

The Crabtree Academy Trust Crabtree Lane,
Harpenden, Herts. AL5 5PU



Crabtree Infants' School
Headteacher: Mrs Sally Patrick

Crabtree Junior School
Headteacher Mr Ian Patrick

Health and Safety Policy	
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The governing body shall conduct the school with a view to promoting high standards of educational achievement
Crabtree Academy Trust is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

The Crabtree Schools will promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and will actively challenge pupils, staff or parents expressing opinions contrary to fundamental British Values, including 'extremist' views.

Version	Date	Notes
V1.0	October 2015	Approved by Board of Directors

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1. Statement of Intent

The Directors of The Crabtree Academy Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the Trust's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in Section 3.

The policy will be brought to the attention of, and/or issued to, all members of staff (a reference copy is kept in the DB Primary Policies community and a hard copy in the headteacher's office in both schools).

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

The Trust aims to provide a secure, safe and healthy environment for its employees, pupils visitors and other users of the Academy premises. This Health and Safety Policy can only be successfully implemented with the full cooperation of everyone concerned: the prevention of accidents and hazards is a key responsibility for every member of the school community. The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the Trust community and an awareness of the fabric and appearance of the building will be demonstrated by pupils and employees on a daily basis.

2. Organisation

As the employer, Crabtree Academy Trust has overall responsibility for Health and Safety at Crabtree Infants' School and Crabtree Junior School.

All **employees, pupils** and **visitors** to the schools will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

Duties and responsibilities under this policy have been assigned as set out below.

2.1 Responsibilities of the Trust

- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the school;
- Reviewing the Trust's health and safety policy annually and implementing new arrangements where necessary;
- Providing appropriate resources within each school's budget to meet statutory requirements, procedures and standards;
- Receiving from the Headteachers and Business Manager reports on health and safety matters and reporting of any hazards which the schools are unable to rectify from their own budget;
- Seeking specialist advice on health and safety issues which the schools may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the schools;
- Ensuring that, when awarding contracts, health and safety is included in specifications & contract conditions.

2.2 Responsibilities of the Local Governing Bodies

- Ensuring implementation of the Trust's health and safety performance;
- Monitoring, reviewing and evaluating the school's health and safety performance.

2.3 Responsibilities of the Headteachers

Overall responsibility for the day to day management of health and safety within each school rests with the Headteacher.

As manager of the school and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Ensuring effective health and safety management arrangements are in place for undertaking risk assessments, carrying out regular inspections, implementing actions and submitting inspection reports and other appropriate health and safety information to the governing body and other bodies where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people, including contractors;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training on health and safety issues;
- Carrying out health and safety investigations;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to HCC any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition and that there is no misuse of thereof;

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the school.

In the absence of the Headteacher, responsibility for Health & Safety rests with the most senior member of staff available.

2.4 Responsibilities of staff holding posts of special responsibility: Deputy Head, Inclusion Manager, Teachers and Site Manager

- Apply the school's Health and Safety Policy to their own area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the CSF, CLEAPSS, DCFS, BAALPE etc., and ensure that all staff they line manage are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems for which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;

2.5 Responsibilities of employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities both. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the School's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

2.6 Monitoring and review

Health and Safety risk assessments shall be carried out termly in accordance with the arrangements set out in Section 3.1 and recommendations or matters arising from those inspections reported to the governing body.

This policy shall be reviewed annually.

3. Arrangements

3.1 HEALTH AND SAFETY INFORMATION & TRAINING

Communication of Information

The Health and Safety Law poster is displayed as follows:

Crabtree Infants' School.....Site Manager's Office

Crabtree Junior SchoolReprographics room

Health and Safety Training

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and for identifying the health and safety training needs of staff.

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height, etc.)
- refresher training where required.

Training records are held by each school office. The school office staff in conjunction with the Headteacher are responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed timelimits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line manager's attention to their own personal needs for training unless they are confident that they have the necessary competence.

3.2 HEALTH AND SAFETY MONITORING AND INSPECTION

The Site Manager, Premises Governor and the Headteacher meet at least once a year to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

A general workplace inspection of the each school's site will be conducted termly and be undertaken by the Site Manager and may also be attended by the Premises Governor. A written report will be submitted to the Headteacher and Resources Committee. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher

The Site Manager and Premises Governor will complete the Annual Health and Safety Checklist.

Advice and pro forma inspection checklists can be found on the [The Grid](#)

Class teachers will conduct ongoing monitoring inspections of their classrooms and immediately report any defects or hazards to the Site Manager.

3.3 RISK ASSESSMENTS

General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching, premises and one off activities) will be co-ordinated by the Headteacher following guidance contained in the [Education Health and Safety Manual](#)

All risk assessments are available for all staff to view and are held in the Headteacher's Office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the Headteacher or Inclusion Manager as appropriate.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

Pregnant Worker / New or Expectant Mother Risk Assessment Guidance

Assessments on new and expectant mothers will be undertaken by the Headteacher following guidance contained in of the [County Health and Safety Manual](#).

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

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

The HCC generic risk assessment is meant as a guide only to issues to be aware of when undertaking a risk assessment for pregnant workers.

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

It is important that the pregnant worker is involved in the risk assessment process to ensure all the relevant facts and issues are covered.

It is also important that the risk assessment is reviewed on a regular basis, this may have to be increased as the pregnancy progresses.

It is important to remember that the definition of 'new or expectant mother' means a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding. 'Given birth' is defined in the regulations as 'delivered a living child or, after 24 weeks of pregnancy, a stillborn child'.

If the risk assessment identifies hazards that cannot be eliminated or reduced sufficiently the pregnant worker's duties should be adjusted appropriately to ensure they are. If that cannot be achieved locally, the pregnant worker should be re-deployed for the duration of the pregnancy to a safer environment, if this cannot be achieved the legislation requires the pregnant worker to be suspended from work on maternity grounds.

NB Ensure Human Resources are contacted for advice and guidance on this issue.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by a member of the Senior Leadership Team or by the appropriate Subject Leader or Class Teacher using the relevant codes of practice and model risk assessments developed by national bodies and will be approved by the Headteacher.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and evaluated according to the severity of risk highlighted on the risk assessment form

Model risk assessments for science and DT are available from CLEAPSS. In addition the following publications are used as sources of model risk assessments:

- Make it safe (5th edition) NAAIDT
- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE, 2011.

Use of Food Technology Area, Food Handling and Hygiene

- Supervising member of staff will have food hygiene qualification
- Size of the group working in the area will be determined by the type of activity in hand.

- All children working with food should be checked for allergies.
- Attention must be paid to the cleanliness of the working area.
- All children should be instructed in personal hygiene associated with food handling.
- All equipment used must be regularly checked for correct operation.

Staff must ensure that in any activity when children are handling food, whether at lunch or within food technology work, children wash their hands thoroughly. It is beneficial if this situation can be supervised whenever adequate resources for this exist, so children learn the importance of hygiene and of washing their hands thoroughly.

Younger children frequently need reminding of the need to flush the toilet and wash their hands thoroughly after they have used the toilet and any adult witnessing a child exiting from a toilet without performing these actions should remind them of this.

Safe Play in the Playground (Crabtree Infants')

- Play areas to be checked each morning for foreign objects and any overnight damage.
- Before an area is used by children, member of staff should check the area. An assessment needs to be made as to whether the weather conditions present a hazard in anyway.
- No child shall enter a play area without an adult present.
- Wellie boots should be encouraged when conditions dictate.
- In wet conditions the play park and decking should not be used and play should be encouraged under the canopy.
- Children must not play on the steps leading to the Junior School or play out of sight of the adult in charge nor go over the blue lines at sides of the playground.
- A group of children should be organised to clear equipment away and return it correctly to the shed.
- The bell is rung at the end of play time: all children should Stop, Look and Listen.
- On the second bell all children line up.

Safe Use of Robin Hood Trail (Crabtree Infants')

- This area is provided for curriculum use and for play.
- Before use by the children, a member of the staff should check the area to ensure there are no hazards or undesirable objects. An assessment needs to be made whether the weather conditions present a hazard to the children's safety in anyway.
- No child should enter the trail unless they are being supervised by an adult.
- Children should be reminded that they are on uneven paths and they must take care when walking.
- There are no handrails along the trail, and staff need to make children aware of the ditch on one side of the trail.
- The exit to the trail is up a steep grassy slope onto the field. Staff need to ensure the children wait at the exit for the member of staff, and no children stay unattended in the trail.

Safe Play in the Playground (Crabtree Juniors)

- Play areas to be checked each morning for foreign objects and any overnight damage.
- Before an area is used by children, member of staff should check the area. An assessment needs to be made as to whether the weather conditions present a hazard in anyway.
- No child shall enter a play area without an adult present.
- Children must not play on the steps leading to the Infants' School or play out of sight of the adult in charge nor go over the blue lines at sides of the playground
- A group of children should be organised to clear equipment away and return it correctly to the shed
- The bell is rung at the end of play time: all children should Stop, Look and Listen.
- On the second bell all children line up.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#).

The fire risk assessment is located in fire book and reviewed on an annual basis.

Fire Instructions

Fire evacuation procedures are made available to all staff and included in each school's induction process for new employees.

Emergency exits, fire alarm call points, assembly points, etc. are clearly identified by safety signs and notices.

Emergency Procedures

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in file in Site Manager's office and a summary posted in each classroom.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Headteacher and provided to HCC upon review.

Fire Drills

Fire drills will be undertaken termly, and a record kept in the Fire log book; kept by the site manager

Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should be made aware of the type and location of portable firefighting equipment.

Details of service isolation points – see *Appendices 1 and 2*:

Junior School

Gas – Kitchen isolation valve in external store cupboard (next to cook's office)

Gas – Main School isolation valve in external store cupboard (opposite boiler house)

Electricity – Main School and Mobile unit switches both in electrical intake room (off the Dining Room next to the drinking fountain). There is also a switch for the Mobile unit in a cupboard at the back of the Library.

Water – Stopcocks at the back RH side of the boiler house. Meter under manhole cover RH side of exit gate

Infant School

Gas – Kitchen isolation valve located on wall to the left of the large window.

Gas – Main School isolation valve in external store cupboard at front of school in gated entrance area to the kitchen.

Electricity – Main School and Mobile unit switches located in cupboard (double wooden doors) in library area next to the double doors leading to the hall.

Water – Stopcocks located inside entrance lobby on left hand side marked 'stopcock'. Meter is located 3 metres inside double gates at the front of the Infants' School (that lead to the disabled parking bay) next to perimeter fence.

Details of chemicals and flammable substances on site

An inventory of these will be kept by the Site Manager as appropriate, for consultation.

3.4 INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT

Testing of the fire alarm system

Fire alarm call points will be tested weekly in rotation by the Site Manager and a record kept in the fire log book. This test will occur on random days and times each week.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer:

Crabtree Infants' School	Mouchel Parker – 0800 547547
Crabtree Junior School	Active Security Group – 0800 731 2361

Alarm maintenance contracts are in place as follows and the systems tested annually by the contractor.

Crabtree Infants' School	} Plowright Hinton – 01707 336969
Crabtree Junior School	} Active Security Group – 0800 731 2361

Inspection of firefighting equipment

Annual maintenance service of all firefighting equipment is undertaken by: Crabtree Infants' School Chubb Fire and Security – 0844 879166 Crabtree Junior School Fireguard Services Ltd – 01582 469000

Weekly, the Site Manager checks that all firefighting equipment is available for use and operational and for any evidence of tampering. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Kidde (Infants') or Fireguard Services Ltd (Junior).

Emergency lighting systems

These systems will be checked for operation monthly in house by the Site Manager and annually by:

Crabtree Infants' School	} Plowright Hinton – 01707 336969
Crabtree Junior School	} Fireguard Services Ltd – 01582 469000

Test records are located in the site's fire log book.

Means of escape

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

3.5 FIRST AID AND MEDICATION

First aid boxes

First aid resources are located at the following points:

Infants' School

Reception: one inside and one outside classroom
Year 1: in cupboard in Creative Area
Year 2: one in each classroom
Additional box for outside play kept in girl's toilets

Junior School

Medical Room
Resources Room

A teaching assistant is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

A list of qualified staff can be found on both the office and staffroom noticeboards and these individuals are available to provide first aid.

Whole School emergency first aid training is provided for all staff every three years.

The Headteacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Accident reporting – see Section 3.8

All accidents/incidents involving first aid will be recorded in the Accident Book and a copy of the entry sent home to parents.

For more serious accidents/injuries, the schools will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

Transport to hospital:

If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Useful contact numbers

Schools' nurse: 07827 233064 (Janie Davies)

NHS Direct: 111

St Albans Minor Injuries Clinic: 01727 897182

Administration of medicines

Where children need to have access to emergency medication, e.g. asthma inhalers, epi- pen etc., it will be clearly labelled and kept in the classroom cupboard (Infants') / staff room (Junior). A list of children with chronic medical needs is kept on the staffroom/H&S notice board.

Medication will only be administered in accordance with the Trust's policy on Managing Medicines in School.

Medicines stored in school remain the responsibility of the parents, who must ensure they are in date and correctly labelled.

Staff receive specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate.

Health Care Plans

Health care plans are in place for those pupils with complex medical needs, e.g. chronic or ongoing medical conditions (e.g. asthma, diabetes, epilepsy, anaphylaxis etc). These plans are reviewed annually by the Headteacher and written precautions / procedures made available to relevant staff.

First Aid Procedures

Treatment of minor injuries should be treated with water and sterile gauze.

Children should be asked if their parents would use plasters on their cuts and grazes at home before applying a plaster, in case of allergy. Gauze and micropore tape can be applied instead.

HCC guidance on Protection from Blood borne viruses and basic infection control will be followed.

Stings and splinters may be removed at the discretion of a First Aider.

All bumps to the head must be investigated. For Infant pupils, if it has been necessary to apply ice, a yellow 'bump' sticker must be attached to the child and the teacher informed so that the child can be observed for any signs of concussion.

A child's temperature should always be taken if he/she appears unwell (forehead thermometers are available in the first aid cupboard).

Anaphylaxis

It is essential that any child who is at risk of anaphylactic reaction is aware of the seriousness of their condition and the steps they must take to avoid harm.

Epipens or Jext pens must be held on the school premises in the classroom cupboard (Infants') / staff room (Junior). All staff will be offered training in order that they can administer the drug if necessary. A list of staff who have received training is kept in the Safeguarding file in the Headteacher's office.

Fractures

Children can be readmitted to school only once the doctor has recommended this, and it has been agreed by the Headteacher.

Parents must provide a letter indicating the nature of the injury, and any recommendations for special care suggested by the doctor. These must be discussed and agreed with the Headteacher before the child is readmitted to school.

The child must be aware of the limitations that need to be placed on them temporarily and agree to comply with these for their own health and safety.

If there is a need for the child to be lifted, this must be the responsibility of the parents as no staff are trained in lifting techniques.

Headlice

Parents are asked to inform the school if they find their child has head lice. A letter is then sent to all the parents of children in that year group informing them headlice have been found and informing them of the treatment currently being suggested by school health department.

Communicable Diseases

If the school has any concerns about a child's health while they are in school staff should consider contacting the parents with a view to sending the child home. (Many illnesses are infectious before a diagnosis can be made). The Health Protection Agency (HPA) provides details on recommended exclusion periods for the more common communicable

diseases in **Guidance on Infection control in Schools**. A poster with this information is displayed in the Medical Room (Junior) and on the back of the office door (Infants).

Unwell children

Children who are not fully fit to learn should not be at school. However, if a child has had a long illness or been hospitalised, it is necessary for them to readjust to school gradually to prevent excessive tiredness. Parents should discuss and agree with the Headteacher an agreed pattern of attendance during the rehabilitation time. This should be confirmed in writing.

If any child is absent from school for a period of four weeks without being hospitalised, the parents will be asked to provide a letter from their doctor explaining the nature of the illness, the treatment being given and the expected return date to school.

Sun safety – see Appendix 3

3.6 ACCIDENT REPORTING PROCEDURES

In accordance with the Health and Safety at Work, etc Act 1974 and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, employees must report:

Accidents, dangerous occurrences, and near misses.

Violent incidents and verbal abuse

Copies of the appropriate forms are available from the School Office.

A local accident book is used to record all minor incidents to pupils. Any more significant incidents must be also recorded on the accident report forms held in the School Office.

School accident reports will be monitored for trends and a report made to the Governors, as necessary.

The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings *etc.*, must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE).

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site <http://www.hse.gov.uk/riddor/> or by telephone on 0845 300 9923.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring.

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, *etc.*;
- Employee absence, as the result of a work related accident, for periods of three days or more (including weekends and holidays).

3.7 WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to recommended timescales (these are detailed in the property manager's questionnaire). Records of such monitoring will be kept in the Site Manager's office.

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

Equipment restricted to those users who are authorised / have received specific training is labelled accordingly.

All staff are required to report to the Site Manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Curriculum areas

Subject leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by an approved contractor

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and are subject to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised.

Equipment will be checked on a regular basis for any apparent defects.

The Site Manager will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by Sportsafe (Infants') / T&B Contractors Ltd (Junior).

3.8 FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (the COSHH Regulations).

Within curriculum areas (in particular science and DT) subject leaders are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education’s “Topics in Safety” etc.) are in place.

In all other areas the schools’ nominated person(s) responsible for substances hazardous to health are the Headteacher and Site Manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

1.1 ASBESTOS

The HCC asbestos policy will be followed.

The asbestos register is held in the Site Manager’s office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

The Asbestos Authorising Officers are:

Crabtree Infants’ School Sally Patrick and Ian Robertson

Crabtree Junior School Ian Patrick, Bridget Shadbolt and Doug Wood

Refresher training is required every three years.

The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are notified to the Mouchel asbestos helpdesk.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer

Any damage to materials known or suspected to contain asbestos should be reported to the Site Manager who will contact the Asbestos Helpline on 0845 6030369.

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

1.1 LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Education Health and Safety Manual.

A water risk assessment of the school has been completed by Nemco and the Site Manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

This will include:

- identifying and flushing rarely used outlets during each school holiday period.
- conducting necessary water temperature checks (monthly)
- disinfecting / descaling any areas where water droplets are formed.

3.9 LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Headteacher and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils must be risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6-monthly basis by a competent contractor.

3.10 WORK AT HEIGHT

Working at height can present a significant risk. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of the assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Step ladders should not be used by the children in school.

The Site Manager is the nominated person responsible for work at height in each school.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained; ladders are checked termly;
- any risks from fragile surfaces are properly controlled.

3.11 DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

[HCC DSE Risk Assessment Form](#) is available on Connect.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every two years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the [Education Health and Safety Manual](#)

3.12 LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided, staff should:

- Obtain the Headteachers/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk. (Refer to [Guidance on Personal Safety](#) in the HCC Health and Safety Manual.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.

When working off site, (e.g. when visiting homes), a colleague should accompany and notification of their whereabouts and the estimated time of return should be given to the office. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)

Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

Staff should report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

3.13 STRESS

The Trust is committed to promoting high levels of health and wellbeing for its employees and recognises the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE.

The schools have participated in the Hertfordshire Wellbeing Programme and the wellbeing co-ordinators are:

Crabtree Infants:	Anna Baillie-Lane and Lisa Carter
Crabtree Junior:	Rebecca Meredith and Marianne Wheeler

Detailed systems are in place within the schools for responding to individual concerns and monitoring staff workloads, e.g. Performance Management, mentoring, staff are able to speak to Headteacher/senior management.

Confidential stress counselling is available under the staff absence insurance scheme.

3.14 WORK EXPERIENCE STUDENTS

The work experience/work placement coordinators are:

Crabtree Infants' School	Soli Vela
Crabtree Junior School.....	Pamela Doran.

These individuals are responsible for managing and co-ordinating work related learning within the school following guidance contained in the [Education Health and Safety Manual](#) and in accordance with the Quality Standard for Work Experience.

The school has a duty of care for all students undertaking work experience and must ensure the placement is appropriate.

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information.
- Arrangements will be in place to visit/monitor students during the placement.

All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

3.15 SUPERVISION OF CHILDREN BEFORE AND AFTER SCHOOL

Children should not be on the school premises before 8.45 am.

Children attending the Breakfast Club are the responsibility of Jousters staff.

Classroom doors are opened at:

Crabtree Infants' School	8.55am, for the morning session to begin promptly at 9am
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Crabtree Junior School	8.50am, for the morning session to begin promptly at 8.55am.
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At the end of the school day, children are expected to vacate the school site without delay. Children in Reception to Year 4 inclusive must be collected by an adult. Parents are asked to sign a consent form to give their permission for Year 5 and 6 children to walk home unaccompanied.

Children attending after-school activities are the responsibility of the staff member running the club. Parents are required to notify the school if for any reason their child will not be attending the club. Parents must also indicate whether their children will be collected at the end of the club and if so by whom, or whether (for pupils in Years 5 and 6 only) they are permitted to walk home either alone or with a friend. In the event of a club being cancelled, every effort will be made to contact parents. However, if it is not possible to make arrangements for a child to be collected at the end of the normal school day, a member of staff will stay to supervise the individual until the scheduled end-of-club time.

Children attending the After-school Club are the responsibility of Jousters staff

3.16 USE OF CAR PARK and VEHICLES ON SITE

The car park is for the use of staff of Crabtree Junior and Infants' School only, or by special arrangement with the schools. Permits will be issued to permanent staff only; there are no spaces for peripatetic staff or visitors.

The car park must not be used by parents / guardians when bringing children to school or collecting them, nor is it to be used for turning. Parents who need to use the car park because of disability, either long or short-term, are requested to inform the school.

By concession, users of Jousters Breakfast and After-school Clubs may use the car park with car before 8am and after 4.30pm.

The vehicle access gates must not normally be used for pedestrian access. Pupils are not permitted to walk or cycle through the car park to enter school premises and must use one of the designated pedestrian access routes.

If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance. Suppliers are requested to ensure that deliveries should be made outside the times of 8.45 – 9.15 am and 3.00 – 3.30 pm.

Vehicle access from the road shall be kept clear for emergency vehicles.

3.17 OFFSITE VISITS

See the Trust's separate policy on Offsite Visits.

3.18 LETTINGS / SHARED USE OF PREMISES

See Trust's separate Lettings Policy

3.19 SECURITY

See Trust's separate Security Procedures document.

3.20 CONTRACTORS

All contractors used by the school must ensure compliance with relevant health and safety legislation, guidance and good practice. If staff have any concerns regarding Health and Safety they should report it to the Site Manager or Headteacher.

All contractors must report to the school office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

Where the school undertakes projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the Premises Governor, Site Manager and the Headteacher who will ensure that, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM¹ regulations will apply.

To ensure contractor competency the school generally uses reputable, industry-registered contractors. Where non-registered contractors are used, the Site Manager will undertake appropriate competency checks prior to engaging a contractor.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

¹ CDM refers to the Construction (Design and Management) Regulations 2007 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

In such instances it is recommended that an agent be used to work on the Trust's behalf.

3.21 ANIMALS ON SCHOOL PREMISES

Dogs and Dog Fouling

Other than Guide Dogs for the Blind or Hearing Dogs for the Deaf, dogs may not be brought on to school premises – even when carried – other than by agreement with the Headteacher, e.g. for “Show and Tell”.

Any member of staff seeing a person with a dog on the premises should challenge them firmly but politely and ask them to leave the dog at the gate. If there is any negative response the matter should be reported immediately to the Headteacher who will request the removal of the dog from the private property.

Parents are asked not to tether dogs within reach of the school gate where they may intimidate children entering or leaving the school. Owners of dogs that bark when left will be asked not to leave their animal unattended.

If any member of staff finds instances of dog fouling in school, they must either remove the offending material themselves or ensure this is done. The faeces must be removed with a plastic bag before being placed in a dustbin.

Animal visitors or visits including Animals

No visits involving animals shall be arranged without the knowledge and permission of the Headteacher.

Where animals are brought into school, the County’s health and safety guidelines on [Handling / Keeping Animals in School](#) (Issued April 2008) shall be followed.

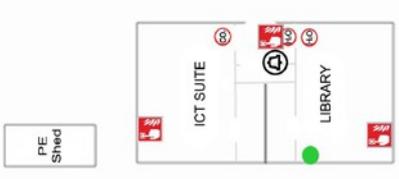
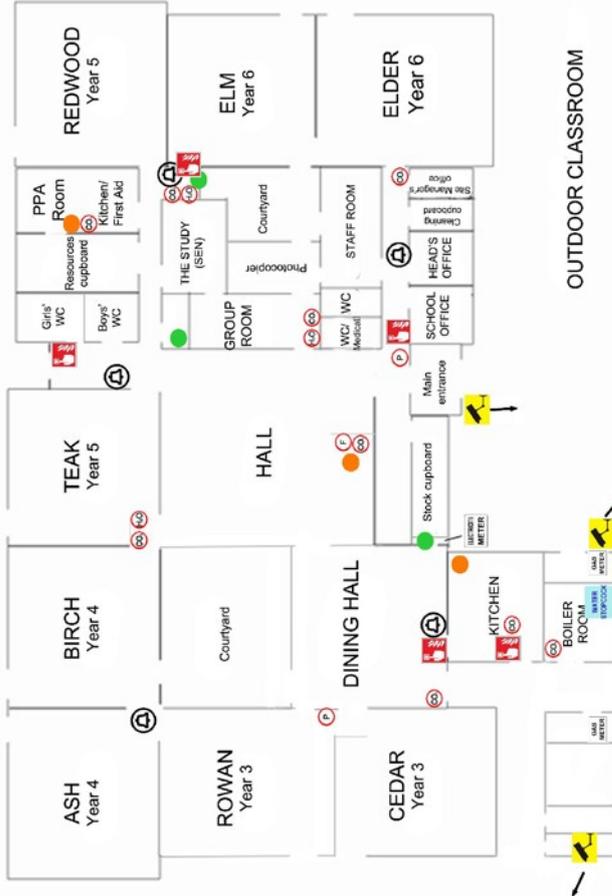
Should the children be offered the opportunity to handle any pets or other animals within their time in the care of the school, extreme care must be taken to ensure they wash their hands thoroughly with soap after handling the pets.

3.22 PONDS

See Risk Assessment in Headteacher’s office.

Appendix 1: Plan of Crabtree Junior School

PLAYGROUND



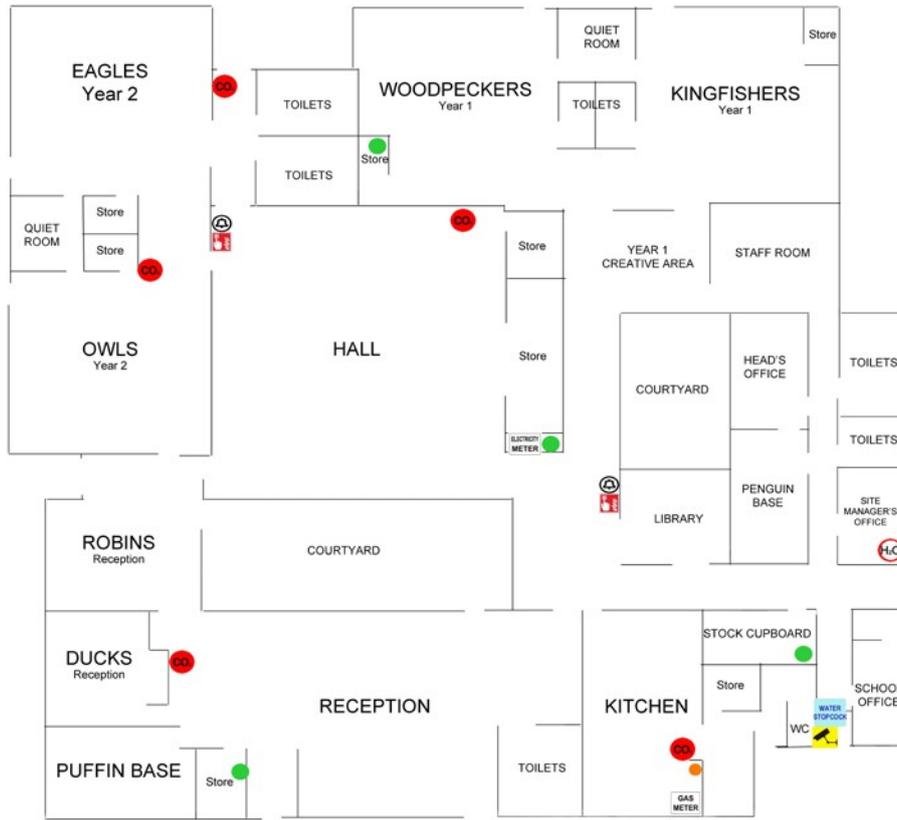
- Fire extinguishers:**
- Water
 - CO₂
 - Foam
 - Powder
- Other safety equipment:**
- Fire blanket
 - Alarm call point
 - Alarm bell
 - Electrical distribution board
 - Electricity meter and main switch
 - Gas meter and stopcock
 - Water Stopcock
 - CCTV

WATER METER
(Manhole cover on grass bank)

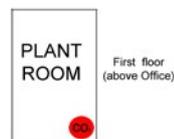
CAR PARK

Appendix 2: Plan of Crabtree Infants' School

MAIN PLAYGROUND



RECEPTION PLAYGROUND



- Fire extinguishers:
- Water (H₂O symbol)
 - CO₂ (CO₂ symbol)
 - Fire blanket (Orange circle)
 - Alarm call point (Red square with 'S')
 - Alarm bell (Bell symbol)
 - Electrical distribution board (Green circle)
 - Electricity meter and main switch (Electricity meter symbol)
 - Gas meter and stopcock (Gas meter symbol)
 - Water Stopcock (Water stopcock symbol)
 - CCTV (Yellow camera symbol)

WATER METER

Appendix 3: Sun Safety at Crabtree Infants' School

At Crabtree Infants' School the importance of sun protection is acknowledged and the school desires that staff and pupils enjoy the sun safely.

Education

All pupils will have at least one SunSmart lesson per year.

We will talk about how to be SunSmart in assemblies at the start of Spring2 and before the summer break.

Parents will be informed about the school's proactive approach to sun protection at the beginning of Spring 2.

Information on sun safety can be accessed by teachers at www.sunsmart.org.uk.

Protection

There are a number of shady areas in which children will be encouraged to play – under the sun canopy, under the main canopy, under the shade of the trees, in the Millennium Trail. We will provide a range of activities for these areas.

Children are required to wear hats that cover the ears, face and preferably neck. If a child does not have this protection, they will be told to play under a canopy.

Where timetabled outside activities take place during the school day, children are required to wear hats that cover the ears, face and preferably neck.

On days when temperatures reach in excess of 24°C the children will have the option of coming inside.

Parents will be expected to talk about sun safety with their own child.

Application of sunscreen:

Parents will be asked to apply a sunscreen that, wherever possible, lasts for the duration of the school day. Where this is not possible, the following options may be considered:

- Parents wishing to reapply sunscreen are encouraged to come to the school at 12pm.
- Children who are able to reapply their own sunscreen may bring a labelled bottle into school to self-apply at lunchtime.

In exceptional circumstances, a member of school staff, who is happy to do so, will apply the sunscreen. There needs to be a discussion with the class teacher and the appropriate form completed and approved by the Headteacher. ***The school does not accept any liability for the possible misapplication of the sunscreen.***