to any employee is considered a very serious matter, and the Head teacher will give all support necessary to any member of staff who reports any such incident, actual or perceived whatever the circumstances.

All reports of violent or abusive conduct will be fully investigated, and the necessary disciplinary action taken.

Following due consultation with any employees affected, persons making threats or verbally abusing staff may be sent a formal letter of warning, indicating that legal action may be taken should the behaviour continue. In cases of actual physical abuse or property damage, then the matter may be referred to the local police for investigation and action.

Supervision of Pupils during Non-Teaching Time (Arrival, Break Times and Departure)

It is recognised by **Howe Green House School** that it has a 'duty of care' at all times.

Suitable and sufficient Risk Assessments will be carried out to establish the correct levels of supervision necessary to fulfil this statutory requirement.

Employees will take responsibility for pupils health and safety whilst on the school premises and during the following times;

Pupils are allowed in to the Early Morning Drop Off Facility from 7.45 a.m. and into the main buildings from 8.40am. The school day finishes at 3.45p.m unless the pupils are attending an after school club when the departure time will be 4.30pm. or attending the After School Care facility when the departure time could be up to 5.30pm.

During arrival at the beginning, and departure at the end of the school day the school will provide supervision as follows:

Pupils are permitted to enter their own classrooms at 8.40am and a member of staff will be in attendance.

A rota provides two members of staff to supervise all break times which are as follows:

Pre-Prep morning break 10.20am - 10.40am.

Prep morning break 10.45am - 11.05am

Lunch Time for Pre-Prep 12.00pm - 12.30pm

Pre-Prep Play 12.30 - 1.00pm

Prep Play 12.00pm - 12.30pm

Lunch Time for Prep 12.30pm - 1.00pm

Pre-Prep afternoon break time 2.40pm - 3.00pm.

Pupils are not permitted to leave their classrooms at the end of the school day until their parents or an authorised adult arrives to collect them.

Visitors and Security

Visitors must report to the Reception Office located in the Bayford Hall immediately upon arrival. They will be asked to sign the visitors book and issued with a visitors pass. Any person, (other than an employee, parent or pupil) on the school site and not wearing a visitors pass will be challenged and, if necessary, asked to leave.

Visitors must sign out before leaving the premises.

Contractors and Trades People

All contractors, inspectors and other trades people will be expected to comply with the 'visitors' section of the policy and its arrangements. In addition, all contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other facilities will be asked to provide evidence of their competence to complete such work.

In some instances it will be necessary for the contractor to deposit with the School Bursar or Project Manager a copy of the contractor's Health & Safety Policy, and any risk assessments / method statements relevant to the work being performed by them, in so far as the work may affect employees and / or pupils of the school.

When a contractor is likely to disrupt the teaching of pupils or be in conflict with any element of the day to day running of the school then prior notice will be required before the work is commenced.

Construction (Design & Management) Regulations

The school or its agent will ensure that the HSE is notified in writing, of all instances involving construction work which is expected to last longer than 30 days or involve more than 500 person days of construction work.

The school or its agent will ensure that the HSE is notified in writing, of all instances involving demolition.

For all work to which the CDM Regulations 2015 apply, the school, or its agent where applicable, will appoint a CDM Co-ordinator and satisfy itself that all designers and contractors are competent and that sufficient resources, including time, have been or will be allocated to enable the project to be carried out in compliance with all relevant health & safety legislation.

The school, or its agent, recognise their duties, as clients under CDM for notifiable work and construction work involving more than 20 workers at any one time to:

- Appoint the CDM Co-ordinator;
- Arrange for a competent designer to prepare a design;
- Provide the CDM Co-ordinator with any relevant information about the school;
- Appoint a principal contractor;
- Prepare a Construction Phase Plan in line with the Regulations;
- Comply with health & safety legislation where the schools activities overlap with the construction work;
- Create a CDM 2015 Health & Safety file, making information contained in the Health & Safety file available, in the future, to any contractor involved in maintenance, renovation or demolition.

The school, or its agent, recognise their duties, as clients under CDM for non-notifiable construction work involving less than 20 persons at any one time to:

- Ensure that when arranging for any designer to prepare a design, that they are competent and have made adequate provision for health & safety;

- Provide the designer with any relevant information about the school;

Ensure that adequate regard has been made to avoiding foreseeable risks to health & safety of persons carrying out construction or cleaning work;

Comply with health & safety legislation;

The school, or its agent, will ensure information contained in the Health & Safety file is available, in the future, to any contractor involved in maintenance, renovation or demolition.

Equipment

Each item will be identified by a manufacturers serial number or permanently marked with an unique identification number.

Electrical items will be PAT tested by a competent electrical engineer at least once a year.

All machinery and equipment within the school will be maintained in good working order at all times, or otherwise clearly marked by provision of suitable and securely fixed notices, to indicate when such machinery or equipment is unfit for use.

It is the responsibility of employees when using and/or issuing equipment to check for obvious signs of damage and report any defects found to the Bursar.

Assessments will be made of the hazards and risks involved in the use of certain machinery and these shall be recorded.

All work equipment shall be maintained and used in accordance with the "Provision and use of Work Equipment Regulations 1998."

Vetting Purchases and Gifts

All purchases and gifts will be considered in terms of them presenting a hazard to employees and pupils.

While the schools risk assessment and COSHH management procedures will identify the major hazards, the school will actively review, in terms of health and safety, each proposed purchase or gift.

Each new purchase or gift will be monitored and its use reviewed in terms of its safe operation

To assist in this procedure employees ordering any substances for use in the workplace shall ensure that suppliers are able to provide all necessary product safety data sheets and any other relevant information as required by their duty as a supplier under the various relevant statutory provisions.

Materials and Hazardous Substances

The use of any material or substance within **Howe Green House School and Little Oaks Nursery** will be subject to prior assessment and its consequent use will be in accordance with any controls and training requirements identified and recorded as part of a COSHH programme, the details of which will be kept for reference.

Howe Green House School and Little Oaks Nursery recognises the requirement as a result of COSHH (Control of Substances Hazardous to Health Regulations 2002) to:

- Assemble comprehensive Hazard Data information;
- Undertake assessment of all hazardous materials with respect to usage and risk
- Make arrangements for ensuring that copies of all relevant information is readily available to users of hazardous materials
- Maintain records for the storage of hazardous materials.

Personal Protective Equipment (P.P.E)

Protective clothing and equipment will be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means, or where it is required by certain specific legislation.

- It is recognised that certain processes and the use of certain substances within the school activities will necessitate the use of personal protective equipment.
- Where statutory provision or detailed assessment of the task or substance involved indicates that such PPE will be required then the Bursar will ensure that it is made available.
- All PPE used will be of a type approved for the purpose and conform to the relevant British or European standards.
- All PPE will be inspected before each use by the member of staff concerned and stored appropriately.
- It is the responsibility of all employees and pupils to wear such PPE as required, to use it in the correct manner, and report any defects immediately to the Bursar.

Eye Protection

- It is a statutory requirement under the Personal Protective Equipment Regulations 2002 to wear eye protection when an assessment shows that a risk of injury which cannot be otherwise eliminated exists.
- Employees and pupils (as indicated) will wear eye protection when involved in any of the following operations:
 - Using or dispensing liquids which could cause injury;
 - When breaking, cutting or carving, wood, stone, metal and glass;
 - Any other process involving the production of fine particles;
 - Any work which involves the use of sharp pointed materials

Gloves

- Suitable hand protection shall be worn whenever the relevant risk assessment indicates e.g. rubber gloves will be worn when washing items in hot water or when using certain cleaning agents.

- Ribbed or similar gloves will be used when a risk of injury from the handling of sharp or abrasive objects is present.

Protective Clothing

- Appropriate protective clothing will be worn by employees involved in activities which could be subject to harmful liquid spillages, or high temperatures.
- In areas exposed to high temperatures and naked flames overalls will be of an appropriate type of material. Protective clothing made from synthetic fibres will not be used unless supplied specifically for the purpose.
- During food based activities aprons will be worn. Staff will wear aprons/overalls to serve food.
- Wet processes will require aprons/overalls made from water resistant materials (PVC).
- All aprons and overalls will be cleaned regularly.
- Maintenance staff will be required to wear protective shoes whenever the activity involves lifting and moving of heavy items.

Mains Electricity (240/110 volt)

It is strictly forbidden for any work to be conducted on any live electrical circuits by any employee or pupil within Howe Green House School or Little Oaks Nursery.

Any work of an electrical nature on any conductors or circuit shall be carried out only by competent and qualified electricians.

All installations and electrically operated tools and equipment will be maintained in good order and subject to regular inspection and testing as appropriate by a competent person.

A record of all such tests and inspections shall be kept in the safety manual alongside all recognised and authorised safe working practices identified.

If any item of electrical equipment fails to function properly the user shall immediately report the fact to the school bursar or person in charge.

On no account will amateur fault-finding be attempted, even after switching off and disconnection from the power supply.

VDU Operation

Employees using or involved in the use of VDU equipment must assist in the undertaking of workplace risk assessments, and upon request, will be offered a free eye test for the purposes of working with display screen equipment.

Workstation risk assessments will include consideration of all users (employees, pupils and others), the working environment as a whole, lighting, hardware, software and employee training.

Lifting and Manual Handling

The risk of injury due to the manual handling of loads is recognised and all measures will be taken as necessary to reduce such risks through individual risk assessments.

Only those employees trained to handle heavy weights should be asked to move heavy weights, remembering to break down the load where possible. As a guide, for an adult, 20 Kg will be the maximum weight (held close to the body). If the load is held at arms length then this limit will be reduced by 50%. If the lifting involves twisting, the limit will be reduced by 20%. Loads lifted above shoulder height or below knee level will be reduced by 50%.

Consideration will be given to pregnant workers in line with the EC Directives.

Under no circumstances will pupils be allowed to lift or move heavy or awkward weights.

Reference charts showing the correct way to lift are located in the maintenance staff workshop.

Premises Management

The caretaking staff should endeavour to check the grounds every day to ensure that they are safe.

Specific areas which need to be regularly checked include the following:

- Perimeter Fencing - Must be in good repair and must not present a risk to anyone.
- Gates - Should either be secured in an open position or locked shut.
- Games Fields - The Environmental Protection Act 1990 requires school grounds to be free of litter and debris. Playing areas should be free of any material, such as broken glass, which could cause injury to anyone using those areas. Such areas should also be free of dog & fox faeces.
- Adventure Playground – check equipment is in safe condition and check for levels of bark.

Sand Pits - Must be full and regular checks carried out to ensure that the pits are free from animal faeces or any harmful objects.

General Maintenance

Caretaking staff should endeavour to check the buildings each day to ensure they are safe.

Caretaking staff will ensure that all users of the school buildings will be alerted to the existence of wet floors, trailing leads and other unsafe temporary arrangements by use of appropriate signs, hazard tape or cones etc.

Caretaking staff will ensure that at all times emergency exits are kept clear of obstructions.

Specific areas which need to be checked include the following:

- Tennis Court - surface should be kept free of loose gravel and grit by sweeping on a weekly basis.
- Gutters - Should be checked to ensure they are not blocked. This task must only be carried out with two members of staff to ensure safety.
- Toilets – should be checked and mopped on a daily basis.

Maintenance staff will be provided with personal protective equipment and clothing where required.

Waste Disposal

Howe Green House School *and Little Oaks Nursery* will ensure that all waste produced will be disposed off in accordance with the requirements of the Environmental Protection Act 1990 (Duty of Care Regs 1991).

Waste storage area/s and the burning of rubbish will be subject to a full risk assessment

All sharp instruments, broken glassware and other sharp waste materials, aerosols and/or pressurized containers shall be deposited with a member of the maintenance staff to dispose of safely.

Ladders & Step Ladders

Ladders should be located on a firm level base with both stiles on the ground. A second person should hold the foot of the ladder at all times. Ladders must extend above the landing stage or the highest rung which is to be used.

Footwear and rungs should be free from oil, grease and ice. Tools should be carried in pockets or a tool belt leaving hands free for climbing.

Step ladders should only be used when they are fully open. The limiting ropes/chains should be in good condition and of equal length. They should be used on a hard level surface and at right angles to the work being undertaken. The top step should not be used unless the supports extend higher.

Ladders and step ladders should be accessible but secure and preferably stored horizontally on racks with support to prevent sagging. They should not be left exposed to the weather nor stored near radiators, boilers or in areas with excessive heat or damp.

Ladders must be formally examined to ensure that they are maintained in a safe condition. It is recommended that this is carried out by maintenance staff every six months.

The inspection should check wooden ladders;

- For wear, decay, cracks, splits
- For loose or missing rungs
- For splinters and sharp edges on stiles and treads
- Aluminium ladders for excessive wear, distortion, oxidation or corrosion.

Defective ladders must be taken out of use immediately until repaired. Ladders Which cannot be repaired should be destroyed and the method of disposal recorded.

Each ladder should be given an identification number which should be indelibly marked.

Food Safety

A check of the following aspects of the food handling process will be carried out on a weekly basis in accordance with the Food Safety & Hygiene Regulations 2013:

- Food ingredients, drinks, rotation, 'use by' dates – **Kitchen & Caretaking staff**
- Storage – **kitchen & teaching staff**
- Maintenance of walls, floors, ceilings, ventilation, water and electrical supplies - **Caretakers**
- Cleaning schedules - **Bursar**
- food preparation surfaces and equipment including the fridge, washing up routines – **Kitchen Staff**
- Pest Control; refuse disposal - **Caretakers.**

Food Safety - Teaching

It is recommended that all employees working with food will have the Level 2 Basic Food Hygiene Certificate. In cases where a member of staff is taking a lesson and they do not hold the Basic Food Hygiene Certificate they will ensure they are aware of the following:

- Knowledge of the ways and conditions that bacteria grow and multiply;
- Knowledge of the ways of preventing food poisoning and contamination;
- Knowledge of cleaning methods;
- Knowledge of the effect of Food poisoning.

Employees undertaking food based work with pupils should be mindful of the difficulties associated with the storage of completed cookery. Therefore ideally food should only be prepared at the end of the day in order that it is taken home straight away.

Food preparation equipment

- This should be carefully stored in a secure cupboard
- Strictest hygiene procedures will be followed at all times

Food Storage

- Only very small quantities of food will be stored in appropriate sealed containers.
- Sell by dates will be monitored.

Cooker and microwave oven

- These will only be used under teacher supervision.
- The Cooker and microwave oven will be sited and maintained as per manufacturer's instructions.

Hot oil and boiling sugar

- These will not be used by pupils.

Personal Hygiene when working with food

- All pupils will be taught the need for personal hygiene, and encouraged to wear clean cookery aprons, wash their hands, cover any cuts and scratches with blue waterproof dressings and tie back long hair.
- They will also be taught to re-wash their hands after breaks or visits to the toilet.

Classroom Hygiene

- Work surfaces, cookery aprons, utensils and washing-up equipment will be maintained in a clean and hygienic condition.
- All unwanted food will be disposed of carefully.
- All mouthpieces will be suitably sterilized.

Transport on School Property

Throughout the school day a number of vehicles will be entering or leaving the **Howe Green House School car park** these include the following:

- Coaches/buses;
- Staff cars;
- Parents cars
- Visitors vehicles;
- Contractors vehicles;
- Deliver/collection vehicles;
- Emergency Services:

All the above will be subject to the following guidelines:

- All visiting drivers (as appropriate) will report to the Main office to sign in.
- The speed limit within the school grounds is 10 MPH
- Vehicles will be restricted to the car park unless specific instructions have been given by the school.
- All vehicles will be driven in a safe manner taking into account the nature of the school.
- Parking will only be allowed in the designated areas unless specific instructions to the contrary have been issued.

Vehicles wishing to reverse within the area of school buildings must have an audible alarm or have another adult in the area to warn pedestrians of the hazard

Transport – Swimming, Outings & Sports Fixtures

Bookings will only be placed with reputable coach companies. All coaches & mini-buses dealing with our school transport must be fitted with working seat belts.

- **During any journey the following rules apply;**
 - Seat belts must be worn at all times;
 - Gangways must not be blocked with luggage;
 - No portable tank containing fuel must be carried;
 - Where possible two members of staff should accompany pupils.
 - No driver will be behind the wheel for a period in excess of 4 hours without a suitable and sufficient break

Holidays Visits away from School Premises - Activity Holidays

A number of pupils are likely to participate in outdoor or adventurous activities off the school premises. During these activities much of the leadership and tuition is undertaken by staff employed by the organisation responsible for the management of the centre being visited and/or the activity.

Before employees take groups of pupils on visits away from school premises they will undertake to establish answers to the following questions. Only when staff are confident as to the validity of the information received and are confident that sufficient resources have been made available to ensure that safe systems of work exist will further detailed planning take place.

- Does the organisation responsible for the management of the centre being visited and/or the activity have an up to date Safety Policy?
- Who is the person appointed as a competent person to assist the organisation in matters associated with Health & Safety? This person should be contacted if any doubts exist.
- Has the organisation responsible for the management of the centre being visited, and/or the activity, completed appropriate and sufficient risk assessment of all the activities in which pupils may be involved? This will include residential and social activities as well as those activities providing the focus of the visit or activity.
- Have safe systems of work been established and are copies of these available on request? These will include, not only, safe procedures for the activities, but also maintenance of any equipment, procedures for reporting accidents and the monitoring of safety standards.
- Has the organisation responsible for the management of the centre being visited and/or the activity produced an emergency plan?
- Are all members of staff who are likely to be involved in the training, tuition or supervision of pupils suitably qualified to do so
- Have all members of staff had a Disclosure and Barring Service check carried out?

For some activities it will be expected that certain staff have received appropriate training and hold formal qualifications. These will be checked and verified before any visit takes place.

Tennis Court/Recreational Area Outdoor climbing frames

All access and use of the following areas, activities and equipment will be controlled through appropriate risk assessments.

Any 'control measures/procedures' resulting from these risk assessments will become part of this policy and will be adhered to at all times.

- **Tennis Court**
 - All apparatus will be kept in good working condition.
 - Pupils will be reminded that while using the playground they should respect the needs of others and give them enough space, especially when making swinging movements.
- **Climbing frames/Recreational Area**
 - All apparatus will be kept in good working condition.
 - Pupils will be reminded that while using the frames they should respect the needs of others and give them enough space.
- **Supervision**
 - Whenever pupils have access to the climbing frames, recreational area or tennis court they will be supervised by a member of staff.

For reasons of safety children are not permitted to climb trees bordering the recreational area.

Children are **not** permitted to play on the climbing frames after the end of the school day.

Performances and Events

For certain events and activities involving members of the public, Howe Green House School will:

- Conduct a full risk assessment to establish whether any specific health & safety requirements exist relating to the event;
- act upon any appropriate recommendations in the light of the above:

School Pets

- Caring for animals
- Before any animal is kept in the school reference will be made to appropriate documentation about care and feeding etc.
- Any animal not suited to be handled regularly by children will be re-homed
- Pupils will be taught how to maintain personal hygiene while handling animals
- Any animal bite will be treated by a member of staff, the parent will be informed and advised to refer to own doctor.

P.E. Activities

Before any activities are undertaken a full risk assessment will be carried out and appropriate control measures put into operation.

Only those employees who have been appropriately trained will offer pupils the full range of P.E. activities.

Employees will check that all equipment is in a safe working condition before engaging pupils in P.E. activities.

Employees will check that individual pupils are physically and medically able to participate before engaging pupils in P.E. activities.

All P.E. equipment will be stored in such a way so as to reduce any potential hazards that may occur from pupils gaining unauthorised access.

All P.E stores will be arranged in such a way as to minimise possible manual handling injuries and be kept in a safe and tidy manner. Care will be taken to ensure that the access route is kept clear.

All P.E. equipment will be checked regularly and any defective equipment removed from service until maintenance has been completed.

Employees involved in P.E. will have a first aid qualification.

Swimming

Swimming lessons will only take place at pools with adequate life saving personnel, instructors and facilities. As a minimum at least one person will hold an appropriate life saving proficiency certificate. A resuscitator, pole and ropes will be readily available. The location of an alarm and telephone should be noted by the members of staff accompanying the children.

To ensure the safety of pupils during swimming lessons the school will ensure that two employees act as observers capable of recognising and reacting immediately to any situation which they feel constitutes a danger to the well-being of any pupil.

Before any swimming takes place teaching staff, supervisors, observers and pupils must be aware of what to do in an emergency. At regular intervals this emergency procedure must be practiced.

STEM Based Activities

Hazards associated with working with the range of materials will be reduced to an acceptable level recognising that many of the tools and materials used by the pupils and employees can be found in many domestic environments.

All employees will be given relevant medical/emergency information on those pupils who are likely to suffer allergic reaction to any of the materials or processes used in these areas.

Employees will make sure each pupil is physically fit for any activity or experiment they may undertake.

Employees will avoid situations that could result in stress to pupils.

Teaching staff will make sure that children know how to use the tools/equipment available to them and that they keep the working areas tidy. Where appropriate, pupils will be required to wear protective equipment. The school will monitor the safe working practices of pupils and employees.

The following tools, materials and processes are considered to have the potential to cause injury. Appropriate risk assessments will determine, in each case, safe working procedures. All activities will be monitored accordingly.

Craft knives

- These will only be used under teacher supervision by responsible junior pupils.

Low melt glue guns

- These will only be used under teacher supervision by responsible pupils.

High Melt Glue guns

- These are potentially more dangerous and will therefore only be used under the strictest teacher supervision.

‘Super glues’

- These will not be used by pupils.

Power Hand tools

- These will not be used by pupils.

Wood/plastic/metal/clay/modelling materials

- All materials used will be checked for suitability.
- Pupils involved in activities which produce excessive quantities of dust/particles/chippings will be required to wear face masks and goggles.
- When working with wire face masks or goggles will be provided.
- When working with rough wood and certain other materials gloves will be provided.

Dirty Activities

- Whenever pupils are involved in activities where clothing could be soiled, or damaged some form of protective clothing will be worn.

Testing Activities

- Pupils will be kept clear of experiments involving stretched materials, hanging loads and the releasing of objects from a height.

Flying Things

- Employees and pupils will be extra vigilant when flying kites outdoors taking notice of roads, buildings, and overhead electricity cables.
- Any thrown, spinning or launched object will be directed away from spectators.

Mains electricity

- This will **not** be used by pupils.

Battery power

- Pupils will be taught to use batteries correctly and know the differences between mains and battery power.

Plants, fruits and seeds

- Employees will ensure that any plant, fruit or seed used in an activity is safe.

Out of Doors' activities

- Pupils will be adequately supervised at all times when working 'out of doors'.

Date of Policy Review: MichaelmasTerm 2019

Head: D J Mills

Next Review: Michaelmas Term 2021