



GREAT OAKS SMALL SCHOOL

Health and Safety at Work Policy

It is the policy of the Trustees and Lead Team of Great Oaks Small School to provide a comfortable, safe, warm, well ventilated and light environment for all who work or study at the School. We also provide a mixture of areas of learning, recreational, chill out, exercise and fresh air, storage and sanitary arrangements.

There is access to the kitchen at all times to prepare drinks and store packed lunches.

Risk Assessments and some policies are prepared as separate documents as listed below:-

1. Hours

- Student hours are 9.00 – 3.15 with ½ hour morning break and ¾ hour lunch break. Some students arrive at school from 8.30am and others leave at 3.40pm due to individual travel arrangements.
- TA hours are as per the chosen rota with adequate breaks built in but ensuring supervisory cover at break and lunch time.
- Teaching Staff hours are as per timetable with an expectation of professional, planning, preparation and marking. If staff have posts of responsibility, the job usually has a stated number of hours to be fitted in, as that member of staff directs.
- Secretarial hours are currently 9-12 most days with self directed breaks.
- Cleaner hours are Tuesday & Friday 5.30pm – 8.30pm.

2. Specialist Equipment

- Gardening tools, craft, art and CDT equipment is kept out of the way in the locked storage cupboard when not in use. Relevant members of staff are responsible for their safe use as appropriate and subsequent safe storage.
- Kitchen Utensils – sharp knives are locked away in the office when not in use. Supervision in the kitchen whenever a student uses the facilities.
- Computers – see separate policy.
- Sports Equipment – kept in staff bathroom and returned after use. Punch bag only used with the proper gloves and one person at a time.

3. Stairs and Steps

- One flight of stairs, marked with two arrow signs, soft carpeted and banister rail.
- Steps on landing between upper and lower landing.
- Hazard tape on edge of steps.
- At front door, three steps up from outside.
- Three steps down into Technology room – step edge tape
- Three steps from Common Room to Kitchen – step edge tape
- One step up to front Kitchen door.

- Two steps down from Common Room to Garden
 - Three steps from Library to Kitchen
 - One step from Kitchen to Conservatory
 - One step down from Conservatory to Garden
4. Heating – oil fired central heating, boiler in boiler room with thermostat and time control. Oil tank is new and bunded.
 - In Technology Block, thermostatically controlled electric heaters controlled by staff when room is in use and turned off when not. This is a temporary measure. There is plenty of ventilation throughout the school.
 5. Electrical Appliances – all PAT testing done on an annual basis (see Fire File).
 6. Hazardous Substances – cleaning products in cleaner cupboard and all “green” products. Petrol for the mower kept in locked bike shed.
 7. Lighting - there is adequate lighting throughout the school.
 8. First Aid and Health – see other policy
 - First Aid Kits
 - Adequate staff qualified
 - Accident or First Aid Report Book
 - Medication Book
 - Children can rest in the Common Room or the Chill Out Room if they are unwell.
 9. Leaving early or going out of School temporarily
 - Any student leaving school during the school day for a legitimate reason must notify a member of the lead team prior to this event and sign out when leaving
 - Duty staff to check who collects.
 - Any student(s) who wish to ‘chill out’ and go for a walk must go in a minimum of 3 or with a member of staff. Students with a 1:1 requirement on their statement will have an TA with them. They must sign out and in again if leaving the premises (Fire Regulations)
 - Staff and Students on an organised trip with all paperwork in place do not need to sign out.
 - All students must leave and arrive at school in a vehicle (until we have our dedicated slip road).
 10. Visitors
 - GOSS welcomes visitors for a variety of reasons, but we prefer prior notice if possible for Council to consider.
 - Visitors are required to sign in and out, prove who they are, if not known to the Lead Team and are requested to remove their shoes.
 - Unless they have prior consents and enhanced CRB Clearance, visitors are not allowed unaccompanied access to students. (See Child Protection Policy.)
 11. Fire
 - See risk assessments, policies, procedures and checks.
 12. Signs
 - Adequate signs are posted about the School in relation to fire (exits) and room use. There are lit emergency exit signs over all external doors.
 13. Child Protection – see policy etc
 14. Disposal of Sanitary Waste – Adequate procedures are in place.
 15. Disposal of Rubbish and Recycling
 - All that can be recycled is – see bins in Kitchen and Compost bins. The rest is put out for the local authority collection on Friday mornings. The outside dustbins are disinfected every half term.

16. Manual Handling - should be avoided when possible but movement of desks and chairs should be done with adequate number of people and a limit of two desks and three chairs at a time.
17. Problems, Complaints and Newly Identified Hazards
 - Reports in writing or verbal to the Lead Team, who will write/print a report, date it and ensure it goes to Liz.
18. Smoking - only permitted out of doors with the but ends stubbed out in the sand bin provided. This is for staff and students with written consent.
19. Each member of the Lead Team has the responsibility for Health and Safety at Work whilst on duty. There may be times when this has to be delegated.

This document is to be circulated to all staff and reviewed one year from the date below.

Signed : Date :

Review date: March 2009