

MOUNT PLEASANT PRIMARY SCHOOL

# Health and Safety Policy

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2015

JH/STJ

Revised: July 2015 JH/SP

**Approved by The Governing Body: September 2015**

**Next review: Summer Term 2018**

**This is the Health and Safety Policy for Mount Pleasant Primary School including Nursery provision.**

### **Contents**

**Section 1      General Statement of Health and Safety Policy**

**Section 2      Organisation for Health and Safety**

**Section 3      General Arrangements**

#### **Distribution:**

- **School H&S File**
- **All Mount Pleasant staff**
- **All Mount Pleasant Governors**
- **Mike Morton DMBC Health Safety and Welfare Officer**

# MOUNT PLEASANT PRIMARY SCHOOL

## Health and Safety Policy

### Section One

#### General Statement of Health and Safety Policy

This Policy statement is subsidiary to the Directorate of Children's Services Health and Safety Policy Statement and Dudley MBC's corporate health and policy statement and is provided in accordance with Section 2(3) of the Health and Safety at Work etc Act 1974.

The Schools Governing body along with the Schools Senior Management Team recognise and accept their legal responsibilities for Health and Safety within the school. We recognise as responsible employers and/or as persons in control of premises the need to provide a safe working environment for employees, pupils and others who may be affected by our activities.

To ensure the above is met the Schools governing body and Senior Management Team will so far as is reasonably practicable provide to ensure that:

- Compliance with all relevant Health and Safety Legislation applicable to us is managed
- Information, instruction, training and supervision is provided
- The premises and grounds are maintained in a safe condition
- There is safe access and egress to all parts of the school premises.
- Plant and equipment is safe to use
- Safe systems of work are defined, implemented and managed
- Off site visits are conducted in a safe manner and risks are identified and controlled (see policy: Offsite visits/ offsite.mg.net)
- The handling and use of substances and articles is safe at all times and procedures exist for their safe use
- Adequate welfare facilities exist at all times
- Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required to ensure a safe working culture. (see on-site risk assessments)

To ensure that Health and Safety is given a high profile within the school, the governing body will, within its allocated resources from the devolved capital, set aside adequate finances for this policy to be complied with and any allocated works/safety projects to be completed.

To provide for continued improvement in our health and safety performance staff are encouraged to support the governing body in their implementation of this policy and other safety initiatives for the school.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils or visitors to the school.

This policy statement, along with section 2; The Organisational Structure and section 3; The Arrangements and Procedures, has been approved by the schools governing body.

Signed:

Date:

Chair of Governing Body

Signed:

Date:

Head Teacher

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## Section Two

### Organisation for Health and Safety

#### 1. School Governing Body

School Governing bodies have responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors. The Council, as the Local Authority (LA), may take action where a governing body does not discharge this duty appropriately under the scheme of delegation.
- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.
- To assist the Head teacher to produce and implement an effective Health and Safety Policy including organisational arrangements and procedural documents for work activities.
- To regularly review the health and safety arrangements within the school to ensure that the organisational structures are effective and meet the needs of the school.
- To agree with the Head teacher a policy for financing health and safety matters which come within the responsibility of the school, and to notify the council of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school.
- To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school.
- To receive through the Head teacher or school staff copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements.
- To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.
- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.
- To establish as a matter of good practice committees that deal with health and safety matters e.g. Finance and General Policy Committee with a designated Governor for Health and Safety. (Mrs S Provan)
- To receive reports from the Headteacher and Governor responsible for Health and Safety and to receive minutes of the committee and to confirm or recommend the appropriate action necessary.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school. (Mrs J Morgan,)

#### 2.1 Head teacher

The Head teacher has the following responsibilities:

- To ensure that all staff are aware of their duties and compliance with the PREVENT strategy.
- To establish and implement a suitable Health and Safety Policy within the school, the policy is to include the organisational arrangements necessary to make the policy within the school effective.
- To be responsible to the Governing Body for securing the full implementation of the schools Health and Safety Policy.
- To establish and regularly review risk assessments (generic, specific and fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school.
- To regularly review the schools Health and Safety Policy and the supporting organisational arrangements and practices.
- To ensure that arrangements are made for informing governors and staff about the health and safety policy and that they have access to it.
- To ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements.
- To ensure all staff comply with the requirements of the health and safety policy and supporting rules/procedures.
- To encourage and support the school staff in carrying out their health and safety responsibilities and duties.
- To ensure there is a designated member of staff (the Head teacher) to undertake specific duties on health and safety and to act as “safety co-ordinator” between the school, the council, the safety officer’s, the enforcing authorities and service providers.
- To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for use by staff.
- To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties.
- To encourage and support the health and safety training for school staff and pupils.
- To encourage and support the work of any school health and safety committee and it’s individual members.
- To receive recommendations from staff, governors and outside providers regarding health and safety and to confirm, or recommend, the appropriate necessary action to be taken.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school.
- To prepare health and safety reports of a technical or financial nature as required.
- To receive health and safety reports prepared by school staff and to act upon them as appropriate.
- To receive health and safety and maintenance reports from the authorities safety officers, the Health and Safety Executive (HSE) inspectors, the West Midlands Fire Service, The

Environmental Health Officers and service providers, bringing the problems and recommendations to the attention of the school staff and governors.

- To draw up a schedule of items or activities for which the school is responsible, laying down safe working procedures, where this is required by relevant legislation.
- To draw up a programme of work in conjunction with the school governors to implement health and safety requirements where the responsibility lies with the school in accordance with the scheme of delegation.
- To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored in accordance with the scheme of delegation.
- To consult with the council regarding the implementation of health and safety requirements where the responsibility lies outside the school.
- To consult with the council's Safety Officer or West Midlands Fire Service Officer's prior to making changes to the layout of the school or undertaking activities which could affect general or fire safety.
- To establish and implement an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and guidelines supplied by the council and monitor the processing of accident forms in accordance with the accident reporting procedure.
- To establish and implement an effective first aid procedure within the school in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfE.
- To maintain an effective fire evacuation procedure and conduct regular fire drills to test the effectiveness of the procedures.
- To set up, co-ordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.
- To agree safety procedures for special events, which involve the use of temporary lighting, displays or plant and equipment etc. being brought onto the premises.
- To STOP IMMEDIATELY any work, process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, pupils or visitors to the school and to inform the Safety Officer immediately of any actions taken.

## **2.2 School Management Team** (this includes Deputy Head, SENDCO, Assistant Heads, Curriculum Coordinators, Site Managers, and Office staff)

In addition to the general duties of staff, staff will be directly responsible to the Head Teacher or a member of staff nominated by the Head teacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant areas of responsibility.

In particular they will ensure for their areas of responsibility that:

- Safe methods of work exist and they are implemented.

- Staff, pupils and others under their area of responsibility are instructed in safe working practices.
- Health and Safety rules and procedures are applied effectively and complied with.
- Risk assessments are conducted for all work and after-school activities and information on the risk assessments is disseminated to relevant persons.
- Safety inspections are regularly made and reports are provided to senior managers on the findings so that resources can be allocated to correct deficiencies.
- Appropriate facilities in the form of personal protective equipment and fire/ first aid facilities are available at all times.
- Hazardous, flammable and highly flammable substances are stored correctly.
- Any Health and Safety concerns are reported to the Head Teacher or their deputy immediately identified.

### **3.1 School Health and Safety Co-ordinator**

**The Head teacher may delegate these responsibilities to the Health and Safety Co-ordinator in part or in full:**

- To assist the Head teacher to plan, implement and assess the Health and Safety Policy and Organisational arrangements and regularly review the system of risk assessments as required by the relevant regulations.
- To assist the Head teacher to regularly review the schools Health and Safety Policy and Organisational arrangements.
- To ensure that members of staff are aware of and have access to the schools Health and Safety Policy.
- To inform new or temporary staff of their Health and Safety responsibilities and duties and to provide the necessary information and advice for them to carry out their duties.
- To liaise with the Head teacher and, where appropriate seek further advice on:
  - The implications of safety legislation, codes of practice and approved safe working procedures.
  - The health and safety aspects, affecting the design and layout of new and reorganised working areas.
  - The health and safety aspects of new plant, equipment and personal protective clothing.
- To carry out periodic inspections, with departmental managers, of premises and other work places, plant, tools, equipment and work activities, reporting to the head teacher and other managers who have responsibilities for actioning health and safety reports.
- To assist management with the preparation of departmental safe working procedures and safety rules.
- To liaise, where appropriate, with the councils Safety Officers, the Health and Safety Executive Inspectors, West Midlands Fire Service Fire Prevention Officers and Environmental Health Officers.



- To identify and recommend suitable health and safety training courses to enable staff to carry out their health and safety duties and maintain a record of staff attendance/certification.
- To support the investigation of accidents, dangerous occurrences and near misses occurring on the school premises and reporting the findings to the Head teacher as appropriate.
- To regularly monitor:
  - The first aid procedure within the school, including the availability of first aid equipment and trained staff.
  - The fire evacuation procedure within the school and arrange for regular fire drills to test the effectiveness of the procedure.
  - Compliance with the control of substances hazardous to health Regulations 2002 (COSHH)
- To attend, as appropriate, the committee of the governing body dealing with health and safety and to prepare agenda items and safety reports.
- To receive health and safety reports prepared by the school staff and to act upon them as appropriate.
- To support the head teacher to follow up and progress the actions of reports received from council safety officers, health and safety executive inspectors, west midlands fire service officers, environmental health officers and other service providers.
- To advise Head teachers or heads of departments to STOP IMMEDIATELY any work process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or where a hazard has been created likely to affect the safety of staff, pupils or visitors to the school.

#### **4.1 Class Teachers**

Class teachers are responsible to:

- Exercise effective supervision of their pupils
- Understand the fire evacuation procedures for the school and assembly points to evacuate to.
- Understand the first aid and accident reporting procedures and to comply with them.
- Follow the health and safety measures identified for their area of teaching and any relevant safety procedures e.g. CLEAPS.
- Personally follow safe working procedures and ensure pupils follow good examples of safe working.
- Ensure the use of Protective equipment and guarding as required.
- Report to the Head or Head of department any safety issues or omissions identified so that they can be rectified.
- Only work with equipment supplied by the school.
- Ensure all accidents incidents and near misses are reported through the normal channels.

#### **4.2 Employees [including temporary and voluntary]**

All employees have a duty to carry out their work with due regard for the health and safety of themselves, other employees, pupils and the general public and to observe health and safety requirements relevant to their activities.

Employees will:

- Co-operate with the Head Teacher and the school management team, so as to enable them to carry out their statutory duties and responsibilities effectively.
- Report to their Heads of Department hazards and near miss incidents, which could result in injury.
- Report to their Heads of Department all accidents, however minor, from which an injury is sustained or plant or equipment damaged.
- Co-operate in the investigation of accidents or incidents with the object of preventing a recurrence and with any statutory duty placed on the School Management Team.
- Undertake their duties in accordance with their training, instruction and Schools policy.
- Use all machinery, equipment, dangerous substances and safety devices provided in accordance with training and instruction received.
- Attend all training courses and briefing sessions required by their Head of Department and Schools policy.

#### **4.3 Directorate of Children's Services Health and Safety Officer**

The Health and Safety Officer for the Directorate is responsible for providing advice and support to schools on all aspects relating to Health and Safety.

Their main brief is to:

- Facilitate the implementation of Corporate Policy within their directorate.
- Develop directorate policy where no corporate policy exists due to the nature of their activities
- Implement directorate procedures to comply with corporate policy
- Advise directors/senior managers, line managers and schools on health and safety issues
- Inspect premises/sites
- Develop health and safety training courses and delivery
- Monitor/audit and review health and safety progress across their directorate
- Liaise with enforcement agencies
- Should the need arise due to risks to life in serious injury to stop the activity/close the premise – reporting back to the appropriate director as soon as practicable and the corporate health and safety team

- Investigation of serious accidents/incidents
- Preparing an annual health and safety report and advising their respective DMTs on action plans in consultation with Corporate Health and Safety.
- Liaise on a regular basis with the Corporate Health and Safety Team.
- Contribute to the development of corporate policies and procedures.
- Represent their directorate at working groups on request of the Principle Corporate Health and Safety Officer.

#### **4.4 School Health and Safety Representatives**

The Governing Body and Head teacher recognise the role of the safety representative and we will support this role by encouraging safety representatives to investigate accidents and potential hazards where it is safe to do so, pursue employee complaints and be involved in school safety inspections.

##### **Functions of safety representatives**

- To represent the employees in consultation with the employer
- To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his attention by the employees he represents)
- To examine the causes of accidents at the workplace
- To investigate complaints by any employee he represents relating to that employee's health, safety or welfare at work
- To make representations to the employer on matters relating to health and safety arising from the above points
- To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace
- To carry out workplace inspections
- To represent the employees he was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority
- To receive information from HSE inspectors
- To attend meetings of safety committees where he attends in his capacity as a safety representative in connection with any of the above functions;

#### **4.5 Pupils**

All pupils will be responsible for:

- Complying with school rules and procedures and any instructions given in an emergency situation
- Taking reasonable care of themselves and others

- Co-operating with class teachers and other school staff
- Using equipment and substances in the manner in which they are instructed
- Making full use of personal protective equipment provided for them to use when it is required
- Observe standards of dress consistent with safety and hygiene requirements
- Not to misuse anything provided for the purpose of safety or fire requirements
- Report to their teacher/Head teacher anything they believe to be harmful or dangerous

## Section Three

### General Arrangements

To ensure a continued safety culture and provide control against risks from activities undertaken by the school the following procedures and arrangements have been developed:

- A - Accident Reporting and Investigation
- A- Asbestos
- B – Bad Weather
- B - Buildings work and contractors
- C - Consultation with staff
- D - Display Screen Equipment
- E - Electrical equipment/appliances
- E – Emergency Arrangements
- F - First Aid Provision
- F - Fire Safety
- G – Gas Hazards
- G - Glass/Glazing
- H - HSE Powers
- L - Legionnaires Disease
- L - Lone Working
- M - Manual Handling – Corporate Procedure adopted
- N - Noise
- N - New and Expectant Mothers – adapted from Directorate procedure
- O - Off site educational visits
- P - Personal protective equipment
- P – PE Activities
- P - Play equipment/play areas
- P - Pupils work experience
- R - Risk Assessments
- S - Safety at the swimming pool
- S - Security
- S - Stress at work
- S – Statutory Inspections
- S - Substances
- V - Vehicle/pedestrian segregation
- V - Violence at Work
- W - Working at height
- W - Work equipment

# A

## Accident reporting and investigations

The definition of an accident is an unexpected, undesirable event which causes damage or harm, therefore it is thought of as something which happens without planning or intention; chance

Accidents do not just happen there is always a cause behind the event and this can be down to a management failure or a human trait.

### 1. Dudley Corporate accident procedure

The corporate Health and Safety department for Dudley MBC have developed an accident reporting procedure and within this procedure there are corporate reporting forms that must be used for the reporting of all accidents.

The procedure makes reference to procedure 1 requiring following for employees and this is the A3 accident book that should be completed.

If the accident relates to a school pupil the form found at appendix 3 of the procedure must be used.

These forms are to be used for the reporting of all accidents no matter how small or trivial they may seem.

### 1. Where to report accidents/incidents

All completed accident forms must be given to the Headteacher who will then forward them to Westox House FOA Mike Morton. A copy is kept by the Headteacher.

### 2. Time Scale for Reporting

All accidents should be reported as soon as you are aware of them.

The HSE require accidents that result in a loss of three days or more from work to be reported to the HSE within 10 days, the process for reporting this is to complete a form known as F2508 which can be done via the internet ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)) this form will be generally completed by the staff at Westox House, however if one is completed by the school then a copy must be immediately forwarded to Westox House staff to prevent duplication.

The expression 'three days or more' means, in practice at least four days. "For example, if a person who normally works Monday to Friday is injured on Friday and returns to work the following Wednesday, the Saturday and Sunday would have to be included when counting the days of incapacity. The total period of incapacity would be four days and the injury must be reported".

If the accident involves a major injury or death then it must be reported immediately, a major injury is defined below:

- Any fracture (break, crack or chip) other than to the fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (whether temporary or permanent).
- A chemical or hot burn to the eye or any penetrating injury to the eye.
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury:

- leading to hypothermia, heat-induced illness or to unconsciousness,
- requiring resuscitation or
- requiring admittance to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin -
  - acute illness requiring medical treatment; or
  - loss of consciousness.
- Acute illness which require medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### 3. Investigation of accidents

The school will investigate accidents, incidents and near misses to provide a report and record of the events that lead up to the occurrence, the occurrence and the immediate action taken after the occurrence.

The report will be kept on file up to a period of time relevant to three years after the young person has reached the age of eighteen.

For employees the documents should be kept for a period of three years after the harm has become apparent. In general terms this could be for the life of the employee.

It is important that accidents are investigated as quickly as possible after the occurrence, providing that it is safe to enter the accident zone. Any delays could mean that it is less likely that the true facts may be ascertained.

Where there are witnesses it is advisable to obtain statements as soon as possible, ensuring that witnesses are not allowed to gather to discuss their version of the events as this could paint a completely different picture by confusing their version with some other persons. Witness statements are required for HSE reporting and where a civil claim may result. Photographs are also very useful in an investigation and should be taken as soon as possible after the incident has occurred.

A thorough investigation should answer the following questions:

- What caused the accident?
- Who & what was involved?
- When did it occur?
- Where did it occur?
- Why did it occur?
- How could it have been prevented?
- How can a recurrence be prevented?

It may well be useful in remembering the start of Rudyard Kipling's poem; I keep six honest serving-men, when undertaking an accident investigation

*I keep six honest serving-men  
(They taught me all I knew);  
Their names are what and why and when and how and where and who.*

The cause of an accident should never be classified as "carelessness" as the only remedy to a careless act is to be more careful in the future, a thorough investigation should look into whether the cause was e.g. due to not following instructions or written procedures.

### 4. Accident Investigation Report

Forms are held by the Headteacher. The Headteacher will instruct the appropriate staff to complete accident forms, when she deems this necessary following Dudley's Health and Safety Reporting Accidents Procedures.

This record enables all details relating to the circumstances surrounding an accident/incident to be recorded, and is designed to facilitate an effective investigation process. Part 1 of the record simply involves recording the personal information relevant to the accident/incident.

In part 2, under 'working conditions', where there are no deviations from the normal working conditions at the time of the accident/incident, 'normal' should be entered in the box. Where there was some deviation, such as poor weather, these details should be entered. At this relatively early stage, the investigator should enter the possible cause of the accident/incident when describing how it occurred. It does not matter if further investigation reveals that these are not the main causes.

Part 3 should summarise the potential risk of the accident/incident by entering high (H), medium (M) or low (L) into the appropriate box.

Part 4 is the most important part of the investigation process. After reviewing the information that has been obtained. The investigator must list all direct and indirect (contributory) causes of the accident/incident along with details of any corrective action required. To achieve this, it may be beneficial to obtain the views of employees or managers.

## **5. Guidance on Direct and indirect causes**

To consider a simple illustration, suppose someone trips over an unsecured section of carpet flooring and is injured. The direct cause(s) will often be identified quickly – and might include the loose carpet, someone rushing about, perhaps not concentrating or looking where they were going, or carrying something so they could not see where they stepped. The loose carpet will hopefully be secured in place without delay, and in many cases, that is the only outcome.

Suppose, however, that the carpet had been loose for some time, which several other people had previously tripped over, but not sustained injury, that damage to carpets was being reported on a regular basis but nothing was ever done – until someone was actually injured. This could be related to procedural compliances or management failures, which are Indirect causes

The law requires employers to take control measures and manage the risks before an accident occurs. Accident investigations should be looking further than the immediate causes and outcomes.



## **Asbestos**

### **1. History of asbestos**

Asbestos is the name given to a group of fibrous materials, composed primarily of silicates, which occur naturally in many parts of the world. Six types of asbestos have been commercially used although the three main types produced and found in some buildings are: -

- Crocidolite - blue asbestos
- Amosite - brown asbestos
- Chrysotile - white asbestos

The three lesser-used types are Anthophyllite, Tremolite and Actinolite with Tremolite mainly found as a contaminant of Chrysotile based asbestos materials.

Asbestos is a naturally occurring fibrous mineral and has been used for about 150 years on a commercial basis. It is versatile, plentiful and was ideal as a fireproofing and insulation material. Serious, often fatal diseases can be caused when asbestos fibres are released from materials, become airborne, and are inhaled.

Asbestos was used extensively as a building material in Great Britain from the 1950s through to the mid-1980s. It is estimated that more than 500,000 non-domestic premises, including schools, still contain some form of asbestos.

### **2. Where is asbestos found in buildings?**

Asbestos and asbestos containing materials (ACMs) may be found in schools/colleges built or refurbished before blue and brown asbestos were banned in 1985. Some asbestos containing materials such as asbestos cement were still used up until 1999.

#### **High-risk ACMs include:**

- asbestos moulded or preformed lagging used as thermal insulation on pipes and boilers
- sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts
- asbestos insulating board used for fire protection, thermal insulation, partitioning and ducts
- some ceiling tiles
- asbestos insulation board (AIB)

#### **Lower risk ACMs include:**

- asbestos containing floor tiles
- asbestos cement roofing and guttering
- textured coatings

### **3. Who's at risk?**

The most likely way ACMs in schools could be disturbed or damaged is through maintenance, repair or construction activities. This includes even small jobs such as installing telephones or computers, putting up shelving or installing security systems. Anyone carrying out such work will need to know whether the building does, or may contain ACMs, where the ACMs are located and what condition it's in.

School caretakers have been identified as a particular group at risk due to the nature of their work (e.g. drilling and fixing.). Vandalism may also result in the release of asbestos fibres e.g. damage to asbestos panels caused by pupils kicking them.

Teachers (and pupils) are not likely to be at risk in the course of their normal activities. However if they carry out activities, which cause damage to ACMs, such as pinning or tacking work to asbestos insulation board or ceiling tiles, some asbestos fibres may be released.

This represents a potential exposure that, although very low, is avoidable and therefore such activities, which may release fibres, should be stopped.

#### **4. Actions to undertake**

If you have responsibility for the maintenance and/or repair of non-domestic premises (e.g. schools) then you have duties, as a 'duty holder', under Regulation 4 of the Control of Asbestos at Work Regulations (CAW) 2002. This means that you should know whether your premises contain asbestos, where it is, what condition it's in and then ensure that you manage it properly which includes telling those people who may disturb it that its there. Even if you are not the 'duty holder' you should be able to answer these questions.

For the majority of educational establishments, the duty holder will be the employer. Who the employer is varies with the type of school, but for community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the Local Authority (LA).

For voluntary assisted and Foundation schools it will be the school governors. For independent schools it may be the proprietor, governors or trustees.

#### **5. Main duty holder requirements**

Regulation 4 requires duty holders to:

- take reasonable steps to determine the location, amount and condition of materials likely to contain asbestos;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- prepare a plan setting out how the risks from the materials are to be managed;
- take the necessary steps to put the plan into action;
- review and monitor the plan periodically; and
- provide information on the location and condition of the materials to anyone who is liable to work on or may disturb them i.e. maintenance workers and teachers

It needs to be emphasised that the regulation does not require the automatic removal of ACMs. If the material is in good condition and will not be disturbed then it does not pose a health risk and it is usually safer to leave it in place and manage it. If the material is damaged or is likely to be disturbed and it cannot be repaired or protected, it should be removed.

Anybody undertaking any sort of work on ACM's must be competent, adequately trained and use safe working methods. Licensed contractors must be used for most work with asbestos insulation, asbestos insulating board and asbestos coatings. Asbestos waste, whether in small or large amounts, is subject to the Hazardous Waste Regulations 2005.

#### **6. Safe working within schools**

To ensure that nobody inadvertently comes into contact with asbestos fibres the school will ensure that:

- All contractors are made aware of the asbestos report prior to commencing work
- Any work undertaken by contractors where an asbestos report is not available will require them to complete the asbestos declaration supplied by Richard Huntington, if the type of work is one the exceptions list then they can continue either the work as defined by the exception list other wise they are to stop work and await an asbestos survey report.
- No work on any material likely to contain asbestos by any other person will be allowed. Therefore the drilling, nailing and stapling of walls/ceilings for display work should not continue unless it is certain the material does not contain asbestos. Any work undertaken that releases asbestos fibres into the air is placing everyone in the premises at risk.
- Any surfaces identified as damaged that are known or considered to contain asbestos should be reported to Richard Huntington (4562) for further action to be taken to make them safe.

## **7. World War II Gas Masks**

Gas masks contain asbestos within their filters and must not be worn by any persons at any time. Staff MUST check that any gas masks brought into school has had the filter removed or has been de-commissioned; meaning that the asbestos has been removed.

Further information on asbestos can be found at the following HSE link:

<http://www.hse.gov.uk/asbestos/information.htm>

**At Mount Pleasant, confirmed presence of asbestos is: OLD BOILER ROOM, YR 1 CUPBOARD – ELECTRIC BOARD.**

## **Bad Weather**

Early Closure due to bad weather conditions:

4.1 Headteachers should decide upon any specific arrangements which are appropriate for individual staff, such as those who are pregnant or experience problems of mobility.

4.2 Early closure should be avoided except in the most exceptional circumstances. In very severe weather the judgement to close early must depend upon whether children and staff are at risk of not being able to get home by their usual times. Arrangements must be made to look after children who have to remain at school because they are unable to gain entry to their homes.

4.3 All schools should ensure that there are two/three members of staff, probably living closest to the school, who would be expected to arrive at the school and form an emergency cover team during inclement weather. They should also be able to remain in the school until the usual closure time so that messages can be conveyed to parents and the Director of Children's services.

**Also see, 'Bad Weather Action Plan'**

## **Buildings work and contractors**

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

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

## **Consultation with Staff**

Employers have a legal duty to ensure that the school continues to be proactive towards health and safety issues we will progressively encourage the appointment and development of Safety Representatives.

Where safety representatives are not available we will ensure our legal requirement to communicate with staff is maintained by regular team meetings where Health and Safety is an agenda item. Any concerns raised at the meetings will be tabled for the Governors health and safety meeting to be resolved.

Safety representatives are appointed by trade unions to represent their members on health and safety issues. In some workplaces, they have agreed to represent the entire workforce.

Safety representatives are entitled to be consulted 'in good time' about health and safety measures. 'In good time' means that the employer must allow enough time to tell the safety representatives about what is proposed, and for the safety representatives to consult with their fellow workers and get their views. Those views then need to be reported back to the managers before any final decision is made or any action is taken. In emergencies or urgent situations, however, action needs to be taken first.

This process allows the workforce to consider the effect of health and safety changes before they are made. Not only does this mean that procedures or work practices are improved, but workers are more likely to follow procedures they themselves have helped develop.

## **1. Role of the Safety Representative.**

Safety representatives under the safety representatives and safety committees regulations 1977 are entitled to:

- representing employees in discussions with the employer on health, safety or welfare issues and in discussions with HSE or other enforcing authorities;
- to be consulted 'in good time' about health and safety measures;
- being involved with risk assessment procedures;
- attend safety committee meetings;
- having access to relevant health and safety information;
- inspect the work place;
- investigating potential hazards;
- accident and ill health investigations;
- investigating employees' complaints;
- receive information from health and safety inspectors;
- paid time off to carry out their duties and for training;
- have access to suitable facilities and assistance to carry out their functions.

## **2. Representative of Employee safety**

In non-unionised workplaces where there are no safety representatives or in a workplace that has trade union recognition but either the trade union has not appointed a safety representative, or the union safety representative does not represent the whole workforce, the Health and Safety (Consultation with Employees) Regulations 1996 will apply. These state that the employer must consult with their employees directly or through elected representatives of employee safety.

A representative of employee safety is an employee, elected by the workforce to represent them in consultations on health and safety issues. Their employer must consult them 'in good time' on matters relating to their health and safety at work.

Representatives of employee safety have functions under the law to:

- represent the interests of workers to the employer;
- approach the employer regarding potential hazards and dangerous occurrences at the workplace;
- approach the employer regarding general matters affecting the group of employees they represent.

Representatives of employee safety are also entitled to speak for the group of employees they represent in consultation with inspectors from the enforcing authorities and are legally entitled to paid time off for training, which must be paid for by employers.

The key aim of an Representative of employee safety is to ensure that the views of the workforce are effectively reflected to managers before decisions on health and safety matters are taken.

**Named persons: Jo Morgan**

### **3. Safety committees**

Where there are two or more elected trade union safety reps (not necessarily from the same union), the employer must set up a joint trade union/management safety committee if the safety reps request one in writing. This must be done within three months, and membership must be balanced between management and union's sides.

The functions of the safety committee might include: -

- the study of accident statistics and trends.
- the examination of safety audit reports.
- the consideration of reports etc. from Inspectors.
- the consideration of reports from Safety Reps.
- assistance in the development of safe working procedures/systems.
- assessing the effectiveness/adequacy of training and communication on safety matters.
- the provision of a link with the enforcing authority.

### **4. Inspection of the workplace**

Safety reps may inspect the workplace if they have given the employer reasonable notice in writing.

Inspections should not to be more frequent than quarterly, unless by agreement with the employer.

Where there has been a substantial change in work conditions or new information/guidance has been published by the HSC/HSE an inspection can be made within the three-month period.

The following forms of inspection (or a combination of any or all of them over a period of time) may be appropriate: -

- Safety tours (general inspections)
- Safety sampling (sampling of particular areas, activities etc.)
- Safety surveys (inspection of particular areas, activities etc.)

Employers must provide facilities and assistance and may be present during the inspection.

### **5. Inspections following accidents etc.**

Where there has been a notifiable accident, dangerous occurrence or disease, safety reps may carry out an inspection of the workplace concerned.

The objective for such inspections is to prevent a recurrence and therefore a joint approach to them is encouraged.

### **6. Inspection of documents and provision of information**

Safety reps are entitled to inspect and take copies of any document relevant to the workplace (but must give the employer reasonable notice).

Employers must make available to safety reps necessary safety information except where this may be against the interests of national security, where it would contravene a prohibition, where it relates to an individual (unless his/her permission has been given), where it would cause substantial injury to the employer's undertaking (or the undertaking of the supplier of the information) or information obtained by the employer for legal proceedings.

### **Display Screen Equipment**

Digital display screens must be provided by RM and are not to be used for prolonged periods of time. Care must be taken not to allow children with epilepsy to work on computers for

periods longer than 15 min without a break. Staff who work with DDS for prolonged periods of time may be entitled to free eye tests (contact occupational health for more details.)

### **Electrical equipment/appliances**

Any faults must be reported immediately and the item removed from use. All electrical fittings and appliances must be regularly checked – by the approved / identified person. (See most recent PAT testing schedule)

### **Installations**

**Only contractors approved by the local authority will be used. Only members of staff certified to change and check plugs will be allowed to do so.**

**Electrical Equipment checks are carried out annually. Records are kept in the school office.**

### **Extensions**

Those with multi-sockets may be used for computers. They may only be used elsewhere as a temporary measure.

### **Computer Risk Assessments**

( refer to guidelines prepared by Dudley Property Consultancy )

### **E-Safety and Safe User Guidelines/Agreements**

(See ICT policy and E-Safety Policy). All staff are required to sign a 'user agreement form' at the beginning of each school year. Staff are requested to follow guidelines regarding their personal use of any computers, hardware or software that belongs to school.

Staff are regularly reminded to safeguard passwords.

A loan book must be signed for all temporary loans of school ICT equipment. (See 'loans agreement'/ Loan Book)

Children are encouraged/taught to use the Internet safely as part of their curriculum. There are many resources to support staff in teaching this to pupils of all ages.

### **Movement of Computer Trolleys and Laptops**

Trolleys must be moved by **adults only**. Two adults are required to move trolleys around school. The trolleys must be returned to the hub at the end of everyday where they can be secured. (See On-Site Risk Assessment File; updated annually and distributed to all classrooms)

Children **must not** be allowed to carry/walk around classrooms and/or school carrying laptops.

Drinks/Water bottles **must not** be placed on tables where laptops are being used, or near to desktop computers.

### **Computers, Whiteboards, Laptops, Printers**

Any cabling /wiring must be tied up at the back of the computer etc - it must not create a trip hazard.

Children and untrained staff **must not** insert or remove any plugs or wires at the back of computers.

Any faults must be reported immediately to the ICT co-ordinator who will in turn contact RM for immediate support.

On finding any equipment that staff consider may be faulty, this must be switched off at the mains socket and removed (if applicable) from further access/use.

Jams or faults with printers must be reported to the ICT co-ordinator. Under no circumstances should untrained staff or children attempt to clear a jam inside the printer.

### **Kettles**

Kettles may be used in the classroom or activity areas where children are present. The teacher must carry out a risk assessment and agree the risk assessment with the Headteacher. Care must be taken in to keep kettle leads away from water.

### **Electrical Heaters/Fans**

Ideally will not be used in school. However, the person using this equipment must carry out a risk assessment and agree the risk assessment with the Headteacher. The person using the appliance is responsible for turning the equipment off at the end of the day.

### **Headphones**

Headphones with an impedance of 400 to 1000 ohms are recommended as anything lower can damage ears. Headphones will be checked regularly.

### **Whiteboard Projectors**

Staff and children must be discouraged from looking directly into the light of the projector as this can cause damage to the eye.

### **Inventory Book**

All electrical equipment details should be entered in the school Inventory/Stock book.

All equipment should be regularly tested and labelled by the electrical technician undertaking the task.

Any defective equipment should be marked: **UNSAFE – DO NOT USE** - and removed to a suitable storage area to await repair

There should be a stock of plugs and fuses on hand in preparation for inspection.

### **Photocopiers**

Maintenance of the photocopier remains the suppliers responsibility. In the event of photocopier problems – switch off at the mains before examining the problem.

## **STATUTORY TESTS associated with ELECTRICAL INSTALLATIONS And PORTABLE ELECTRIC APPLIANCES As REQUIRED TO BE UNDERTAKEN BY SCHOOLS.**

The following statutory tests are required on electrical installations and portable electrical appliances.

### **A. PERIODIC INSPECTION REPORT for an ELECTRICAL INSTALLATION (PIR).**

Schools shall employ a Contractor to undertake a **full PIR at intervals not exceeding 5 years.**

PIR's shall comply fully with the Institute of Electrical Engineers (IEE) publication *Guidance Note 3, Inspection and Testing and Part 7, BS 7671* (generally known as the *IEE Regs*). Contractors employed for this work shall be members of the Electrical Contractors Association (ECA) or the National Inspection Council for Electrical Installation Contracting (NICEIC). Any observations and recommendations coded 1 or 2 in the resultant PIR shall be attended to as a priority and a "satisfactory" PIR achieved; items coded 3 and 4 shall be attended to as part of the schools planned maintenance all in accordance with the guidance notes issued with the PIR.

**Routine Checks.** The routine checks described in the *IEE Guidance Note 3* shall be undertaken at **intervals not exceeding 4 months.** The person undertaking the 4

monthly routine check shall ensure that all previously reported defects have been rectified and then:

1. **Look for**, amongst other things:
  - Breakages
  - Wear / deterioration
  - Signs of overheating
  - Missing parts (covers, screws, etc.)
  - All equipment being accessible
  - All mechanical protection being in place (cable covers, enclosures, etc.)
  - Adequate labelling
  - Loose fixings

And then:

1. **Operate:**
  - Switchgear and switches (where reasonable)
  - Equipment - switch off and on (this shall include RCD test buttons)

Any items identified as needing attention in the routine check shall be rectified as a priority. These routine checks need not be carried out by an electrically skilled person but shall be by someone who is able to safely use the installation and recognise defects and action remedial work.

**All remedial work, whether from the PIR or the routine check, shall be undertaken by a suitably qualified person.**

**Additional electrical testing** may be required to comply with the requirements of Dudley MBC for any event that requires a licence or other permit to be issued. The PIR for an electrical installation when used as part of a Premises Licence (for public entertainment) application is only valid for 12 months and when an Electrical Certificate confirming compliance with Dudley MBC requirements is issued for the licensing of a temporary event that electrical certificate is only valid for the duration of that temporary event. If in doubt over licensing and / or permit requirements advice shall be sought from Dudley MBC Licensing Office, 5 Ednam Road, Dudley, DY1 1HL. (Telephone 01384 815380)

A school shall hold a copy of their current PIR together with a copy of the immediately previous PIR in their Health & Safety file. Copies of the completion certification for any electrical work that may have been undertaken by the school between PIR's shall also be held in the Health & Safety file; such completion certification should be issued automatically to the client by any accredited electrical contractor. Schools are to forward copies of all PIR's and completion certification for electrical work to the Building & Estates Team, DCS, Ward House, Himley Hall, DY3 4DF

The inspection and testing of portable electrical equipment is outside of the scope of *BS 7671*. and is covered by the following:

#### **Portable Appliance Testing (PAT).**

The scope of this requirement is detailed in the Institute of Electrical Engineers publication *Code of Practice for In-Service Testing of Electrical Equipment*.

## **B. PORTABLE APPLIANCE TESTING (PAT)**

Schools shall have all their portable electrical equipment (including extension leads) inspected and tested in accordance with the Institution of Electrical Engineers *Code of Practice for In-Service Inspection and Testing of Electrical Equipment*.

The frequency and extent of checking, inspection and testing of portable appliances shall be undertaken as detailed in the following table:



TABLE 1 FREQUENCY OF PORTABLE APPLIANCE TESTING FOR SCHOOLS						
TYPE OF PREMISES	TYPE OF EQUIPMENT	USER CHECKS <i>See Note 2</i>	CLASS I (WITH EARTH CONNECTION)		CLASS II (DOUBLE / FULLY INSULATED) <i>See Note 4</i>	
			Formal Visual Inspection <i>See Note 3</i>	Combined Inspection and Testing	Formal Visual Inspection <i>See Note 3</i>	Combined Inspection and Testing
<b>Commercial Kitchens on School Sites</b> <i>See Note 1</i>	Stationary equipment	Weekly	None	12 months	None	12 months
	IT equipment	Weekly	None	12 months	None	12 months
	Moveable equipment	Before use	75 days *	12 months	75 days *	12 months
	Portable equipment	Before use	75 days *	12 months#	75 days *	12 months#
	Hand held equipment	Before use	75 days *	12 months#	75 days *	12 months#
<b>Schools</b>	Stationary equipment	Weekly	None	12 months	12 months	48 months
	IT equipment	Weekly	None	12 months	12 months	48 months
	Moveable equipment	Weekly	75 days*	12 months	75 days*	48 months
	Portable equipment	Weekly	75 days*	12 months	75 days *	48 months
	Hand held equipment	Before use	75 days*	12 months	75 days *	48 months

### Notes

1. A commercial kitchen on a school site is a kitchen where meals are cooked / prepared for consumption on that or any other site. School kitchens that are used for serving meals that are prepared elsewhere are not considered to be commercial kitchens.
  2. User checks are not recorded unless a fault is found.
  3. The formal visual inspection may form part of the combined inspection and testing when they coincide.
  4. If the class of equipment is not known it must be tested as Class I.
- \* 75 **working** days. Based on a 5 day working week and no term exceeding 75 working (teaching) days this frequency of inspection coincides with the school calendar.
- # Based on a typical school year of 195 teaching days.

**User Checks.** The user checks described in the *IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment* shall be undertaken at the intervals prescribed in the table on page 3 of this document (TABLE 1-Frequency of Portable Appliance Testing for Schools). The person undertaking the user check shall ensure that all previously recorded defects have been rectified and then:

1. **Ensure**, amongst other things:
  - The flex is undamaged and of the appropriate length.
  - The plug (where fitted) is undamaged, properly terminated and not overheating.
  - The socket-outlet (or flex outlet) is undamaged and not overheating.
  - That the appliance can be used safely – does it switch on/off correctly, is it free from cracks and contamination damage, are live parts accessible?
  - That the equipment works correctly and is appropriate for its task and for the environment that it is being used in.
2. **Take Action on Faults or Damage.** Faulty or damaged equipment must be:
  - Switched off and unplugged from the supply.
  - Clearly labelled to show that it must not be used.

- Reported to a responsible person and the problem recorded in the school Health & Safety file.

Any item identified as needing attention in the user check shall be rectified as a priority. These user checks need not be carried out by an electrically skilled person but shall be by someone who is able to safely use the installation and equipment and recognise defects and action remedial work.

**Formal Visual Inspections.** The formal visual inspection described in the *IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment* shall be undertaken at the intervals prescribed in the table on page 3 of this document (TABLE 1-Frequency of Portable Appliance Testing for Schools).

The person undertaking the formal visual inspection shall have successfully completed the *City & Guilds Course 2377-002: Certificate of Competence for the Inspection and Testing of Electrical Equipment* and would normally be member of the ECA or NICEIC.

The results of the formal visual inspection shall be recorded on a form as recommended in the *IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment* and a copy of the results handed to the school for retention in the school Health and Safety file.

**Combined Inspection and Testing.** The combined inspection and testing described in the *IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment* shall be undertaken at the intervals prescribed in the table on page 3 of this document (TABLE 1-Frequency of Portable Appliance Testing for Schools).

The person undertaking the combined inspection and testing shall have successfully completed the *City & Guilds Course 2377-002: Certificate of Competence for the Inspection and Testing of Electrical Equipment* and would normally be member of the ECA or NICEIC.

All results of the combined inspection and testing shall be recorded on a form as recommended in the *IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment* and a copy of the results handed to the school for retention in the school Health and Safety file.

**All remedial work, whether from the user check, the formal visual inspection or the combined inspection and testing, shall be undertaken by a suitably qualified person.**

**SHOULD ANY QUERIES ARISE OR CLARIFICATION BE REQUIRED ON ANY ASPECT OF THIS DOCUMENT PLEASE CONTACT**

**DAVID WINTER ON 01384 814536**

**SUMMARY**

**A. Periodic Inspection Report for the Electrical Installation. (PIR)**

**Full PIR** – By an accredited Tradesperson – every 5 years.

**Routine Check** – By a member of staff – 4 monthly.

**PIR for Premises Licence (for public entertainment)** - By an accredited tradesperson as required

**B. Portable Appliance Test. (PAT)**

**User Check** – By a member of staff – See Table 1.

**Formal Visual Inspection** – By an accredited Tradesperson – See Table 1.

**Combined Inspection & Testing** – By an accredited Tradesperson - See Table 1.

**COPIES OF ALL PIR's AND COMPLETION CERTIFICATION SHALL BE FORWARDED TO:**

**Paul Mills, Directorate of Children's Services, Building & Estates Team, Ward House, Himley Hall, DY3 4DF.**

**Emergency Arrangements**

**HEALTH AND SAFETY BREACHES WHICH WOULD LEAD TO THE SCHOOL'S WHOLE OR PARTIAL CLOSURE (Guide to Local management of Schools/ Dudley MBC May 2004):**

2.1 The extreme circumstances which could lead to the need for closure of a school are difficult to predict but will include exceptional weather conditions, lack of running water, heating failure and fire.

2.2 The main principles governing any decision to close a school and the subsequent administrative arrangements must, of course, be the safety and welfare of pupils and the Headteacher's responsibility as site manager under the Health and Safety Act 1974 to ensure that employees are not put at risk in the work place.

## **Emergency Action Plan**

Refer to: **Emergency Management Plan**

## **First Aid Provision**

### **1. Background**

The main legislation relating to First Aid at work is the Health & Safety (First Aid) Regulations 1981 which require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be provided.

The Legislation places duties on Employers for the health and safety of their employees and anyone else on the premises; this includes non-teaching staff, pupils and visitors.

First Aid provision must be available at all times while people are on school premises, and also off the premises on school visits.

A Department for Education and Employment booklet on guidance for first aid in schools is available at the following link:

[http://www.teachernet.gov.uk/\\_doc/4421/GFAS.pdf](http://www.teachernet.gov.uk/_doc/4421/GFAS.pdf)

What is adequate and appropriate for first aid depends on the circumstances in the workplace and as an employer we need to decide what our first aid needs are.

The minimum first aid provision in the workplace is:

- A suitably stocked first aid box; and
- An appointed person to take charge of first aid arrangements

It is also important to remember that accidents can happen at any time. Therefore first aid provision needs to be available at all times when people are at work.

### **2. First Aid Training**

The school needs to ensure that it has sufficient resources to administer first aid, teachers are not required to undertake first aid duties however teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

In general the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Identified staff for training should attend the 4 day first aid course and the supplementary course Paediatric first aid to ensure they are provide with training on resuscitation for all persons.

### 3. What Should I put in the First Aid Box?

There is no standard list of items to hold in the First Aid box. It depends on what we assess our needs are. However, as a guide and where there is no special risk in the workplace, a minimum stock of first aid items would be: -

ITEM	First Aid Box	Travelling First Aid Kits	Public Service vehicles
HSE General Guidance Leaflet: "Basic Advice on First Aid at Work"	1	1	
Individually wrapped sterile adhesive dressings (assorted sizes)	20	6	
Sterile eye pads	2		2
Individually wrapped sterile triangular bandages	4	2	2
Safety pins	6	2	12
Medium (approx 12cm x 12cm) individually wrapped sterile unmedicated wound dressings	6		
Large (approx 18cm x 18cm) individually wrapped sterile unmedicated wound dressings	2	1	
Pair of disposable gloves	1		
Individually wrapped moist clean wipes		1 foil pack	
Antiseptic wipes, foil packed			10
One disposable bandage not less than 7.5 cm wide			1
Pack 24 assorted adhesive dressings			1
Large (not less than 15cmX20cm) sterile unmedicated ambulance dressings			3
Rustless blunt ended scissors			1 pair

The above list is a suggested contents list only, equivalent but different items will be considered acceptable

### 4. How many First Aiders or Appointed Persons do we need?

There are no defined rules on how many first aiders or appointed persons are needed. This will depend upon the circumstances at each school and the decision on how many are required will derive from your risk-assessed needs. However, the table below, when read in conjunction with the risk assessment gives some suggestion re appropriate numbers.

Category of risk	No's employed at location	Suggested No of First Aid trained Persons
<b>Low Risk</b> e.g. Offices/ shops/Schools	Fewer than 50	1 appointed person
	50 to 100	1 First aider
	More than 100	1 additional first aider for every 100 employed.
<b>Medium Risk</b> e.g. light engineering/warehousing	Fewer than 20	1 appointed person
	20 to 100	1 First aider
	More than 100	1 additional first aider for every 100 employed
<b>Higher Risk</b> e.g. Construction/chemical manufacture	Fewer than 5	1 appointed person
	5 to 50	1 First aider
	More than 50	1 additional first aider for every 50 employed

The details above are suggestions only - they are not definitive nor are they a legal requirement. It is for you to assess your first-aid needs in the light of your particular circumstances.

## 5. What is an Appointed Person?

An appointed person is someone you choose to:

- take charge when someone is injured or falls ill, including calling an ambulance if required;
- look after the first-aid equipment, e.g. restocking the first-aid box.

Appointed persons should not attempt to give first aid for which they have not been trained, though short emergency first-aid training courses are available. Remember that an appointed person should be available at all times people are at work on site - this may mean appointing more than one.

## 6. What is a First Aider?

A first aider is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. Training organisations running first aid at work courses should be approved by the HSE.

You may decide that following your first-aid assessment, that you need one or more first aiders. A first aider can undertake the duties of an appointed person.

## 7. Hygiene and infection control

Staff should take suitable precautions to protect themselves against contact with blood or other body fluids, single use disposable gloves should be made available to all persons undertaking first aid duties.

## 8. Statutory Requirements for reporting accidents

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 some accidents must be reported to the HSE (see accident reporting and investigations procedure).

A record must be kept of all injuries, disease and dangerous occurrences and this should be reported back to Westox House staff using the appropriate form.

The HSE holds the view that an accident must be reported if it relates to:

- any school activity, both on and off the premises;
- the way a school activity has been organised and managed;
- equipment, machinery or substances;
- the design or condition of the premises

## **Fire Safety**

### **Fire and Evacuation Procedures**

A Fire Risk Assessment, Level 1, was carried out by the Headteacher following Fire Safety Training by the Fire Service (Nov 2006) and is reviewed annually; latest review Jan 2012 (See Fire Risk Assessment level 1 also Staff and Caretaker directives as well as Action plans relating to the Fire Safety Risk Assessment – Appendix A

**A Fire Risk Assessment, level 2, is carried out bi-annually and all actions and outcomes reported to the Governing Body.**

### **ALL STAFF MUST BE AWARE OF THE FOLLOWING REQUIREMENTS**

#### **FIRE, EMERGENCY AND EVACUATION PROCEDURES**

- At all times fire doors must be unobstructed and closed. “Under no circumstances should fire doors be chained or secured in an open position” (Dudley property insurers). All exit doors should be unlocked when rooms are occupied. Exits must be clearly identified and marked.
- All fire doors must be inspected weekly to ensure that closing mechanisms are in good working order. (As part of the Caretaker’s regular checks).
- All combustible storage must be removed from boiler rooms and rooms where there are electrical appliances. All staff must ensure that paper must not be allowed to collect around computers or other electrical equipment.
- Displays, hangings and mobiles act as dangerous accelerants in cases of fire. In order to reduce this risk, these must be kept to ‘reasonable proportions’ (Level 2) and **must not** be placed across exits.
- All new purchases of soft play equipment must be confirmed as non-combustible and must be clearly labelled showing this.
- On sounding the alarm, the fire brigade must be summoned and all staff, pupils and visitors must leave the building immediately, closing doors behind them if possible.
- The location of any gas cylinder must be known and the Senior Fire Officer informed on arrival.

- If there is no risk to personal injury attempts may be made to tackle the fire using a suitable extinguisher\*, also switching off power supplies at the mains. *\*Only those staff trained to do so are to use any fire fighting equipment.*
- At a fixed time each week the alarm will be tested to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order.
- Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure. In every room there will be an instruction chart showing exit routes and line up zones. Staff are to ensure that they remove their Class Attendance List and take this with them to their relevant line up zone where a register will be taken immediately.
- Sweep cards are located at various points around the building. On hearing the alarm, a responsible adult must take the card and 'sweep' the designated area; ensuring that no persons remain in the area. The cards must be given to a member of the office staff in the centre circle.
- ***At any time the Headteacher or designated member of staff may require a full evacuation of the entire site. Staff must accompany their children and act immediately as they are directed/ instructed.***
- ***Where children have a Personal Evacuation Egress Plan (PEEP) these must be followed without deviation. Reviewed at the start of every new academic year.***

#### **IF YOU DISCOVER A FIRE**

1. Operate nearest alarm.
2. Go to the nearest telephone and dial 9-999
3. Carry out any previously delegated duties to be done in the event of a fire or go to the nearest line-up point.

#### **ACTION ON HEARING THE FIRE ALARM**

Teacher or responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out. Instructions are displayed in each room.

- Teachers will remove Class Attendance Registers from their classroom for an **immediate** roll call.
- Sweep card to be collected and a sweep of the designated area to be carried out by a responsible adult.
- Proceed to line-up point in the playground.
- Everyone should walk quickly – but not run.
- Keep quiet.
- Do not stop or return for any belongings.
- Office staff (Jane Geddes will carry out a role call of all visitors assembled in the centre circle and will notify the Head of visitors in the building referring to the signing In/Out book, making clear if all visitors have been accounted for.
- Office staff (Caretaker or Kim Round) will unlock the main side gates allowing direct emergency evacuation if deemed necessary. (See the latest Emergency Management Plan – reviewed annually)
- Once all children and adults in the cohort have been identified as present, Staff calling the register must raise their hand to signal to the Headteacher that everyone is present.

**If necessary, the Headteacher will instruct Jane Geddes or Kim Round to call the Fire Brigade. Calling 9-999 and asking for the Fire Brigade giving clearly the school address and post code.**

## **FIRE HAZARDS**

### **Rubbish and Combustible Waste**

Rubbish and Waste should not be left in the boiler rooms or other storage rooms, in or near escape routes or any passageways. The boilers must be inspected annually. Such materials should be put in metal bins/containers and properly disposed of as soon as possible.

Rubbish bins in classrooms must be emptied daily. Paper etc must not be allowed to collect near computers or other electrical equipment.

It is strongly advised that metal bins used for the storage of waste should be kept in a secure/locked area at least 8m from the building.

### **Fireguards**

These must be used when any form of temporary heaters are in use and should be securely fitted to radiators which children or staff might come in contact with.

### **Displays and Decorations**

Displays or decorations must not be placed near any form of heaters or suspended from any light fittings. They should not be suspended in any form which may add to any fire hazard.

### **Smoking**

Mount Pleasant is a No –Smoking area. Smoking is not permitted on any part of the site; inside or outside. This must be adhered to by all staff, parents, visitors and contractors working on site.

Smoking may only take place more than 5m from the school premises

## **Gas Hazards**

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the National Gas Emergency Service (National Grid) on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

Gas appliances are serviced annually and records are kept in the school office.

**Staff must report any suspicion of gas leakage at once.**

There must be access to an isolator. Keys must be kept in the key cupboard in the Secretary's office.

If portable or temporary heaters are ever used, they must have guards.

Any faults or concerns with any gas installations must be reported at once.

The Caretaker is responsible for ensuring the safety of all working heaters.

### **Hazards Requiring Immediate Attention:**

- Connection from a cylinder to appliance is damaged or badly connected.
- An appliance or its connectors have been damaged by a fall or have been struck.



- The valve is not closed on both full and empty cylinders before, during or after changing.
- The valve on the appliance is open but ignition fails.
- Appliance is not correctly positioned/upright.
- Cylinders are being changed indoors or near a flame, electrical equipment or cigarette.
- The appliance has been placed in a draught or near combustible materials.
- The appliance has no guard.
- The appliance is being used in a confined, badly ventilated space.
- Cylinders are being stored inside the building.

**These are all potential bombs, or dangerous situations**

## **Glass/Glazing**

All new installations of glass will meet HSE standards. All current glass and mirrors has been treated in line with H and S standards by Dudley Property and Estates.

## **HSE ( Health and Safety Executive) Powers**

Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

The HSE enforces health and safety law relating to the activities of LEAs and schools.

Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

For community schools the employer is the Local Education Authority (LEA).

## **Legionnaires Disease**

'Water Hygiene Risk Assessment' is carried out every 2 years.

Regular monitoring will be by an approved provider, recommended by the Local Authority.

A Legionella risk assessment is a site-specific document that details the findings of an examination of the entire water system within the building/s. The primary purpose is to identify if there are any parts of the system that might support or enable the growth of the Legionella bacteria and therefore present a risk by contaminating the system.

Appropriately qualified person(s) must carry out Legionella risk assessments. This will usually be a specialist contractor/consultant. In all NCC managed/supported premises and those schools in the BMPP scheme risk assessments will be organised and managed by NPS.

To remain valid Legionella risk assessments must be reviewed at least every 2 years or earlier if required and updated on a regular basis. In all NCC managed/supported premises and schools in the BMPP scheme, NPS will arrange for Legionella risk assessments to be reviewed and updated at appropriate intervals.

At premises where the responsibility for maintenance is retained (i.e. premises not using NPS to manage water systems through the BMPP) the Headteacher must make arrangements for

carrying out and reviewing risk assessments and all associated works with an approved water hygiene consultant or specialist contractor.

The risk assessment must be kept in a secure place, with authorised access by individuals with responsibility for completing the log-book and the site's Premises Manager.

## **Lone Working**

This term is used to define any working practice that involves an employee undertaking their duties not in the presence of, or easily accessible to another employee engaged in a similar undertaking. HSE definition is: "those who work by themselves without close or direct supervision".

Examples may include:

- Late working
- Site visits (eg home visits)
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

When working alone, no job/task must be carried out which may result in a fall from height, electrocution or becoming trapped.

The lone worker must have a means of contacting emergency help should they require it eg carrying a mobile phone.

It is advisable to let someone know if you are working alone eg partner and at what time you should be back home. It may be appropriate to inform them at regular intervals that you are safe.

The lone worker must ensure that they are medically fit before working alone. If they feel that this is not the case then they should inform the Headteacher as soon as possible.

## **Home-Visits**

(See Home Visits Policy) Home visits must be done in pairs and may not come under 'lone-working'. However, there may be other occasions where it is necessary for a member of staff to visit the home of a family.

When carrying out any home-visits, staff must ensure that they are 'comfortable' when entering a home. If a member of staff does not feel safe for any reason during the visit then they must leave the premises immediately and report the matter to the Headteacher.

The member of staff must:

- Carry a mobile phone
- Leave in the office a list of the homes (and telephone numbers) that they are visiting with times of expected arrivals at each home and an expected return time to school.

## **Manual Handling**

(Ref: Croner issue 21 manual handling Operations Regulations 1992)

Staff are often required to lift or move equipment and furniture. In each case it is a matter of judgement as to whether the member of staff feels that the risk to themselves will be small. A member of staff who feels that to lift could result in an injury or harm further an existing problem should call upon other staff or the Caretaker to assist them.

The school will ensure that proper mechanical aids and lifting equipment are available in school and that proper training has taken place to ensure that staff are aware of safe lifting techniques.

Children must also be protected in this area:

- Children who have been asked to move chairs or furniture must only do so with guidance and support from an adult.
- After having been trained to do this safely
- If supervised by an adult.

***Children lifting and carrying PE equipment is covered in the PE guidelines.***

## **Noise**

As a simple guide you will probably need to do something about the noise if any of the following apply:

- Is the noise intrusive - like a busy street, a vacuum cleaner or a crowded restaurant - for most of the working day?
- Do you have to raise your voices to carry out a normal conversation when about 2 m apart for at least part of the day?
- Do you use noisy powered tools or machinery for more than half an hour each day?
- Are there noises due to impacts such as hammering, pneumatic impact tools etc
- 

Noise can also be a safety hazard at work, interfering with communication and making warnings harder to hear.

## **New and Expectant Mothers**

All visitors and staff, including new and expectant mothers, are considered when carrying out risk assessments. The school also follows advice from the school nurse, HSE or Dudley Health Authority when sharing information regarding contractible illnesses/diseases. Any member of staff who is known to be pregnant is not expected to accompany any farm visits, or expected to lift/carry equipment/resources.

**Off Site Educational Visits - See Off site policy.**

## **Personal Protective Equipment**

Personal protective equipment is supplied as requested by the caretaker and staff as required. High visibility and weather protective coats are supplied to the gardener and caretaker. Gloves are available for staff emptying the kiln.

**P.E. Activities (Safe procedures for teaching skills and techniques are outlined in 'Safe Practice in Physical education and School Sport. 2012')**

Staff have agreed a procedure for carrying out regular risk assessments for PE both indoor and outdoors.

## **Gymnasium Equipment**

Specialist contractors recommended by the Local Authority will be invited annually to carry out a safety audit of all equipment.

Children should be taught how to carry out and set up equipment safely and efficiently.

Staff should check that equipment is set-up safely and is ready for its specified use. Any concerns about the condition of the floor or other apparatus must be reported to the caretaker. The caretaker is able to carry out some maintenance of PE equipment.

Ropes should not be knotted at the ends as this makes them dangerous and damages the fibres.

Any faults detected in any item of indoor or outdoor equipment should be reported to the PE Co-ordinator or Health and Safety Co-ordinator and marked – UNSAFE. The Caretaker should be called either to remove the equipment or make it impossible to use immediately.

Hazards in the working area (eg Tables) should be removed before the lesson begins and the floor must be checked for slippy/wet areas.

### **Clothing/Equipment for PE**

(See PE policy)

All children must be suitably dressed if taking part in any physical activity. This includes all jewellery removed and appropriate footwear.

Staff taking the lesson must also be appropriately dressed. If staff are having any physical contact with children (i.e supporting in gymnastics), then this must be within the Safeguarding Guidelines. (See 'Guidance for safer working practice for adults who work with children and young people' Dec 2014)

### **Play Equipment /Play Area**

Risk assessments for the use of these areas can be found in the on-site risk assessment file. The caretaker regularly undertakes visual checks of all play equipment as part of his general health and safety checks. The Headteacher and named governor also carry out visual checks of play equipment during their bi-monthly health and safety check.

### **Pupil Work Experience**

All students and Pupils recommended by their school as suitable for work experience at Mount Pleasant Primary School, are required to make an initial visit to school to meet with Mrs G Owens (Student mentor). During the visit the pupil must give personal details such as emergency contact details and information relating to any known medical conditions. A school insurance form is completed by the mentor and pupil and policies/procedures relating to child protection, first aid, fire drills, health and safety, dress codes, signing in/out, are discussed. The pupil is also made aware of how to access these policies from the school website or school office. The pupil signs to say that they have understood and agree to work in accordance with the procedures shared with them.

### **Risk Assessments**

Risk assessments should be carried out on a regular basis to assist all staff in recognising potential hazards and taking action to minimise the risk that they cause.

Risk assessments will be carried out:

- of all after-school clubs
- of all offsite visits
- of all PE activities

Risk assessments may be carried out by:

- The Headteacher
- The Health and Safety Co-ordinator
- The Site Manager
- The PE Co-ordinator
- Any member of the teaching staff

- Any member of the support staff
- Nominated Group Leader for visits offsite

Risk assessments should include the following considerations;

- 1) The hazard – look for what could be reasonably expected to cause harm. Identify the type of hazard.
- 2) Decide who may be harmed and how – think about all the people who share your workplace. Could the activity harm anyone?
- 3) Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done to negate the risk - Identify the degree of harm that could be caused and the level of risk it causes eg low, medium or high.
- 4) Record your findings – write down the most significant hazards and your most important conclusions to show that:
  - Proper checks were made
  - Who might be affected
  - Action to negate possible harm or injury
 Any risk assessment needs to be suitable and sufficient it is not expected to be perfect.
- 5) Review your risk assessment and revise if necessary – if there has been significant change then the risk assessment will require immediate review, otherwise reviews should take place at reasonable time periods.

### **Visits and Offsite Supervision**

Please refer to the 'OFFSITE VISITS POLICY' and [www.offsite.org.uk](http://www.offsite.org.uk) and see 'our visits'.

**Use of the School Minibus** – Staff may book the use of the school minibus at any time, but only designated/qualified drivers can ever drive the school minibus. (See Offsite Visits Policy)

### **Onsite Risk Assessments**

Risk assessments should be carried out at least annually in written form, though staff are expected to be constantly vigilant with regard to Health and safety for themselves and on behalf of the children in their care. These must be reviewed as prompted to do so. Staff are able to record any risk assessment that they feel might affect the safety of themselves, any colleagues, children and visitors to the school.

### **Swimming Supervision**

A risk assessment for the swimming programme is carried out by the HLTA PE support teacher at the beginning of each year. Children in Year 4 and lower years attending swimming lessons at Gig Mill Primary School. In addition to this, Swimming Local Authority requirements and guidelines operate.

### **Safety For Life**

**When appropriate and/or relevant, pupils will be taught specific safety rules and skills as part of an integrated curriculum. When problems or concerns are brought to the School's attention it may be necessary to suspend normal activities to focus on a specific aspect of safety, within or outside the school.**

Examples:

- **Road Safety:** People who help us. Journeys. Transport. Cycling Proficiency Courses.
- **Water Safety:** School Swimming Programme. River/Canal Studies. Survive Alive.

- **Personal Health and Safety:** Healthy Lifestyles Programme. Food Technology. Myself and Family. Science. Sex Education. Safety Town.
- **First Aid:** A basic First aid course provided as frequently as possible for children.

Safety Skills will be taught and regularly reinforced in line with the curriculum.

**Physical Education and Risk Assessments**

Staff are expected to keep regularly updated risk assessments for PE activities and in direct regard to individual pupils in their class.

## **Safety at the swimming pool**

Current good practice presented in both Statutory and Non Statutory guidance for the National Curriculum and teaching of Physical Education indicates that pupils should share in the assessment and management of the risks associated with swimming activities. This is an essential part of the learning process as well as making an effective contribution to safety management.

All staff should be aware of the Pool Safety Operating Procedures, which must be implemented and in addition should take note of the following guidance in managing pupils:

1. Goggles should only be worn in exceptional circumstances when chemicals in the water may adversely affect pupil's eyes. Any goggles used must be made of unbreakable plastic or rubber. Pupils should be taught to remove them by slipping them off their head, rather than by stretching the retaining band. Their use should be supervised as misuse or an accidental blow can cause damage to the eye. A note from the parent is required.
2. Pupils should wear appropriate swimwear:  
Boys should wear swimming trunks or standard short swimming shorts designed specifically for swimming.  
Girls should wear a one-piece swimming costume.  
In all cases excessively long and/or baggy fashion items of swimming clothing, which may have a place on holiday, are not acceptable in school swimming lessons where they impede progress and decrease buoyancy.  
Cultural and religious requirements may require special consideration by both the school and the swimming pool management.  
An increasing range of purpose made lycra type swimwear for both boys and girls is now available and is often used by competitive swimmers. School and swimming pool staff will need to make a judgement on its suitability. The intention of providing guidelines is to ensure clothing that impedes neither movement nor buoyancy while preserving modesty.
3. Children must not chew during swimming lessons. In addition to pool hygiene considerations there is a real risk of choking.
4. Children who do not feel well, especially those with any stomach upsets should not enter the water.
5. Children who have eaten a large meal should not go into the water immediately after that meal.
6. The wearing of jewellery during swimming and diving activities is hazardous and will not be allowed.
7. School staff and instructors must be fully aware of any child with any special medical, physical or psychological condition.
8. Only children who are fit to participate in the lesson should attend the swimming pool.
9. Verrucas are not to be regarded as 'open or infected sores'.

10. Pupils with epilepsy require careful observation, as shimmering water or flickering light may trigger a seizure. It is good practice to establish a buddy system of observation or, in severe cases, to have a responsible adult in the water.
11. Pupils and staff should adhere to any local pool safety regulations.
12. Swimming instructors and schoolteachers should be aware of the relevant sections of the Pool Safety Operating Procedures for the pool.
13. If the fire alarm sounds during a swimming lesson pool staff have responsibility for clearing the pool and buildings. It is the responsibility of school staff to supervise the pupils and check the register once clear of the building. Attention needs to be paid to ensuring pupils do not suffer from cold if kept out of the pool for a prolonged period.
14. School staff are encouraged to raise any concerns with instructors or alternatively the duty officer on site.

### **Code of Conduct for pupils attending Swimming Lessons**

These rules are designed to keep you and your belongings safe and to ensure high standards of Health, safety and hygiene at the pool.

1. Make sure you are clean before going swimming.
2. When getting changed leave your clothes in a neat pile, with your towel on top ready to use when you come out of the pool. Only leave shoes on the floor.
3. Always go to the toilet and through the shower before going on to the poolside, to keep the water in the pool as clean as possible.
4. Make sure your hair is tied back if it is long to stop it from getting in the way in the water.
5. No jewellery should be taken to the swimming pool.
6. Goggles should only be worn in exceptional circumstances where the effects of water may hurt your eyes. If you are allowed to wear goggles they should be made of unbreakable plastic or rubber.
7. Never run on the poolside as it is slippery and you may fall over.
8. When the whistle is blown in the swimming pool, you should 'stop, look and listen'
9. Always listen carefully to the adults and follow their instructions to stay safe. Do not go in to the water unsupervised even if you can swim well.
10. Never leave the poolside without permission.
11. Always make sure there are other friends with you in the toilet, shower and changing rooms.
12. Never wait around in the public changing area by yourself.
13. Leave all areas of the swimming baths, as you would like to find them.

### **Security**

#### **Entry To School**

All school entrances, including side gates will be locked by 9:10. All staff, pupils, parents and visitors must report to the main entrance and identify themselves using the intercom system.

All visitors to school who are unfamiliar to the school population and are going about business unescorted must wear an I.D. badge or appropriate identification, as supplied by the school secretary, at all times during their visit.

Staff coming across a stranger without an ID if safe to do so, should challenge the individual regarding the nature of their visit. If staff are in a vulnerable situation they should report any suspicious visitors to the office. The secretary will then summon assistance. Pupils must not challenge 'strangers' but should be encouraged to report concerns to a known, responsible adult.

### **Playtime Supervision**

Staff on playground supervision duty should ensure that all gates are locked. There should be a minimum of 2 members of staff on duty during morning and afternoon playtimes. Hot drinks must not be taken outside on duty or to classrooms where/when children may be present.

### **Main Building – Security Measures**

#### **a) Daytime Security Measures.**

Main side gates to the site opened between 7.30 - 7.45am

Internal doors are opened at 7:45

Morning lock-up procedure

Gate 2 ( main public / pedestrian access) locked 9.10am

**After 9.10am the only access to the site / building is via the front entrance controlled from the office and including a CTV system (unrecorded). The site is secure from 9.10am**

#### **Lock - up procedures**

Gate 2 opened at 2.55 for parents collecting children - this gate, the main pedestrian entrance is open until 3.15pm to allow pupils and parents attending clubs to leave.

Internal doors are locked at 5.30 after cleaners have completed tasks - and dependent on Evening Adult Education Programme. ( include Studio, Upper School Block and Headteacher's office).

#### **Evening Procedures.**

Access to school in the evening is via ;

- a) Front community door
- b) Entrance near Secretary's office
- c) Entrance through Year 5 cloakroom ( toilet access )

Lock up commences

- a) Internally - when the adult classes are complete
- b) Externally - after evening lettings

### **Entrance and Exit to School after 3.15**

1. All staff, pupils and parents on the premises to leave via main entrance. (use of code to exit – THIS CODE MUST NOT BE SHARED WITH PARENTS OR CHILDREN.)
2. Visitors to school enter through main entrance ( controlled from the office )



### 3. After 5.30

All visitors, community members, adult learners enter and exit via front main entrance which is permanently staffed.

4. Staff on-site after 5.30 to inform the Caretaker and report when they are leaving.

5. Possible Exceptions - School evening use ( Concerts, discos etc) Entrance and exit will be via the front community door which will be manned by a member of the staff.

### **Lettings**

Details of procedures will be given to hirers and adult education users.

Precautions must be taken for large gatherings e.g. school productions.

All emergency doors must be unlocked and a telephone available for emergency calls. If the Caretaker is not to remain on site during the letting, then he must ensure that the party has access to a telephone before leaving the site.

Caretaker on locking up will check premises for possible fires. Headteacher to be informed of any 'incidents'.

### **Stress at Work**

(Ref: HSE Management Standards For tackling Work Related Stress, Working Together to Reduce Stress at Work – A guide for employees – HSE website)

The definition of stress is,

“ The adverse reaction people have to excessive pressures or other types of demands placed on them” This may refer to pressures from work and/or home.

Stress is not considered to be an illness, but it is a state.

There are many occasions when we might feel symptoms of stress, but it is increased and prolonged stress that can lead to mental and physical illness.

Signs of stress may include:

- Anxiety
- Mood changes
- Emotional instability
- Disturbed sleep
- Changes in heart rate (palpitations)
- Sweating,
- Muscle tension
- Butterflies in stomach, suppression of hunger and/or nausea

Any persons who feel that they are experiencing prolonged signs of stress should speak to their line manager or Headteacher as soon as possible.

### **Statutory Inspections**

The following statutory inspections are required:

- a. Electricity
- b. Gas
- c. Extraction Systems
- d. Playground Equipment
- e. Asbestos
- f. Fire Extinguishers
- g. Alarm Systems
- h. Machine Guards

(See appropriate sections and also Office records for reports produced from monitoring and inspections.)

## **Substances**

Any substances used for cleaning and/or maintenance are kept in secure cupboards or storage areas. These carry the signage, "KEEP LOCKED SHUT". The need for such stored materials is kept to a minimum. Materials that may cause harm to children and which children will come into regular contact with eg paints, glue are supplied by an approved supplier. All supplies are child friendly ie at or below minimum toxic levels.

When teaching with such materials, staff will remind children not to put substances into their mouths or to 'sniff/smell' substances.

## **CLASSROOM MATERIALS**

- Only staff may use correcting fluids such as Tippex – as such fluids are toxic.
- Children are not allowed to bring their own correcting fluids to school. Staff must be vigilant in this area and ask for children to leave such items at home.
- Only marker pens that are mainly water based should be used.
- When other pens are used, these should only be used by staff – and in well ventilated areas.
- Paint and other Art-effect sprays must only be used by adults outside the building.
- Glues provided for use in school should only be purchased and used if known to be non-toxic.

## **Vehicle /pedestrian segregation**

The car park and delivery areas for the kitchen are separate from the main entrance for families and children and there is no direct contact or access to the school playground. Delivery drivers are advised to avoid deliveries near the start and end of the school day, However, the caretaker is available at these times if deliveries cannot be avoided and will be responsible for ensuring safety on site.

## **Violence at Work**

HSE definition of violent attacks towards an employee include:

- Physical attack – actual contact having been made
- Threat of assault
- Abusive language or behaviour – including racial or sexual harassment
- Property attack

Verbal abuse and threats are the most common.

Any employee can report an incident of violence, abuse or damage to property which they have found unacceptable. "The Directorate recognises that all individuals have varying tolerance levels but it does not expect employees to tolerate unacceptable behaviour because "it's the job". Employees should not be deterred from reporting an incident because another adult/employee sees it as trivial." (Lone Working and Work Related Violence Policy – Dudley MBC May 2005)

The form for reporting such incidents can be found in Dudley MBC document: 'Procedural Guidance on Lone Working Practice', or advice can be sought from the Headteacher.

## **Working at height**

Ref: [www.hse.gov.uk](http://www.hse.gov.uk) Keeping Safe When Working At Height – advice for teachers and classroom assistants)

Always use suitable equipment for working at height eg 'kick step' type stools, properly designed and maintained low-steps and use poles for opening and closing windows. If you still cannot reach, ask for help from the Caretaker.

Step ladders must only be used if they are fully open and are placed on a flat, hard surface. The top step should not be used unless the hand support extends higher than knee level. Always move the ladder to where you want to reach – do not lean whilst on a ladder. When using a ladder you must have three points of contact with the ladder at all times. (Croner issue 21 Nov 2004)

Around our school there are places where staff may need to reach high up eg display boards, but it may be more dangerous to use a ladder. In these circumstances:

- Prepare the display as much as possible before putting them up.
- Chairs, stools, book cupboards and any other school furniture are **not to be used** for standing on and therefore must not be used for this purpose. Work surfaces in Years 4, 5 and 6 can be used and will be regularly checked for safety as part of the Caretaker's regular safety checks. Staff must also report any safety concerns of these areas to the Caretaker.
- No child should ever be asked to climb onto a work surface or table etc in order to reach an item or to open/close windows.
- Always wear suitable footwear if working at height.
- Always be aware of any slippery surfaces, eg have appropriate footwear.
- Always think of your own safety and assess the risk of what you propose to do. If you are not sure of your safety in these circumstances, then inform your Headteacher or H&S co-ordinator.

## **Work Equipment**

### **TECHNOLOGY, CRAFT & DESIGN**

Members of staff must ensure that:

- Children are supervised at all times.
- Protective clothing is worn when appropriate.
- Sharp edged tools are stored so that cutting edges cannot be accidentally touched.
- All tools are returned promptly and safely to their appropriate storage units in the resource area.
- Files and other similar tools must have properly fitted handles.
- Hammer-heads must be checked prior to use.
- Tools must only be used for their intended purpose.
- Staff may use low-temperature glue guns, older children may work with a low-temperature glue gun when supervised 1:1 by an adult.
- **Children must be taught the correct techniques and procedures for using tools.**

### **THE KILN**

Only trained staff may operate the kiln. The kiln safety door and work surface must **always** be replaced after the kiln has been opened.

### **FOOD TECHNOLOGY**

#### **"Get Cooking Programme"**

Many children are now involved in a variety of Get Cooking activities.

Staff must pay particular attention to:

- Carrying out a comprehensive risk assessment for the club/session
- Be aware of good hygiene practices eg hand washing, cleaning surfaces and utensils, hair tied back, disposal of waste food.

Knives are stored in the Headteacher's office. These must be counted out and counted back in. Safe procedures must be in place when children are using knives and any other sharp equipment eg: not running around, adult supervision, care when washing up. All knives must be returned to the Headteacher at the end of the session."

- Mobile cookers may be used in classrooms. The teacher responsible must undertake a risk assessment and agree the risk assessment with the Headteacher.
- The floors around any area used for the preparation of food should be kept clean.

- All working surfaces should be the same height and specific tables should be cleaned with an anti-bacterial agent prior to any preparation of food.
- Windows and ventilation should be properly controlled.
- A properly stocked first aid box should be kept in the area, with a clearly visible notice.
- Ingredients may be supplied by the family of the child who is preparing the food. Only the child eats this food.
- All normal hygiene procedures must be followed when food is to be handled.

Parties in school – Parents should not be asked to donate food for parties that has been prepared at home. Either sealed food or a donation towards the purchase of food is far more appropriate.

### **GENERAL HYGIENE**

- Before food preparation, staff must ensure that all surfaces and tools have been appropriately cleansed.
- Staff and pupils must wash their hands with warm, soapy water and use disposable towels, tie back long hair, remove jewellery and wear aprons, before handling food.
- All foodstuffs should be stored in suitable containers in clean cupboards out of reach of vermin, flies etc.
- Food waste disposal bins must be emptied daily or immediately after a cooking session.
- Pupils must only prepare food for their own consumption.
- During lunchtimes, children will be instructed to wash their hands before eating.

### **FRUIT**

All fruit must be washed prior to preparation for eating.

The adult who is preparing the fruit must wash their hands thoroughly using an anti-bacterial hand wash. Fruit must be cut, safely and hygienically stored ready for use. Children should be discouraged from over-handling the fruit when making their selection. Any fruit that has not been eaten but prepared for eating, must be disposed of and not kept over until the next day.

### **GUILLOTINES /ROTARY TRIMMERS**

These items of equipment must be kept in the staffroom or staff stockrooms when not in use. Guillotines must always be left with the arm down. Pupils are not allowed to use these items of equipment.

Only staff are allowed to carry them and should take extra care when doing so. After use they should be returned immediately to the staffroom or stockroom.

### **PEN TOPS**

Children should only be presented with pens with ventilated tops. If children bring their own pens they should be checked for safety. Children with tops considered hazardous should be advised to dispose of the tops. Staff must be vigilant about this and other small items that may be placed in the mouth as these may create a choking hazard.

### **CHOCKING HAZARDS – EARLY YEARS**

Staff must remain constantly vigilant with younger children and the potential of choking hazards. Children using any small equipment eg small lego, must be supervised by an adult at all times. Staff must also be informed regarding children with the potential to put objects in their mouths and again, an adult must supervise their activities.