



Health & Safety Policy

Mission statement:

"Enjoy, learn, achieve"

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Grove School Health and Safety Policy

A statement of policy

All staff and governors at Grove school are:

- * committed to ensuring that Grove is a safe and secure place for children to be educated,
- * committed to ensuring that Grove is a school where children and staff are safety conscious and adopt safe practices in their everyday life,
- * committed to ensuring that Grove is a school where policies and practices are robust, there is rigorous monitoring of all aspects of health and safety and where all staff and children understand their roles and responsibilities.

Delegation of duties

(see appendix A: roles and responsibilities of all staff)

Monitoring and evaluating health and safety

There are a number of procedures and mechanisms for monitoring health and safety. These include:

Daily health and safety check of the site by the Site Manager and Site Assistant.

Daily report on any urgent health and safety repairs from the Site Manager to Finance Officer (FO)

Daily reporting of any health and safety concerns from staff to the Site Manager via the Every online reporting system.

Weekly report on non-urgent repairs from Site Manager to the Finance Officer.

Educational visit risk assessments

Half- termly site survey for health and safety by the Site Manager and Finance Officer.

Termly reports to governors on health and safety, site safety and improvements to the site through the Finance, Staffing and Premises sub – committee.

Termly review of accidents in school, at playtimes and lunchtimes by the Behaviour Support Manager (BSM)

Termly review of staff accidents by head teacher

Annual schedule of review and monitoring by the Finance, Staffing and Premises sub – committee who report to full governing body

Annual health and safety check from LA officer, with written report.

Annual maintenance checks and surveys, e.g PAT testing

Annual review of risk assessments by the Performance, Standards and Safeguarding committee

Annual review of fire evacuation procedures and fire extinguishers

Training of staff

- * induction training (newly qualified teachers, new staff) by Assistant Head teacher /DHT
- * responsibility of all staff to refresh their knowledge of school policies regularly
- * annual health and safety/ risk assessment training all staff
- * annual safeguarding training for all staff, face-to-face and online training
- * bi-annual training for Designated Senior Leads for Child Protection with the Local Authority
- * annual review of curricular policies for PE, technology, ICT, PHSE
- * risk assessments reviewed annually by Senior Management Team and governors

- * educational visits risk assessments reviewed prior to each off site visit (see Educational Visits policy)
- * medical care needs training annually by school staff or School Nurse Service e.g asthma, eczema, Epi-pen
- * educational visits lead person training by the Local Authority for all AHT

Off-site visits including school-led adventure activities

See Educational Visits policy

Selecting and controlling contractors

Three quotations are sought on all major works to be carried out on the school site. These quotations are obtained by the School Finance Officer and taken to the Finance, Staffing and Premises sub-committee of the governing body for approval. Quotations under £10,000 can be authorised by the head teacher. If the head teacher feels it necessary for the Finance, Premises and Staffing sub-committee's authorisation to be sought, this will be carried out before any works are carried out.

Once quotations have been agreed official orders are raised and authorised by the deputy head teacher. The orders are then forwarded to the contractors and agreed dates for works to commence are written in a works schedule and shared with the senior managers and Site Manager.

Once on site contractors meet with the Site Manager to complete a Contractors On Site agreement.

All subcontractors must complete the subcontractor questionnaire to verify that their staff are DBS checked and all Safe Systems of Work and Insurances are adequate for the works to be undertaken. Where a contractor is not DBS checked, a risk assessment is undertaken and the contractor is supervised whilst on site.

All subcontractors are to read and sign the Asbestos Management Plan (AMP) prior to the commencement of any works on site. The AMP is located in the main school office.

Single Central Record

As part of meeting Ofsted Safeguarding procedures and Birmingham City Council Disclosure and Barring Service process schools are required to maintain a single central record for any person on the school site during the school day. Details are recorded for staff, professionals, agency staff, volunteers, governors, LA personnel.

Prohibition Orders.

Prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. Teacher misconduct: the prohibition of teachers. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting. A check of any prohibition can be carried out using the Employer Access Online Service. Prohibition orders are described in the National College for Teaching and Leadership's (NCTL) publication

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by NCTL. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

Right to Work in the UK

New staff - Original documentation is requested at the time of interview and copies taken and stored in their personnel file. This information is entered onto the SCR if the applicant is successful in gaining the post. Documentation for unsuccessful candidates collected during the interview process is destroyed 6 months after the interview.

Existing staff and governors – Online applications are submitted by the applicant who is then required to come into school and produce their original documentation for the final part of the application to be approved. The process is completed through <http://disclosure.capitarvs.co.uk/schoolshr> and a snapshot of the DBS can be viewed online.

Supply agency staff – vetting detail sheets are received prior to the commencement of the placement. On arrival the member of staff will be requested to show their DBS and a piece of photographic ID. Once their details have been verified they are booked into our electronic visitor management system, their photograph taken and a badge issued. Information is added to the SCR.

Contractors – contractors on site will be required to produce their DBS disclosure and photographic ID on their first visit to the school. Information is added to the SCR. If a contractor does not have a DBS check then a risk assessment is completed and agreed with a senior leader.

Centrally employed staff and professionals working at Grove – LA personnel will be DBS cleared as their role involves working either in close contact with children or vulnerable adults and may be visiting Grove to work with staff or support pupils. Letters have been received from City Council departments and Primary Care Trusts informing school that DBS checks and Right to Work in the UK checks have been carried out on their staff. Information is added to the SCR.

The SCR is maintained by the Deputy head teacher.

Staff personnel files are stored, in a locked cupboard in the Headteacher's office.

Safer recruitment

All senior staff and administrative staff have been trained on safer recruitment using Educare online safer recruitment materials. The Chair of the Governing Body has undertaken training.

As an induction for new senior managers or governors, staff are provided with Educare online training on safer recruitment.

Child protection and Safeguarding

See Child Protection policy and procedures (September 2017)

Supporting pupils' medical needs

See Supporting Children with Medical Needs Policy.

School Security

School security is carried out by all members of staff employed at the school. Daily checks are carried out by the Site Manager and Site Assistant and reports of maintenance are passed to the FO and work delegated thereafter. Any works that can be carried out by the Site Team are undertaken and where they are unable to carry them out, the FO seeks quotations for the works.

Any repairs or maintenance requests from class teachers, teaching assistants and senior managers are notified to the FO and Site Manager via the Every online reporting system. Contractors are contacted on works requiring attention.

Access to the school building is via the Main School Reception Office on Dawson Road, lower school site. All external doors can only be opened with a programmed key fob. The door entry records each time the key fob is swiped and records are printed on the usage of each door, if required.

On arrival at Grove School visitors are required to report to the Main School Reception Office where they are required to book into our electronic visitor management system. Visitors are required to take their photograph which is printed onto the pass and stored in the programme. Our statements on safeguarding and use of mobile telephones/devices is explained to the visitor before their badge is issued.

Access to the school car park is restricted after 8.45am. The gates are locked. All staff have been issued with a padlock key that opens the gates if they need to gain access outside these hours.

During the school day parents will come and collect their child(ren) for appointments from the Main School Reception Office. No children are allowed off the premises unless the parent has reported to the main school reception desk where they will be asked to produce an appointment card to verify that the request is genuine. This is then recorded on a red going home form by the receptionist and countersigned by a senior manager. Parents are not allowed to the classrooms during teaching time or at the start of the school day. The receptionist will collect the child(ren) and hand them over to the parent. Before they leave the premises the parent is required to sign the red going home form to verify they are taking them for an appointment. This applies to child(ren) in both upper and lower schools. Parents may enter the building during the day if they are attending a workshop, prior to the workshop commencing they will have signed in with a member of the support staff and will wear a badge notifying staff that they are parent visitors.

At the end of the school day all staff ensure that all exits are closed securely. External doors are closed at 3-25pm and thereafter pupils are recorded as late and members of the administration team wait in the front playground for parents to arrive.

Administrative staff are on duty at the end of the school day until 5.00pm Monday to Friday.

Late collection of children

See school policy on Late Collection of Children.

Occupational health services and work-related stress

Grove School uses Medigold Occupational Health service for teaching and non teaching staff. The school has adopted the LA policy on Managing Staff Sickness and Dignity at Work. The school purchases the services of 'Staff Care' for all employees at the school. Stress risk assessments can be carried out with senior managers where appropriate and Birmingham City Council Employee Relations Officers will support this process. Medical care plans are written with staff who have medical needs.

Consultation arrangements with employees

Health and safety consultations with staff take place at key stage level. Where any staff have concerns about health and safety they are to be reported immediately using the Every online reporting system. Health and Safety concerns can be raised with a senior teacher at any time.

Workplace safety for teachers, pupils and visitors

See roles and responsibilities of staff in Appendix A.

Staff Care is a service provided by the Staff Care Team at the city council. We subscribe to this service where staff have access to counseling if they feel it is needed. Appointments will be made direct with the Staff Care Team and staff are required to attend their department for this confidential service.

Violence to staff

Birmingham Education Service states that actual or threatened assaults to an education employee are wholly unacceptable and that the safety of employees is of utmost importance.

The Service will take all reasonable measures to secure the prosecution of any person who is on educational premises for unlawful purposes, and Head teachers are authorised under the Local Government (Miscellaneous Provisions) Act 1982, to remove or have removed any person who is committing or has committed an offence under this Act, from the premises. This could for example include the use of violent, abusive and threatening behaviour, or acting in a unruly or disorderly manner.

The Service will provide legal advice in every case and legal representation in all appropriate cases for all employees who wish to institute criminal proceedings for alleged assault or malicious damage where such events occur in connection with the employee's employment. Legal advice will include advice on the evidence and whether based on the evidence a prosecution should proceed, legal representation at Court, and conducting any prosecution.

The employee concerned is however at liberty to instruct their own solicitor or other private solicitor either directly or through their Professional Association, Trade Union, or from names of solicitors supplied by the Directorate of Law and Regulation, who are known to have relevant experience in such matters. Reimbursement of reasonable legal costs incurred in instructing private solicitors can be made, however estimated costs should be provided and approved by the LEA and Directorate of Law and Regulation.

Employees who have been assaulted in the course of their duty should be given leave of absence with pay, as is considered reasonable, to recover from the assault, take legal advice, and to appear in court.

Any employee who is assaulted should be informed by the Head of the establishment, Manager, or Supervisor of the employee concerned to promptly contact their Trade Union or Professional Association for further help, guidance and assistance.

If as a result of an assault an employee suffers physical injury, prosecution either by the Police or through a private prosecution will normally follow. All employees must report **all** incidents of personal violence, as only by accurate recording and monitoring can preventative measures be formulated and their effectiveness assessed.

As stated above, reporting is to determine a true picture and should not be seen as an adverse reflection on the ability of any employee to carry out their duties satisfactorily.

The Service deems assaults so serious that each incident will be thoroughly investigated by the Head of establishment, Manager or Supervisor, and a written report submitted to the LEA within seven days, report form AS(96) should be used for this purpose.

Guidelines for Reporting (see Appendix D for reporting an assault to LA)

An act of violence against an individual is quite clearly an assault, but assaults can take different forms, including:

- (a) verbal abuse and threats (with or without a weapon)
- (b) Rude gestures – innuendos
- (c) Sexual or racial harassment

Where there is no physical injury, there can still be considerable emotional stress; threats may indicate a risk of actual injury. Malicious damage to an employee's property can also cause distress and fear of future physical attack.

The above can be considered as assaults and **must** be reported.

Report form AS(96) must be completed in respect of all incidents involving threats, abuse, harassment (including racial, sexual, and based upon sexuality and disability), physical assault or any other aggression (including vandalism of personal property).

It should only be completed in respect of such assaults inflicted upon employees either at work or in a situation arising out of work (e.g. a pupil assaults a person he/she recognises as a teacher).

It should not be used for the assault of pupils, students or members of the public using or visiting educational premises.

The person responsible for completing this form is the Head of the establishment, Manager, or Supervisor of the employee concerned. If the Head of the establishment, Manager, or Supervisor has been assaulted, then the most senior line manager will complete this form.

Every report of an assault must be thoroughly investigated, and form AS(96) completed to give a concise and entirely factual account of the assault. Steps should be taken to secure as much information as possible about the circumstances of the assault.

The victim of the assault must be informed that they should contact their Trade Union or Professional Association for help, guidance and assistance.

If pupils are involved in an assault on an employee, then the Head teacher must indicate what initial action has been taken with regard to the pupils involved. It might not be possible to answer all the questions in section 3 due to the person being unknown, but please give the fullest description and as much relevant information as is possible.

If there is insufficient space on the report form, please continue on a separate sheet of paper and attach to the completed form.

The report form and any other relevant papers should be sent to the Safety Manager, Education Safety Services within **seven days** of the assault taking place. The victim of the assault must be informed that form AS(96) has been completed and forwarded to the LEA, together with copies of any other relevant documents. The information provided on this form will ensure that a true and accurate record is kept of events and that monitoring can be undertaken by the Council of the type of incidents experienced by staff in the course of their duties.

Any incidents of violence or abuse towards staff will be reported to governors through the termly head teacher's report.

Manual handling

Birmingham City Council advises that unless Manual Handling training has been undertaken no employee should attempt to move objects that are heavy in weight or large in circumference. All staff are responsible for making decisions about what objects they lift and carry.

Slips and trips

Any spillages should be reported to the school office. The receptionist will contact the cleaner, Site Manager or Site Assistant who will mark the area as 'risk of slipping' and clear the spillage.

Trips should be reported through the first aid accident reporting (see Supporting Pupils with Medical Needs policy).

On site vehicle movements

No vehicles are allowed on the school premises during the school day.

Safety of children on site before the school day begins

Children are welcomed into school from 8.30am to participate in a reading session. Members of staff and administrative team are situated on the external doors and main school gate from 8.30am to welcome children into school.

Management of asbestos

Asbestos was used extensively in building materials throughout the UK. Although much of this material has been removed, it is estimated that there are thousands of tonnes in up to 1.5 million buildings, still remaining in situ.

Due to its unique properties, asbestos has been used in many applications. Some of these are well known, for example, it has very good insulation properties and was once the first choice for lagging pipe-work in boiler-

houses. It has been widely used in the construction industry and was used in some building materials as late as 1985. It can be found throughout buildings and may be discovered and uncovered in unexpected as well as expected places. A major concern is that in many cases it will not look like the soft fibrous material normally associated with asbestos and has commonly been used in seemingly innocuous substances like paint, plaster, ceiling tiles rain-water goods and floor tiles. A common use is in the form of cement board, which can be used in sheets. Asbestos cement board may be found in items of equipment like fume cupboards.

It should be noted that the presence of asbestos within buildings is in itself not a health hazard and while the asbestos containing materials remain in good condition, they pose no risk; however, they have the potential to cause **critical disease** if they are not properly managed.

To do nothing is not an option!

Asbestos related legislation has tended to deal with situations where **it is known** that asbestos is present in the working environment. Recent changes in legislation has tightened and refocused the existing **Control of Asbestos at Work Regulations 1987** to make it more clear that they apply to **any** worker likely to be exposed to asbestos.

A copy of the school asbestos register is kept in the school offices in upper and lower school. All contractors are required to look at the register before undertaking works. A copy of this register is also kept at the LA and regular briefings on asbestos are held to advise of changes in legislation.

Control of hazardous substances

Hazardous substances are used by the catering staff (school kitchen) and the cleaning staff. The substances used can only be used once staff have undertaken training. In the school kitchen these substances are locked in the larder cupboard and are controlled by Carol Bennett (Head Cook).

Cleaning substances are locked away in either the Site Manager's Cupboard (located in the main school building) or the Cleaning Cupboard (controlled by the Site Manager and Cleaning Supervisor) which is situated in the main school building, middle school and upper school. There is also a central storage unit leading to the portable cabins in the main school building. The key for this unit is kept by the Caretaker.

Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.

Statutory testing includes:

Managing asbestos in premises:

- Asbestos Management Survey
- Asbestos Management Plan
- Staff training on asbestos awareness and management
- Asbestos log is regularly updated and is up to date

Catering Equipment:

- Kitchen canopy supply and extraction systems

Gas Air tempering unit on input air
Gas catering equipment/appliance
Static electrical catering equipment
Interlocking ventilation, gas and proving
Kitchen hygiene report

Electrical Equipment:

Fixed electrical wiring, 5 years
Portable electrical appliances tests
Lightning conductors

Emergency Lighting, Alarms and Fire Protection:

Emergency lighting
Fire Alarms
Intruder alarms

Non-automatic fire fighting systems
Fire Risk Assessment

Gas Appliance and Gas Safety Equipment:

Gas boilers
Boiler house safety system (hazardous fumes)
Maintenance of gas pipe work installations
Gas proving system
Flue inspections
Gas appliances not listed previously

Oil Fired Boilers including flues and chimneys:

Oil fired boilers
Oil storage tanks

Water Treatment:

Legionella test
Risk assessment to comply with the latest guidance under L8
Blending valves (scalding risk)

Miscellaneous:

Dust and fume extraction
CCTV system
Physical education equipment
Display Energy Certificates
Inspection of trees
Water coolers
Kiln
Door entry system
Electronic gate systems
Door entry system

Checks on the above are carried out periodically; quarterly, six-monthly and annually.

Recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

First Aid

All teaching staff and support staff employed by Grove school are first aid trained. A number of staff within the Early Years Foundation Stage employed by Grove school are Paediatric First Aid trained and this training is updated every 3 years. School use the services of Safeaid to train staff.

1) First Aid in the Classroom

- minor cuts and grazes – use first aid box to clean and plaster (if necessary)
- inform parents in person at the end of the day and record in the first aid book (hardbound book). Each year group has a hardbound book for recording first aid which is maintained by the year group leader.
- more serious incidents – send adult to office for assistance or send child to the office, first aid will be administered
- parents may only be contacted if the accident/injury warrants this or emergency services contacted
- child may go home/be taken to hospital
- a blue first aid form will be completed detailing serious first aid injuries. The class teacher will need to sign the form.
- **All** head bumps are to be recorded in the accident book a blue first aid form to be completed and the parents to be notified
- If a child goes to hospital, a LA SAF1 form to be completed, reviewed and signed off by the Head teacher

2) First Aid at play and dinnertimes

- minor first aid dealt with and recorded by adult on duty at morning playtimes and duty staff during afternoon playtimes.
- details recorded first aid book for each playground. Parents informed verbally by the class teacher at the end of the school day
- during dinnertimes lunchtime supervisors deal with minor accidents and a member of SMT is contacted when there are serious accidents
- blue first aid forms are completed following more serious accidents, minor incidents are recorded in the blue first aid books maintained in the halls and playgrounds
- first aid will be administered
- parents may be contacted/emergency services contacted
- child may go home/go to hospital
- all accidents that occur during lunchtime will be logged by a lunchtime supervisor dealing with the accident in the lunchtime accidents log book.
- If a child goes to hospital a LA SAF1 form to be completed

Please refer to The policy for Supporting Pupils with Medical Care Needs for further information.

REQUEST FOR ADMINISTRATION OF MEDICINE

Name: Class:

G.P.: Telephone:

MEDICINE TO BE GIVEN:

Dosage and method.....

Time: Side effects:

Any special instructions:

.....

.....

I would like a member of staff to administer on my behalf the above medicine, I accept that they are acting on my instructions and they cannot be held responsible if the medicine is not given or given wrongly.

I will inform the school immediately if there is any change in the dosage or frequency of the medicine.

Parent/Guardian signature:

Record of Administration

	Date	Time	Dose	Signature		Date	Time	Dose	Signature
1					2				
3					4				
5					6				
7					8				
9					10				
11					12				
13					14				
15					16				
17					18				



Grove School

FIRST AID



Child's name _____ Class _____

Date _____ Time _____

Where did the injury occur _____

Details of the injury:

First aid given:

First aid administered by:

A brief explanation of what happened:

(include details of what the child hurt themselves on e.g. concrete step, gravel, wooden door etc)

Any loss of consciousness? Y / N If yes, for how long?

Suggested aftercare:

Class teacher's signature _____

To be completed by person administering first aid

Parent to be contacted

☐

First aid form to be sent home

☐

Fire safety, including testing of alarms and evacuation procedures

Fire safety checks are carried out weekly by the Site Manager and Site Assistant where zones within the school are checked via the fire alarm system. The checks are recorded in the fire safety log book located in the secure fire resistant cabinet in the early years corridor. The fire safety logbook for the upper school site is located in the fire resistant cupboard in the upper school finance office. Quarterly checks are also carried out by Initial Fire & Security Ltd to check all alarm panels are working correctly.

Annual checks on the school's fire extinguishers are carried out by Fire Mark Ltd who check the contents of each extinguisher and replenish if necessary. A log of the extinguishers checked is stored in the annual maintenance folder located in the secure fire resistant cabinet in the early years corridor.

Evacuation procedures are in place for both upper and lower schools. Fire evacuation documents are in each classroom, register and pen so that in the event of a fire/drill the register can be quickly checked to ensure all children are present.

A fire zone chart is located by each fire panel (upper and lower schools) for access by school staff, contractors and the fire brigade.

Fire drills are carried out each term and recorded in the fire log book. Records are maintained by the Building Site Manager.

All staff receive annual fire safety training from Firemark. The senior leadership team, administration team and site management team receive annual fire marshal training from Firemark.

New staff receive basic fire safety training from a trained fire marshal during the induction process.

All training is logged in the fire log books.

Dealing with health and safety emergencies - procedures and contacts

Any accidents on-site whether children, staff or parents where the person needs to attend hospital are recorded on a yellow first aid form, SAF 1 form. A copy of the child's contact details are attached to this form and it is countersigned by the head teacher. Any risks arising from the accident are recorded and implemented. The form is then forwarded to schoolssafety@birmingham.gov.uk, fax number 0212 303 5305 for their information. The information from the form is entered into a database. Education Safety Services can be contacted on 0121 303 2420, email [schoolsafety@birmingham.gov.uk](mailto:schoolssafety@birmingham.gov.uk).

Any health and safety reports are immediately reported to the head teacher and Site Manager and necessary action taken.

Appendix A: Roles and responsibilities of all staff.

Who	Role and Responsibilities	Frequency
Head teacher	<p>To ensure Grove School is a safe and secure environment for pupils and staff. To have a strategic overview of health and safety at Grove School</p> <p>Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.</p> <p>Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society</p> <p>To safeguard children, the highest priority be given to following regulations in safeguarding children at Grove.</p>	
Deputy Head teachers	<ul style="list-style-type: none"> • To ensure the policies for health and safety are reviewed annually • To ensure objectives on school improvement plan for the buildings/health and safety are met • To keep the governing body informed on matters relating to health and safety • To review weekly reports on health and safety actions from caretaking meeting with Site Manager. • To review termly reports on work completed in school and health and safety issues identified by staff • To review the annual calendar for testing and health and safety checks with the FO and Site Manager. • To review termly the training programmes for staff with regard to health and safety checks with the FO • To ensure the fire risk assessment is in place and fire testing is carried out termly, procedures for weekly check of alarms is in place • To ensure that accident reporting procedures are in place • To ensure that sufficient first aiders are appointed and trained • To review the termly report on first aid in school • To review risk assessments for activities in school and off site visit/activities risk assessments • To ensure staff are trained in the use of fire extinguishers 	

	<ul style="list-style-type: none"> • To monitor the induction process for new staff joining the school to ensure health and safety training is completed • To review reports from external agencies relating to health and safety and amend the school improvement plan as required • Ensure regular inspections are carried out, reports submitted and appropriate action is taken • Communicating health and safety information to appropriate people • To monitor the cleaning schedule with the Site Manager 	
Senior Management Team	<p>To ensure that Grove School policies on health and safety are carried out by all staff in the phase</p> <ul style="list-style-type: none"> • To oversee health and safety matters relating to staff and pupils/visitors in the phase • Ensure health and safety induction with all new staff and students is carried out for staff working in the phase • To monitor health and safety within the phase through discussions with staff at phase meetings on a regular basis • To ensure all school policies are complied with by all staff in the phase with regard to: <ul style="list-style-type: none"> - Health and Safety - First Aid - Child Protection - Risk Assessments - Use of hazardous substances - Manual handling - Display screen equipment - Security - Grounds • To ensure risk assessments for activities in the phase are completed • To ensure risk assessments for off site visits are completed and give Headteacher a copy for signature before visit/activity takes place • Prepare termly reports for Headteacher on health and safety, staff induction on health and safety procedures • To review termly report on first aid • Identify if individual members of staff need additional support with regard to understanding school policies on health and safety • Ensure that all resources are safely stored in the phase • Carry out regular health and safety inspections and report to Headteacher • Ensure any actions following inspections are taken • Pass communication/information to appropriate people • To act on reports from Head and Deputy 	

Building Site Manager	<p>To ensure Grove is a safe environment for staff and pupils. To comply with all school policies with regard to health and safety, first aid, child protection, fire and evacuation, risk assessments, use of hazardous substances, manual handling, display screen equipment, security and grounds</p> <ul style="list-style-type: none"> • Daily monitoring of school grounds to ensure no glass, alcohol, needles, drugs, or other hazardous substances are on the school playgrounds • To ensure first exit signs visible and all in good order • To ensure fire routes are kept clear – these are to be checked daily • To ensure halls and public areas are kept clear – daily checked • To ensure flammable materials are stored properly • Weekly testing of alarm system on Friday mornings 8.00am (lower school) 8.05am (upper school) and recorded • To complete an inventory of hazardous substances and update if new substances brought onto school premises • To complete an inventory of all work tools and equipment in school and update regularly as new tools are purchased/hired • To inspect tools and equipment before use • To check the step ladders regularly • To check on a weekly basis that there are no trailing cables in school • Cables are checked for wear and tear on a monthly basis • Check on a monthly basis that cables are secure on all display screen equipment (computers) • Monitor ventilation equipment is adequate for computers and photocopiers • To ensure that all waste is collected and stored in proper location • To manage the work of the cleaning staff • To ensure waste is removed from site regularly • To ensure measures are in place to minimise the risk of arson • To ensure that all window opening mechanisms operate properly • To ensure that all window cleaning contractors are made aware of site safety rules • To check daily the condition of the perimeter fence • To ensure cold weather procedures are in place • To monitor the condition of playground equipment BSEN1176-1 • To ensure the drains are kept free from debris on a daily basis • To ensure pupil toilets are clean, hygienic and fit for use during the day • To make good and safe any spillages as necessary • To ensure pupil and staff toilets are stocked with toilet papers, paper towels, etc • To ensure the school site is kept free of litter 	
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Finance Officer	<p>To ensure that procedures are in place to maintain a high standard of health and safety at Grove School. To monitor procedures and policies and regularly update the Head teacher</p> <ul style="list-style-type: none"> • To ensure law posters are displayed in school • Ensure that inspections and tests on tools and equipment are shared with SLT and reports kept on file • To arrange for an annual test of all electrical equipment – personal appliance testing (PAT), records maintained and kept on file • To ensure a manual handling risk assessment is in place • To ensure there are adequate signs around the school • Statutory testing duties in place for the following: <ul style="list-style-type: none"> - Gas boilers – annual - Electrical appliance testing (portable and fixed) – annual test - Legionollosis – daily, weekly, quarterly, six monthly, annual - Gas catering equipment – annual service - Portable appliance testing – annual • Electrical catering equipment – annual • Electrical wiring installation – 5 year test • Fire Alarms – weekly, quarterly and annual tests • Emergency lighting – 6 monthly and annual test • Lightning conductor – annual test • Dust and fume extraction – regular tests plus examination and testing at level every 12 months • Physical education equipment – annual test <ul style="list-style-type: none"> - A report on each of the tests completed to be discussed with Headteacher. Action plans agreed with Headteacher and governing body if action is required • To carry out a half termly health and safety audit, compile a report, prioritise work according to risk and report to SLT • To ensure, in consultation with Headteacher, that repairs are carried out on a regular basis • To support the Site Manager in liaising with contractors to ensure safety regulations are met • To be aware and follow the school's health and safety policy • Undertake a shared responsibility for first aid • Be familiar with all emergency and security procedures e.g. fire drill, evacuation, false alarms. 	
Resource Manager	<ul style="list-style-type: none"> • To maintain an up-to-date inventory of electrical equipment • To be aware and follow the school's health and safety policy • Undertake a shared responsibility for first aid 	

	<ul style="list-style-type: none"> • Be familiar with all emergency and security procedures e.g. fire drill, evacuation, false alarms. 	
Curriculum Co-ordinators	<ul style="list-style-type: none"> • Day-to-day management of health and safety in accordance with the health and safety policy • To carry out termly inspections of resource areas and report findings to Headteacher • To ensure action is taken following inspections • To make arrangements for training of staff with regard to health and safety matters in the curriculum areas • To communicate health and safety information to appropriate people • To action on reports from Headteacher or Deputy regarding health and safety matters • To update policies relating to health and safety 	
All administrative team	<p>To welcome visitors and parents to Grove, ensuring that pupils and staff safety is paramount when allowing visitors access to school</p> <ul style="list-style-type: none"> • To ensure that all visitors have signed in and are shown to the person they are visiting. • All proof of identity is checked on arrival in school. • When parents ask to collect pupils during the school day to follow school procedures • To communicate with parents with regard to first aid for pupils • Report matters of health and safety to FO and Site Manager using the Every online reporting tool. • To be aware and follow the school's health and safety policy • Undertake a shared responsibility for first aid • Be familiar with all emergency and security procedures e.g. fire drill, evacuation, false alarms. 	
All staff <i>teaching staff, non-teaching staff, catering staff, cleaning staff, students, visitors and parents working in school</i>	<p>To be familiar with whole school policies on health and safety, first aid, child protection, fire and evacuation, risk assessments, use of hazardous substances, manual handling and display screen equipment, security and grounds</p> <p>To carry out all actions in line with school policies and procedures.</p> <p>To participate in training to maintain a high standard of health and safety awareness.</p> <p>To take an active professional role in ensuring that we provide a safe and secure environment for pupils and staff at Grove School</p> <ul style="list-style-type: none"> • To read the policies in each of the above areas and ask for advice or clarification if required • To identify training needs to ensure high standard of health and safety awareness is maintained 	

	<ul style="list-style-type: none"> • To report health and safety concerns using the school procedures • To monitor the working environment and identify health and safety concerns • To check equipment before use • To be aware of risk assessments for in school activities • To amend risk assessments if new pupils join the class during a school year • To be aware of pupils special educational needs within the groups you teach • To follow school policies on reporting first aid pupil incidents and complete the relevant forms • To follow school policies on reporting adult first aid incidents and complete the relevant forms • To switch off computers in working environment at the end of the school day • To check all visitors have visitor identification in all areas of school • To ensure doors are closed to external exits and keyfobs used at all times • To monitor the pupil learning environment and identify health and safety concerns • To be aware and follow the school's health and safety policy • Undertake a shared responsibility for first aid • Be familiar with all emergency and security procedures e.g. fire drill, evacuation, false alarms. • To enforce the use of mobile telephones in school policy 	
Governing body	<p>To provide a sense of direction for the management of health and safety at Grove. To monitor at each meeting the health and safety in school through reports from the Site Manager, FO and Headteacher</p> <ul style="list-style-type: none"> • To ensure health and safety is on each agenda of the governing body meetings • As a whole governing body agree the remit of the buildings sub committee • Be involved in setting the school improvement plan targets for buildings and health and safety review/improvements • Monitor the targets set in the school improvement plan • Review health and safety policy on a regular basis • To ensure training on health and safety is provided for staff in school 	

Appendix B: School evacuation procedures

Fire Emergency and Evacuation Plan

General Information

The purpose of this Emergency Plan is to ensure that the Responsible Person and all relevant persons are clearly aware of their responsibilities in relation to fire. In addition, all staff who are in the premises need to know what to do in the event of a Fire Incident and, to ensure the premises can be evacuated and all persons accounted for during the operation of the Fire Alarm. In the event of a fire these procedures are to be put into operation.

The fire alarm for this building will activate on the operation of a Break Glass Alarm Call Point. This premise is also protected by an automatic fire detection system.

The alarm is a continuous ringing sound and is tested weekly.

A manual 999 call is required and should be made by:

- a) A nominated person

The Fire and Rescue Service will require certain information, such as:

- a) The name of the person making the call
- b) The premise's name and address
- c) The premise's telephone number
- d) Brief details of Fire Incident, if possible

Fire Action Signs are strategically sited in all areas of the building. These indicate the action to be taken both on the discovery of Fire or hearing the Fire Alarm. The location of the Assembly Point is identified on this sign.

Fire Exits and Extinguishers are clearly marked and located at strategic locations around the building.

During a Fire Incident, the occupants of these premises are to evacuate and proceed to the Assembly Point. The main escape routes from the premises are identified by Fire Exit direction signage.

Lower school, Dawson Road

The Assembly Point for this building is the:Front playground

Upper School, Dawson Road

The Assembly Point for this building is the:Upper School playground

The person having the responsibility for maintaining this plan up-to-date and ensuring the building maintains compliancy is the Responsible Person for the premises.

General Fire Procedures

Discovery of a Fire Incident

- a) Raise the alarm by breaking the glass in one of the fire alarm call points situated at strategic locations around the building.
- b) Evacuate via the nearest available Fire Exit. If possible, close windows and doors as you go.
- c) Go to your designated Assembly Point and follow the roll call procedures, await further instructions.

Action upon hearing the Alarm

Leave the building by the nearest available Fire Exit. Fire Marshalls will take control of the evacuation during the operation of the Fire Alarm.

- Do not stop to collect personal belongings,
- Walk to the nearest Fire Exit and leave the building,
- Proceed to the Assembly Point,
- Where possible, ensure all vehicles which may cause an obstruction to the premises, are removed prior to the attendance of the Emergency Services.
- Do not attempt to re-enter the building until you have been authorised to do so by either the Senior Fire and Rescue Service attending or the Responsible Person.
- **Never assume it is a False Alarm or a Fire Drill**

N.B All staff should ensure they are aware of these procedure and the location of the Assembly Point to be used during and emergency situation.

Fire Fighting

Fire Extinguishers are provided at strategic location around the school. The main purpose of having such equipment is to assist with the means of escape of the occupants from a building where their route may be impeded by a fire.

Although staff are trained in the use of Fire Fighting Equipment, staff are **NOT** expected to fight fires.

It is in your own interest:

- a) To study this Notice, to know what to do in the event of a fire
- b) To make yourself familiar with all means of escape in case of a fire.

Fire Marshalls (and their role)

The Fire Marshalls are members of staff who assist in managing Fire Safety within the building on a day to day basis. **The Fire Marshalls for these premises are:**

- Ms J Baker
- Miss E Mills
- Miss M Daly
- Mrs I Hines
- Mrs J Basnett
- Mrs N Warburton
- Miss A Bains
- Mrs S Benjamin – Coker
- Miss C Williams
- Mrs E Patel
- Mrs M Murphy
- Mrs K O'Mahoney
- Mrs A Armstrong
- Mrs I Roberts
- Mrs M Janagil
- Mr M Fyffe
- Mr L Haste

Duties of the Fire Marshalls

The duties of the Fire Marshalls are divided into two separate parts:

Role of the Fire Marshall at all times

Be vigilant as to the location/condition of the Fire Fighting Equipment within these premises:

- a) Has the equipment been tampered with?
- b) Is there new equipment in the area?

Be aware of any breaches in the Fire Precautions within the premises. For example:

- a) Doors wedged open
- b) Fire extinguishers missing/not in the correct position
- c) Fire escape routes blocked
- d) Fire exit doors are obstructed or blocked

Be aware of any occupants within the premises who may have any form of disability and require assistance to make a speedy evacuation. For example persons who are:

- a) Deaf
- b) Partially sighted
- c) Have a physical disability
- d) Not English speaking

If any major difficulties are encountered or queries arise, contact the Responsible Person.

The Responsible Person should ensure there is always a Fire Marshall on site on each site.

Role of the Fire Marshall during actuation of the Fire Alarm (Other than for routine testing)

When the Fire Alarm is activated, the Fire Marshalls' responsibility is to ensure all persons are evacuated safely out of the building.

Ensure a 'sweep search' of all areas of the building is completed within an acceptable timescale. The main objective being to confirm all of the occupants of the building have safely vacated the building prior to the arrival of the Fire and Rescue Service.

Fire Marshall sweeps:

Zone Nursery including the EYFS playground and EYFS girls' toilet

Ms J Baker/Miss E Mills

Zone Reception including the EYFS boys' toilet

Miss C Williams/Ms J Baker/Miss E Mills

Zone Year 1

Mrs S Benjamin- Coker

Zone Year 2 including girls' toilets and reading room

Miss A Bains

Zone Year 3 including the boys' toilet

Mrs N Warburton

Zone Year 4 including boys' and girls' toilet

Mrs I Roberts/ Mrs M Janagil/Mrs M Murphy

Library and dining halls

Mrs I Roberts/ Mrs M Janagil/Mrs M Murphy

Back playground, PPA room and staffroom

Miss E Mills/Ms J Baker

School kitchen

Mrs C Bennett

Zone Year 5

Mrs I Hines/Miss M Daly

Zone Year 6

Mrs J Basnett/Mrs I Hines

Upper School staff toilets and staffroom

Mrs E Patel/ Mrs K O' Mahoney/Mr M Fyffe/Mr L Haste

Fire Marshalls should consider their own safety at all times and should refrain from taking unnecessary risks.

The Fire Marshalls should endeavour to keep calm at all times during an emergency and show authority in dealing with the situation.

WHEN THE ALARM SOUNDS YOU ARE IN CHARGE!!!

In a loud clear voice, request the staff, children and visitors of the premises to stop everything they are doing and leave the premises via the nearest available Fire Exit.

Control unauthorised re-entry of people into the building during the operation of the Fire Alarm.

On completion of this role, the Fire Marshalls should report to the Fire Evacuation Coordinator who will be found: in the muster area in lower or upper school (Mrs P Matty, Responsible Person)

Pre-Designated Assembly Point

Lower school – Front Playground

Upper school – Upper school playground

Information should then be conveyed as soon as possible that the premises have been successfully evacuated.

Fire Marshalls may be used to help keep people away from the building in case of danger i.e. breaking glass. **Do not** re-enter the building unless authorised to do so by your Evacuation Coordinator or the Senior Fire Service Officer attending.

REMEMBER

THE FIRE MARSHALLS MUST NOT IN ANY CIRCUMSTANCE PUT THEIR OWN SAFETY AT RISK

Appendix C LA Assault / Incident report form

AS(06)



Assault /Incident Report Form

Please ensure completion of all sections and return the form to Health & Safety Services, within five working days of the Assault/Incident. This form (AS06) is for the recording of assaults only; accidents should be recorded on form LCA104

The employee involved as the victim of the assault/incident (or in exceptional circumstances his or her nominated representative) should fill in Part 1 of this form.

In all cases the fully completed form **MUST** be signed by the Head of the establishment, Manager or person in charge of the area where the assault/incident occurred, confirming witness details and action taken etc.

Further advice is available from CYPF Safety Services, Orphanage Rd, B24 9HW Tel: 464 4645 – Fax: 303 5305

WHO? Details of the assaulted person

Family/Surname

Other Names (in full)

Home Address

..... (Postcode)

Tel No: (Home)

Occupation

Place of Work

DOB/Age

Ethnic Origin (Please State)**Do you have a disability? Yes/No***

N.B. This information will be used to identify abuse/harassment based upon race, gender or disability. It is up to the individual as to whether or not to complete this section.

☐
☐
☐
WHEN?

Date of assault/incident: Time of assault/incident:am/pm*

WHERE?

Site/Establishment: Department

Exact location: (e.g., classroom, office, corridor etc)

TYPE OF INCIDENT (tick more than one box if appropriate)

Verbal Abuse/Threat
Delete as appropriate

Use of Weapon/Missile

Threatening Behaviour/Posture

Sexual/Racial/Other Harassment

H
V Address of Person Completing this section (Home/School).....

OPost Code

.. If the assaulted person has not completed this form they must sign to say that it is a true and accurate record of the incident.

.. Signature of Assaulted PersonDate

This part of the form is to be completed and signed by the Manager, Headteacher, or Supervisor of the person involved in the assault / incident.

This is part of the formal investigation into the circumstances and cause of the assault/incident

ASSAILANT DETAILS		Was the Assailant?	
Name.....		Pupil/Student	Relative/Guardian
Address.....		Home Resident	Visitor
*Male/Female	Age.....	Member of Staff	Intruder
		Parent	Service User

WITNESS DETAILS 1	WITNESS DETAILS 2
Name and address: (Establishment or home)..... (Establishment or home)	Name and address:
Phone No:.....	Phone

REPORTING

Following your investigation are you satisfied that the details described over-leaf give an accurate account of what occurred? Yes/No*

Did the assaulted employee lose any time from their normal work? ☐ Yes/No*

If yes, was it? 3 days or less More than 3 days ☐ (please tick)

Was the assaulted person detained in hospital for more than 24 hrs? Yes/No*

Has the assaulted person returned to work? Yes/No

Name of person the assault/incident was first reported to: Name.....PositionDate.....

What support has been offered to the victim?

What initial action has been taken regarding the assailant?

Have you carried out a **RISK ASSESSMENT** to prevent a recurrence? If so, what are your findings? (Use separate sheet if required)

Headteachers/Line Managers comments (continue on separate sheet if required.)

Signature of Head of Establishment Print Name
Position