



**Greenvale School
Statement of Intent
Health and Safety Policy**

**Signed: February 2019
Next Review date: February 2021**

Greenvale School

Statement of Intent **Organisation and Arrangements**

This statement does not replace the authority's safety policy but is in addition to it for the benefit of teaching and non-teaching staff and pupils at this school.

Copies of these documents, along with other codes of practice and information on health and safety matters should be located in the school's safety manual.

This statement deals with those aspects over which Bouygues E&S or Greenvale School has control and covers safety matters associated with the building structure, plant, fixed equipment and services for which they have responsibility; it describes how the Head is discharging her responsibilities in respect of students, visitors and other Greenvale employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises which will include, where necessary, the carrying out and recording of risk assessments:

- To establish and maintain a safe and healthy environment throughout the school.
- To establish and maintain safe working procedures among Greenvale and Bouygues E&S staff and students and ensure that contractors also work to safety standards.
- To make arrangements for ensuring safety and absence of risks to health in connection with the handling, storage and transport of articles and substances.
- To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
- To maintain a safe and healthy place of work and safe access and egress from it, providing, where necessary, personal protective equipment.
- To work together with Bouygues E&S in formulating effective emergency procedures for use in case of fire and other emergencies and for evacuating the school premises.
- To lay down procedures to be followed in case of accidents and comply with the council's accident reporting arrangements.
- To provide and maintain adequate welfare facilities

Head Teacher's Signature:

Date:

Chair of Governor's Signature:

Date:

ROLES & RESPONSIBILITIES

(See Appendix 1 for details of individual school staff and governors)

Summary of Duties and Responsibilities

The Local Authority

- Must ensure that schools meet their responsibilities under health and safety.
- Must produce a "Statement of Policy on health and safety at work"
- Will provide policy documents including operational procedures for school such as: Lewisham Council Health & Safety Policy Statement & CYP Policy Statement and procedures/codes of conduct.
- Ensure that all Health and Safety Policy documents are kept up to date.
- Under LMS the LEA remains the employer of staff under Section 2, 3 and 4 of the Health and Safety at Work Act 1974.
- LEA shall issue notices to Bouygues E&S if the company fail to carry out remedial work that falls within their area of responsibilities set out in Section G of the premises manual.
- LEA will carry out work where the school/Bouygues E&S ignore a notice and will charge costs to the school's delegated budget.

The Head Teacher

- To produce a written policy statement of all local arrangements for her establishment and to ensure that all members of staff are aware of its contents and to review and revise it as necessary.
- Co-ordinate the implementation of approved safety procedures in the school whilst ensuring they reflect any policies from Lewisham Council and Bouygues.
- To be available to any member of the Greenvale staff or Bouygues E&S staff to discuss and to seek to resolve health and safety problems. This includes the appointed health and safety school representative and representation from the Bouygues E&S health safety team.
- To ensure sufficient and regular risk assessments/premises inspections and take steps to remove potential hazards and to monitor the safety and security of the premises with the involvement of the Governors and Bouygues E&S.
- To ensure that all areas for which they are responsible are subject to a health and safety inspection. To ensure that materials, substances and equipment purchased for use in areas within her control are safe and without risk to health when used.
- Ensure arrangements are in place for the procurement of any personal protective equipment identified.
- To ensure that all visitors, including those who undertake maintenance work on the premises are made aware of any hazard/hazardous substances on site and to liaise with the Bouygues E&S premises officer for an appropriate time when such work or activities may not affect the health and safety of others.
- Review periodically the provision of first aid and emergency arrangements in Greenvale School.

- To ensure sufficient members of staff are qualified first aiders and are available for first aid purposes in accordance with statutory requirements.
- To ensure first aid boxes are properly maintained.
- To ensure that accident reporting procedures are followed including reporting to the Local Authority (CS3) and the Health & Safety Executive (F2508).
- To ensure that fire drills are carried out at least once every half-term.
- To ensure that training and relevant advice and guidance is provided to all staff managed by the Head Teacher.
- Report to Governors on a termly basis about health and safety arrangements and accident / incidents and near misses
- Encourage the appointment of trade union safety reps and consult with them in the development and management of health and safety including inspections / accidents / investigations

Bouygues E&S

- The PFI contractor will ensure the provision of a fully comprehensive Health and safety service covering all necessary training, health and safety plans, files, policies, surveys, maintenance, servicing and tests. This also includes compliance with the construction (design and management) regulation 2015 where applicable.
- Bouygues E&S will ensure that all policies and documentation will be reviewed on a regular basis and at least annually.
- Bouygues E&S will discuss with the school any health and safety matters and issues arising at the weekly client meetings.
- Bouygues E&S will ensure that the school is informed of any planned or proposed statutory maintenance tests and report back any outcomes associated with the conducted statutory health and safety tests.
- Bouygues E&S will ensure that Health and safety matters will be on the agenda when the Lewisham schools project Ltd monthly report is presented to the school. Health and safety Items on the agenda will include reported incidents and Accidents, RIDDOR and any recorded hazards or reported near misses.

See Appendix 2 for joint Greenvale and Bouygues responsibilities

Staff

- Have a right to appoint a school safety representative.
- Have an opportunity to set up a safety committee as outlined in the Safety Representative and Safety Committee Regulations 1977.
- Must take care of their own safety and that of other workers (Sec 7 of HSW Act 1974) and report any defects to the Head Teacher immediately.
- Must act in loco parentis.
- Must be aware of the fire / emergency procedure and the location of the alarms and firefighting equipment.
- Must be familiar with escape routes around the building and the designated fire assembly point outside the building.

- Must sign in on arrival at the school and sign out on departure from the building and display staff identification badge and carry a swipe card to gain access to all areas of the building.
- Must take roll call at the designated fire assembly point after each fire evacuation
- Must not use broken or damaged equipment or misuse, neglect or interfere with any facilities or equipment provided for their health and safety.
- To know and understand the special safety measures and arrangements that need to be adopted for their own work areas and ensure they are applied.
- To exercise good standards of housekeeping and cleanliness
- To observe standards of dress consistent with safety and or hygiene.
- Attend health and safety training where required
- Inform the Head Teacher if they are taking any medications that could impact on their or the pupil's safety.
- Must report all incidents and any near misses in accordance with the accident / incident reporting procedure and HSE RIDDOR Regulations
- To know and apply the emergency procedures in respect of fire and first aid.
- To cooperate with the school's appointed safety representative and any Health & Safety Enforcement Officer.
- Bouygues E&S premises officer or an appointed member of Bouygues E&S staff will test the fire alarms regularly and keep a log of them in the fire log book, reporting any failure to the appointed officer responsible.

Governors

- Must in conjunction with the Head Teacher, provide a safe and healthy working and learning environment for staff, pupils and visitors
- Must act in good faith and are required by Section 4 of HSW Act 1974 to take measures which are within their power to make sure that premises are safe and without risks to health.
- Have a statutory duty to comply with LA's health and safety policy, ensuring that a school policy exists, and that codes of practice and any other directions regarding the health and safety of staff, pupils and visitors are followed.
- With the Head teacher, monitor safety and security of premises.
- Should receive regular reports from the Head teacher and the facilities Manager on health and safety matters including accident and incident reports.
- Must ensure all activities under delegated budgets are carried out in a safe manner i.e. school equipment, maintenance and repairs, handling and transport of articles and substances.
- In conjunction with the Head Teacher, ensure staff receive suitable instruction and training to allow them to carry out their duties in a safe manner and without placing themselves or others at risk.

Teaching and Non-teaching Staff Holding Posts/Positions of Special Responsibility

- Have a general responsibility for the application of the authority's safety policy to their own department of area of work and area directly responsible to the Head for

the application of existing safety measure and procedures within that department/area of work. Advice or instructions given by the authority and the Head, including the relevant parts of this statement, shall be observed.

- Shall, where necessary, establish and maintain safe working procedures by carrying out risk assessments including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g. equipment, chemicals, boiling water, duplication fluid, guillotines).
- Shall resolve any health and safety problem any member of staff may refer to them and refer to the Head Teacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- Shall carry out a regular safety inspection and risk assessment of the activities for which they are responsible and, where necessary, submit a report to the Head Teacher.
- Shall ensure, as far as is reasonably practicable, the provision of sufficient information and instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.
- Shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Local Authority.
- Shall propose to the Head teacher requirements for safety equipment and on repair or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Class Teachers

- The safety of students in classrooms, and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge.
- If for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers s/he cannot accept this responsibility; s/he should discuss the matter with the Head Teacher before proceeding with the planned task.
- To exercise effective supervision of the students and to know the Emergency Procedures in respect of fire, bomb scare and first aid, and to carry them out.
- To know the special safety measure to be adopted in their own special teaching areas and to ensure that they are applied
- To give clear instructions and warnings as often as necessary
- To follow safe working procedures personally
- To call for protective clothing, guards, special safe working procedures, etc. Where necessary

Pupils

Where possible and appropriate to their level and disability pupils should:

- follow the school rules and in particular observe all the safety rules of the school
- follow the instructions of staff given in an emergency
- not misuse, neglect or interfere with things provided for his/her safety.

Safety Representatives

Safety Representatives from the school and Bouygues E&S will be consulted and communicated about any health and safety issues including policies, inspections, accidents etc. An important task of the safety Representative is to encourage co-operation between the school leadership, the representatives of Bouygues E&S and staff in the arrangements for health, safety and welfare on the school premises

Visitors

All visitors are expected to take reasonable steps to ensure they comply with the Health & Safety arrangements in Greenvale School including fire / emergency and safeguarding. Visitors will sign in and out of the school using the Inventory System.

Contractors

It is the responsibility of any contractors and their employees to comply with Greenvale's Health & Safety policy. Where contractors are employed by the school they must be vetted for their suitability and meet any relevant standards. Where possible all works will be carried out when pupils are not on site. All contractors will sign in and out of the school using the Inventory System.

First Aiders

The school's designated first aiders are listed in Appendix 1 and displayed in various locations around the school.

First aider will assist any staff, pupils and visitors that require some assistance in the event of an accident / incident. They will record all incidents and if necessary, arrange for an ambulance to be called. They are responsible for ensuring first aid kits are fully stocked and accessible.

School Nursing Team

The names of the school nursing team working at Greenvale are detailed in Appendix 1. The nursing team administer routine medications and liaise with parents regarding individual student health matters. The school nurse works with the parents / carers to ensure that individual care plans are created agreed and reviewed on a regular basis.

Fire Marshals

The fire marshals are members of the senior leadership team and admin staff. They receive regular training on the role and make themselves available in reception if available on the

sound of the fire alarm. The role of the fire marshal during an emergency evacuation is to sweep an allocated area of the building, assist people to leave and to report to the senior fire marshal.

Educational Visit Co-Ordinator (EVC)

The EVC will undertake the appropriate training which will enable them to undertake educational visits risk assessments. They will ensure all the health and safety risks have been identified and apportion suitable control measures.

See EVC Policy

Procedures for Elimination of Hazards

So that health and safety hazards are dealt with correctly and promptly, and minimised in the future, head teachers should to follow the procedures set out below:

- Matters which are the responsibility of the school, and the cost can be met from a delegated budget, should be put in hand by the Head Teacher.
- Other premises matters identified as the responsibility of Bouygues E&S or the responsibility of the LA will be referred to the Bouygues E&S Help desk or the service unit manager - Estate management. Statutory health and safety requirements are the responsibility of Bouygues E&S.
- The statutory health and safety requirements will be monitored by the school at weekly and monthly meetings with Bouygues E&S to ensure that all the requirements are completed on time and to be alerted to any possible failures that may require prompt action.
- The Head Teacher will consult with Bouygues E&S or the LA before making any decision regarding any area/apparatus reported as hazardous or possible health and safety implications for staff and students.
- There should be constant reassessment of the safety of premises / equipment / working practices and ongoing communication between Greenvale and Bouygues E&S staff
- There is no Asbestos at Greenvale School and a copy of the Asbestos register Ref No JFO/GMC/LEW/GV/L/2221/6096 is available from the facilities manager in the main office.
- It is the policy of the school that Greenvale staff should never work alone within the school building.
- Greenvale Staff are not to attempt to work from height within the school or grounds. Foot stools are available in all areas for staff to use with display work.
- Health and safety advice can be obtained where necessary by contacting the Health and Safety Advisory Section (Estate Management unit). Steve Carey of the Bouygues E&S health and Safety Team. Bill Poore the facilities manager is available to assist staff with any health and safety issues that may raise concern.

General Risk Assessment

The grounds and facilities risk assessments at Greenvale School are assessed by the facilities manager and Bouygues E&S. They are recorded on an on-going basis throughout the school year and record areas identified with known or possible safety concerns.

The assessments detail the potential hazards identified by the assessor and will grade the risk from one of the three categories which are High, Medium and Low ratings. The assessor will record the area of risk, the category of risk, the safety actions and control measures that have been put in place to reduce the risk.

Additional information regarding the assessment is also included in the assessment.

The assessment has a contents list which includes the school building and grounds risk assessments and also include: Minibus, smoking, school journey, and pregnancy at work, moving and handling, security and many more general safety assessments.

The school risk assessments will be reviewed on annual basis or sooner if there has been an incident or a significant change and signed and recorded by the assessor.

The risk assessment is available to view on file in the main office, the staff room and is also available to visit on computer in staff share/shared work- risk assessment.

Bouygues E&S also carry out risk assessments concerning the school building and grounds safety and the security of the premises and the assessments are available on request.

The facilities manager has carried out risk assessments.

Specialised Risk Assessments

Greenvale School and Bouygues E&S have produced a number of specialised risk assessments which include:

Pregnancy at Work: assessed by the School Business Manager

PE: assessed by the PE coordinator

Swimming visits and working with students assessed by the PE coordinator

School Journey risk assessments will be assessed by individual class teachers following inspection visits to plan the journey and will be supported by the EVC.

Hydro pool (general use by students and staff): The LSB coordinator

Hydro pool water temp, water quality, hoists, electrical & mechanical: Bouygues E&S

Legionella (water safety) assessed by: Bouygues E&S

Lightning: assessed by Bouygues E&S

Grounds Security: assessed by Bouygues E&S

Lifts maintenance: Bouygues E&S

Electrical & mechanical: Bouygues E&S

Gas safety: Bouygues E&S

Waste management: Bouygues E&S

Fire safety systems and equipment: Bouygues E&S.

Arrangements and Procedures

Accidents and Incident Reporting

- A record of all accidents and incidents in the school will be maintained by the school.
- All accidents and incidents will be reviewed on a weekly basis by the Head teacher and members of the Senior Leadership Team, and any corrective measures implemented to minimise the possibility of recurrence. The Head teacher is responsible for providing an annual report of all accidents/incidents and evidence of action to the governing body.
- Reported accidents to students are presented each term to governors of the Student Services Committee. The Finance and Resources Committee also receive a report detailing the accidents to Greenvale staff each term.
- Accidents to staff and students will be logged on the official accident (CS2) form. These forms should be given to the facilities Manager in the main office. Staff must be particularly careful to report and record all personal accidents and incidents in case there are complications later.
- Parents will be informed about accidents in writing in the home school contact book, even if it is a minor one.

Head Injury

- If a student has suffered a head injury. The school nurse, the special needs health care assistant or a trained first aider would examine the student and following consultation with the Head teacher, decide if further medical attention at the hospital is required.
- In all cases the parents will be informed about accidents and any action to be taken such as the hospital that the student will be taken. In all cases students will be accompanied to the hospital by a member of Greenvale staff.

CS2 Forms

- Staff that have been injured at work and have been absent from work for seven days or more will require in addition to the CS2 accident form a HSE's **F2508 Report** (RIDDOR) form will need completed. There are other incidents and types of accidents, that may also require reporting to the HSE. This form will be completed on line and a copy printed off and retained at the school which is available to staff on request.

Incident Reporting

- Student behavioural incidents should be recorded on CPOMS the computerised incident system.
- An incident may result in injury, property damage, and use of physical intervention
- Verbal threats and abuse by students should also be recorded on CPOMS

Physical intervention record book

- The book is available in the main office and is a permanent record is retained of physical interventions used by staff during a behaviour incident

See Accident / Incident Flow Chart – Appendix 3 and Accident reporting policy

Abusive Adults on Site

- Greenvale School serves the community. Our staff are part of this community and aim to provide fair and efficient services to all, regardless of race, gender, age, sexuality, religion or disability.
- In providing these services, our staff will not tolerate any abuse, be it verbal (including telephone conversations) or physical, racist, sexist or otherwise towards any member of staff, or anyone else in the community.
- Greenvale staff will challenge any such behaviour, and the local authority will support the school in taking action.
- When it is possible, special arrangements for a meeting with a potentially aggressive adult should be made in advance. This will allow time for an appropriate safe venue to be arranged and the Head teacher or the deputy Head teacher to be informed about the meeting.
- If the meeting takes place on an informal basis (i.e. spur of the moment) then efforts should be made to inform the leadership team that a meeting is about to take place.
- Avoid isolated areas of the school for meetings. Ideally the room selected for the meeting should have an alternative means of exit. Avoid situations where the parent is placed between the member of staff conducting the meeting and the exit. Information about parents with known aggressive behaviour should be provided to staff.
- Precautions to prevent the risk of actual injury from assault must be taken when dealing with adults that are known to be potentially violent or confrontational. This may involve another member of staff being in attendance or close by during a meeting.
- A two-way radio will be made available to the staff and there is an assistance button in every Classroom. A room could be designated for special consultation purposes with thought given to the layout and the furniture contents within the selected room.
- At the first sign of violence or the threat of violence. Withdraw to a place of safety. The School will call the police to escort the visitor from the school building.

Arrival & Departure of Students

- A nominated member of staff will coordinate the safe arrival and departure of the passenger service school buses and taxis.
- The daily arrival and departure of the students will be overseen by a member of the senior leadership team who will liaise with the nominated coordinator on matters of safety.
- All Greenvale, passenger service and taxi staff will adhere to the written arrivals and departures procedures to ensure safe practice.
- Arrivals and departure risk assessments have been carried out and are available in general risk assessments

See arrival and departure procedure

Asbestos

There is no Asbestos located within the school building or grounds at Greenvale School. The asbestos register details the removal of all asbestos from the present Greenvale site during the rebuild and is available in the main office for inspection.

Behaviour

Behaviour support plans detailing suitable strategies to manage behaviour have been created for students who may exhibit challenging behaviour. If staff are injured by a student they should record this on CPOMS and complete an accident form. Staff have been trained in Team Teach strategies, however should only use physical intervention as a last resort.

See Behaviour Policy & Guidelines

Car parking

Car parking on site is only permitted in designated secure parking areas. Vehicles must not park within the restricted yellow boxed area.

Contractors

- Contractors visiting the school and working on behalf of Bouygues E&S must obtain permission from the Bouygues E&S Premises Officer before commencing any work at the school.
- The Premises officer must liaise with the school before contractors can begin work that may cause disruption and disturbance during hours.
- Risk assessments should be carried out by contractors and control measures must be in place before work can commence within the school building or grounds.
- All contractors must sign in at the School Inventory System situated in the reception area. They must wear their visitor badges at all times when on the school site. The Inventory system gives information about fire and emergencies. The contractor will be provided with safe evacuation routes and assembly point information.
- Work must be conducted according to the Contractor site rules prepared by Bouygues Energies and Services and the health and safety guidelines laid down in this policy.
- All persons leaving the school must sign out before they leave the building.

Contractors working on behalf of the school will be managed, controlled and monitored:

- To ensure that the quality of the work and the methods and materials are agreed;
- To ensure that agreed safety precautions are being maintained so not to expose persons on the premises and others to risks from contractors working on site
- To make sure that contractors are fully aware of the nature of the school and the vulnerability of Greenvale students
- Contractors will be required to produce safety and welfare policies and safety procedures before any agreed work can proceed
- Detailed method statements and Permit to work systems will be required for potentially hazardous procedures. The school should seek advice and guidance from

Lewisham Council Health & Safety Advisor regarding potentially hazardous operations.

- To have in place Public liability insurance
- To have in place Employers Liability insurance
- To have in place Professional Indemnity insurance

The school has a duty of care to:

- Nominate a competent person to undertake health and safety responsibilities on behalf of the school
- To ensure that the appointed contractor is competent to undertake the work and has knowledge of relevant statutory provisions and health and safety requirements
- To make sure that contractors are aware of any health and safety risks on the school premises
- To ensure work activities do not endanger the contractors, students, employees or school visitors
- To liaise with the contractor and jointly work towards ensuring health and safety.
- To carry out a risk assessment for the proposed work
- To provide relevant copies of school health & safety policies and procedures e.g. fire and emergency safety procedures
- To ensure that contractors tendering for contracts have adequate insurances in place.

(See Managing Contractors Policy)

Contract Transport

- Home to school transport is provided by door 2 door and supervision of pupils while on the bus or in transit is the responsibility of door 2 door Transport.
- Procedures are in place for the safe arrival and departure of students using door2door transport.

In the event of a fire

- If the fire alarm is activated during times when students are arriving or departing on door 2 door transport. The door 2 door staff will ensure that the students already aboard their buses will be taken to a safer location away from the school building and await further instruction. Door 2 door staff and parents bringing in students from home should not attempt to bring students into the school building once the fire alarm has been activated.

Control of Hazardous Substances

Environment / Hazards

- All staff has a duty to report hazards and defects. These should be reported to the facilities manager and he will report the hazard or defect to the Bouygues E&S help desk.
- Bouygues E&S will record the details of the hazard and appoint the appropriate staff to respond to the reported hazard or defect.
- Staff are not permitted to bring in chemicals from home without prior permission from the Facilities Manager of Greenvale School and Bouygues E&S.

Risk Assessments

- The Facilities Manager of Greenvale School and Bouygues E&S have identified and compiled risk assessments for all hazardous substances used within the school building and grounds.
- The risk assessments are printed in the general risk assessment folder. The risk assessments may also be viewed on line in staff share.
- Bouygues E&S has prepared their own risk assessments and has safety procedures in place for controlling hazardous substances that may be seen on request.

Cleaning Materials

- Most of the hazardous substances used within Greenvale School are associated with cleaning; personnel hygiene and maintenance products used on a daily basis by the school and Bouygues E&S. Cleaning products should be locked in secure cupboards until required.
- When potentially hazardous products are delivered to the school they will be immediately stored in secure storage and these cupboards will have appropriate safety signage indicating hazardous chemicals are stored within.
- The Greenvale and Bouygues E&S staff working with potentially hazardous chemicals will be provided with appropriate overalls, face masks, rubber gloves and safety shoes if required when working with products such as floor stripper or bleach solutions.
- A COSHH list of the hygiene products used by Greenvale staff is on file and kept in the facilities manager's office in case of emergency and a wall chart detailing Hazardous substances safety signs are displayed within the School. Bouygues E&S has also prepared risk assessments and COSHH lists that are available on request to all staff.

Hydro chemicals

- Chemicals used to maintain the hydro pool are stored in a secure area at the rear of the hydro pool. This area is off limits to students and has a safety signage in place.

Personnel Hygiene Materials

- All the products used at Greenvale for personnel student hygiene will be immediately stored following delivery and locked in the laundry room and other secure storage units around the school which are clearly marked with warning safety signs
- The products used at Greenvale have had the COSHH details recorded and filed with the facilities Manager in case of emergency. Protective gloves and aprons and face masks are available at all times.

Science Materials

- At Greenvale School the only hazardous substances used for science experiments are a limited number of cleaning products which have been recorded on the COSHH list which is filed and available in case of emergency.
- All science stores and equipment are kept in a secure cupboard within the science room Protective gloves and aprons and face masks are available for use at all times.

Display Screen Equipment

- Any staff at Greenvale School that are identified as a significant Display Screen Equipment user, will be required to undertake a DSE Self-Assessment annually.
- Any issues identified will be referred to the DSE Assessor Bill Poore

See Display Screen Equipment Policy

Drugs and Alcohol

No member of staff shall:

- Report or try to report for work when unfit due to alcohol, drugs or substance abuse.
- Be in possession of illegal drugs whilst in school
- Consume alcohol or illegal drugs or abuse any substance whilst at work
- Report for duty having recently consumed alcohol or whilst under the influence of drugs.

All employees must inform a member of the SLT if any prescribed medication or drugs purchased by them from a pharmacy may for any known reason render them unfit to carry out their normal duties. Should this be the case the school will seek further medical advice as to the suitability of that person carrying out their work tasks.

In order to commence work with a zero alcohol level (and to comply with the requirements of this policy) it is strongly recommended that no employee should consume any alcohol the 8 hours before starting work.

If a staff member is suspected of being under the influence of alcohol or drugs he or she may be suspended immediately and escorted off the school site. The schools disciplinary procedure may be invoked.

Electrical Safety

Only equipment which has a current Portable appliance testing label should be used in school. Electrical safety checks of portable equipment will be carried out annually by appointed qualified personnel annually and electrical fixtures within the school will be checked by a Bouygues E&S approved contractor every five years.

Emergency Planning

- Fire risk assessment to be completed signed and dated.
- Fire evacuation procedures to be in place.
- Evacuation plan for relocation to another location. Bouygues/ School joint planning.
- Fire log in place in the main office showing recorded alarm testing, evacuation drills & fire alarm and equipment servicing.
- Emergency procedures for gas leaks, burst water pipes, bomb threats.
- Bouygues E&S staff to have received appropriate fire safety training.

Fire

- An annual written Fire risk assessment and school inspection of the school is conducted by a competent person and any actions identified.

- If fire is discovered the nearest fire alarm should be operated. Each classroom has displayed written details of emergency exit routes and information about a fire evacuation assembly point. The school administration officer or her deputy will alert the Fire brigade and collect registers to ensure all who are on the premises are accounted for.
- Fire drills will take place a minimum of once each term are conducted by the Bouygues E&S team.
- All fire equipment is regularly inspected and maintained by an approved contractor on behalf of Bouygues E&S.

Fire / Safety Emergency Planning

- Fire warden training for the evacuation of the school has been provided by Bouygues E&S for Greenvale staff and will work in Co-operation with the Bouygues E&S senior fire marshal and his team.
- Fire evacuation procedures have been agreed with Bouygues E&S and are in place
- Emergency business continuity plans have been prepared and confidential information and student/staff data required in an emergency has been backed-up on the server.
- Arrangements for relocation in case of an emergency evacuation have been agreed with Forster Park School.
- Regular fire drills are carried out each term.
- Emergency procedures covered are: Fire, Gas leaks, burst pipes, bomb threats and flu pandemic.
- Firefighting equipment is annually serviced by an approved contractor and monitored by Bouygues E&S.
- Fire risk assessments for specific areas and safety measures are in place.

See Emergency Evacuation Policy

First Aid

- First Aid boxes are provided in each classroom and in the medical room, staff room, main school office and the school minibus and car.
- There is an appointed trained first aider who is responsible for ensuring that First Aid boxes contain only approved supplies and is kept up to date and complete.

Emergency Procedures

- In the case of illness or accident, staff should follow the accident and first aid guidance
- If an ambulance is called, a member of staff should accompany the student in the ambulance.
- Accidents should be reported and recorded by the senior member of staff present when the accident occurred. Accident forms should be given to the Facilities manager in the main office.

See First Aid and Accident Reporting guidance /policies

Gas

The gas oven heaters in the kitchen are inspected annually by an approved gas safety contractor appointed by Lewisham Council School Catering Team. All Gas pipes at Greenvale have been painted with yellow paint to indicate gas supply. Any report of a gas

smell is immediately reported to the Bouygues E&S help desk who will immediately contact the Gas service provider for inspection. All gas appliances and boilers will be serviced by a competent contractor on an annual basis.

Hydro Pool

- A hydro pool/swimming risk assessment has been completed by the school and hydro pool safety guidelines have been produced.
- Staff using the pool should always follow the safety procedures
- Bouygues Energies & Services ensure that water testing is carried out on a daily basis and hydro pool emergency remedial action procedures are in place.

See hydro pool guidelines

Infectious Diseases

Staff should always follow infection control procedures as detailed in the staff handbook and the Personal and Intimate Care Policy in order to prevent the spread of infectious diseases.

See Infectious Diseases Policy

Information – Health & Safety

A copy of the health and safety policy, risk assessments and safety procedures will be kept for open inspection in the staffroom and is available on the school network.

Further advice can be obtained from the Head teacher, Deputy Head or the Facilities Manager.

Inspections/Audits/Meetings

- A meeting between Greenvale and Bouygues E&S staff is held on a weekly and monthly basis to discuss premises issues, statutory maintenance and health and safety matters. These meetings are recorded. Health and safety matters are also discussed at weekly staff briefings, leadership, class and staff meetings.
- An inspection and a recorded risk assessment of the premises to identify health and safety issues will be carried out by the Bouygues E&S premises officer on a six-monthly basis. There is also a daily routine safety inspection carried out by Bouygues E&S staff of all areas of the School and grounds.
- The school Facilities manager will make weekly inspections of the school and grounds before the weekly meeting with Bouygues E&S and report his findings.
- Health and safety inspections are undertaken on a regular basis by the LA and health and safety adviser

Life skills and Practical Rooms - Including the Gym

- Guidance on safety in these areas is contained in separate "notes of guidance".
- These are entitled:
- "Applying safety principles in the Gym environment"
- "Safety regulations for the teaching of swimming at Greenvale"
- "Safety in the Life skills Room"
- Copies of these notes can be obtained from the Head teacher

Lifts

- The two lifts used at Greenvale are inspected every three months and there is a six monthly (LOLER) Lifting Operations lifting Equipment Regulations service inspection carried out by Temple lifts.
- There is a weekly communication check carried out by Bouygues Energies.
- The school has installed a swipe card access system to prevent unauthorised access. Bouygues Energies & services premises team have received lift evacuation training. The lifts are both fitted with an assistance call alarm in case of emergency.
- There is a six-monthly safety compliance inspection of the lifts carried out on behalf of the authority by a company called Bureau Veritas.

Manual Handling

- Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments completed by a competent person. Staff should seek assistance from the Facilities Team when attempting moving heavy loads.

See Manual Handling Procedure

Manual Handling of Students

- The school has a manual handling trainer.
- All new staff receive moving and handling training
- Arrangements have been put in place to provide a monthly manual handling training induction sessions for new school and agency staff

The manual handling training includes:

1. Hoist/Sling checks
 2. Effective communication with the student.
 3. Helping students achieve more and to be as independent as possible.
 4. Anatomy of the Spine/care of back
 5. Practical training in manual handling equipment.
 6. Moving & Handling.
 7. Appropriate clothing and footwear.
- All manual handling training is recorded and signed by the member of staff
 - Individual Student manual handling risk assessments have been completed and are available on Teacher Share folder on the school network.
 - Arrangements are in place for six monthly safety inspections of mobile hoists and individual student slings
 - Overhead hoists are serviced by a professional company every six months

Medications

At Greenvale medication is administered by the school nursing team or very occasionally a member of the leadership team. Occasionally other staff are given permission to administer medication; for example on school visits. All staff are trained in the administration of emergency medication and this is always given with a second adult present.

- All medications are stored in a locked medication cupboard located in the medical room.
- Where a student has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.
- Any medication administered will be recorded and signed for.
- All medications are now sent home on the last day of the summer term therefore no drugs are stored on school premises over the summer school holidays.
- Medication that is out of date is sent home for parents to dispose of
- Medication will only be given if parents/carers have given their permission in writing.
- Medication will only be administered from original containers which indicate that they are prescribed for the specific student.
- Medication must never be left unsupervised and must always be locked away after use.

See Supporting Pupils with Long Term Medical Conditions Policy and Allergies and Intolerances Policy

Minibus

Safety checks are in place to ensure that all Greenvale minibus drivers:

- Has the appropriate driving licence entitlement to drive the school minibus
- Undergoes initial assessment of ability to drive a minibus
- Undergoes a re-assessment if involved in a blameworthy collision, receives a fixed penalty or is prosecuted for a motoring offence or a concern about their driving is raised.
- Receives practical driver training in a minibus, as necessary under the conditions in which they are likely to drive the minibus.
- Understands his or hers responsibilities
- Has a clean driving Licence
- Are medically fit to drive a School vehicle
- Ensure all drivers are well rested before driving and take rest breaks on longer journeys
- Always carries a suitable form of identification

Weekly safety checks are in place and conducted by an appointed member of staff to ensure that the minibus and school car are both roadworthy. Safety checks include:

- Oil level, coolant level, windscreen washer level, brake fluid level
- Lights
- Tyre pressures and tyre tread condition
- Doors opening and closing correctly
- Tail lift working correctly
- Mirrors in place, clean and adjusted
- All functions on the dashboard working correctly
- Breaks including hand break
- Lights and indicators
- Wipers and washers

- Fuel level
- Seat belts in good order
- Minibus seats locked in place correctly
- First aid kit in place
- Wheelchair restraints in place and in good order

An appointed member of staff will be responsible to ensure that all necessary motor vehicle statutory safety requirements are put in place and recorded. These include:

- Vehicle licence tax for minibus and school motor vehicle
- MOT test certificate for minibus and school motor vehicle
- Servicing and repairs of the vehicles
- Tail-lift six monthly statutory thorough examination and service and weight test
- Minibus and motor vehicle insurance
- Ensure all minibus drivers have the appropriate licence to drive the school minibus and motor vehicle

An appointed member of staff will maintain all necessary documentation associated with the minibus and school motor vehicle which includes:

- Records of current minibus and car driver licences
- Tail lift examination and service sheets
- Minibus and motor car insurance
- MOT test certification
- Service record history and repairs
- Carry out driving for work and minibus safety risk assessments

See Minibus Policy

Movement of Students Around the Building

- Teachers are responsible for arranging appropriate levels of supervision when students are moving around the building.
- Specific guidelines on moving non-ambulant students and managing wheelchairs are contained in the staff handbook.

New Staff

- New staff will be subject to an induction process which will include health and safety issues.
- All new staff will receive copies of the health and safety policy and any relevant procedures that may affect their health and safety including the staff handbook.

See Health & Safety Induction Procedure

Oxygen Storage

There are two areas of the school that have been designated as safe areas to store oxygen. These areas have been safety inspected and approved by the LA fire consultant and detailed in the Fire Risk assessment. An oxygen storage risk assessment is in place and oxygen safety signs are displayed in both areas.

See Fire Risk Assessment and General Risk Assessment

Personal Protective Equipment

- Arrangements are in place for two resource support assistants who will have the responsibility for the procurement, management/ distribution of personal protective equipment used in the prevention of bacterial infection.
- The personal protective equipment includes purchasing disposable aprons, gloves and other hygiene supplies which will be used by staff during student personal care.
- The school also provides protective equipment for garden maintenance, Life skills, art, hydro, arrivals and departures of vehicles, school visits and the maintenance of the school premises.

Pregnancy

Staff are encouraged to report pregnancy as soon as they can in order for them to be provided with the general pregnancy risk assessment document and appropriate guidance, also if necessary to enable the school to conduct an individual risk assessment.

See general pregnancy risk assessment

Staff Training

Staff receive regular health and safety related updates at staff briefing and staff meetings. Throughout the school year there is a range of health and safety related training provided to staff.

Stress

Harmful stress reduces performance, creativity and productivity. It is therefore necessary to develop procedures, training measures and support systems to help staff understand and recognise the nature and cause of stress and take positive steps to manage stress effectively. The School has provided membership to an employee assistance programme for all staff. This service provides support in a range of matters both personal and work related. The programme will support the school in assisting with the responsibilities as outlined in this document.

See Stress Management Policy

School Trips / Off Site Visits

- The school has an EVC
- Staff have received training and regular updates on planning visits
- Staff complete visit and individual risk assessments ahead of the visit which are checked and signed off by a member of the SLT

See EVC policy

Statutory Maintenance

- All statutory maintenance work will be recorded by Bouygues E&S and reported to the school by Bouygues E&S at the weekly meetings held to discuss premises issues.

- Any failures detected following the statutory safety inspections must be reported to the school and a plan of action should be put in place to resolve the fault as soon as possible.
- The school will monitor the progress of the action through weekly and monthly meetings with Bouygues E&S.
- Annual Portable electrical appliance testing and maintaining records.
- Annual maintenance programme to be in place
- Fixed wiring testing (every five years)
- Gas appliance servicing and maintaining records.
- Servicing lifts and maintaining records.
- Water safety tests

See Statutory Checks / Risk Assessments List – Appendix 2

Supervision of Students

General arrangements for the supervision of students are given in the staff handbook.

Waste

- Greenvale School will comply with the government legislation regarding the management and safe disposal of waste matter.
- Greenvale School has a waste management policy, risk assessments and written waste procedures in place.
- Every effort will be made to reduce where possible the waste generated by the school and endeavour to recycle waste materials to protect the environment.

See Waste Management Policy

Welfare of Staff & Students

- Various supportive school management structures in place
- Appointed First Aiders (information displayed)
- Medicine policy in place
- Accident/incident/illness statistic reviewed
- Violence and aggression statistics reviewed
- Anti-bullying policy in place
- No smoking policy in place
- Disabled access is available to all areas
- Student sickness procedures are in the staff handbook
- Student and staff risk assessments and control/safety measures in place

Working at Height

Greenvale staff members are requested not to attempt to work from height. The school has provided kick steps to all areas of the school building to be used to aid staff with school display work and in the management of resources that may be sited above head height.

See Working at Height Policy

Working Alone

- Greenvale staff will not under any circumstances be working in the school alone.
- Greenvale staff may only gain entry to the school outside the agreed normal school hours with the permission of the Head Teacher and Bouygues E&S.
- Staff working on site during the school holidays must sign in as normal and make their presence known to the duty premises officer or security staff.
- The school recommends that you give the premises staff your likely working area within the school and a possible indication of your likely departure time.
- Staff should not attempt to engage in work that could be considered hazardous such as working from height. Greenvale staff should switch off all electrical appliances after use and lock any external doors and windows that have opened during the day by staff.
- All staff must sign out as normal and if possible, inform the premises officer of your departure.

See Lone Working Policy

School Events

When organising school events (disco, concert etc.) the event organiser will be responsible for preparing a short-written assessment of the activities/ attractions that make up the event. All the potential hazards that could occur must be listed – remembering any materials, structures or machinery that might add to the risk of the event, such as ladders, water, fuel containers etc. Each activity at an event will have its own special hazards which could affect all or particular groups of visitors (i.e. unsupervised children, pregnant women, older people). These risks must be considered and a decision taken and recorded on how the risks can be reduced/managed and the precautions to be taken listed. All events should have an appointed safety officer and all staff/helpers given specific, named responsibilities with potential hazards/precautions listed. Additionally, an emergency plan also needs to be created. The plan should include what action should be taken, who will coordinate, who should be called and how staff will be informed (this may include the use of coded messages). Staff/helpers should be instructed on emergency procedure and their responsibilities. When preparing the site, consideration must be given to the safety of structures and wiring, escape routes and exits for evacuation, first aid, cash handling arrangements, availability of water, checking and servicing of toilets, waste disposal, tripping hazards and food hygiene.

Appendix 1

School Staff and organisations with specific roles and responsibilities referred to in the policy

Head Teacher: Lynne Haines
Deputy Head Teacher: Elizabeth Smith
School Business Manager: Ann Sharp
Facilities Manager & Safety Representative: Bill Poore
School Nurse: Hannah Caspar
Special Needs Nursing Assistant: Marilyn Rogers

Qualified First Aider(s): Rebecca Pyke
 Jade Bowes
 Stephanie Delfino
 Annette Stone

Fire Wardens (s):

 Lynne Haines
 Elizabeth Smith
 Ann Sharp
 Aaron Collins
 Lina Avila
 Emily Garside
 Bill Poore

Educational Visits Co-ordinator: Aaron Collins
Manual Handling trainer: Gideon Asare
Facilities Management: Bouygues

The Governors

Thomas Webb (Chair of Governors)
Alice Cairns
Tim Warner
Jane Alltimes
John Cope
Anne Haire
Rupert Bateson
Adelere Adedeji
Edleen John
Aaron Collins
Jade Bowes

Appendix 2

Greenvale School **Health and Safety Responsibilities** **Risk Assessments & Safety Procedures/Control Measures.**

The risk assessments compiled by the school will be reviewed following an accident, change in personnel, building works or other incidents that could indicate that procedures are not working or require changing. Risk assessment procedures should be reviewed annually. General school risk assessments associated with the premises are compiled by the facilities Manager.

Specific areas listed below for assessment are compiled by Greenvale staff with an appointed responsibility or experience in a particular class, group or area.

Specific risk assessments, safety procedures and control measures

- Health and safety policy reviewed annually
- Policy briefed to staff.
- Educational visits RA and Safety procedures compiled by the Visits Co-ordinator Lynne Haines
- Physical education RA and safety procedures in place.
- PE equipment annual safety test certificate.
- Swimming/ Hydro RA and safety procedures in place
- COSHH RA and safety procedures
- Mobile hoist RA safety inspection and control measures
- Moving and handling risk assessment and safety procedures
- Workstation DSE assessments compiled by trained assessor.
- Office RA and safety measures
- Individual student risk assessment
- Individual staff risk assessment
- Annual self-audit completed.
- Procedures for safety management
- Music and drama RA and control measures
- Minibus RA and control measures

- Life skills RA and control measures
- Art room RA and control measures
- Work skills RA and control measures
- ITC room RA and control measures
- Teacher prep room RA and control measures
- Science RA and control measures
- Interactive room RA and control measures
- Grounds RA and control measures
- Classroom and group room risk assessment and control measures
- Office RA and control measures
- Dining areas/ School meal times RA and control measures
- Manual handling of stationery supplies
- Consultation with parent's RA and control measures
- General school risk assessments
- Asbestos register retained (no Asbestos action to be taken)
- Bathroom RA safety measures
- Changing room RA and safety measures
- Toilet/disabled toilet safety measures
- Shower RA and safety measures
- School ladder safety measures
- Lift safety and control measures.

Bouygues E&S Statutory Health and Safety Responsibilities Risk Assessments and Safety Procedures

Risk assessment and Procedures are to be carried out by nominated members of Bouygues E&S. Risk assessments will be reviewed following an accident, change in personnel, building works or other incidents that could indicate that procedures are not working. Risk assessments procedures should be reviewed annually.

- Annual maintenance programme to be completed (AMP)
- Asbestos (no action to be taken)
- Bouygues E&S manual handling RA and procedures to be in place.

- Legionella RA to be completed and safety procedures to be in place.
- Air conditioning units six monthly maintenance and safety testing to be recorded.
- Testing drinking water annually and retaining the test data.
- COSHH RA to be completed and procedures in place.
- Security RA to be completed and safety procedures in place.
- Trespasser prevention procedures to be in place
- Procedures for afterhours use of school /lettings/ holiday occupancy
- Working from height RA and safety procedures to be in place for relevant Bouygues E&S staff.
- Ladder safety training and safety procedures to be in place
- Contractors working on site risk assessment and safety procedures to be in place.
- Lone working in school RA and procedures to be completed.
- Radiation sources – local policy to be in place if appropriate to the school location.
- Playground areas to be risk assessed with safety procedures in place and routine inspections of the school grounds.
- Boiler room safety RA and control measures to be completed
- Deliveries to school to be RA: Security and manual handling/ parking issues.
- Vehicle movement on property RA/ Procedures during school hours.
- Grounds maintenance RA including the safety monitoring of trees.
- Electrical installation RA, safety procedures to be in place.
- Lightning RA and installation safety inspections to be in place.
- Pest control RA and health and safety procedures to be in place
- General maintenance and repairs RA and safety procedures for working during school hours to be in place.
- School cleaning RA, COSHH, training and safety procedures
- Electrical appliances around the school that are the responsibility of Bouygues E&S are to be maintained and safety tested by a qualified engineer.
- Lighting must be monitored and maintained and reported faults to be recorded and repaired by a qualified engineer.

- Heating and ventilation to be monitored and maintained and faults to be recorded and repaired by a qualified electrical engineer.
- Written Smoking policy for Bouygues E&S staff working at Greenvale.
- Safety procedures and risk assessment for replacing broken window panes of glass. And the general handling of glass within the school.
- Safety procedures for the temporary storage and removal of general refuse from the school.
- Safety procedures for the temporary storage and removal of recycling materials from the school site
- Hydro pool safety procedures to be in place. Daily inspections of the pool side area and water temperature and PH levels are recorded daily. Information about temperature levels are posted daily on the white board outside the pool.
- Staff safety including general RA, safety procedures, Pregnant Workers and Access for disabled workers.

Appendix 3

Accident Flow Chart

See attached