



# THE GROVE INDEPENDENT SCHOOL

## The Grove Health & Safety Policy

### 1.0 Introduction

The school has a Resource Manual and Policy Document that has been produced to assist the school to meet the requirements of the Health and Safety at Work Act, 1974 and the Management of Health and Safety at Work Regulations 1999.

The Health and Safety at Work Act (HSWA) is the main piece of legislation affecting the management of health and safety in educational establishments across all sectors. This Act provides a framework for ensuring the health and safety of all employees in any work activity. It also provides for the health and safety of anyone who may be affected by work activities such as pupils/students and visitors to educational sites, including parents and contractors.

This act says that any company employing more than 5 workers must possess a written policy statement and make the staff aware of its contents.

The main requirement of the Management of Health and Safety at Work Regulations is that employers must carry out risk assessments to eliminate or reduce risks. Employers with five or more employees need to record the significant findings of a risk assessment.

### The policy document contains three sections:

**Statements:** Starting with The Grove overall statement, then the School, then the Nursery. The Principal and The Grove Safety Executive Committee issue it -

*These set out our intentions, both to achieve legal compliance and meet The Grove business requirements.*

An organisation chart.

**Organisation:** Who does what in managing safety at The Grove?

This contains details of the responsibilities attached to all employees and some specific duties attached to some key personnel such as the Safety Coordinator (Facilities Manager) and Safety Champions.

**Arrangements:** The actual procedures and arrangements, which have been put into place to make safety work in our environment.

This section refers the reader to other documents that contain the actual detail. This document is applicable to all employees of The Grove Independent School and Nursery.

The document will be reviewed once a year for relevance and at other intervals when a significant change in the working environment or working activities takes place.

The document is issued to all members of the Safety Management Team and is available to all staff.

## **2. The Grove Health and Safety Policy Statement**

The Policy Statement sets out our intentions, both to achieve legal status compliance and meet The Grove business requirements.

The statement sets out the importance that The Grove places on fulfilling its business mission safely by making health and safety a way of life. The pursuit of this aim reflects the high value that The Grove places on its employees and pupils.

The statement is set out in three parts:

The Grove – stating the overall company policy.

The Grove Nursery – stating how the overall policy relates specifically to the nursery.

The Grove Independent School – stating how the overall policy relates specifically to the school.

The policy is fully supported by the Executive Committee and the Principal Mrs Berkin.

## **The Grove Health & Safety Policy Statement Updated June 2014**

The Grove will fulfil its business mission safely by making healthy and safe working a way of life. The pursuit of this aim reflects the high value that The Grove places on its employees, pupils and others who may be affected by the conduct of The Grove in carrying out its business.

To achieve this The Grove has resolved to:

- A.** Comply with relevant legislation.
- B** Ensure that the health and safety responsibilities of all employees on behalf of the business, are clearly defined, allocated and understood.
- C.** Encourage and enable all employees to carry out those responsibilities through an effective health and safety management system, with safe premises, and clearly defined processes.
- D.** Enhance employee's capabilities to manage and work safely through education and training.
- E.** Promote effective participation and involvement of all employees in the health and safety performance of The Grove and the pursuit of a healthy and safe way of life.
- F.** Monitor and review the effectiveness of health and safety deployment.

Arrangements to implement these aims are contained within the Safety Excellence program. The Grove Board has endorsed this policy and everyone within The Grove is required to abide by it.

**Deborah Berkin, Principal,  
June 2014**

The Grove Independent School and Nursery

## **The Grove Health & Safety Policy Statement (Nursery) Updated June 2014**

The Grove Nursery will carry out The Grove Health and Safety Policy consistently throughout its working practices, led by its Principal and its Safety Executive. This policy being:

**The Grove Nursery** will ensure that every unit has suitable arrangements to implement that Policy and that all employees are informed.

**The Grove Nursery** expects everyone to work and manage his or her responsibilities safely, as a condition of employment.

**The Grove Nursery** requires all accidents to be investigated with preventative action taken as a result.

**The Grove Nursery** encourages everyone to be involved in improving safety performance.

**The Grove Nursery** believes that:

- All injuries are preventable
- Management is committed to preventing injuries
- All risks can be managed to an acceptable level
- Training employees to work safely is essential
- Prevention of injuries is good business

These beliefs are important for the well-being of everyone and are fully supported by the Safety Executive Committee and myself.

**Deborah Berkin, Principal,  
June 2014**

The Grove Independent School and Nursery

## **The Grove Health & Safety Policy Statement (School) Updated June 2014**

The Grove Independent School will carry out The Grove Health and Safety Policy consistently throughout its working practices, led by its Principal and Executive Committee.

*This policy being:*

**The Grove Independent School** will ensure that every unit has suitable arrangements to implement that Policy and that all employees are informed.

**The Grove Independent School** expects everyone to work and manage their responsibilities safely, as a condition of employment.

**The Grove Independent School** requires all accidents to be investigated with preventative action taken as a result.

**The Grove Independent School** encourages everyone to be involved in improving safety performance.

**The Grove Independent School** believes that.

- All injuries are preventable
- Management is committed to preventing injuries
- All risks can be managed to an acceptable level
- Training employees to work safely is essential
- Prevention of injuries is good business

These beliefs are important for the well-being of everyone and are fully supported by the Safety Executive Committee and myself. Our policy covers all aspects of The Grove School including `out of hours` school care.

**Deborah Berkin, Principal,  
June 2014**

The Grove Independent School and Nursery

### 3.0 Health & Safety Organisation at The Grove – The people

Health and safety is the responsibility of everyone at The Grove. However a discreet H&S hierarchy has been established to ensure that our health and safety policy is embedded as the norm and is part of everyday activity not just a once a year topic.

The organisational structure (see section 3 – Appendix A – Named Health and safety Individuals) is set out below.

#### 3.1 The Principal's Duties

The implementation of the Health and Safety Policy is ultimately the responsibility of the Principal as part of her normal duties. The Principal is accountable for ensuring, so far as is reasonably practicable, the safety and freedom from risks to health of the staff and others working in areas of The Grove. Particular responsibilities will include ensuring that:

- staff are aware of their health and safety responsibilities
- safe systems of work exist, they are known by staff and are enforced
- work is carried out in a safe manner in accordance with appropriate Health and Safety legislation and The Grove instructions; and that the risk assessments are carried out in respect of the workplace in order to identify and minimise **all** risks and there from to develop and implement control measures as appropriate. Refer to Risk Assessment section for further advice.
- staff are adequately informed, instructed, trained and supervised to carry out work for which they are employed.
- accidents are reported promptly and properly investigated to identify any shortcomings and to implement all necessary remedial action.
- faulty equipment, tools and materials are reported for repair as soon as practicable and if unsafe taken out of service immediately.
- safety training needs of staff are identified, appropriate safety training arranged and comprehensive records of all training given are maintained.
- new employees and staff changing jobs are given adequate training, instruction and information to ensure, as far as is reasonably practicable, their health and safety at work.
- the health and safety of members of the public and people not employed by The Grove is not jeopardised by the activity on the site.

The responsibility for the day to day implementation and management of the above is vested in the Safety Management Team.

### **3.2 The Safety Coordinator's Duties**

The Grove has a named person, The Safety Coordinator (Joanne Wray), who is responsible for promoting a health and safety culture and securing the implementation and continued development of the health and safety strategy and for ensuring the Safety Management Team and all employees carry out their safety responsibilities. This person is given the necessary resources, authority and competence to carry out these duties effectively as they are accountable to the Principal and the Safety Executive Committee for The Grove's safety performance.

The Safety Coordinator will:

- establish and help maintain safety management within The Grove.
- promote cooperation between individuals, safety representatives and groups so that safety becomes a collaborative effort.
- ensure the communication of necessary information throughout The Grove.
- ensure competence of all employees in all matters Health and Safety.

Responsibility for the monitoring and reviewing of safety policy and strategy is vested in The Grove Safety Coordinator.

### **3.3 The Safety Management Team's Duties**

Within The Grove a named Safety Management Team (also referred to as Safety Champions) has been appointed who are responsible – on behalf of The Principal for a defined area/team within defined geographical boundaries. The Safety Management Team is supported directly by The Safety Coordinator who may include it in an individual's job description and/or personal objectives.

The Safety Management Team will also:

- be one of the primary roles in securing adequate risk assessment of the workplace by carrying out regular inspections.
- contribute towards identifying activities undertaken in their area and in assessing the risks arising there from.
- provide a coordination and communication role between their team and The Safety Coordinator and the Safety Executive Committee.
- be the team's first point of contact for any H&S issue or deployment of the policy, procedures and guidance.
- liaise with each other as required to secure cooperation and will meet monthly to monitor and review the risk assessments.

### 3.4 The Employee's Duties

All individual employees have a responsibility to conduct their work with due regard for health and safety. Accountability is limited to those matters, which are within the individual's control as defined, for example, by area of responsibility and safe working practices.

High standards of health and safety at work can only be achieved with the active support and cooperation of ALL STAFF, who are expected to take reasonable care to avoid injury to themselves and others.

All individual employees must:

- Cooperate with Safety Management Team in creating and maintaining safe working conditions by observing local health and safety procedures and duties imposed by law.
- Not intentionally or recklessly interfere with, or misuse anything provided in the interests of health and safety.
- Wear or use protective clothing or equipment that may be issued to them as directed by their Safety Champions.
- Report immediately any defect in premises, tools, plant equipment or systems that may affect health and safety to their Safety Champion. All issues must be reported in the Fault Control book at Reception.

Failure to comply with these requirements may be regarded as a disciplinary matter.

## **4. Health and Safety Organisation at The Grove – The Process**

Although individual responsibility and accountability is what will ensure The Grove policy and is maintained it is the managerial process which will support the Safety Management team in carrying out their role.

### **4.1 Areas Of Responsibility of the Safety Management Teams are as follows:**

- Prep block
- Main block class room and common areas
- Nursery block
- Dining block
- External play areas
- Hall and playing fields
- Remainder – to include buildings infrastructure, grounds, storage and cleaning areas.

The Safety Management Team will liaise as necessary with the Safety Coordinator. Any required actions are taken directly to each member of the Safety Management Team.

In most cases the Safety Management Team will coordinate the required improvement activity of the individual room owners. The room owners will then progress the actions required. However in some instances it is the Safety Champions who will be responsible for any required improvement activity. This will apply in the following areas:

Common use areas of main block

Music block

Ground and playing fields

Buildings infrastructure, dining area, storage and cleaning areas.

### **4.2 The Safety Executive Committee.**

This committee will meet once a term to ensure the Health & Safety policy and process is maintained at The Grove. The committee will represent all parties from The Grove including pupils, parents and any person who attends the school site.

The primary aims of the SEC will be to:

- Ensure that The Groves Policy statement is being carried out.
- Ensure that the health and safety managerial processes are being adhered to.
- Prioritise improvement activities when conflict arises.
- Respond to recommendations of The Safety Management Team.
- Decide where funding should be allocated for improvement.

### Section 3: Appendix A

#### THE GROVE NAMED HEALTH AND SAFETY INDIVIDUALS

##### Safety Executive Committee

Chair	Joanne Wray
Principal	Deborah Berkin
Champions Rep	Henry Berkin
Parents Rep	Mr Hovell

##### Safety Management Team

Emma Carlin	Deputy Head
Sharon Llewellyn	Head of Nursery
Joanne Wray	Director of Studies
Danielle Wray	Class Assistant Lead (Pre-Prep and Foundation)
Katie Archer	Class Assistant Lead (Prep)
Beverly Evans	Catering Manager
Henry Berkin	Facilities Manager
Amanda Hodges	Teacher
Lucy Greene	Teacher
Jason Randall	ICT Technician
Paul Wilkinson	Head of Sport

## The Grove Independent School and Nursery Health and Safety Areas of Responsibility

Area	Room Specific	Safety Champion
Nursery	classrooms laundry kitchen stairs Cleaning Storage	Sharon Llewellyn Sharon Llewellyn Sharon Llewellyn Sharon Llewellyn Henry Berkin
Prep Block	science lab classrooms IT Suites Cleaners storage	Joanne Wray Joanne Wray Joanne Wray Henry Berkin
Main Block	class room and common areas including main hall and library Foundation classrooms and corridors including the art room and cupboard Pre-prep Junior prep corridors and toilets Hall sports cupboard Offices and cleaning storage both floors	Emma Carlin  Emma Carlin  Lucy Greene  Head of Sport Henry Berkin
Dining Block	Classrooms and corridors Catering & Dining area	Amanda Hodges
External	Buildings structure and grounds Play areas Playing Fields	Henry Berkin  Activity co-ordinator Head of Sport
Fire wardens	Entire site	Henry Berkin & Jason Randall

## The Grove Risk Assessment Process

### Introduction

*The Health and Safety at Work Act 1974* obliges employers to ensure the health and safety and welfare of its employees, however the *Management of Health and Safety at Work Regulation 1992* introduced the specific duty to identify and assess risks faced by its employees.

It is therefore a legal requirement to identify hazards, carry out risk assessments and develop measures to control significant risks.

Risk assessment is also the main way to prevent accidents, to be proactive and identify all the things that may cause injury, and then having assessed the risks, put controls in place to remove or reduce those risks to an acceptable level.

A major part of The Groves safety strategy is to both secure legal compliance and reduce workplace injury and ill health by controlling hazards and risk.

### The Process

The Grove process uses a number of steps to successfully identify and assess work related risks and ensure a safe workplace. It has been designed to reduce both unsafe conditions and unsafe acts. These being:

- Identify hazards
- Assess the risk
- Develop and deploy control measures
- Monitor that they work
- Check that the assessment process remains valid by reviewing it regularly

The assessment process is divided into two areas, Workplace and Work Activities.

### Workplace assessment

This involves the Safety Management Team, conducting a quarterly inspection of their nominated work areas. They are tasked with identifying potential hazards or unsafe conditions. If any are identified they are brought to the attention of the appropriate person, in most cases the room owner for remedial action.

Occasionally it may be necessary to develop temporary measures to control the risk whilst awaiting the remedial work, in this case the relevant Safety Management team member will develop the temporary measures in conjunction with The Safety Coordinator and the person directly responsible for the area whose charges are affected by the hazard.

### **Work Activities Assessment**

It has been discovered that over 90% of all workplace accidents are caused by an unsafe act – rather than an unsafe condition.

**Action:** The Safety Management Team will need to identify and assess the work activities carried out in their areas and then teamwork them to develop a collection of assessment results and corresponding control measures.

The full process is detailed in **appendix A** and the results are reproduced in **appendix B**

### **Control Measures**

Control measures are designed to reduce the chance of accidents and injury. At The Grove these control measures will take the form of written instructions - known as safe systems of work. Safe systems of work will endeavour to either, remove, reduce or control to an acceptable level any work activity or workplace risk.

These SSOW will be made available to everyone who works at The Grove, induction training will ensure new entrants are told about them.

### **Special Circumstances**

Special risk assessment procedures apply for young workers or pregnant workers, these are summarised in appendix A and C. Please contact your safety coordinator who will know more about these.

### **Review**

The risk assessments and control measures will be reviewed by the Safety Management Team:

- upon any significant change in the workplace.
- upon the introduction of any new activity
- after any failure (accident or incident)
- at least monthly

## Appendix A – Risk Assessment Process

This appendix sets out the process for identifying and assessing H&S risks. It is the part of an integrated system for the management of health and safety in the working environment. When used in conjunction with The Grove H&S Resource Manual it provides a comprehensive safety system to enable all staff to meet their responsibilities.

This process uses these steps to successfully identify and assess work related risks and ensure a safe workplace:

- identify the hazards
- assess the risk
- develop and deploy control measures
- monitor that they work
- check that the assessment process remains valid by reviewing it regularly

This appendix will assist all the staff in the understanding their responsibilities and helps the Safety Management Team to develop the system needed for the workplace. It goes through each of the forms, explaining their use. It is best used as a reference work, to be used as and when required.

The loose leaf forms used to record the findings are attached. These are the risk assessments as required by the regulations and should be available to all staff at The Grove.

The Safety Management Team should make sure all staff in their area of responsibility (including new entrants) have access to the manual and they have read and understood it. Additionally any visitors or others whose your work may impact should be made aware of it.

In order to ensure its ongoing validity the completed risk assessments should be reviewed:

- Periodically, at least once quarter
- When a new manager takes over an area on a permanent basis.
- When there is a change of work pattern or an introduction of new equipment.
- In the event of any failure (accident/incident).

The relevant member of The Grove Safety Management Team will be responsible for the review.

Health and Safety at Work Acts and other Health and Safety Regulations govern health and safety management in the workplace. In every case it is a legal requirement to identify hazards, carry out risk assessments and develop measures to control any significant risk.

The Grove Health and Safety Policy gives the direct responsibility for implementing the unit's health and safety procedures to the Safety Management Team. This manual will assist them in their obligation to carry out the risk assessment and to develop and implement suitable and sufficient control measures.

### **Scope**

This manual has been designed around The Grove environment. Generally its work activities are office based and should not normally present any major hazards. Risk are assessed from both the workplace (the fabric and layout of the building) and from the activities undertaken in it.

### **Workplace Assessment**

This takes the form of an initial inspection by the Safety Management Team in their designated area where they should identify any hazards, defect or fault. This is reported to the person responsible for the area normally the room user/owner. This should be recorded on form GR2 and then assessed using form GR4. Additional inspections usually quarterly should be carried out to ensure the process is working and defects or any problems have been rectified.. This will be coordinated by the Safety Coordinator.

### **Work Activities**

The Grove Safety Management Team will have identified any activities which are undertaken, which may cause or have the potential to cause injury. These should be recorded on form GR3 and then assessed using form GR4.

Specific regulations apply to Visual Display Units (VDU) and user's workstations must comply with detailed technical specifications. In order to ensure that all workstations comply with these regulations forms VDU1 and VDU2 have been developed for individuals to self-assess their own workstations. The Safety Coordinator is responsible for ensuring any defect identified on the forms is corrected.

Young persons (under 18's) pose greater risk in the work place, these are assessed as work activity risk where they are just visitors, but where they are employed (temporary or permanent) separate procedures apply. See the H&S Resources manual (risk assessment appendix C) for further details.

New or expectant workers are also subject to greater risk, special procedures apply, see H&S Resource Manual (risk assessment appendix D) for further info.

## Definitions

**Hazard:** The presence of something that could cause harm i.e. broken electrical plug on a computer.

**Risk:** The likely hood of that hazard actually causing harm – and then degree of harm that could arise i.e. with the broken plug the likelihood of someone actually touching it and getting an electric shock is the key issue.

**Workplace:** The fabric and layout of the building, access routes, stairs, car parks etc. Fixed plant and equipment inc. lifts, heating appliances etc.

**Work activities:** The jobs/tasks undertaken by The Grove employees, whether inside the workplace or outside.

## Form GR1

The Safety Management Team is responsible within their work areas for ensuring the safe condition of the premises, equipment and vehicles under their control. Also for all activities that are carried out at work. It is therefore useful to identify the physical areas of responsibility. This can be achieved through form **GR1** or via photographs. The physical area of responsibility should be agreed by the Safety Management Team. The information should then be sketched on form **GR1** or by use of photographs.

## Form GR2

This form is used for the work place assessment. It is used to record all the physical and tangible hazards that are present in the workplace. These are identified by a thorough inspection of ALL the areas that comprises the workplace (as identified on form GR1).

For The Grove this is carried out by the relevant member of the Safety Management Committee on behalf of the occupants.

For each hazard which has been identified, the Safety Management team member will then:

- Decide who is responsible for correcting the defects;
- Brings it to their attention;
- Records what action will then be taken, which must include time scales, on form **GR2**.

Where remedial action may take some time there may be a need to put in place some temporary measure. The Safety Management team member should record these temporary measures on form **GR5** and label them as temporary measures. They must then clearly communicate the responsibilities to the people concerned.

**Form GR3** records all the work activities undertaken by The Grove employees, where there is potential for injury. These have been identified by reference to all occupants. Each activity is given a reference number to aid assessment later on.

It also records what hazards are associated with these activities, in some cases there may be more than one. It is useful when assessing the corresponding risks to estimate how many

people are involved in the activity; this also needs to be recorded.

Because VDU work is governed by specific regulations and each VDU workstation must comply with a detailed specification, form VDU1 and VDU2 have been designed to enable individuals to self-assess their own workstation independently of the workplace and work activity hazards.

Coordinating the supply of these forms to individuals is the role of the Safety Coordinator.

#### **Form GR4**

Having identified the hazards associated with the activity or place it is now necessary to quantify the risk from that hazard. **Form GR4** does this by estimating the *probability* of it happening and the likely *outcome* if it did.

Form GR4 is divided into two parts. Part A to enter the description of the work activity. The reference number is carried forward from the **GR3 form**, and part B to assess and record the risk from each of the identified hazards. The table reproduced on form **GR7** was used to calculate the risk rating.

The probability scale is used to estimate the likelihood of the accident occurring. The outcome scale estimates the potential harm or injury which would be caused. Multiply the two together to give the risk rating which will fall within one of these three bands:

- Over 4 high risk
- 3 – 4 medium risk
- 1 – 2 low risk

Any rating over 4 is determined as HIGH risk and action to remove or reduce the risk must be taken as a matter of urgency.

**Form GR5** Any activity with a risk rating over 2 must have control measures developed to reduce the risk. The control measures take the form of job safety sheets (termed *safe system of work*) Form GR5 is a job safety sheet. A separate form has to be completed for each area of risk.

The greater the risk rating, the greater the need for control measures and the more detail these should contain.

The job safety sheet initially seeks to remove the hazard, but if this is not practicable the following methods are employed:

- Physical safeguards such as, barriers, mechanical aids or engineering solutions.
- Systems of working, including written safe systems of work, communicated to staff, training, instruction or supervision.
- Personal protection such as gloves, footwear etc. Note this should be a last resort and carries with it an obligation to ensure your staff know how to correctly use it, are aware of its limitations and do actually use it.

The Safety Coordinator is responsible for ensuring that where training is identified it is given to staff involved in that activity and that training records are held.

The Safety Management team in conjunction with their Safety Champion must ensure that everybody who works in that activity sees the **form GR5**. It may be best practice to give each person involved in the activity a copy of any **GR5** relevant to the activity they are involved in.

### **Form GR6**

Risk assessments must remain up to date, it is the Safety Coordinators role to ensure that the workplace and activity assessments are reviewed:

- Periodically, at least every 12 months
- Whenever a new person takes over an area on a permanent basis.
- When there is a change of work pattern or on the introduction of new equipment.
- In the event of any failure

Form GR6 may be used by the Safety Management Team to record that actions identified from the workplace hazards have been completed and when workplace and work activity reviews have taken place.

### **Form GR7**

Form GR7 contains the risk assessment rating table used when assessing the risk from any identified work activity hazards. Its use is explained within the instructions for **form GR4**

### **Form GRCM1**

Form GRCM1 is to be completed wherever chemicals are used such as science labs and medical rooms. If completion of this chemical substance form identifies further risks then an individual product sheet needs to be completed.

### **Form GR8**

Form GR8 is guidance for the Safety Coordinator to use when notified by a member of staff that they are a new or expectant mother (defined in form GR8). The Safety Coordinator must review both the workplace and activity assessments and redo the job safety sheets where necessary.

VDU assessment is self-assessment by individuals independent of the workplace activity hazards.

Form VDU1 is used to determine if you are a user. If you are not no further action is necessary. If you are a user go to Form VDU2.

All users workstations must comply with a detailed technical ergonomic specification, the workstation (defined as the desk, chair and other associated equipment and the

surrounding environment).

Form VDU2 is used to assess the workstation. Users should complete sections a – c of their own individual FORM VDU2. Safety Champions are responsible for completing section D and ensuring that any actions necessary for bringing the workstation up to the required standard are carried out. They must ensure that all users have received a copy of the VDU-Fit user's booklet and received the training and information specified in the VDU – Fit manager's booklet.

It is useful if individuals keep copies of their own forms; if the workstation is significantly changed the individual should review the assessment.

Remember that VDU assessments are also subject to review, Safety Champions must be aware when new staff arrive that they need to complete VDU forms.

## The Grove Accident Prevention, Reporting and Investigation

### Prevention

The Grove's Accident prevention programme includes:

- Full investigation of the accident to determine cause and prevent a recurrence.
- Risk Assessment of the work hazards from which safe systems of work will be designed.
- Employees trained in the use of those safe systems of work and safety requirements of the employee's job.
- Quarterly inspections of the workplace by Safety Management Team
- Continuous monitoring workplace conditions by Safety Management Team the Safety Coordinator and the Principal.
- Analysis of accident statistics to identify trends/improvement opportunities.
- Good Housekeeping

### Reporting

An accident at work is defined as:

**“An unplanned happening or event, with a specific cause or causes, which arise out of or in connection with work and leads to injury (including acts of non-consensual physical violence done to a person at work)”**

Every accident that results in injury, however minor, must be reported. There are three steps to reporting accidents:

- Complete accident book
- Complete employees report form
- The Safety Coordinator investigates the cause and reports.

### Accident Book

The accident book is held in the medical room. This **must** be completed for every injury.

### **Employee Reports**

The employee **must** complete Grove Form A1, although someone can do so on their behalf if the injury prevents them doing so.

### **Accidents outside the Workplace**

Accidents that occur outside the normal workplace should also be recorded, for example whilst travelling on official duty or at any other school or whilst on Travel week.

All completed employee forms should be sent to the Safety Coordinator.

### **Investigation**

Accident investigation is a vital step in ensuring that the lessons are learned and that the chances of the same accident reoccurring are minimised. The results of any investigation may also be used as evidence in any ensuing litigation against The Grove.

Safety Coordinator and /or the relevant Safety Management team member are required to investigate the causes of every accident by way of their terms and conditions of employment and The Grove H&S policy.

**Safety Management Report** (this report can be completed by the Safety Coordinator/Facilities Manager)

The Safety Management team member in whose area the accident took place must investigate the circumstances of the accident and prepare a report using the Accident Report form **Grove Form 2**.

The Safety Coordinator will help and advise at all times and must be contacted if injury is severe

Completed manager forms should also be sent to the Safety Coordinator.

Any incident that may have compromised safety, even if no injury occurs, should be reported to the Safety Coordinator so that the risk assessments may be reviewed.

Appendix A shows a summary of the main steps for accident reporting/investigation, including the timescales.

**Appendix A**  
**How to Complete the Grove Accident Record**  
**The Role of the Safety Coordinator and Safety Champion**

Please read the guidance notes carefully before completing the accident investigation report.

The effects of an accident are often far reaching and the repercussions can continue to be felt well beyond the day of the accident. It is therefore essential that the matter is fully investigated and that the report is completed as comprehensively as possible. The investigation has four major functions:

- It should determine the events leading up to the accident.
- It should identify the causes both immediate and underlying.
- It should identify the actions necessary to avoid similar accidents in future.
- It can also be used as evidence in court in civil claims brought by our employees or in prosecutions brought by enforcing authorities

Information that will allow you to complete the form fully can come from several sources of which observations, documentation and interviews are the main. These sources of information should be used to establish the circumstances of the accident and where possible the causes.

Most accidents have more than one cause. Whilst it is often easy to establish the immediate cause, it is often more difficult to identify the underlying causes. It is essential that both immediate and underlying causes are identified.

Usually the last but one of the most important parts of any investigation is to identify recommendations and actions needed to ensure that similar accidents do not occur again. In some situations however, it will be necessary to take immediate action by taking a piece of equipment out of service or by cordoning off a particular area. You should consider how you are going to communicate any information on the causes to your employees and whether your findings need to be communicated on a wider scale.

### **Section 1 – Personal Details of Injured Person**

These are straightforward but essential in ensuring the report is matched to the correct employee.

### **Section 2 – Your Personal Details**

These are required so that the correct contact point is identified when making any further investigations and enquiries.

### **Section 3 – The Accident**

It is important that the date and time of the accident are reported accurately.

Specify the person who first reported the accident (usually the injured employee) and the person who first accepted the initial report (written or verbal) with the precise time of the report.

Be precise about the place of the accident. Just stating the address of the premises is not enough. Record exactly where the accident occurred e.g. in a specific room, at which position in yard etc.

The type of activity at the time of the accident relates to the general duty that the employee was performing at the time. The specific task being performed on the other hand refers to the part of that activity that was being performed.

The approximate length of experience on the work being performed does not necessarily relate to the length of service. The employee may have changed responsibilities.

Specify all related training that the employee together with appropriate dates and attaché records to verify this.

When investigating the accident try to identify exactly what happened. What was the injured person doing prior to the accident – e.g. were they about to lift a load (e.g. lifting parcel when it slipped and fell on their foot). Stating that the item fell on their foot is not enough. By asking as many people as appropriate including the injured person, you will gain a lot of information.

It is also important to establish the causes of the accident both immediate and underlying. Where possible any unsafe acts or conditions should be identified and detailed on the form. In some cases a sketch or photograph of the scene of the accident and/or any equipment being used will help clarify the cause of the accident e.g. an uneven tile which contributed to the employee tripping.

The level of the risk of the task being performed (see most current risk assessment) should be detailed and a copy of the assessment attached. It should be noted that a post accident assessment may also be necessary.

#### **Section 4 – The Injured Person**

It is important that you are very specific about the nature of the injury. State which parts of the body are affected e.g. fracture of third finger right hand, cuts on left side of forehead. If first aid was given ask the first aider how soon after the incident they attended the injured person and the state of the individual e.g. unconscious, bleeding profusely etc.

#### **Section 5 – Witnesses**

Ensure that you have investigated thoroughly the possibility of witnesses. Sometimes people are reluctant to volunteer information and to say that they witnessed an accident because they do not want to become involved. It is important to stress that there evidence might prevent a similar accident from occurring in the future.

#### **Section 6 – Third Parties**

Third parties can be involved in many ways e.g. the drivers of other vehicles. They can also be the perpetrators of assaults.

#### **Section 7 – Accidents Involving Vehicles Cycles/Motorcycles and Other Powered Vehicles**

This section refers to all accidents involving vehicles in the above categories and not just road traffic accidents. Please complete the section in full and attach copies of all relevant reports and maintenance records.

#### **Section 8 – Accidents Involving Machinery and Equipment (including wheeled containers)**

In any instance where machinery or other plant and equipment is involved this section should be completed in full. Please attach copies of appropriate inspection and maintenance reports.

#### **Note Relating sections 7 and 8**

*In the above two instances, equipment and vehicles etc, should be inspected immediately and it should be confirmed whether they are safe to continue in use. If there is evidence of a fault the equipment or vehicle should be withdrawn from use for inspection and a report obtained from suitably qualified persons.*

#### **Section 9 – Accidents Involving Lifting and Handling**

Many accidents within schools involve lifting and handling. Strictly speaking if all correct procedures and training in lifting and handling were followed these accidents would not occur. Yet they happen over and over again. When investigating the accident, you must find

out whether the procedures were followed. Had a risk assessment been undertaken? Had manual handling training been given? Were aids either in the form of other people or a mechanical type available?

### **Section 10 – Accidents Involving Slips, Trips and Falls**

This is also one of the most common causes of accidents within schools. It is important that the reason for the person slipping is identified and full details provided. If the person in question was carrying or lifting anything at the time, section 9 should be completed.

### **Section 11 – Accidents as result of Assaults**

Please provide full details where possible. They may be important at a later date. Do not forget to complete Section 6. It is appreciated that it is not always possible to record names of a perpetrator of an assault.

### **Section 12 – Human Behaviour**

Identify whether the injured person or another person did anything to contribute to the accident. For example, not wearing protective equipment may exacerbate the injuries. Similarly if an employee is distracted by someone it is important to specify how this happened and who distracted the injured person. As in all investigations however, it is important to not only establish the immediate cause of the accident but also any underlying reasons e.g. protective equipment/clothing not available etc.

### **Section 13. – The environment**

Whether the accident happened on The Grove premises or outdoors (on third party's premises), you must record details accurately if any environmental factors contributed to the accident.

### **Section 14a and 14b – Your Actions as a Manager**

No investigation is complete unless it includes a recommendation(s) on what should be done to ensure that similar accidents do not occur again. This is where you come in. As a safety representative what did YOU do to prevent re-occurrence? This could include writing to third parties or a communications campaign so that other employees are aware of the cause of the accident. The weekly staff meeting and Class Assistant handover are good forums for this.

### **Section 15 – Declaration**

Before signing this declaration take time to read the whole form once again. Make sure that you have not omitted anything important, or are unclear in your responses. Remember the form may be used in legal proceedings.

### **Section 16 – Enclosures**

This list is not exhaustive. If there is anything else you wish to include as part of this investigation you should include it here.

## Guidelines on Accident Reporting

### 1 How to complete this book:

Assess whether the injury is categorised as notifiable, Serious or minor.

### 2 Notifiable injuries must be reported to your local authority, ISA and RIDDOR (tel. 0845 300 99 23) immediately and include:

- Death
- Fracture other than fingers or toes
- Amputation
- A serious eye injury
- Immediate, medical treatment or loss of consciousness
- A stay in hospital for 24 hours or more.
- Serious illness for instance meningitis, swine flu,

### 3 What to do When an Accident Happens:

#### **If the injury is notifiable:**

Accident happens→Call Medical help→Record the accident in the Accident Book within 24 hours. The injured person must check the form before signing→Immediately contact the Safety Coordinator →They must start an investigation and complete the appropriate form.

#### **A serious injury is one which results in absence from work of one whole shift or more:**

Accident happens→Call Medical help→Record the accident in the Accident Book within 24 hours. The injured person must check the form before signing→Immediately contact the Safety Coordinator →The Manager must start an investigation and complete the appropriate form.

#### **A Minor injury is one which results in no absence or an absence of less than one shift.**

Accident happens→Record in the Accident Book within 24 hours. The injured person must check the entry before signing→The final copy must remain in the book.

**THE ACCIDENT BOOK MUST BE RETAINED AS A PERMANENT RECORD OF ALL ACCIDENTS ON THE GROVE SITE.**

## **The Grove Fire Safety: Arrangements for Dealing with Fire**

### **Introduction**

The Fire Precautions Act 1971 and The Fire Precautions (Workplace) Regulations 1997 requires the provision and maintenance of:

- A means of escape in case of fire.
- Means to ensure the safe use of the escape routes provided.
- Suitable fire warning arrangements.
- First-aid fire fighting equipment.
- Emergency plans i.e. procedures in event of fire.

The fire safety procedures for the premises are the responsibility of the Safety Coordinator. Fire and Emergency notices are posted in prominent positions throughout the premises and show the action to take on discovering a fire in any building or on hearing the fire alarm.

Additionally, The Grove has developed its own procedures for ensuring adequate fire prevention and co-operation with employees and users.

The Grove fire plan identifies the standards, precautionary measures and procedures to be adopted by all employees: You should make time to read it and familiarize yourself with its provisions. Every person in The Grove is required to abide by its instructions.

Fire Plan - Standards

### **Coordination**

All Grove employees have a responsibility not to misuse or interfere with fire fighting equipment or protection measures, and to comply with the requirements of the fire notices and fire warden instructions.

Fire Wardens have been appointed to provide assistance during evacuation.

Where employees' volunteer sufficient training will be provided via an individual's personal development plan to maintain ongoing competence.

### **Fire Equipment Testing.**

The fire alarm system will be tested at regular intervals this is the responsibility of the safety Coordinator who will keep records of all tests carried out

Fire extinguishers will be tested at least annually and checked weekly.

### **Fire drills**

A fire drill will be carried out once every term. It is the responsibility of the Safety Coordinator to organise this. A report of test and any weaknesses will be made and circulated to each of the Safety Management Team to cascade.

### **Information**

Every occupier of the site will display fire notices in their areas of responsibility giving information on what action to take on discovering a fire and evacuation procedures. There is a model notice attached to this appendix.

This fire plan will be shared with all of The Grove employees, any changes will be brought to their attention without delay and arrangements made to ensure that any new incumbents are informed as part of their induction training.

Fire Plan - Precautionary Measures

### **Electrical items**

Electrical items will be regularly tested and maintained in good working condition.

This is the responsibility of the Safety Co-ordinator. Appliances such as photocopiers shall not be left switched on overnight or at weekends unless designed to be so and be operationally necessary.

### **Risk assessment**

Any special activity or task that is likely to raise the potential for fire must be subject to a risk assessment and appropriate control measures put in place.

### **Housekeeping**

- All staff must ensure that:
- Electrical leads are not routed in such a way as to create damage to them
- Combustible waste is not allowed to accumulate
- The integrity of fire fighting equipment is not impeded in any way
- Emergency routes and exits must be kept free of obstructions at all times
- Fire extinguishers shall not be removed from their designated positions or fire doors wedged open.
- Fire escapes are to be kept clear at all times.
- Waste removal
- Combustible waste will be put out for removal or disposal every night.

### **Fire Plan - Procedures**

#### **During working hours**

All personnel must ensure that they know how to raise the alarm, what action to take in case they discover a fire and what action they should take on hearing the alarm.

These actions are displayed on notices around the site. All personnel must obey the instructions of the fire warden.

## **Out of hours**

Persons using the building outside of normal hours i.e. weekends or evenings must: -

- Make themselves familiar with an effective means of escape
- Raise the alarm and call the fire brigade if a fire is noticed
- Evacuate the building if the alarm is activated by other means call the fire brigade on hearing the alarm.
- Stay outside and liaise with the fire brigade to provide access until it is ascertained safe to re-enter.

## **Visitors**

All visitors must be signed in at reception areas. Visitors must wear the provided visitors badge for the duration of their visit. Office staff must ensure that this is carried out and that guests are signed out when leaving.

## **Disabled persons**

All occupants must be aware of the special needs of disabled persons during a fire alarm. Hosts should pay particular attention to those with hearing impairment and arrangements made to ensure that they are made aware of any alarm activation (test or real). Special procedures will be used for non-ambulant people on the first floors.

When there are disabled members amongst permanent staff, fire wardens and nominated helpers will be trained to carry wheelchair-bound disabled persons in their own wheelchairs.

During an alarm the trained fire warden will oversee the safe evacuation of disabled persons. In the absence of any disabled member of permanent staff the risk is only from disabled visitors.

It is the responsibility of hosts to ensure that the presence of any disabled visitor is brought to the attention of the fire warden during an evacuation. In this instance the fire warden(s) will oversee the evacuation of the disabled person.

## **The Grove Independent School – Fire Safety Issued 23-01-08**

### **Fire Safety**

#### **General Statement**

As far as reasonably practicable, all steps shall be taken by the company to prevent, or minimise the probability of all causes of fire.

The company recognises the need to take precautions to maintain the safety of all employees, contractors, visitors and pupils whilst on the premises against the threat of fire or other emergencies.

Where applicable the company has had regard to the Regulatory Reform (fire safety) Order 2005, which imposes duties on employers in respect of workplaces under their control and on persons who have, to any extent, control of a workplace.

The company acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate, i.e. inspection of means of escape and maintenance of fire warning systems and fire-fighting equipment will take place regularly.

The person responsible for this policy is Henry Berkin, Facilities Manager.

#### **Risk Assessments**

We have conducted our workplace risk assessment which includes our fire precautions and these precautions are outlined within this policy statement.

Henry Berkin is responsible for arranging and keeping records of assessments.

We will review our fire risks and precautions regularly and in particular, if we have any major changes to the work processes, furniture, plant, machinery, substances, buildings or the number of people likely to be present in the workplace.

If a fire or “near miss” occurs we will reassess our arrangements

#### **Fire detection and Warning Systems**

In order to safeguard the safety of the employees in case of fire the workplace will be equipped with appropriate fire detection systems, alarms and non automatic fire fighting equipment.

Our system is an ADT system consisting of a combination of smoke and heat detectors as well as a manual alarm activation points at fire exits.

The operation of our system will be tested weekly by Henry Berkin and the Maintenance person and records maintained with defects recorded and corrected.

This register is kept in the cupboard with the where the fire system is housed. In addition to the in house checks, the system is maintained and serviced on contract by ADT. ADT check the system twice yearly and record the information.

### **Portable Fire-Fighting Appliances**

In order to safeguard the safety of employees of the company along with contractors, visitors and pupils, the company will take measures for fire fighting in the workplace, adapted to the dimensions and use of the workplace, the equipment, the size of the company, the physical and chemical properties of substances likely to be present and the likely number of employees who may be present at any one time.

Emergency contacts with external agencies will be arranged, particularly with regard rescue and fire fighting.

We have considered our fire risks and have the following equipment:

- 16 x Water Extinguishers
- 1 x Foam Extinguisher
- 1 x Dry Foam Extinguisher
- 8 x CO2 Extinguisher
- 3 x Service Fire Blankets
- 1 x 9KG ABC Powder Pack
- 1 x 2KG Carbon Dioxide Extinguisher
- 1 x 6 Litre SP Foam Extinguisher

Extinguishers are located in suitable positions about the site and you will always find an extinguisher in close proximity to your position. These are checked each term and defects are reported to MK Fire who will arrange to replace or repair it.

In addition they are on service contract to an external contractor who checks them annually, records the date of the service on the extinguisher and provides a report to Henry Berkin – Facilities Manager.

Fire Blankets are located in 3 kitchen areas.

### **Maintenance**

In order to safeguard the safety of all persons on site in case of fire, the workplace and any equipment or devices shall be subject to a suitable system of maintenance and be maintained in an efficient working order, and efficient state and in good working order.

## FIRE ACTION PLAN

- Any persons discovering a fire should operate the nearest fire alarm sounding a bell.
- The person discovering a fire should inform the office who will contact the fire brigade.
- Close all windows and doors before leaving the building.
- Evacuate the building via the nearest exit turning away from the fire and reporting to the assembly point in the main car park opposite the dining hall. Do not collect belongings or re-enter the building.
- Block fire marshals should ensure the block is empty before going to the main assembly point in the main car park opposite the dining hall. Teachers/nursery nurses to ensure rooms are empty.
- Where access to an exterior fire escape is available this route should be taken to escape to the main assembly point opposite the dining hall.
- Office staff to take all registers to the saucer area first, then to the car park opposite the dining hall and handed over so registration can be taken.
- Water and CO2 fire extinguishers are located in the buildings and should only be used by trained persons to aid escape.
- The Facilities Manager is fire manager and will be responsible for directing the fire brigade when they arrive.
- The nursery will only be evacuated on the instruction of the Fire Manager, (assuming the fire did not start in the nursery, when normal procedures will apply).
- Office and canteen staff should report to the nursery fire warden to assist with the evacuation of the babies.
- Contractors should report to the main assembly point opposite the dining hall.
- On arrival the fire brigade will be handed a diagram showing the school layout and identify areas where, chemicals, paints, fats are used and stored.
- All staff and pupils are to be trained in the evacuation plan. The actions on finding a fire or on hearing the fire alarm. Fire marshals should be trained in the use of fire fighting equipment. All new staff should be trained in the fire plan as part of their induction training.
- Class assistants supervising outdoor play should take their registers with them during fun weeks and hobby times.

Special provision has been made in the plan for use out of normal hours. These periods are as follows: 07:30 to 08:30, 16:00 TO 18:00 and 18:00 to 21:00.

### **16:00 TO 18:00**

Upon discovering a fire the fire alarm should be triggered. Class Assistants with children should evacuate to the appropriate congregation area. Kitchen and Maintenance staff must report to the nursery to assist evacuation.

On Monday & Fridays the Office Manager, upon hearing the alarm should evacuate the building and close the in and out gates to the main car park remaining at the in gate to prevent any vehicles accessing the site other than the fire brigade. Tuesday to Thursday the first member of the leadership team arriving at the car park should close both in and out gates and remain at the out gate ensuring no vehicles enter other than the fire brigade. The Office Administrator should report to the reception car park gate leaving it open and await the arrival of the fire brigade.

### **07:30 - 08:30**

The person discovering the fire should sound the alarm and report it to the main office. The Leadership team member on opening up duty should then inform the fire brigade. All members of staff on site not supervising children should report to the main office. Staff supervising children should leave the building quickly ensuring all children are accounted for and go to the allocated congregation point for that area. All remaining staff on the premises should report to the office to be allocated one of the following tasks.

Main car park	Close gates and manage congregation.
Saucer area	Manage congregation area
Fire Brigade	Act as Liaison with fire brigade upon their arrival.
Marshals	Ensure block is clear.

### **18:00 – 21:00**

The person discovering the fire should sound the alarm and report it to the main office. LVAC students should evacuate under the supervision of their teacher to the designated congregation area for their location. The gates to the main car park should be shut to prevent access to vehicles.

The cleaning staff should congregate in the main car park.

The cleaning supervisor should ensure that all cleaning staff are present and phone the Facilities Manager to attend site.

All other staff should evacuate to designated congregation area for their location.

# The Role of Fire Wardens

- Ensure fire exits are kept clear at all times
- Ensure that fire action notices are on display in all classrooms and that all the main notices are kept up to date.
- Ensure that the building is clear when the alarm is raised.
- Highlight miss use of fire fighting equipment and educate staff and pupils as necessary.
- Once checks have been made that all staff and pupils have been evacuated this should be reported to the fire manager.
- If the alarm should be sounded at play times, the fire wardens should check all play areas around the school that are out of hearing distance of the alarms and make them aware that the alarm has sounded. The children should be taken to the nearest congregation point to wait for the teaching staff and the registers to be taken. Children playing in the saucer area should naturally remain there unless otherwise instructed.

## Block specific Guidelines

### Science block

Once the alarm has sounded and the block has been evacuated via the escape routes highlighted below all staff and pupils are to evacuate via the saucer area.

It may be necessary for staff to lead their classes through the saucer area, out of the rear gate and walk them quickly around the perimeter to the main assembly point, which is opposite the car park across the road.

### General Instructions

- Any persons discovering a fire should operate the nearest fire alarm sounding a bell.
- The person discovering a fire should inform the office who will contact the fire brigade.
- The fire manager should then be contacted and told the location of the fire
- Close all windows and doors before leaving the building.
- Evacuate the building via the nearest exit turning away from the fire and reporting to the assembly point the saucer area. Do not collect belongings or re-enter the building.

- Block fire warden should ensure the block is empty before going to the main assembly point in the main car park opposite the dining hall. Teachers/nursery nurses to ensure rooms are empty.
- Where access to an exterior fire escape is available this route should be taken to escape to the main assembly point opposite the dining hall.
- Office staff to take all registers to the Saucer area, and then to the car park opposite the dining hall.
- Water and CO2 fire extinguishers are located in the buildings and should only be used by trained persons to aid escape.

## **Block specific Guidelines**

### **Dining Block**

Once the alarm has sounded and the block has been evacuated via the escape route highlighted below, the kitchen staff as specified in the Nursery guide lines should report to the nursery fire warden to assist with the escape of toddlers and infants should the need arise. If the order to evacuate the nursery is not given then the kitchen staff should proceed to the main assembly point. (Either across the road opposite the main car park or in the main car park dependent on the location of the fire). The Kitchen Manager should ensure the first floor rooms in the music block are clear of people prior to evacuation.

### **General Instructions**

- Any persons discovering a fire should operate the nearest fire alarm sounding a bell.
- The person discovering a fire should inform the office who will contact the fire brigade if they have been notified the alarms are on test by calling 200.
- Close all windows and doors before leaving the building.
- Evacuate the building via the nearest exit turning away from the fire and reporting to the assembly point. (Either across the road opposite the main car park or in the main car park dependent on the location of the fire). Do not collect belongings or re-enter the building.
- Block fire marshals should ensure the block is empty before going to the main assembly point in the main car park opposite the dining hall. Teachers/nursery nurses to ensure rooms are empty.
- Where access to an exterior fire escape is available this route should be taken to escape to the main assembly point opposite the dining hall.

- Office staff to take all registers to the main assembly points. (Either across the road opposite the main car park or in the main car park dependent on the location of the fire)
- Water and CO2 fire extinguishers are located in the buildings and should only be used by trained persons to aid escape.

## **Block specific Guidelines**

### **Nursery Block**

This block is only to be cleared on the instructions of the fire manager unless the fire has started in the nursery. The escape route will be the route that takes the nearest exit away from the fire as highlighted below. The safest most direct evacuation route to the main car park opposite the dining block should then be taken.

The kitchen has been allocated to Oak and Alder rooms to support the evacuation of the babies.

### **General Instructions**

- Any persons discovering a fire should operate the nearest fire alarm sounding a bell.
- The person discovering a fire should inform the office who will contact the fire brigade.
- Close all windows and doors before leaving the building.
- Evacuate the building via the nearest exit turning away from the fire and reporting to the assembly point. (Either across the road opposite the main car park or in the main car park dependent on the location of the fire). Do not collect belongings or re-enter the building.
- Block fire marshals should ensure the block is empty before going the assembly point (Either across the road opposite the main car park or in the main car park dependent on the location of the fire) Teachers/nursery nurses to ensure rooms are empty.
- Where access to an exterior fire escape is available this route should be taken to escape to the main assembly point opposite the dining hall.
- Office staff to take all registers to the assembly point. (Either across the road opposite the main car park or in the main car park dependent on the location of the fire) If the registers are already out then the teachers or class assistants should take the registers out with them to the assembly points.
- Water and CO2 fire extinguishers are located in the buildings and should only be used by trained persons to aid escape.

## **Block specific Guidelines**

## **Main Block**

Follow the fire plan instructions and evacuate via nearest fire exits as highlighted below. The route to the congregation point (Either across the road opposite the main car park or in the main car park dependent on the location of the fire) is dependent on the location of the fire, but the shortest route avoiding the fire should be taken.

### **General Instructions**

- Any persons discovering a fire should operate the nearest fire alarm sounding a bell.
- The person discovering a fire should inform the office if they have been informed the alarms are on test, they will contact the fire brigade.
- Close all windows and doors before leaving the building.
- Evacuate the building via the nearest exit turning away from the fire and reporting to the assembly point (Either across the road opposite the main car park or in the main car park dependent on the location of the fire). Do not collect belongings or re-enter the building.
- Block fire marshals should ensure the block is empty before going to the main assembly point. (Either across the road opposite the main car park or in the main car park dependent on the location of the fire) Teachers/nursery nurses to ensure rooms are empty.
- Where access to an exterior fire escape is available this route should be taken to escape to the main assembly point. (Either across the road opposite the main car park or in the main car park dependent on the location of the fire)
- Office staff to take all registers to the main assembly point. (Either across the road opposite the main car park or in the main car park dependent on the location of the fire) If the registers are already out then the nursery teachers should take the registers out with them to the assembly points.
- Water and CO2 fire extinguishers are located in the buildings and should only be used by trained persons to aid escape.

## **Block specific Guidelines**

### **Administration Section**

Due to the requirement for all staff working with children to remain with them during a fire alert all the office staff will be trained to act as fire marshals for the entire school, as well as

their existing responsibilities. The fire action plan for the school requires the following actions are followed in sequential order.

1. If the alarm has sounded but there are no reports of fire the facilities manager should be contacted to investigate.
2. On receipt of confirmation of a fire by either the facilities manager or other member of staff the fire brigade should be called on 999.
3. One person in the office should take the registers, staff signing on sheets and absent reports to the assembly points. If the registers are already out then the teachers or class assistants should take the registers out with them to the assembly points.
4. The remainder of the office staff should then be allocated to marshal a block the staff included in this is as follows:- Henry Berkin, Jason Randall, Mrs Berkin,

## **Instructions for Congregation Points**

### **Main Car Park**

When entering the main car park from school the children should be led through the gates and taken to the left and right away from the cars in front of the these gates to avoid congestion.

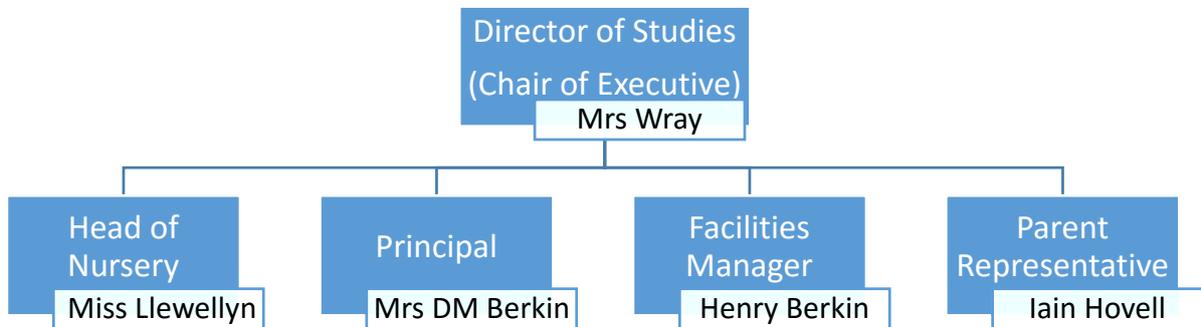
In the event of a fire in either the Nursery or in the dining block, all classes should congregate opposite the entrance to the main car park across the road. Classes should be led across the road, and starting with nursery and congregating from left to right, moving away from the school.

If the fire is not in either of those blocks, then the classes should congregate in the main car park as before. Class teachers or class assistants should then take the register. Once the facilities manager has collected all the registers and the staffs signing on sheets have been checked and all persons are accounted for, the instruction to re-enter the building will be given. In the event of a real fire the facilities manager will then report this to the fire brigade on their arrival.

### **Saucer Area**

Classes congregating in the saucer area should congregate at a safe distance from the blocks of the school. As previously stated, in the event of a fire in the Prep building there may be a need to escort the children to the front of the school away from danger. This should be done after the fire marshal has confirmed the block is clear and the registers have been taken. The fire marshal allocated to that block should make the decision.

## Health and Safety Executive





## **Responsible Persons**

We have appointed Henry Berkin as the senior person, responsible for all aspects of fire safety including:

Coordinating and evacuation in the event of a fire:

Training

- Overseeing fire contracts
- Organising fire drills
- Record Keeping

In addition we have appointed Fire Marshals – Henry Berkin and Deborah Berkin who will ensure that in the event of a fire occurring, effective steps are taken to reduce the effects of such an occurrence by:

- Rapid controlled evacuation of the area involved
- Speedy notification to the Bletchley Fire Station

They will ensure that all the people within their area of responsibility have evacuated the area. They will also ensure that the people concerned are moved to the designated assembly area for checking via the roll call.

## **Smoking**

The Grove has a designated external area in an area out of bounds to children.

## **Fire Routine Notices**

Notices detailing our emergency procedures plan are displayed in each building.

## **Fire drills**

We will conduct fire drills at least once every term. The Facilities Manager is responsible for arranging these and is responsible for retaining records indicating the date and time of the evacuation and the number of participants.

## **Training**

- All our employees will be trained in the following:
- The action to take upon discovering a fire;
- How to raise the alarm;
- The procedure for alerting members of the public and visitors including where appropriate, directing them to exits;
- The arrangements for calling the fire brigade;
- The evacuation procedures for everyone in our workplace to reach an assembly point;
- The location and, when appropriate, the use of fire-fighting equipment;
- The location of the escape routes, especially those not in regular use;
- How to open all escape doors, including the use of emergency fastenings;
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke;
- Where appropriate, how to stop machines and processes and isolate power supplies in the event of fire;
- The importance of general fire safety and good housekeeping;
- The need to report problems/concerns promptly to responsible persons

In addition to the training in general fire precautions, employees should be informed of the risks from flammable materials used or stored on the premises. They should also be trained in precautions in place to control the risks, particularly their role in reducing and controlling sources of ignition and fuel for fire. Those working in high risk areas should receive specific training in safe operating procedures and emergency responses.

Where appropriate, training should cover:

Housekeeping in process areas;  
Reporting of faults and incidents, including leaks and spills of flammable liquids;  
Emergency procedures for plant or processes in the event of fire, spills or leaks;  
Relevant legal requirements;

We will ensure that all new employees are aware of this information as part of their induction training when they join the company.

### **Procedures for Dealing with Health and Safety Issues**

If an employee raises any concerns relating to fire the company will:

Take all the necessary steps to investigate the circumstances;  
Take corrective action where appropriate  
Inform employees of the results of the investigation and take action;

### **Summary Policy**

- To reduce the risk of fire we will adopt the following simple precautions:
- Conduct risk assessments;
- Carry out periodic inspections to identify fire risks and ensure that appropriate precautions are in place;
- Ensure that housekeeping standards are such to minimise the risk and spread of fire;
- Ensure effective security precautions are taken to minimise the risk of arson;
- Control contractors operations and the risk of fire associated with their operations;
- Aim to prevent fires of electrical origin by good maintenance and routine inspection and testing equipment as per legal requirements;
- Ensure that electrical equipment not in use is switched off, and where appropriate unplugged;
- Ensure that all employees have adequate training in our emergency plan, fire precautions and where appropriate the use of fire-fighting equipment;
- Ensure that our fire precautions are regularly reviewed and monitored;
- Ensure that The Grove site remains smoking free;
- Prohibit naked flames in high risk areas;
- Ensure that flammable materials, liquids (vapours) and gases are handled, transported, stored and used properly;
- All highly flammable materials are safely stored;
- Closing all doors, windows and other openings not required for ventilation, particularly out of working hours;
- Ensure that our fire fighting equipment and detection and warning systems are checked and inspected as necessary;

- Conduct fire drills at least once a term;
- Ensure that employees report any concerns relating to fire;

## The Grove Independent School – First Aid Arrangements

Date of Issue : September 2005  
Updated : July 2013  
Issue No : 6  
Page : Page 1 of 5

### First Aid Arrangements

#### General Statements

The Health & Safety (First Aid) Regulations 1981 require our company to provide adequate or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to our employees if they are injured or become ill at work.

The company shall also provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first aid to employees if they are injured or become ill at work.

These persons will only be appointed after they have undergone:

- (a) Such training and qualification as the HSE approve for our case
- (b) Such additional training as may be appropriate in the circumstances of our case.

There will always be a first aider available on site and the deputy person displayed on the medical room door, in the dining area in the nursery and in the office.

The people responsible for the implementation of this policy are Deborah Berkin (Principal) and Sharon Llewellyn (Head of Nursery).

The first aid equipment is located in the following areas – Medical room; science lab; kitchen; and nursery.

#### Key First Aid Personnel

Sharon Llewellyn  
Louiza Karalula

Our “appointed person (s)” will be responsible for calling for professional assistance.  
Our “appointed person (s)” will not render any first aid treatment other than emergency first aid and only when they have been specifically trained in these procedures.

## **Training and Certification**

First-Aiders will only be appointed when they have undergone appropriate training and when they have received an appropriate First Aid certificate. First Aiders, certificates of qualification are valid for three years. After that time the first aider must take a two-day refresher course and be re-examined before re-certification is allowed.

If the three year period elapses the first aider must re-take the full week long course.

Sharon Llewellyn will arrange all First Aid Training for The Grove.

All staff in situ as of 28-02-10 have been trained in Paediatric emergency first aid trained

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Appointed persons must attend a basic emergency first aid course which will include:

- Emergency actions;
- Cardio-pulmonary;
- Control of bleeding and treatment of wounds;
- Treatment of unconscious casualties.

## **Selection of First Aiders / Appointed persons**

In selecting our first aiders or appointed persons we will consider the personal qualities of the individual to ensure that these meet the requirements of a First Aider / Appointed Persons i.e. can remain calm in an emergency and can they communicate effectively. We will also consider their availability to leave their job to treat an individual.

## **Information for our Employees**

A notice containing all the following information is posted on the office notice board.

- Name of our First Aiders;
- Location of First Aiders i.e. Departments;
- The location of all our first aid facilities i.e. boxes etc;
- The procedure for accidents requiring an ambulance.

Sharon Llewellyn (nursery) and Wendy Cook (school) are responsible for ensuring that this information is kept up to date and is issued weekly and displayed on the medical room door, in the Nursery and Dining Room.

We will also ensure that all new employees are aware of this information when they join our company, as part of their induction training program.

## **First Aid Equipment**

All first aid is carried out in the medical room unless the injury makes it impractical to do so whereupon the first aider called to the scene will collect a medical bag from the medical

room. First aid boxes are kept in all the buildings.

### First Aid Boxes

Our first aid boxes are clearly marked with a white cross on a green background. The minimum contents within these are:

- A general guidance leaflet on first aid;
- 20 individually wrapped sterile adhesive dressing (assorted sizes);
- 2 sterile eye pads;
- individually wrapped triangular bandages (preferably sterile);
- safety pins
- medium sized individually wrapped sterile un-medicated wound dressings (approx. 12cm x 12cm);

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- 2 large sterile individually wrapped un-medicated wound dressings (approx. 18cm x 18cm);
- 1 pair of disposable gloves

Wendy Cook is responsible for replacing the contents and regularly checking to ensure that the contents are safely discarded after their expiry date. All first aiders must complete the usage form in each bag when an item is used.

Wendy Cook should be contacted to reorder any contents.

Our assessments indicate the need for us to provide the following equipment to deal with the following specific hazards:

Eye Wash	Cleaning Agents Chemical Agents	Kitchen Science Lab
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### Travelling First Aid Kits

As we have employees who work away from our premises, at different locations we have provided them with travelling first aid kits. These kits contain the following:

- General guidance leaflet on first aid;
- 6 individually wrapped sterile adhesive dressings;
- 1 large sterile un-medicated dressing (approx. 18cm x 18cm);
- 2 triangular bandages;

- 2 safety pins;
- Individually wrapped moist cleansing wipes;
- 1 pair of disposable gloves.

### First Aid Room

Our first aid room is located opposite the library in the main school building.

Sharon Llewellyn is responsible for the room and the contents at all times. A list of our first aiders and their contact arrangements is displayed outside the first aid room.

Procedure for Dealing with Accidents requiring an Ambulance

Our procedure is as follows:

- Ring 999- you will need to press this with a 9 to get an outside line;

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- Give exact location of the accident – be as precise and as clear as you can;
- Arrange for someone to meet the ambulance and direct it to the scene of the accident;
- Contact a senior manager immediately.

### Record Keeping

We retain first aid records which detail the following:

- Full name and job of injured or ill person;
- Date, time and place of accident;
- Details of the injury / illness and what first aid was given;
- What happened to the person immediately afterwards;
- Name and signature of the first aider or person dealing with the incident.

Sarah Robinson is responsible for retaining the records for the school. Sharon Llewellyn is responsible for the nursery records. Both Sharon and Sarah will ensure that they are kept confidential and secure.

A copy of our internal accident report form is contained in the appendix.

Procedure for dealing with safety Issues

Where an employee raises an issue relating to the provision of first aid at work, the company will:

Take all necessary steps to investigate the circumstances;

Take corrective action;  
Inform the employee of the results of the investigation and action taken.

### Summary Policy Statement

The following arrangements will be followed in order to ensure that the suitable and sufficient provision of first aid personnel / appointed person(s) and equipment is available in the workplace:

- First Aid personnel who want to continue being first aiders will be retrained prior to their certificate expiry date;
- We will ensure that an appropriate number of first aiders will be retrained prior to their certificate expiring;
- We will ensure that an appropriate number of first aid personnel are present in the workplace at any one time (allowing for holidays and shift patterns);
- We will ensure the employees are familiar with the location of their nearest first aider / appointed person, the first aid equipment and the procedures to be followed in the event of injury or illness at work;
- The name(s) location(s) of first aid personnel and equipment must be displayed on the notice boards;

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- We will ensure that the information displayed on the notice boards is updated to reflect any changes in location or changes in first aid personnel / appointed person(s) which may take place;
- We will ensure that the contents of each first aid box are regularly checked to establish that the supplies are sufficient to meet the demand;
- We will ensure that there is easy access to first aid equipment at all times and that provision is made for employees who work away from our premises;
- We will summon professional assistance and support where necessary;
- We will ensure that details of all accidents treated on site by first aid personnel / appointed person(s) are reported and recorded as necessary.

### Accidents

- All accidents must be reported to your line manager and nominated first aider;
- Accidents are to be recorded in the accident book, signed by your line manager and where deemed necessary a slip to be sent home with the parents

### Medicines

- Medicines are only to be administered by a nominated first aider, this action will be

- witnessed and counter signed in appropriate book;
- Medicines in nursery to be put in fridge and collected by parents;
  - All school medicines to be taken by parents to office;
  - Details of pupil, medication type, times medication is due and last time medication was given must be listed in medication book and signed by the parent;
  - Information must be passed on to all relevant staff to confirm when medicine should be issued and when it was last taken.;
  - Members of staff handing children on to someone else's control must pass on the information;
  - Only clearly labelled, prescribed medicine will be administered or calpol if deemed necessary.

## The Grove Arrangements for dealing With Major Incidents

### **Introduction**

The Management of Health & Safety at Work Regulations 1992 requires sites to have a major incident/disaster plan.

It is the responsibility of the Safety Coordinator to develop and communicate the plan which is intended to provide flexible guidance to cover a wide range of potential events.

### **Scope**

The plan covers the following events:

- Where fire, explosion, collapse of building plant, food or other catastrophic event results in fatalities or multiple casualties to The Grove employees, contractors or parents visiting the premises.
- Where The Grove employee, contractors or parents suffers a fatal injury or there are multiple casualties directly resulting from a site disaster.
- Where a serious hazardous situation has occurred or is developing, the control of which is clearly beyond the local resources of The Grove and which requires assistance from the emergency services. This would include hostage situations on The Grove premises.
- Any other hazardous situation which will clearly attract widespread public alarm and media interest.

### **Procedures**

Generally the Safety Coordinator will manage the procedure in place.

## The Grove Contractor Safety

### Introduction

A “contractor” is literally someone who is a party to a contract, but in the health and safety sense it is usually a person or a company which agrees to carry out some operation for another person or company not under a contract of employment but as an independent business.

The Grove employees may occasionally request works that necessitate contractors on site, or they may come into contact with contractors who have been contracted by others.

If you are responsible for contracting work out you have a duty to ensure that your contractor is going to do the job safely. Further advice is available from your Safety Coordinator in this respect.

### Unsafe Conditions

Contractors themselves have a duty to conduct their work with due regard to the safety of others. If you have reason to believe that a contractor is working unsafely the following actions should be followed in ascending order, the start and finish points are a matter of judgement.

- As first priority ensures that you or any of your staff are not at risk.
- Refuse to enter dangerous areas, even if work has to stop.
- Speak to individuals and their supervisor to express your concerns, do not instruct.
- If in your judgement the risk is sufficiently serious, request the person in charge of the contractors to stop the work.
- Advise the contract administrator (usually the Safety Coordinator) by the quickest, practical means of the unsafe working practice or condition and then follow up with a written report.

If the Contract Administrator is not available speak with the most senior representative of the contractor on site and make written record of the conversation.

Note: Whenever you become aware of an apparent failure by contractors staff to comply with health and safety legislation, it is appropriate to take certain action to bring deficiency to the notice of the appropriate person. **DO NOT** instruct other persons on what to do or not to do or you will be taking on personal liabilities if an accident occurs

## The Grove Liaison with External Bodies

### Introduction

Local environmental Health Officers and Factory Inspectors have the right to enter and inspect any premises, for which they have statutory responsibilities, at any reasonable time, if they have reason to suspect that a breach of health and safety legislation may be occurring. Usually however, they will announce their intention of visiting by telephone or letter to the occupant.

In the event of such a visit being requested the safety Coordinator should be informed so that arrangements can be made to manage the visit and any subsequent action required.

The local fire authority may also request to visit the premises to examine the provisions for fire and emergency action. This may involve several protracted visits and should also be managed by the Safety Co-ordinator who should be contacted when the Fire Authority first visit.

Any fatality, serious injury or dangerous occurrence (see accident reporting procedure) has to be reported to the authorities within strict timescales. Such events will almost certainly result in a visit either from EHO the HSE or the Police.

It is important that if you are aware of any of these events that in addition to reporting it as prescribed in the accident reporting arrangements, you contact the Safety Coordinator immediately

## **The Grove Safety Training**

### **Introduction**

Safety Training will be categorised into 1, 2 or 3 depending upon the risk assessment, role and individual circumstance.

### **Level 1 - All staff**

This is the basic level of safety awareness and provides general background information as to how The Grove manages safety as well as some site specific knowledge, such as how to report accidents or summon first aid.

### **Level 2**

Task or risk related (usually identified as control measure risk assessment). E.g. Science teacher, sports teacher, catering

### **Level 3**

Specific, for example: risk assessor, workplace champion, fire warden or first aid training.

As a minimum, all staff undergo the following training:

- Fire Awareness Training
- Health and Safety at Work
- Manual Handling
- Slips Trips and Falls
- Working at Heights
- Food Hygiene

## The Grove Safety Goals, Measures and Targets

### **Safety Goal**

The Grove cares for people and their wellbeing. This can be interpreted as –

A commitment to providing a safe place of work and encouraging a working environment where health and safe working is a way of life.

### **Safe measures**

The Grove will, ensure its safety performance against pre-determined targets. These measures will be both active and reactive.

### **Active Measures**

Active monitoring systems measure and recognise the achievement of objectives and specified standards, i.e. they are measures of success and reinforce positive achievement. As a minimum standard, active monitoring will include audits, completion of workplace risk assessment and the setting of safety objectives.

### **Re-active measuring**

Re-active monitoring systems will collect and analyse information suggesting failure in health and safety performance. As a minimum standard these measures will track reported accidents, lost time and related business, loss, and cases of work related ill-health.

### **Active Safety Targets**

#### **Quarterly Progress Report**

The safety Advisor will conduct a six monthly progress review, with the assistance of the Safety coordinator and safety champions, and will compile a report presentation to The Principal. This report will comment on the current status of The Grove (legal compliance, threats, or weaknesses) and the progress of safety plans.

#### **Annual Safety Review**

The Safety Advisor will conduct an annual safety review of all aspects of safety at The Grove, with the assistance of the Safety Coordinator. This will include Safety Objectives, accident, incident and ill-health statistics, Health and Safety policy, risk assessments, workplace assessments and safety compliance. The results of the annual review will be presented to The Principal with recommendations for improvements.

#### **Safety Audits**

The safety performance at The Grove will be monitored by a competent and independent person annually. The audit format will be agreed by the Health and safety Executive Committee. And a report will be produced. These reports will be used to review safety objectives and performance in order to affect improvements.

#### **Employee Opinion Surveys**

Maintenance of employee perceptions around health and safety related questions for all staff.

## **Foundation statements**

100% compliance with the H&S Foundation statement.

## **Reactive Safety Targets**

- Number of accidents
- Number of accident investigations (all accidents will be investigated)
- Number of days lost due to accidents
- Lost days related to ill health
- Number of accident/ill health related EL claims

## **The Grove health & Safety Communication**

### **Introduction**

The Grove recognises the importance of robust communication strategies in ensuring that employees are kept fully informed of safety procedures, it also supports the pursuit of safety excellence, an essential element of which is achieving effective communication.

### **Communication Process**

#### **Procedural documents**

All H&S procedures will be endorsed by the principal and the Executive committee.

All documents will form part of the Health and safety Resource Manual.

### **H&S Communication**

All health and safety communications will be made via the Safety Coordinator. The Safety Advisor and the Safety Champions will establish links at local level to support a positive safety culture.

Each Department Head will brief their pupils using a standard framework at least once each year on safety issues. The core brief will be supplied by the Safety Coordinator.

### **Notices and Signage Campaigns etc**

The minutes of the Executive committee will be displayed on the notice board in the staff room and on the parent's notice board.