

HEALTH AND SAFETY POLICY

This policy was adopted on: 05 September 2015

This policy is to be reviewed on: October 2019

The Health and Safety at Work etc Act 1974 requires employers with five or more employees to have a written statement of health and safety policy. The Policy has been prepared and brought to the attention of all staff and will be reviewed and revised as is appropriate to ensure it remains valid.

The Management of Health and Safety at Work Regulations 1999 specifically require that schools assess the risks from their activities, and implement arrangements to control them and to comply with health and safety legislation. The significant findings of these risk assessments are recorded. The arrangements section of the Health and Safety Policy are in effect, significant findings of risk assessments.

Statement of Health and Safety Policy

Successful health and safety management starts with sustained commitment and interest from the top of the school. This commitment is the basis of the Statement of Health and Safety Policy.

This statement sets out to confirm the health and safety "culture" of school. It is an opportunity for the Governing Body and the Organizer to influence the attitudes and behaviour of employees and create a positive health and safety "culture".

Organisational and Responsibilities

The organisation part of this policy is basically the existing personnel structure. Health and safety is a management function and the responsibilities go hand in hand with other management functions. The school's actual organisation is detailed and some responsibilities of Organizer may be delegated to Teachers or other specialists.

Arrangements

This final part of the Policy is where the significant findings of the risk assessments and the arrangements for controlling risks and complying with health and safety legislation are recorded. These arrangements are kept as practicable as possible, to show how things are done in the school and who is specifically responsible for what. In all cases the arrangements detailed must be adapted to suit the specific circumstances of the school.

We must be prepared to modify it in the light of experience gained from monitoring. Health and safety policies are not "tablets of stone"; they must be modified to suit the changing circumstances of the school and developments in health and safety legislation. An annual review is carried out.

1 Statement of Health and Safety Policy and Intent

The Governing Body is committed to:

- the provision of safe and healthy conditions for pupils, employees and visitors;
- compliance with all relevant health and safety legislation;

and seek the co-operation of employees, pupils, parents and visitors to achieve these objectives in order to minimise injuries and work related ill health.

The main hazards and risk control arrangements are detailed in Section 3.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

SignedOrganizer on the behalf of the Governing Body

Date

2.0 Organisation and general Responsibilities

2.1 Governing Body

Are responsible for ensuring:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are maintained, monitored and inspected by direct involvement or by considering inspection reports;
- actions are prioritised where resources are required;
- health and safety is an agenda item at Governors' meetings;
- a Governor is given specific responsibility for health and safety;

- the Governor with specific health and safety responsibilities and the Organizer receive health and safety management training and are competent to deal with the health and safety aspects of the work;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;

2.2 Organizer

The Organizer is responsible to the Governing Body for ensuring that:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- the significant findings regarding the above are recorded in the Health and Safety Policy;
- the arrangements are monitored to ensure they are working;
- the recruitment and selection process takes into account the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive;
- employees are consulted and are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems in implementing appropriate health and safety standards are reported to the Governing Body;
- specialist help and assistance is obtained where necessary;
- the reports of health and safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitors.
- ensure that there are adequate arrangements for the supervision of pupils and first aid, both on school premises and on school activities, or outings in accordance with local and national guidelines.

2.3 School Health and Safety Co-ordinator - Premises Officer

Is responsible for assisting the Organizer with the above and specifically for:

- liaising with employees, visitors and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented;
- monitoring the health and safety standards of the school on a day to day and weekly basis, reporting any problems that cannot be rectified to the Organizer

- ensuring that equipment and systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Management Manual and that records are kept;
- arranging any necessary corrective action identified by health and safety inspections;
- maintaining a register of dangerous and hazardous substances used and stored, ensuring relevant work is undertaken with the appropriate COSHH assessments and the register contains copies of up to date information;
- ensuring that work undertaken is within his/her training or competence, and in particular that he/she does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks..

2.4 All Employees (teachers and support staff)

Are responsible for:

- undertaking lessons and school activities in accordance with any school, local and national guidelines relevant to the health and safety of the staff, pupils, and volunteers;
- taking reasonable care for their own health and safety and that of other employees and visitors who are affected by their activities;
- exercising effective supervision of pupils so as to minimise risks to their health and safety;
- ensuring that off-site outing or activity for which they are responsible, only takes place following written authorisation by the Organizer and in accordance with a plan which specifies an adequate level of supervision, health and safety arrangements;
- ensuring that they are familiar with the school fire procedures and their role in it;
- using any work equipment in accordance with the training and instructions provided;
- attending any required health and safety training provided by the school or the Association of Northamptonshire Supplementary Schools;
- co-operating as is necessary to implement the arrangements of this policy;
- monitoring the health and safety standards of their own areas by maintaining good standards of housekeeping and cleanliness in activities under their control, and ensuring that appropriate risk control measures are implemented;

- reporting to the Head Teacher any health and safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements.

2.5 Pupils

Pupils are expected:

- to exercise personal responsibility for their own health and safety and that of their classmates;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of teachers.

2.6 Health and Safety Assistance

Health and Safety Consultants are appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999 and are responsible for providing the health and safety assistance as and when requested.

3.0 Arrangements and Significant Findings of Risk Assessments

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3.1 General Hazards

1. A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags are not to be left in walkways or areas where they create tripping hazards.
2. Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floors surfaces. Employees are expected to rectify these situations where possible or report them to the Caretaker.
3. Employees are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.
4. Damaged or defective furniture and equipment are to be reported to the Caretaker. Also any sharp edges, which may cause injury and/or damage to clothing, must also be reported.
5. Pupils are reminded on a regular basis about the danger of fingers being trapped in doors. The Caretaker is responsible for checking routinely that the self-closers operate properly ensuring that adjustments are carried out if doors close too quickly.
6. Running is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

3.2 Guardrails on Stairs and Landings

Falls down stairwells are a major risk to pupils in schools with multiple floors. To minimise the risks the school staff ensure good discipline in these areas making sure that pupils do not run or play about on stairs or landings. The guardrails on the stairs and landings have been checked to ensure they meet the requirements of the Health and Safety (Workplace) Regulations 1992.

** School Safety Rule - Do Walk, Don't Run*

3.3 Vulnerable Glazing

The vulnerable areas of glazing have been protected with anti-shatter film to prevent serious injuries in the event of breakage. This includes all wired glass in doors/sidepanels and below that 800mm from the floor. In addition the glazing in windows facing the playground and all glazing below 2 metres in the Hall have been safeguarded

3.4 Electrical Equipment

1. Employees shall not attempt repairs or make modifications to electric equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.
2. Only electrical equipment provided by the School shall be used. Formal visual inspections/tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger. (Low risk office equipment such as computers where the mains cables are organised to prevent damage are unlikely to require maintenance to prevent danger are not included).
4. Employees are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.
- 5 It is essential that where portable electric equipment is used outdoors a residual current device (RCD) is used to reduce the risk of serious electric shock. Employees must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment, which causes the RCD to trip.

3.5 Working at Heights

1. Employees are reminded that falls from heights is the most common cause of fatal and serious accidents at work.
2. The need to reach things at heights should be eliminated where ever possible e.g. displaying pupils work and storing things below head height, using window poles to instead of climbing to open windows. Where this is not possible proper access equipment must be used and the following rules followed:
 - Employees shall not use ladders or stepladders if they are working alone in or around the school, if an incident occurs there is no one to call for assistance.
 - Before using a ladder or stepladder, make sure it is the right equipment for the work. *Guidance document in Healthy and Safety file*

3. Ladders and Step Ladders - General Rules

- Check that equipment is in good condition; do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects.
- Check the ladder is clear of overhead electric cables.
- Set the ladder at the correct angle (1 out to every 4 up)
- Never climb higher than the fourth rung from the top to ensure adequate hand hold.

- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down.
- Move ladders and step ladders so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible, this ensures the ladder cannot slip sideways or backwards, whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3m in length, where securing or footing is not practical can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non slippery surface.
- Ladders over 3m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse:
- Stand the ladder or stepladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use, make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position.
- Stepladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform on a stepladder unless it is constructed with a secure hand hold.
- Always spread stepladders to their fullest extent for stability and check that retaining hinges/cords/clips are secure.
- Whenever possible place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable, where this is unavoidable another person should support the steps to prevent them tipping.

3.6 Substances Hazardous to Health

1. All substances must be properly labelled, stored, used and when necessary, disposed of in accordance with the manufacturer's instructions. Employees should be aware of the requirement to assess the risks to health of any hazardous substances brought into the School to ensure the appropriate the risk control measures are devised, implemented and where appropriate, recorded.

School Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for the general purpose cleaning in the School. These products are kept locked in the cleaners cupboard.

These substances are necessary, substitutes without these hazards are considered not to be effective.

The following measures are used to control the risks to health from the use of these substances:

The substances are kept secure at all times when not in use to prevent access by pupils and unauthorised persons.

The substances are only to be used as directed by the manufacturers on the containers.

Substances shall not be mixed together. This is particularly important with bleach; toxic fumes can be generated if this is mixed with other substances.

Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of PVC gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.

Accidental splashing on the skin or in the eyes need to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Head Teacher and where appropriate to a medical practitioner.

Where substances are transferred into smaller containers for use they are marked with their contents and appropriate hazard sign.

The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

3.7 Fire Risk Assessment

A fire risk assessment has been carried out as required by the Management of Health and Safety at Work Regulations 1999. The significant findings of the fire risk assessment are contained in the Health and Safety File

3.8 Manual Handling of Items and Equipment

Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all staff. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

- Employees shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to Head Teacher.
- When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.
- Special care is to be exercised where pupils are involved with the moving of objects. Employees are required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.
- The manual handling of any objects which present a significant risk of injury and which cannot be avoided is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.
- The following operations have been assessed and along with the manual handling training that has been provided are considered to be adequate to reduce the risks to the lowest extent reasonably practicable.

Chair and Table Moving

Measures to reduce the risk of injury: -

- using correct lifting techniques.
- carrying no more than 3 chairs at a time
- using special trolley for moving stacks of chairs
- carrying no more than 1 table at a time (single tables)
- obtaining assistance where the timescale involved could lead to over-exertion.

Miscellaneous Packages and Items

Measures to reduce the risk of injury:-

- using correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance where the weight/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards etc

Measures to reduce the risk of injury:-

- using the correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance in proportion to the weight/size and distances involved;
- wearing protective equipment such as gloves and safety footwear.

3.9 Moving and Handling Assistance for Pupils with Special Needs

An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors.

The assessment will identify the moving and plan appropriate for each pupil. The hierarchy of measures in these plans shall be as follows:

Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and where appropriate encouraging pupils to move themselves or by re-organising activities;

Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable. e.g. training for employees in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.

The moving and handling plans will be recorded in pupil's care plan.

The assessments shall be reviewed each term or when significant changes occur.

3.10 Display Screen Equipment (DSE)

1. Computer equipment is used in the school by staff. The staff are designated as 'users' under The Health and Safety (Display Screen Equipment) Regulations 1992, and they are provided with information and training about the risks to their health and how to minimise them.

2. Workstations used by the above 'users' have been assessed to ensure they satisfy minimum requirements and the risks are reduced to lowest level reasonably practicable. Frequent changes of activity occur; therefore no special breaks need to be planned into work routines to prevent the onset of fatigue.

3. Work related upper limb disorders such as pain to the muscles; ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged workstations and organisational systems will minimise the risks of these disorders. Employees should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

3.11 Smoking at Work

Smoking is not permitted in the School. This is to prevent unwanted exposures to environmental tobacco smoke which is health hazard and to minimise the risk of fire.

3.12 First Aid Arrangements

(See School First Aid/Medicines Policy)

Employees should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Any injuries to pupils or staff must be reported to a first aider, who will ensure that appropriate action is taken. Records of such injuries must be recorded in the accident book which is kept in the school office.

Employees trained in emergency first aid is considered to be appropriate for the risks and numbers of persons present. It is the policy of the school to train as many Teachers as possible in emergency first aid so as there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and each first aider is responsible for checking the contents on monthly basis and replacing any items used. All employees should familiarise themselves with the location of these so that in the event of an injury or acute illness these can be located quickly. In these cases an ambulance can be summoned from telephone in the Office.

The School Administrator, Doris Pietniczka-Panek, will report accidents, ill health conditions and dangerous occurrences that fall within statutory reporting requirements.

Head Injuries

(Standards letters are kept in the school office)

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing or which changes the behaviour of the pupil should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non-significant head bumps, which show no signs or only slight reddening.

Other Injuries

Broken bones may sometimes not be obvious in children; any injury, which results in continued pain or changed mobility, should be referred immediately for further medical.

Infection Control

Aids and hepatitis B viruses are a risk to employees involved in the provision of first aid. The universal precautions for cleaning up body fluid spills detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection.

3.13 Pregnancy and Work

Employees who become pregnant shall inform the Organizer so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Advice on pregnancy and work is given in the Department of Health poster 'Guidance on infection control in schools and nurseries'.

3.14 Young persons working or on work experience in the school.

If young persons come to the School to work or on work experience special Regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory school age. They require that a specific risk assessment to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a 'child' is involved the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced employee who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility a 'child' are informed as described above, a copy of this policy shall be forwarded to them with the confirmation letter. Appropriate risk assessments are completed by the appropriate body prior to the commencement of the work experience, and kept on file by the Organizer.

3.15 School Security

Access to the School is only via the back entrance, which is monitored at all times to prevent unauthorised access.

All other doors are locked from the outside to prevent unauthorised access but these can be readily opened from the inside in case of emergency.

All visitors are required to report to the Common Room.

The names of all visitors, their time of arrival and departure should be recorded.

Unknown persons on the school site are to be asked what they are doing and if they require assistance. In some cases it may not be appropriate for alone employee to make this approach, in these cases the Organizer is to be informed and if necessary the police called for assistance.

3.16 Violence at Work

The School seeks to minimise employee vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from pupils or parents and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed:

Employees who have any qualms about parental interviews should arrange for a colleague to be present.

Employees should not become confrontational even if provoked, offer to arrange another meeting with senior colleagues and close the interview.

Do not hold meetings with parents in isolated classrooms and have clear objectives and a set timescale.

Do not make home visits alone.

If verbally or physically abused leave or call for assistance immediately.

Employees should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Organizer. This will enable incidents to be monitored, investigated, and appropriate action taken.

A register is kept of those who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.

Employees who suffer violence at work will be sympathetically treated and a variety of support systems are available.

3.17 Educational Visits

Employees should note that pupils face far higher risks on school visits than they do in the school. The hazards of all visits must be identified and appropriate risk control measures built into the arrangements. A summary of these must be recorded for all visits undertaken. A separate Visits Policy has been produced and the DFEE document 'Health and Safety of Pupils on Educational Visits' is used as a guide for the risk control arrangements.

3.18 Medicines and Infection Control

The storage and provision arrangements for pupil's medicines are set out in a separate with the School Medicines Policy.

Pupils who are unwell with an infectious disease should not be at school and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Department of Health poster 'Guidance on infection control in schools and nurseries'.

3.19 Injury Reporting

Minor injuries to employees and pupils shall be recorded in the accident book located in the school office.

RIDDOR incidents (see HSE website www.riddor.gov.uk for further details) must be reported to the Incident Contact Centre (ICC) by telephone (0845 3009923). The appropriate form is completed over the phone by ICC staff. In each case the ICC will return a hardcopy as confirmation of notification.

The following is required for RIDDOR incidents:

'Over 3 Day' absence injuries to employees (including self employed persons working on school premises) are reported to the ICC within 10 days,
'Reportable Diseases' as notified by doctor's certificate are reported to the ICC within 10 days,
'Fatal', 'Major' injuries to employees and pupils/visitors and 'Dangerous Occurrences' are reported immediately to the ICC

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care, not those which arise from play or sport activities or which arise from health condition.

'Major' injuries to employees are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.'

'Dangerous Occurrences' are only those which are specified by the Regulations. These mainly large incidents in the construction and manufacturing sectors but some such as a fire or electrical short circuit which disrupts activities for more than 24 hours or the failure of a lift, will apply.

'Reportable Diseases' are only those listed in the Regulations and notified by employees' doctor's certificate. These diseases are extremely rare but the following could arise in a school situation:

- cramp in the hand or forearm due to repetitive movement;
- traumatic inflammation of the tendons of the hand or forearm;
- carpal tunnel syndrome;
- leptospirosis, tetanus, Tuberculosis;
- hepatitis from work involving contact with human blood products or any viral hepatitis,
- legionellosis from exposure to contaminated water supplies;
- occupational dermatitis from work involving a wide range of substances including strong acids and alkalis, detergents, bleaches, mineral oils, paints, solvents.

3.20 Employee Induction Procedures

The capabilities of all new employees with regard to their own health and safety and that of pupils in their care are taken into account before employment starts. Adequate information is provided and training is given to ensure that they are aware of the school's health and safety arrangements, particularly:-

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

The responsibility for induction lies with the Organizer.

3.21 Physical Education, Sport and Play Activities

Most injuries to pupils occur during these activities.

General rules for play times

A sufficient number of employees will be available to supervise play times and will be positioned where they can see all pupils.

Employees shall watch for and control over enthusiastic behaviour. In particular, running and ball games shall only take place in the designated areas. Running and ball games are prohibited in the school premises.

The retrieval of balls from neighbouring gardens, or from the street, by climbing fences or entering without specific permission is prohibited.

Employees shall not carry hot drinks whilst on playtime supervision duties.

General rules for sport and physical education

It is the policy of the school to follow the guidance in the document 'Safe practice in Physical Education' published by the British Association of Advisers and Lecturers in Physical Education' (BAALPE) and the guidance from the relevant national governing body for the activity concerned.

Only suitably qualified employees are to supervise physical education and particular attention should be paid to the following:

Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played. Set expectations and rules at the beginning of each term.

Ensure pupils are involved in activities appropriate to developing their existing abilities.

Employees shall position themselves where they can see all pupils.

Appropriate clothing should be worn at all times by children and staff. Loose and floppy clothing should be tucked in shorts. No baggy tops should be allowed.

Long hair should be tied back

Watches, large rings and ring type earrings must be removed.

Sports areas and pitches should be checked before activities start to make sure there are no dangerous objects around the side of the Hall on any of the outside areas being used.

Ensure all equipment is safely set up before using.

Check equipment for signs of wear/defect regularly

Limit the number of pupils using any one piece of apparatus

Set up apparatus with adequate spacing between each item

If pupils are involved in moving equipment make sure this is done using the correct techniques with enough pupils to ensure that they do not have to struggle. (2 pupils are to carry one bench, and 4 children are to carry one mat)

Apparatus being used should be at least two metres from any wall

Pupils must be supervised at all time in the hall

Make sure that equipment is put away safely.

3.22 Vehicles on the Premises

Vehicles moving around the premises, particularly reversing in restricted areas is a major risk and can cause serious even fatal injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the School premises. In particular:

- Pupils shall not be allowed in the car park
- Pedestrians must use the separate entrance provided.

3.23 Art

The National Association of Advisors and Inspectors in Design and Technology (NAAIDT) - 'Make it safe!'

DfEE - 'Safety in Practical Studies' and 'A Guide to Safe Practice in Art and Design'

In particular Teachers shall ensure that:

- Sharp knives and sharp-ended scissors are stored securely and only used by older pupils under close supervision.
- Round ended scissors to be used where possible.
- Only non-hazardous paints and glues are used.
- Pupils shall be shown how to use the simple hand tools available to them in the classroom safely and not to assume they have been taught this before because they have used the tools before.
- Pupils do not use spray glue.

- Only low temperature glue guns are to be used by pupils

3.24 Working Alone

Some activities involve special risks and shall not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below. These require specific risk control measures, which are not detailed here.

Working at heights of more than 2 metres (from floor to feet position).

Moving and handling tasks where assistance is required to minimise the risk of injury.
Work in roof spaces.

Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.

Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside). A telephone must be readily available. In addition everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if you are overdue and raise the alarm if there is no reply.

3.25 Working Time

It is recognised that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks. Normal school arrangements usually ensure that employees receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some employees, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any employee whose workload dictates they are required to work excessive hours should raise this with the Organizer.

3.26 Stress

Stress is the reaction people have to excessive pressures or other types of demand placed on them. Contributing factors to harmful levels of stress include the working environment, work overload/underload, working relationships (e.g. bullying or harassment), and changes taking place, poor communication and organisational style.

The Organizer should ensure that:

- factors likely to cause intense or sustained levels of work related stress are identified and measures implemented to protect employees, taking into account that non-work pressures may make some people more vulnerable to work related stress,
- they adopt an open and understanding management style,
- employees have the skills, training and resources they need,
- scope is provided for varying working conditions and hours and the ways their jobs are done,
- fair and consistent treatment is provided for employees
- two way communication takes place, especially in times of change,
- support is provided and counselling offered where appropriate.

Employees should ensure that they:

- report to their line manager any work situation causing intense or sustained levels of work related stress.

3.27 Evening Events

The responsibility for lettings during out of school hours is the Finance and Administration Officer and the Premises Officer

Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Organizer. A health and safety plan will be drawn up by the Premises Officer, in conjunction with the teacher or with the external body responsible for the event. The health and safety plan will address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food.

3.28 Health and Safety Inspection and Monitoring

In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is co-ordinated by the Organizer.

Inspections will be undertaken one time a year and will cover each area of the school. A team consisting of the health and safety governor and the Premises Officer, will undertake inspections. The Resources committee of the Governing Body will review the inspection reports and necessary actions followed up. Where problems identified by inspections cannot be satisfactorily resolved at school level, the Organizer would raise the matter with the Children and Young People's Service.

The governors will receive from the Organizer health and safety report.

Fire Risk Assessment**Record of the Significant Findings****1) Fire hazards identified in the premises****A) Combustible materials and flammable liquids/gas hazards**

Pupils coats and outdoor clothing, books, papers, cardboard/paper displays, carpets in some rooms, soft toys, soft balls/footballs, bean bags, plastic covered foam filled gymnasium mats, dressing up clothes, foam filled chairs (Staffroom only), oil for heating, waste paper/packaging, tea towels, Christmas decorations during Dec/Jan.

B) Source of ignition hazards

Fixed and portable electrical equipment, oil-fired boiler for the hot water radiator central heating system.

2) Risk assessment and control measures**A) Preventing a fire starting**

The main control measure to prevent fires starting in the school is to ensure that combustible materials do not accumulate around the electrical equipment, employees are aware of this and routine monitoring is carried out by the Organizer.

Smoking is not allowed in the school.

The fixed and portable electrical equipment are inspected/tested at the recommended frequencies and maintained where necessary to prevent danger by Caroline Chisholm School.

B) Limiting the injury and damage if a fire starts**(i) General**

No one is particularly at risk from fire. Combustible materials are kept to a minimum to limit the size of any fire that starts.

(ii) Fire detection and warning

During the normal school day employees are in and around all parts of the corridors where PSS is situated and a fire developing would be noticed quickly. A break-glass operated, electrical fire alarm is fitted with break-glass points at each exit door. The sounders can be heard throughout the school.

(iii) Means of escape (A plan is a good way of assessing these, attached one if possible)

Emergency lights are positioned in the corridors and all exit doors are signed

with the 'Fire Exit' notices incorporating 'Pictograms'.

(iv) Fire fighting equipment

Water extinguishers (9 litres) are located in the Hall and in the main corridor. A dry powder extinguishers (2.5 kg) is located near the main entrance

(v) Planning for an emergency

Procedures to follow in the event of a fire are displayed on notices around the school. Employees are instructed of these on their induction and the procedures are tested by carrying out a fire drill once every term. Special procedures for evacuating disabled pupils have been devised and are practised on fire drills. Amendments have been made due to the building works and includes provision for both contractors on the site.

(vi) Maintenance and testing of fire equipment

To be carry out by Caroline Chisholm School.

3) Assessment conclusion and any risk reduction measures necessary

The above measures are adequate to control the risks from fire.