

# Greenwich House Independent School

## Health and Safety Policy and Risk Assessments

### General Statement

It is our policy to provide safe and healthy working conditions for all our employees, clients and visitors in respect of the general environment which constitutes Greenwich House Independent School, Kindergarten and Creche ("Greenwich House") and its equipment and methods of working, and to provide such information, training and supervision as is needed to maintain this statement of intent.

As our primary purpose is to provide care and education for young children, we carry the extra responsibilities commensurate with this task. It is vital that all employees recognise and accept the importance of putting the safety of the children paramount at all times.

We also recognise our responsibilities for the health and safety of other people who may be affected by our activities.

The allocation of duties for matters of safety and the particular arrangements which have been made to implement and support this policy are set out in this document.

If further clarification or explanation of the purpose, allocation of duties or arrangements included in this policy is needed, please contact the Head Teacher, Mrs A Brindle or, in her absence, one of her designated representatives (Mrs E Brindle and Mrs M Morley).

This policy statement is constantly kept under review and will respond to suggestions made by staff and other interested parties with concern or responsibility for Health and Safety issues.

At the time of the review of this policy, additional and alternative procedures and practices are being followed in respect of **Coronavirus Covid-19** and this policy should be read in light of and subject to these procedures and practices. These procedures and practices have, where appropriate, been provided to employees, parents and carers and pupils as well as other effected parties

Signed on behalf of the setting by;

..... Head Teacher

Date :

### Overall Responsibilities

The person with overall responsibility for Health and Safety Issues at Greenwich House is Mrs A. Brindle, Head Teacher.

## **Other Staff with Key Roles Regarding Health and Safety Issues**

Mrs M. Morley is responsible for the Ground Floor

Mrs A. Brindle is responsible for the First Floor.

**\*\***(although individual risk assessments for each room will be carried out by the class teacher first thing every morning throughout the setting).

Mrs K. Brown is responsible for the Kitchen. Mrs M Morley from the Kindergarten or Creche is responsible for organizing the daily checks on the inner garden and ground floor and the Emergency Exits.

The School Health and Safety Representatives are currently: Mrs M Morley and Mrs E. Brindle.

All employees have the responsibility to cooperate with supervisors and senior staff to achieve and maintain a healthy and safe workplace and to take reasonable care of themselves and others.

Wherever an employee, supervisor or senior member of staff notices a health or safety problem which they are not able to put right, they must straightaway tell the appropriate person named above (or, in their absence, their designated representative).

In consultation with the School Health and Safety representatives, Mrs A Brindle is responsible for providing safety training as required, carrying out safety inspections, investigating accidents and monitoring and the maintenance and good repair of equipment.

### **Off Site Visits.**

**Risk assessments MUST be completed PRIOR to any visit.**

A named member of staff will be designated for each off site visit. This member of staff will be directly responsible to the Head Teacher and will operate at all times within the Schools 'Off Site Visits Policy.

## **General Arrangements**

### **ACCIDENTS**

**Location of First Aid Boxes:**

- 1) Ground Floor Hall
- 2) Creche Cloak Room
- 3) Kitchen
- 4) First Floor Landing

### **Defibrillator**

A defibrillator is located in the Ground Floor Hall. Instructions are located with the defibrillator and training in it's use is provided. Queries relating to the use of the defibrillator should be made to Mrs A Brindle.

**Trained First Aiders :** Mrs A. Brindle - First Aid in the Workplace – 12<sup>th</sup> December 2019 – valid to November 2022  
Mrs M. Morley - First Aid in the Workplace valid to July '23  
Mrs E. Brindle -First Aid in the Workplace 12<sup>th</sup> December 2019 – valid to November 2022  
Mrs V. Mitchell - First Aid at Work 25<sup>th</sup> March 2021 – valid to March 2024

\* Most members of Kindergarten/Creche have Paediatric First Aid Training. Mr G Brookes, Teacher of PE holds a Basic Emergency First Aid Course for Sport and Leisure.

**Location of Accident/Incident Books:** 1) School  
2) Kindergarten One  
3) Kindergarten Two  
4) Creche  
5) Kitchen

N.B.

Certain categories of incidents/accidents must be reported to the Health and Safety Executive on official forms. Please refer to Mrs A. Brindle or her representatives to whom all accidents/incidents should be reported.

### **General Fire Safety**

Mrs M.Morley is responsible for arranging the checking escape routes, fire extinguishers and fire alarms on a weekly basis.

Room supervisors (this includes teachers) should check fire exits daily.

N.B.

The maintenance company for Fire Equipment is:

PDFS Fire and Safety Ltd

5 Marina Court

Burton Waters

Lincoln

LN1 2ZL

[info@pdfiresafety.com](mailto:info@pdfiresafety.com)

[www.pdfiresafety.com](http://www.pdfiresafety.com)

Telephone:- 01522 883905 | 07731529747

Please refer to the Fire Risk Assessment Document for details of all identified fire safety issues. Greenwich House also has in place a Fire Prevention and Procedures Document.

### **Health and Safety Executive**

Details for contacting the Health and Safety Executive including reporting an incident can be found at <http://www.hse.gov.uk/contact/index.htm>. For information and advice an online form is available or alternatively the telephone number for reporting fatal and major

injuries is 0345 300 9923 during office hours - 8.30 am to 5.00 pm, Monday to Friday, and a call handler will complete the form for you.

The type of circumstances where HSE may need to respond out of hours are:  
following a work-related death  
following a serious incident where there have been multiple casualties  
following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc  
If your incident fits these descriptions ring the duty officer on 0151 922 9235.

The local Health and Safety Executive Office is Nottingham.

## **Contractors and Visitors**

Visitors should be encouraged to make appointments and should use the front entrance of the School. Any appointments made are to be logged in the diary kept in the Crash bag in the ground floor hallway and relevant staff made aware of any visitors due.

Caution should always be exercised before admitting anyone into the school who is unknown to the staff. Reference can also be made to Greenwich House's Visitors Policy. Always attempt to confirm identification. If in doubt, seek help from your supervisor or other senior staff.

The front and rear entrances have coded door locks. The lock to the side gate giving access to the driveway to the rear car park is also coded.  
Do not divulge these codes to anyone who is not entitled to know them.

The Creche entrance is controlled by an electronic lock with buzzer. Ensure the person is known to you by using the telephone and/or having sight of them before releasing the lock.

N.B.

All contractors/visitors

- must report to the relevant member of staff
- must sign the visitors book
- Ensure that all visitors/ contractors are aware that children are present and that they should pay particular attention to securing gates, doors, etc.
- must be supervised at all times when children are present unless in possession of relevant DBS check

Greenwich House will not tolerate alcohol or any other substance on the premises. Any parent/carers, visitor or tradesman under the influence of drink or any other substance will be refused admission. Greenwich House will determine if it is appropriate and safe for any child to leave with a parent/carers who is under the influence of alcohol or any other substance. No staff member is permitted on the premises under the influence of alcohol or any other substance. (Please refer to the clear guidelines in the Job Description annexed to the Terms of Contract).

## **Protective Equipment and Clothing**

Disposable gloves are available and must be used when treating injuries, changing nappies etc.

Ensure that the gloves are removed correctly and disposed of appropriately.  
Anti-bacterial soap is to be used to wash hands after treating injuries, contact with any body fluids or after changing nappies.

Kitchen staff are to wear protective clothing including headgear in compliance with current food hygiene regulations.

## **Lifting and Manual Handling**

All staff are provided with correct procedures for lifting and manual handling during our induction process.

## **Workplace stress**

Greenwich House recognises that workplace stress is a national issue that can have a negative impact on the lives of employees both in and outside the workplace. Like all workplaces, an educational setting has risks which can generate work related stress. Greenwich House is committed to managing and controlling the risks so that all staff are given the opportunity to achieve a high standard of health well-being in the work place and contribute positively to Greenwich House's performance in the delivery of high-quality education and childcare.

Greenwich House recognises the Health and Safety Executive's Management Standards, six areas of work design which if properly managed reflect a high standard of health well-being and organisational performance.

The six standards are:

**Demands** – this includes issues such as workload, work patterns and the work environment.

**Control** – how much say the person has in the way they do their work.

**Support** – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.

**Relationships** – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.

**Role** – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.

**Change** – how organisational change (large or small) is managed and communicated in the organisation.

## **Vehicular access and parking**

Vehicular access and parking is inspected regularly with a view to maintaining its condition. The surface was professionally laid and suitable for the nature of the traffic used over it. Signage is in place and regularly cleaned to ensure it is visible. Hedges at the front of the property are trimmed to maintain adequate visibility when leaving the premises and joining the public highway on High Holme Road. Parking spaces are clearly marked as well as a path for pedestrian access. A secure gate and fencing separates the car park area from the Kindergarten and Creche outdoor play area. The hard court is fenced and pupils are continually supervised during class time in the use of the outdoor lawned area adjacent to the carpark. Lighting is provided from the car park to the path leading to the

rear of the building. Parents are able to use the car park to drop off and collect their child or children but do so at their own risk.

## **Kitchen**

No entry will be permitted to children, parents, contractors (except for the purposes of maintenance/inspection) or other visitors to the School with legitimate business in the kitchen. eg. local authority Food Safety Officers.

All staff must wear an apron and wash hands thoroughly on entry to the kitchen area.

Mrs K Brown (School Cook) has responsibility for this area and staff must carry out her instructions as requested and in accordance with all relevant health and safety regulations and procedures including, where appropriate, the use of a hair net.

All staff responsible for handling and preparing food have completed the relevant food safety training.

Standards of cleanliness of staff need to be exemplary for reasons of public health and to provide good role models to the children.

Stacking, storage, marking and the keeping of exits clear are all to be carried out according to the Fire Safety Officer's instruction which are in accordance with the School Policy.

## **Restrictions of Access to Lofts, Orchard, Kitchen, Car Park, Driveways or any Off-Site Area.**

There will be no access to the lofts, orchard ( with the exception of children in the school, under direct staff supervision and for the purposes of academic studies). The kitchen is out of bounds for pupils of the School, Kindergarten and Creche.

The staff are required to maintain vigilance to prevent such access ever occurring.

No child is to be allowed access to the school driveways, car park without the direct supervision of a member staff or parent /carer.

## **Disposal of waste**

All general waste will be disposed of by Ellgia Recycling Limited .

Clinical waste (nappies etc) will be disposed of by City Healthcare Direct in the separate bins provided by them for this purpose.

## **Electrical Equipment**

All equipment is PAT tested annually. (Any member of staff wanting to bring in personal electrical equipment must ask for this to be PAT tested before being used).

Mains electricity, alarm systems etc are tested in accordance with recommended guidelines and/or the advice of a qualified electrician.

Any fault or apparent fault with an electrical appliance should be immediately reported to a supervisor and to the Head Teacher.

If it is safe to do so, the appliance should be disconnected from the mains supply and immediately withdrawn from use until repaired or replaced by a qualified electrician.

Circuit breakers are to be used with extension cables, outside leads, etc.

The plugs of electrical equipment should not be accessible to young children and are out of bounds to all older (school) children.

\*The qualified electrician familiar with Greenwich House is:

B Evison Electrical Services

E-mail: [benevision@btinternet.com](mailto:benevision@btinternet.com)

07843261220

## **Dangerous Substances**

- Always keep in cupboards with childproof locks or out of reach of children
- Do not use such substances in the presence of children.
- Always wear appropriate protective clothing.
- Follow the manufacturers instructions as to their use and only use for the purpose stated on the packaging.
- Consult the data sheets which are available from the Head Teacher and kept in an accessible place to be known to all staff. These data sheets give much valuable information in the event of an incident which may be required by the emergency services.

Control of Substances Hazardous to Health (COSHH):

Some substances used at Greenwich House for cleaning, treatment or artwork for example require staff to exercise special care in their use and for there to be awareness of the potentially harmful use of such substances if they are not used in the correct way or for the correct purpose. This includes, in limited cases, products such as certain art materials for example required to be used by pupils. Proper supervision should be provided. In such cases the supplier of a product will issue to Greenwich House a COSHH sheet or Safety Data Sheet. Where this applies to a product a label identifying this will be attached to the product. For smaller items such as white board pens or Pritt Stick glue information will be circulated by e-mail. In any case the relevant COSHH information sheet will be available in a folder in the staff room. If there are any queries in respect of the use of a relevant product the Head Teacher or her nominated representative must be consulted prior to the use of the product.

## **Fluids Under Pressure**

Fire Extinguishers are only to be used in an emergency and in accordance with instructions.

Staff should familiarize themselves with their use and report any faults to the Head Teacher immediately.

All aerosol cans are to be disposed of carefully and kept well away from sources of heat, and out of reach of children.

### **Display screen equipment (“DSE”)**

DSE includes display screens, laptops, touch screens and other similar devices.

Where relevant, staff are provided with guidance to support safe use of DSE.

### **Gas Cooker and Central Heating Boiler**

- Report any gaseous odour immediately.
- Report anything strange or unusual immediately. eg. unusual noise or vibration.
- In case of fire, begin following the Fire Alarm and Evacuation Procedures immediately.
- The servicing of this equipment is through:

Mick Henry Plumbing & Heating Engineers Ltd  
Unit 40 Cleethorpes Business Centre  
Wilton Road Industrial Estate  
Humberston  
N E Lincs  
DN36 4AS  
Tel: 01472 599856  
Mob: 07946 595393  
Email: [info@mickhenryplumbing.co.uk](mailto:info@mickhenryplumbing.co.uk)

### **Water System**

Clean water for washing, cleaning, toileting and drinking is supplied through the mains water system by Anglian Water. Water is stored and supplied at temperatures in accordance with guidelines issued by Department for Education and the Health and Safety Executive and as are appropriate for users in a School, Kindergarten and Creche setting so as to provide water which does not scald (in the case of hot water) but also minimises the risk of legionella. Water storage and supply temperatures are checked regularly to ensure they are maintained at the appropriate temperatures and records of such checks are made.

### **Pest and Vermin Control**

In case of the discovery of infestations or if it is suspected, inform the Head Teacher immediately. Pest Control operatives can be located as follows and should be contacted immediately.

Their recommendations must be put into operation with immediate effect.

ELDC - 01507 601111 - for general guidance although ELDC do not provide a pest control service

Preventative Control and Checks – Lincspes – 01507 816001

### **Instructions Specific to the Care of Children**

- Always ensure the safe supervision and management of children and pay special



attention to agreed ratios of staff to children.

- During outdoor play, be alert to security issues and report intruders immediately.
- All garden boundary gates and fences should be checked as secure at the beginning of each outdoor play session.
- Any faults to the boundary are to be reported immediately.
- During outdoor play, note and report any hazards and supervise large play equipment closely and continuously.
- Report any faults in outdoor play equipment and take the item out of use immediately.
- Be vigilant on or near staircases or landings. Insist on their safe, careful and considerate use by children.
- Report any faults to floor coverings or hand rails.
- All equipment purchased must comply with BSI Standards. Report faults immediately and remove the item concerned from use.
- No child should leave the premises without an authorised letter.

N.B.

Greenwich House has a No-Smoking Policy which applies to the whole site including the carpark.

This policy is essential for the health of the children, encourages good role models (and allows for the efficient function of fire detection systems within Greenwich House).

\*Staff are encouraged to make positive contributions to the Health and Safety Policy of Greenwich House. Any suggestions for improved safety will be considered and be adopted and the policy will be amended accordingly.

Staff will be informed of any changes made to this policy and issued with an updated document. Copies of any previous Health and Safety Policy should then be destroyed to avoid confusion. Please familiarise yourself with the contents of this important document and refer to it as and when necessary.

Room Risk Assessments - now completed for each room and daily forms to be completed

This policy is intended to be read and used in conjunction with Greenwich House's other policies including:-

- Critical Incident Policy
- First Aid Policy
- Fire Prevention Policy
- Visitor Policy
- Food Allergies and Acute Allergic Reactions Policy
- Illness and Exclusion Policy
- Infectious Disease Control Policy
- Child Protection (Safeguarding) Policy
- Off Site Visit Policy

- Code of Conduct for Parents, Carers and Visitors

Signed on behalf of the setting by;

..... Head Teacher

Date : amended/revised Sept 2005  
revised May 2008  
reviewed February 2009  
reviewed March 2011  
revised October 2012  
reviewed August 2017  
reviewed November 2017  
reviewed August 2018  
reviewed September 2020  
reviewed September 2021