



**Woodlane High School**

achieving success in a nurturing environment

# **Health, Safety & Well-Being Policy**

**Updated: January 2024**

**Next Update: January 2025**

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**This Policy incorporates:**

- (1) The **Statement of Intent** - a commitment to the health, safety and welfare of employees and of other users of the premises
- (2) Its **Organisation** and
- (3) Its **Arrangements**.

## **Statement of Intent**

The Governors of Woodlane High School recognise and accept their responsibility in providing a safe and healthy environment for the staff employed in the School, for the children attending the School and for other users of it.

All reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc Act 1974, Regulations, Approved Codes of Practice, Guidance, etc., made under this legislation as well as the Instructions, Guidance and Codes of Practice issued by the Local Authority. To this end, the Governors have designated a member of the Board as having strategic oversight of the School's Health and Safety Organisation and Arrangements on its behalf whilst each member is expected to reinforce the Board's message on Health and Safety. The Board, nonetheless, recognises it has a corporate responsibility towards the School, its staff, pupils and for others coming on to the premises.

Each and every member of staff must recognise that there is a personal and collective responsibility under the Act and under this Health and Safety Policy statement.

The Organisation and Arrangements through which Governors of the School aim to fulfil the requirements are set out in the following pages.

## Organisation of Health and Safety

### A Responsible Persons

Key Manager	Headteacher
Local Contacts	Deputy Headteacher KS3 Business Manager Site Manager
Health and Safety Adviser	LA Health and Safety Officer

### B Forum for Health and Safety issues, dissemination of information and consultation

Health and Safety will be a standing item of the Raising Achievement Committee. The full Governors' meeting will receive a report from the named premises/Health and Safety Governor(s) on a termly basis. Additionally, Health and Safety will be a standing item on routine Staff meetings.

The standing items at meetings will be the basic form of consultation and information. Additionally, individuals or representatives will be consulted on any Health and Safety matter which affects them individually or those they represent, respectively. In emergencies, the most effective means of communication and consultation will be decided by Management.

### C Review, Audit and Inspection Schedule

The Health and Safety Policy will be reviewed each year.

Audits and Inspections will take place as follows:

Term One	Inspection by the Local Contacts
Term Two	Inspection and Audit by members of the Premises Committee
Term Three	Follow-up (monitoring) inspection by the Site Manager and the H&S Governor

The staff Representative will carry out inspections at times agreed (termly) with the Headteacher.

The LA Health and Safety Officer will carry out a Health and Safety Audit every 2-3 years.

Written Reports will be submitted after all Inspections and made available to members of staff insofar as they affect their health, safety and welfare and as required under the Health and Safety (Consultation with Employees) Regulations 1996.

#### **D Role of the Board of Governors (through the Raising Achievement Committee and the Health and Safety Governor)**

- To accept its collective role in providing Health and Safety leadership, explain expectations and how the organisation and procedures would deliver them. This will primarily be achieved through the annual review of the Health and Safety Policy and the annual Health and Safety Audit.
- To ensure all relevant Board decisions reflect its Health and Safety intentions as articulated in the Policy statement.
- To encourage the staff's active participation in improving Health and Safety.
- To consult with staff and involve them in the Health and Safety Management System of the School.
- To keep itself informed of, and be alert to, the relevant Health and Safety Risk Management issues of the School.
- To ensure that the Health and Safety Policy reflects the current Board priorities.
- To keep itself informed of significant failures and outcomes of investigations (e.g. accidents, near misses).
- To ensure that Health and Safety Risk Management systems are in place and remain effective.
- To ensure there are the necessary staff competences, resources and support of the Board members.

#### **E The purpose of having standing agenda items for Health and Safety**

The aim will be the promotion of co-operation between Governors, Management and all employees at the School in achieving and maintaining a safe and healthy workplace for all users of the premises.

Within that aim the following specific matters will be discussed:

- Reports of any accidents which have occurred since the previous meeting, and remedial action taken to prevent recurrence.
- Reports of any fire drills that have taken place.
- Relevant matters arising from Inspection Reports.
- Progress on remedying any specific hazards which may have been identified.
- Information on new legislation that has implications for the School.

- Implementation within the School of safety advice issued by the Health and Safety Adviser.
- Governors' endorsement, every academic year, of the reviewed contents of the School's Health and Safety Policy.
- Management's monitoring of its implementation.
- Meetings will be held at least once a term. Additional meetings may be held by agreement between Governors and the Headteacher and Staff representatives, where warranted.

**F Duties and Role of the Key Manager** (*The Key Manager is ultimately responsible to the Governors of the School and the LA*)

- To pursue the aims of the School in respect of health, safety and welfare.
- To produce, for the School, a written Health and Safety Policy, to ensure its implementation, to ensure that all members of staff are aware of its contents, and to revise it as necessary.
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level.
- To take appropriate action to remove or reduce potential hazards.
- To report to the Governors those cases where his/her own authority does not allow her to reduce any hazard to a satisfactory level: in these circumstances to take short term measures including ceasing the activity to maintain health and safety pending rectification.
- To take note of Health and Safety bulletins, instructions, etc. issued by the LA, and to ensure that where required these are distributed and to maintain a file of all such material which is readily accessible to all employees
- To be readily available to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions.
- To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time.
- To ensure that all areas for which he/she is responsible are subject to a health and safety inspection at least once in every term.
- To ensure that materials and equipment purchased for use in areas within his/her control are safe and without risk to health when properly used.
- To ensure that the circumstances of accidents are properly examined and recorded, and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence.
- To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect those in occupation.
- To carry out duties of a local contact where local contacts have not been appointed.
- To monitor the implementation of the recommendations of the annual Health and Safety Audit.

**G Role of the Health and Safety Adviser**

**The Health and Safety Adviser may be asked:**

- To attend Health and Safety meetings if required.

- To conduct an Audit and of the School and submit a written report at agreed intervals each year.
- To review and advise on safe systems of work.
- To help and advise on policy.
- To review policy.
- To arbitrate on health and safety matters.
- To provide the School with up-to-date health and safety information.
- To attend pre-contract meetings.
- To inspect and monitor contractors on site.
- To contribute to curriculum.

## **H Duties and Role of the Local Contacts**

- To take appropriate local action to remove or reduce potential hazards and to avoid ill-health arising from work activities.
- To receive reports of hazards from users of the area and to take steps, so far as reasonably practicable, to remove or reduce them.
- To report to the Key Manager cases where the local contacts' normal executive authority does not allow them to deal effectively with a hazard or where there is any doubt as to the practicability of a proposed solution and where necessary, to take appropriate short-term measures to maintain safety pending rectification.
- To ensure that accidents are reported in accordance with instructions when so directed by the Key Manager, to establish the facts of any accident.
- To inspect their area of responsibility at least once in every term with a view to identifying potential and actual hazards and to assess the effectiveness of the local hazard reporting system and any other arrangements.
- To ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary.

## **I Role of Safety Representatives**

Section 2(6) of the Act provides:

*"It shall be the duty of every employer to consult any such representatives i.e. safety representatives of recognised trade unions (and duly elected representatives from the staff) with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of employees, and in checking the effectiveness of such measures."*



The Regulations on Safety Representatives provide that they shall have the following functions:

- (a) To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees (s) he/she represents) and to examine the causes of accidents at the workplace.
- (b) To investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work.
- (c) To make representations to the employer about matters arising out of sub-paragraphs (a) and (b) above.
- (d) To make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace.
- (e) To carry out inspections in accordance with the regulations.
- (f) To represent the employees he/she was appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority.
- (g) To receive information from Inspectors in accordance with the Act.
- (h) To attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.

("Workplace" in this respect means the place or places where the employees represented by the safety representative work or frequent in the course of their work. There is no legal right of access to premises or parts of premises handed over to contractors for work.)

## **J Duties and Responsibilities of Employees**

Section 7 of the Act:

**Places a duty on all employees while at work to take reasonable care of themselves and anyone who may be affected by their acts or omissions.** They also have a duty to co-operate with the School management in the interests of health and safety, e.g. fire drills, first aid, etc.

Breaches of the Act are criminal offences. In the event of prosecution, the onus of proving that something was not reasonably practicable in the circumstances is placed on the defence. Failure to comply with Codes of Practice issued under the Act raises a presumption that a related safety requirement was not complied with. The School, employees, suppliers of goods and services and (so far as section 8 is concerned) members of the public are all subject to the Act.

It is important to note that the degree of care, which is reasonable in any circumstance, will be greater where persons of more than usual vulnerability are concerned. This must be borne in mind where pupils, and employees have disabilities. Where people with disabilities use premises, consideration must be given to any special requirements they may have, including access and sanitary accommodation. Their possible inability to note

and respond to emergency evacuation signals must also be considered and appropriate arrangements made to secure their safety.

Where people who use the premises do not readily understand English, any information provided to secure their safety (whether oral, written, or in the form of safety signs) must be given in an understandable form. If necessary, recourse should be had to translation.

<b>K Areas of Responsibility</b>	<b>Managed by</b>
Accident Reporting and Recording	<b>School Business Manager</b>
First Aid	
(a) Accidents involving blood	<b>School Business Manager</b>
(b) Infectious diseases	<b>School Business Manager</b>
(c) Administering medicines to pupils	<b>School Business Manager &amp; Senior Teaching Assistant</b>
Emergencies	<b>Headteacher</b>
(a) Emergency Procedures and Drills	<b>Headteacher</b>
(b) Evacuation Notices and Signs	<b>Site Manager &amp; Headteacher</b>
Fire Fighting Equipment	<b>Site Manager</b>
(a) Checking	<b>Site Manager</b>
(b) Maintenance/ Servicing	<b>Site Manager</b>
Control of Substances Hazardous to Health (COSHH)	<b>Site Manager &amp; Science Subject Leader</b>
Electrical Safety	
(a) Mains	<b>Site Manager</b>
(b) Portable Appliances	<b>Site Manager</b>
Smoking	<b>Headteacher</b>
Display Screen Equipment	<b>Headteacher/Deputy Headteacher (KS4)</b>
Defect and Hazard Reporting	<b>Site Manager</b>
Health & Safety Information	<b>Headteacher</b>
Risk Assessments	<b>Deputy Headteacher (KS4)</b>
(a) New and Pregnant Mothers	<b>School Business Manager</b>
Playground Supervision Rota	<b>Senior Teaching Assistant</b>
Clear Passageway	<b>Teachers/ Site Manager</b>
Gas Safety	<b>Site Manager</b>
Security	<b>Site Manager</b>
Alarm Systems	<b>Site Manager</b>
Intruders	<b>Site Manager</b>
Violence to Staff	<b>Headteacher</b>
School Journeys and Outings	<b>Deputy Headteacher KS3</b>
Parking	<b>Site Manager</b>
Road Safety	<b>Deputy Headteacher KS3</b>

Storage	<b>Site Manager/ all Teachers</b>
Manual Handling	<b>School Business Manager/ Senior Teaching Assistant</b>
Contractors on Site	<b>Site Manager</b>
Other Users	<b>Headteacher/ Site Manager</b>
Water Quality	<b>Deputy Headteacher (KS3)/Site Manager</b>
Consultation with Employees	<b>Headteacher</b>
Work Experience	<b>Deputy Headteacher (KS4)/ Assistant Head/ PSCHE</b>
Work Equipment	<b>Subject Leader Site Manager/ Teachers</b>
Covid-19	<b>Headteacher/ Deputy Headteacher (KS4)</b>

## L

## Schedule of Reviews and Record-Keeping

Task	Frequency	Responsible Person(s)	Comments
Review of Health and Safety Policy Organisation and Arrangements	Every year	Headteacher/ Governors	New Regulations, Codes of Practice, School Policies, etc have to be added in the interim.
Review of COSHH Assessments	Whenever changes occur and every 2 years	Headteacher/ Deputy Headteacher/ Science Subject Leader/ Site Manager	Central record to be kept by Headteacher; all contractors to provide COSHH information.
Record of water quality testing, temperature taking	As required by the Water Risk Assessment	Site Manager and Deputy Headteacher	Training required for Premises Management; log book must be kept.
<b>Electrical Safety</b> Certification of fixed installations	Every 5 years/ as advised on current Certificate	Site Manager	Appliances need to be categorised for testing according to vulnerability; a member of staff can be trained to do this.
Record of maintenance inspections of fixed installations	Half-yearly/ Quarterly	Site Manager	
Record of Portable Appliance Testing	6 months - 4 years depending on usage and according to Risk Assessment	Site Manager	
Record of Gas appliance testing	At least once a year or as recommended	Site Manager	Only a Gas Safe registered person can do this.

<b>Task</b>	<b>Frequency</b>	<b>Responsible Person(s)</b>	<b>Comments</b>
<b>Fire Safety</b> Review of Fire Risk Assessment	Annually	<b>Headteacher/ Site Manager</b>	
Record of staff training	Annually Keep up to date	<b>School Business Manager</b>	
Record of Fire Fighting appliances check	Weekly	<b>Site Manager</b>	
Record of Fire Fighting appliance maintenance	Annually	<b>Site Manager</b>	Contractor carries out.
Record of Fire Alarm testing	Weekly	<b>Site Manager</b>	
Record of Fire Alarm maintenance	6 monthly	<b>Site Manager</b>	Contractor carries out.
Record of Battery testing	Weekly	<b>Site Manager</b>	Contractor carries out.
Record of Battery back-up maintenance	6 monthly	<b>Site Manager</b>	
Record of Fire Drills	Half-termly	<b>Site Manager</b>	
Record of False Alarms	As required	<b>Site Manager</b>	Log time taken, note problems. Note reasons.
<b>First Aid</b> Record of Accidents/ Incidents	As required	<b>School Business Manager</b>	

<b>Task</b>	<b>Frequency</b>	<b>Responsible Person(s)</b>	<b>Comments</b>
Record of number of First Aiders and first aid stock	As required after assessment of needs	<b>School Business Manager</b>	These should be tabled at Governors' meetings.
Review of provision	Annually and as required	<b>Headteacher</b>	
Record of training of First Aiders	Keep up to date	<b>School Business Manager</b>	Need for replacement when a first aider leaves. Important for arranging refresher training.
Record of Manual Handling training	Keep up to date	<b>School Business Manager</b>	
Record of Display Screen Equipment assessments - training - visits to Optician - re-testing - review of assessments	Keep up to date  As advised Annually/ on changes being introduced	<b>School Business Manager</b>  <b>Headteacher</b>	
Record of Young Persons on Work Experience	Annually	<b>Deputy Headteacher KS4</b>	Full details to be kept.
Record of School Journeys, outings, off-site activities, etc	On all occasions	<b>Deputy Headteacher KS4</b>	Full details to be kept. Risk Assessments to be made
Record of Risk Assessments including for pregnant women, SEN children, disabled, etc	Keep up to date	<b>School Business Manager</b>  <b>Headteacher</b>	Central record to be kept.

<b>Task</b>	<b>Frequency</b>	<b>Responsible Person(s)</b>	<b>Comments</b>
Review of Risk Assessments	Every 2 years or as required	<b>Deputy Headteacher</b>	Additional assessments to be done when needed.
Record of pregnant women	As required	<b>School Business Manager</b>	
<b>Security</b> Review of security measures	Annually and as required	<b>Headteacher</b>	
Record of incidents	Keep up to date	<b>Site Manager</b>	
Record of maintenance of equipment	Annually	<b>Site Manager</b>	
Review of Smoking Policy	Annually	<b>Headteacher</b>	
Review of Policy on Special Medical Needs	Every 2 years or as required	<b>Headteacher</b>	
H&S Audit and Inspection Reports	Annually	<b>Headteacher</b>	
Record of all visitors on School Premises	Every occasion	<b>School Business Manager</b> <b>Site Manager</b>	Contractors should check in and out, recording times.
Record of equipment maintenance	Annually	<b>Site Manager</b>	



<b>Task</b>	<b>Frequency</b>	<b>Responsible Person(s)</b>	<b>Comments</b>
Covid-19 Risk Assessments	Every Term – or as per government guidance change.	<b>Headteacher/ Deputy Headteacher (KS4)</b>	



## 1. Accident Reporting and Recording

See Summary at APPENDIX A.

### Notifiable accidents

In the case of a **notifiable** accident, disease, etc, the Health and Safety Officer should be notified on **(020 73613735)** should be contacted immediately, or at the earliest possible moment in the case of accidents necessitating absence from work for more than 5 days, by the **responsible person or deputy**, so that he can advise. The Health and Safety Officer has to notify the Health and Safety Executive (HSE) by telephone or by using Form F2508, within 10 days. This is a legal requirement.

### Reporting accidents

Details of accidents, which must be reported to the Local Authority and the School Governors, are kept on the official form which is in the School office.

### Recording other injuries treated

All non-reportable accidents treated with First Aid should be entered in the Adult Accident Record book or the Children's Welfare card, kept in the front office - especially those injuries involving blood.

In the event of an accident or other occurrence (e.g. an epileptic fit) a First Aider should be contacted to deal with the situation. The First Aider will be responsible for recommending that an ambulance is called, if the need for one is not obvious.

## 2. First Aid

First Aiders

Brigid Simmons

Billie Branson

Tina Miller

Amanda Smith

Kevin Ayree

Lucy Farrell

Demi Bolton

Secondary First Aiders

Chloe Ponciano

Tim Heapy

Location of First Aid Box

Front office

Maintenance of First Aid Boxes	Business Manager/ Administration Officer
Person responsible for summoning an ambulance	SLT
Person to inform pupils' parents	SLT
Maintenance of Medical Room	Site Manager

(a) **Accidents involving blood**

**See Guidelines at APPENDIX B.**

Accidents involving blood, e.g. cuts, nose bleeds, etc carry the danger of Hepatitis B and HIV (AIDS). The procedures described in **APPENDIX B** should also be followed for the cleaning up of other bodily products. **A record must be made of all incidents.**

(b) **Infectious Diseases**

Any suspected infectious disease should be reported to the Headteacher who will telephone the parent to come and collect the child. Advice can be sought from the **School Nurse (0208 846 6691)**.

(c) **Administering Medicines to Pupils**

**See our Medical, Personal and Intimate Care Policy.**

**See Guidelines at APPENDIX C.**

Any pupils having to take medicine in School must be directed to the Senior Teaching Assistant who has responsibility for making the necessary arrangements.

### **3. Emergencies**

(a) **Procedures and Drills**

**See Procedures at APPENDIX D.**

All staff, pupils, contractors and visitors are required to evacuate the building on the sounding of the fire alarm or to follow instructions in the event of a gas emergency or bomb threat.

The Site Manager will ensure that all fire exits are easily openable at the start of each day. Teachers will make certain that this has been done on entering the classroom and take corrective action immediately, if not.

A record of all alarm soundings must be kept – even false alarms.

(b) **Evacuation Notices and Signs**

Evacuation notices are displayed in all rooms and common areas. These indicate the quickest route out of the building, the nearest call point (alarm) and the assembly place.

Emergency exit signs indicating the route out of the building are displayed.

All staff are required to be familiar with the arrangements.

#### **4. Fire Fighting Equipment**

It is the responsibility of the Site Manager to check regularly that fire fighting equipment (extinguishers, hoses, blankets) have not been, in any way, tampered with or damaged. He will also ensure that the equipment is serviced annually and will keep records of the service checks.

#### **5. Control of Substances Hazardous to Health (COSHH)**

**See Guidelines at APPENDIX E.**

No potentially harmful substances are used in the classroom by teachers or pupils, excluding Science classes, where COSHH assessments have been carried out. In circumstances, where potentially dangerous substances are used by others, or elsewhere in the School, COSHH assessments must be carried out and staff should be aware of such assessments.

Where a Contractor (catering and cleaning) is the responsible person he must identify the hazard identify the risk, assess it, eliminate it, or substitute a safer substance introduce control measures to reduce or minimise the risks document them implement them monitor and review them provide any necessary training and supervision.

The School should hold a copy of these Assessments.

#### **6. Electrical Safety**

**See Summary at APPENDIX F.**

The School complies with the Electricity at Work Regulations 1989.

Staff and children must not bring in electrical appliances from home as they may not have been certified.

The Site Manager is responsible for the arrangement of the required inspections, testing and certification of mains installations in accordance with the Regulations. He is also responsible for ensuring the inspection and testing of all portable appliances (PAT testing) in accordance with the Regulations and the keeping of records.

#### **7. Smoking**

Smoking or e-smoking is not allowed anywhere on the school premises. Staff should not smoke or e-smoke close to the school premises.

#### **8. Display Screen Equipment**

## **See User Criteria at APPENDIX G and Risk Assessment Guidance at APPENDIX H.**

Users - as described in the criteria - are entitled to an eye/eyesight test. The School will pay for the test and an agreed amount towards the cost of corrective appliances, if the optician considers they are required for the purpose of display screen work.

The Headteacher will provide the necessary information.

Designated users will have their workstations assessed for safe use.

### **9. Defect and Hazard Reporting**

It is the responsibility of every employee and other persons using the School to report, immediately, any situation which has the potential for harm so that action can be taken to rectify the problem.

If there is immediate danger, steps should be taken, as required, to reduce the risk whilst help is sought from the Headteacher or Deputy Headteacher. Less urgent matters should be reported using the book which is available in the office.

### **10. Information on Health and Safety**

Advice can be sought from the Headteacher/ Deputy Headteacher KS3.

Advice can be sought from the LA Health and Safety Officer or the School's Health and Safety Representatives. All members of staff have the right to seek and to have independent advice on matters which may affect their health, safety or welfare.

New staff will be briefed through the induction programme on health and safety matters.

All staff must inform themselves of the contents of the School's Health and Safety Policy and familiarise themselves with the arrangements contained therein and especially with those safe systems which advise their daily working activities.

Pupils, and other users of the premises will be given basic instructions and information on health and safety.

All Health and Safety Inspection Reports will be made available to every member of staff. They will be required to address any issues contained in the report for which they are responsible.

### **11. Risk Assessments**

**See Example at APPENDIX I.**

Under the **Management of Health and Safety Regulations 1999** any activity identified as constituting a **significant** (medium/high level) risk to the health and safety of employees or other users (pupils, contractors, parents, visitors) should be assessed. Control measures should then be devised, documented and implemented - if the activity itself cannot be discontinued or substituted by a safer one. It should be monitored and reviewed. If the risk is only **minimal** (low level) it should be noted as such, and the activity should be monitored. No documented system is required unless and until some relevant change occurs and alters the level of risk (to **significant**).

**It is the responsibility of the designated person to carry out the Risk Assessments.**

**(a) Equipment, activities, etc.**

All persons who are responsible for areas (teaching and non-teaching) where risks can be identified must carry out a **Risk Assessment** for each potentially harmful piece of equipment, activity, material, etc.

The Deputy Headteachers are responsible for ensuring that the Risk Assessments are carried out by the appropriate members of staff. The Headteacher and Deputy Headteacher will review them every 2 years or each time a re-assessment is required.

The help of the Health and Safety Officer can be sought in hazard and risk identification and assessment.

**(b) New and Pregnant Mothers**

**See Summary at APPENDIX J.**

The Business Manager will ensure that additional assessments are carried out when she receives official notification that a member of staff is pregnant.

**12. Playground Supervision Rota**

This is displayed on the staffroom notice board and is regularly reviewed.

**13. Clear Passageway**

All access and egress into, out of and through the buildings must be maintained at all times, in corridors and in classrooms - to allow safe evacuation in an emergency and to avoid accidents by tripping. Items should not be left outside classrooms in outside spaces.

All doors on escape routes and final exit doors must be kept unlocked during occupation of the buildings. This is the responsibility of all staff.

**14. Gas Safety**

The annual maintenance and servicing will be carried out by Gas Safe registered contractors. It is the responsibility of the Site Manager to ensure that this is done.

In the event of an emergency involving gas, the relevant part of the Emergency Evacuation Procedures will be put into operation.

**See Procedures at APPENDIX D.**

**15. Security**

- The Site Manager is responsible for ensuring that the School is securely shut up at the end of each day and the burglar alarms set
- The Headteacher/Site Manager/Business Manager will be called out by the police in the event of the alarms being set off

- It is every member of staff's responsibility to ensure that he/she takes the necessary measures to make safe the materials and equipment in his/her care. Keys, bags, passes etc., should not be left unattended
- Lost keys should be notified to the Headteacher immediately
- Any lost or stolen valuables should also be reported immediately to the Headteacher
- The police should be informed of any thefts and the crime number noted
- Found keys or valuables should be handed into the School office
- The Headteacher, Site Manager or senior member of staff should be notified immediately if anyone is seen acting in a suspicious way

## **16. Alarm Systems**

The Site Manager is responsible for making certain that all alarm systems (fire and intruder) are regularly serviced and tested.

The fire alarm is tested on a weekly basis by the Site Manager to ensure that the warning systems function properly. If any member of staff finds that an alarm does not sound or does not sound loudly enough, the defect should be reported immediately to the Site Manager.

**Records must be kept of all testing and servicing.**

## **17. Intruders**

**All incidents have to be recorded.**

In the event of a member of staff encountering a person who has no legitimate reason for being in the School, (s)he should politely and unthreateningly ask that person to leave the premises or come to the School office where the Headteacher or Deputy will be called. If the intruder is not co-operative, help should be sought, when required the Police will be called.

No effort should ever be made to touch or forcibly remove an intruder from the School.

It is important that information is passed on to other local schools (and LA), if it is thought that the intruder might go there.

## **18. Violence to Staff**

The School will take all reasonable steps to support any member of staff who has been violently assaulted whilst at, and in relation to, work. The extent of the support is laid down in the LA's "Violence to Staff" Policy (**See at APPENDIX K**).

## **19. Safety on Off-site Activities**

**See Guidelines on Outdoor Activities at APPENDIX K and summary of the Activity Schools (Young Person's Safety) Act 1995 at APPENDIX L.**



The Guidelines on Outdoor Activities issued by the Education Department must be followed when arranging off-site activities, the School's Educational Visit policy should be followed.

#### **19. Minibus and Coach Safety – Currently N/A**

**See Guidelines at APPENDICES M** with regards to safe practices, vehicle checklists and seat belts fitted in vehicles used in the transport of children. The School undertakes to implement all possible precautions when transporting children. This will be achieved through adhering strictly to the recommendations of the LA's Guidelines on Minibus Safety.

**The Local Education Authority requires that drivers of minibuses hold a ROSPA (or equivalent) driving permit.**

#### **20. Road Safety**

Whenever children are to be taken out they should be reminded of the need to be careful and to follow instructions when crossing roads, etc.

Road Safety will be addressed at the appropriate point in the curriculum.

#### **21. Storage**

**See Guidelines at APPENDIX N.**

Many accidents are caused by unthought out and haphazard storage arrangements. There is a risk of injury from lifting, tripping, stretching and falling equipment.

Staff are responsible for ensuring equipment in their classrooms/rooms are stored appropriately.

#### **22. Manual Handling**

Generally, staff are not required to lift and carry items that are not well within their capacity to do so. If, however, lifting loads becomes an integral part of an employee's job, the Headteacher will arrange the appropriate training. The School will employ trained personnel to carry out the lifting and moving of any items that are beyond staff's physical capabilities to handle. Where there is doubt, the Health and Safety Adviser will be asked to carry out a risk assessment.

#### **23. Contractors on Site**

**See the Code of Practice in the office for guidance.**

The School only uses contractors who are registered under CHAS or Construction Line for building projects. The contractors will be informed of the procedures for visitors.

#### **24. Other Users**

Other users of the premises will have a copy of this Policy and are required to co-operate with the arrangements contained therein insofar as they affect their health, safety and welfare and that of the occupants of the School. Conversely, other users will provide the

25

School with a copy of their Policy so that the School can co-operate with them with regards to health, safety and welfare.

## **25. Water Quality**

See attached Summary of the Approved Code of Practice - Prevention or Control of Legionella at **APPENDIX O**.

A Water Risk Assessment has been carried out. This will be reviewed annually and the Site Manager will ensure quality control of the water.

## **26. Consultation with Employees**

**See Summary at APPENDIX P.**

The School Management undertakes to comply with these Regulations and consult with all members of staff in respect of their Health, Safety and Welfare.

## **27 Work Experience**

**See Summary at APPENDIX Q.**

The School Management will ensure the Health, Safety and Welfare of all young people who come to the School on a work experience placement, in respect of the Management of Health and Safety Regulations 1999.

## **28. Work Equipment**

**See summary of Provision and Use of Work Equipment Regulations 98 at APPENDIX R.**

The School Management undertakes to comply with these Regulations in respect of the safe provision, use and maintenance of work equipment owned and used by the School.

## **29. Asbestos**

**See Procedures at APPENDIX S as well as Code of Practice for Contractors on Education Premises.**

## **30. Car Parking**

Parents are requested not to use disabled bays in the school car park, parents should not park in front of the School gates or main road.

## References

- The Health and Safety at Work etc Act 1974
- The Environmental Protection Act 1990
- Construction (Design and Management) Regulations 1994 and Approved Code of Practice
- The Control of Substances Hazardous to Health Regulations 2004
- Prevention or Control of Legionellosis - Approved Code of Practice (COSHH)
- The Electricity at Work Regulations 1989
- Electrical Safety in Schools - Guidance Note 1991
- The Noise at Work Regulations 1989
- First Aid at Work Regulations 1981 and Code of Practice (1997)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Management of Health and Safety Regulations 1999 and Approved Code of Practice
- The Workplace (Health, Safety and Welfare) Regulations 1992 and Approved Code of Practice
- The Manual Handling Operations Regulations 1992 and Guidance
- The Display Screen Equipment Regulations 1992 and Guidance
- The Personal Protective Equipment at Work Regulations 1992 and Guidance
- The Provision and Use of Work Equipment Regulations 1998 and Guidance
- The Safety Representatives and Safety Committees Regulations 1977
- Accidents to children on construction sites 1989
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Young Persons) Regulations 1997
- Activity Schools (Young Persons' Safety) Act 1995
- The Adventure Activities Licensing Regulations 1996
- The Fire Regulatory Reform Regulations 2006

# Health and Safety Appendices

### Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

These place a statutory duty on employers to report accidents, diseases and dangerous occurrences which arise out of the workplace and its activities. The following points should be noticed:

#### Regulation 2 (Interpretation)

- (i) This states that acts of violence to an employee which result in a major injury (defined below) must be reported.
- (ii) The "responsible person" (for reporting) is the person "..... having control of the premises..... at which, or in connection with which, the accident or dangerous occurrence happens." ***(The Health and Safety Officer ~ Philip Pringle (0207 361 3735)- is the identified, responsible person for Education.)***

#### Regulation 3 (Notification and Reporting)

- (i) Accidents to non-employees, i.e. members of the public, pupils, etc that require the injured person to be taken straight to hospital must be reported, if attributable to unsafe systems or defects in the condition of the premises.
- (ii) Any of the specified dangerous occurrences (see below) are reportable.
- (iii) Where any of these events occur, they must be reported to the enforcing authority (see below) by the quickest practicable means, i.e. telephone.
- (iv) Where a person at work is incapacitated for more than 5 days, excluding the day of the accident but including any non-working days, this too has to be reported as soon as practicable and in any case within 10 days on the approved form.

#### Regulation 7 (Records)

The responsible person is required to keep records for 3 years from the date the record was made. The information required to be kept for injuries and dangerous occurrences is:

- (i) The date and time of injury or dangerous occurrence
- (ii) The name and nature of the injured person (employee and non-employee)
- (iii) The occupation of the injured employee or status of the injured non-employee
- (iv) The place where the incident occurred and brief details of what happened
- (v) The date the incident was first reported and the way it was reported, i.e. telephone or written notification.

## **Schedule 1 (Major Injuries)**

1. Any fracture, other than to fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (temporary or permanent).
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury from an electric shock or burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury:
  - (a) leading to hypothermia, heat-induced illness or to unconsciousness.
  - (b) requiring resuscitation.
  - (c) requiring admittance to hospital for more than 24 hours.
8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
9. Either of the following conditions which result from absorption of any substance by inhalation, ingestion or through the skin.
  - (a) acute illness requiring medical treatment.
  - (b) loss of consciousness.
10. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected materials.

## **Schedule 2 (Dangerous Occurrences)**

These include:

- The collapse or overturning or failure of lifting machines (e.g. lifts, hoists, mobile powered access platforms)
- The failure of pressure systems (e.g. boilers)
- Electrical short circuit or overload attended by fire or explosion.
- Complete or partial collapse of scaffolding more than 5 metres high
- Collapse of building or structure involving more than 5 tonnes of material and of any floor or wall of any building
- Explosion or fire resulting in the suspension of normal work on the premises for more than 24 hours

## **Schedule 3 (Reportable Diseases)**

There are many of these but note should be made of the following activities which might result in notifiable physical conditions:

- Work involving prolonged periods of handwriting, typing or other repetitive movements of the fingers, hand or arms (cramps, repetitive strain injuries)
- Fumes arising from the use of rosin as a soldering flux and dusts from wood (occupational asthma)

The "enforcing authority" for Education is the Health and Safety Executive. It should be noted that an **immediate response** is required, in the first instance. This is the duty of the **responsible person** who is the Health and Safety Officer.

Notice is drawn particularly to the fact that violence and subsequent non-accidental, major injuries have to be notified immediately as an **investigation might be required**.

**The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 can be purchased from HMSO bookshops or good bookshops.**

### Accidents involving Blood

Accidents involving blood, e.g. cuts, nose bleeds etc, carry the danger of Hepatitis B, HIV (Aids) etc.

If possible, make the patient put pressure on his/her nose or cut to stop the bleeding.

If blood has been spilt on any work surface then carry out the following procedure, or if appropriate ask person involved to do this.

- 1) Avoid getting blood on yourself, or on other people.
- 2) Put on rubber gloves.
- 3) Using disposable paper towels, tissues etc. mop up spillage.
- 4) Wipe surface with bleach solution (e.g. 10% Domestos in water) and leave for ½ hour if possible.
- 5) Put all contaminated material into a plastic bag, put in some bleach, tie up bag, then put in bin.

**Designated areas should have the following materials:**

- **Bleach solution (10% in water).**
- **Paper towels.**
- **Rubber gloves.**
- **Hazard labelled plastic bags.**
- **Bin.**



### ***Administering Medicines in School (see our Medical, Personal and Intimate Care Policy)***

A few children whilst fit to attend school may require to take medicine in school hours. The following guidelines about giving medicines in schools should be read in conjunction with the DfEE document “Supporting Pupils with Medical Needs”. The arrangements apply to children who are required to take medication and if appropriate have a letter or certificate from a doctor indicating that he/she is fit to attend school.

#### **1. School’s Responsibility**

The Headteacher shall ensure that a named person is responsible for medicines in each school together with a nominated deputy. Day-to-day mechanics of medicine administration may be delegated to competent, trained staff. (See 3)

A clear written statement of their responsibility should be given to all parents, detailing:

- How to make a request for medicines to be given at school, i.e. in writing, in person to the Headteacher or Deputy or other but **not** brought by the child.
- How medicine should be provided to the school, i.e. in the original container from the pharmacy and clearly labelled with:
  - Child’s name
  - Name of medicine
  - How much to give (i.e. dose)
  - When to be given
  - Any other instructions
- The need for parents to notify the school in writing of any changes in medication.
- The need for parents, in person, to replenish the supply of medicines, if necessary a recommendation that a senior manager be advised of any significant disease, medical condition or allergy the child may have, subject to confidentiality.

#### **2. Storage of medicines**

Medicines, when not in use, should be kept in a safe and secure place (a refrigerator if appropriate). However, medicines which may be required in an emergency should be readily accessible.

Where appropriate, with parental and school agreement, pupils should be responsible for their own inhalers.

#### **3. Administration/Record**

The label on the medicine container should be checked against the school medicine record. Any discrepancy should be queried with the parent before administering a

medicine. A parent should confirm their intentions, **in writing**, if their instructions differ from those on the medicine container.

The **RIGHT** medicine in the **RIGHT** dose should be given at the **RIGHT** time to the **RIGHT** pupil.

**A record should be kept of doses given (see example of School Medicine Record below).**

Administration and recording should be carried out to the best of the nominated person's ability.

#### **4. Disposal**

Medicines no longer required should not be allowed to accumulate. They should be returned to the parent in person for disposal. In the last resort, unwanted medicines should be given to the local pharmacist for disposal as required by the Environmental Health Regulations.

#### **5. Bumped Heads**

If a child receives a knock on the head, a phone call to the parent will be made, informing them of this. Additionally, relevant teachers/TAs have to be informed by the office staff, if it happens in the playground. To ensure pupils are monitored if it is appropriate they return to class.

#### **6. Being taken to hospital**

If a child is severely distressed or has to be taken to hospital for treatment, the School will contact a parent or other designated person immediately. The child will be taken or accompanied on the ambulance by a member of staff and remain with the child until the person contacted arrives.

Anyone using their car for this purpose will be required to have the appropriate "business cover".

#### **7. Basic First Aid**

Basic First Aid will be given by a qualified First Aider and a record maintained.

#### **8. School Nurses**

Staff should seek advice from the school nurse if they require relevant information concerning rarer health problems of the child, ensuring they highlight this to a senior manager.

School nurses will seek to promote a greater understanding amongst staff of some health problems and their wider implications.

#### **9. Liability of School Staff**

Staff designated to administer medicines to pupils will be covered by the Council in the

event of liability/negligence claims made against them, as long as they have taken all reasonable steps to follow the procedures contained in these guidelines. For further advice please contact the Insurance Section at the Town Hall.

**School Medicine Record (*see our Medical, Personal and Intimate Care Policy*)**

Child's Name \_\_\_\_\_

Class group \_\_\_\_\_

Name of medicine \_\_\_\_\_

How much to give (i.e. dose) \_\_\_\_\_

When to be given \_\_\_\_\_

Any other instructions \_\_\_\_\_

Phone no. of parent or adult contact \_\_\_\_\_

Parent's signature \_\_\_\_\_

**If more than one medicine is to be given a separate form should be completed for each one**

***Record Sheet***

<b><i>Date</i></b>						
<b><i>Time Given</i></b>						
<b><i>Initials</i></b>						

## **Emergency Procedures**

Staff must familiarise themselves with the content of the Evacuation Notices which are displayed in all main areas of the School. They indicate the nearest route out of the building and the location of Assembly Points.

Staff must know the whereabouts of the nearest call points (enter key) and Fire Extinguishers. Staff should carry a fire key at all times.

On discovering a fire activate the nearest fire alarm. Do not tackle a fire unless it is small and you have been trained to do so. Your first duty is to ensure that the School is alerted and that the children in your charge are evacuated safely

### **A drill will be held each term:**

- In the event of a fire a senior manager, Admin Officer or Site Manager will call the Fire Brigade on hearing the alarm
- The Site Manager will check to ensure that the building is completely evacuated
- Pupils will be expected to exit the building quietly and calmly and to line up in silence in the allotted place (See Evacuation Notice)
- The Teacher and Support Staff allocated to classes and tutor groups will remain with them. Support staff who work on a 1:1 basis will remain with the pupil
- The Headteacher (or in her absence, the Deputy Headteacher) will control the assembled School)
- The Admin Officer will bring out and take the registers
- Staff with no supervisory duties will remain available to be called upon for support if required
- Contractors' staff and visitors will be checked by the School Business Manager.
- The Headteacher and site manager will direct the Fire Brigade to the site of the fire, if known
- After each drill or real emergency the Management of the School will review the effectiveness of the procedures
- Other staff will be asked to comment if they think that the system could be improved.

In the event of a real fire during the school day, the School will, if necessary, evacuate to our named meeting site, which will be used as a refuge. Parents will be notified at the earliest possible moment of any alternative arrangements.

In the event of a bomb warning or gas leak the premises will be evacuated under the direction of the Police or the Gas Company. In such an event, the Senior Management team will facilitate the crossing of roads.

## **Control of Substances Hazardous to Health (COSHH) as amended 2004**

These Regulations require that an assessment be made of the risks involved in using hazardous substances. If there is a risk, a non-hazardous substance should be substituted, if one is available, if not a less hazardous one. If not, then a safe system of work should be drawn up and documented. This would indicate, apart from technical details of the substance (e.g. description, level of toxicity) what other substances it should not be used with and:

- How to store, handle, use it
- What protective clothing to wear
- What to do in case of accident, spillage, etc.

**Everyone who uses these substances must be informed about, as well as instructed and trained in, their use.**

Regular monitoring and review of the arrangements are required.

Where the Site Manager has to use hazardous substances, the above-mentioned safe systems of work must be drawn up and made available (e.g. by display) to all who use them.

**If a COSHH assessment is not done and there is an accident to anyone while using a potentially harmful substance, the Governors, Headteacher or responsible person, may be held liable.**

Inflammable substances and compressed gas cylinders must also be correctly stored and used.

**Hazardous substances** are basically:

- Chemicals
- Micro-organisms which create risks to human health
- Dust
- Fumes
- Gas
- Any other substance which creates a risk to health.

### **Some common signs indicating hazardous substances**

Very toxic

Skull and cross bones

Toxic	Skull and cross bones
Irritant	X
Harmful	X
Corrosive	Test tubes and liquid droplets

### Electricity at Work Regulations 1989

These Regulations require a **safe system of work**, which will be adopted by the School and which will include having:

- All fixed installations tested at least every 5 years or at any interval recommended by the M & E Consultant
- A certificate of the test of fixed installations
- An inventory of all electrical apparatus/appliances
- A record/log of termly inspections and annual tests
- All portable appliances (i.e. those appliances which are plugged in and out of an electrical socket) vulnerable to damage on account of their being used and moved a great deal (a risk assessment has to be carried out to identify these appliances, e.g. irons, vacuum cleaners, power tools, etc) tested every 6 months to 1 year and all other appliances tested every 2 - 4 years by a "competent" person using a portable appliance tester
- All portable appliances visually inspected once per term and a brief visual inspection each time used. The latter can be done by the teacher. A visual inspection would involve checking the plugs, casings and cables looking for damage, cracks, fraying, wire exposure, etc.
- A sticker displayed on tested appliances indicating pass (green) or fail (red)
- Any failed appliance must not be used until repaired - or it must be disposed of
- Stage lighting and switchgear inspected every three months, inspected and tested after each alteration to the system, and tested every year
- Any personal equipment brought into school inspected and tested before use
- Other points to be noted
- Flexible leads will not be longer than 2 metres
- Extension leads will only be used on a very temporary basis and not as fixtures
- Adapters will preferably be of the flat type
- The aggregate input into an adapter will not exceed 13 amps
- Consideration will be given to eliminate the use of adapters and the inadvisable use of extension leads as fixtures
- An assessment of the need for continuity bonding will be made by an electrical engineer
- An assessment of the need for metal computer cabinets to be earthed will be made by an electrical engineer

Care must be taken to check all plugs to ensure that the correct fuse is used. It is common for 13 amp fuses to be used, mistakenly, instead of 3 or 5 amp fuses, e.g., on



lamps, TV's, computers. The coloured wires should not be visible from the outside of the plug.

**If the appropriate inspections and tests are not carried out and logged and there is an accident caused by a defective appliance or system, someone - Governors, Headteacher, teacher or person with a specific responsibility for electrical inspections and testing - may be held liable in law.**

## Suggested Frequency of PAT Testing

The following is guidance, only. In the end, the advice of the **competent** person (electrician) should be followed.

### Electrical appliance categories

Cleaning equipment	floor polishers, vacuum cleaners, etc.
Domestic type appliances	heaters, kettles, coffee machines, toasters, microwaves, fans, etc.
Office type appliances	computers, scanners, printers, shredders, calculators, staplers, etc.
Curriculum appliance	TVs, video recorders, monitors, tape recorders, OHPs, lamps, glue guns, etc.
Common	adapters, extension leads

**Tools and cleaning equipment** which get frequent and rough usage - it is suggested that these are tested **at a minimum** once a year and in some cases of particularly rough usage, more often.

**Domestic type appliances** could be tested as follows:

- heaters, kettles, coffee machines, toasters, fans every year
- microwaves, etc., every 2 years
- refrigerators every 3 years

**Curriculum appliances** could be tested every year

**Office type appliances** could be tested every 4 years if they are static, otherwise every 2 years

**Common** could be tested as follows:

- adapters every 2 years (on the floor, near feet - every year).
- extension leads every year for ones which are moved about and every 2 years for others (no extension lead should be used as a permanent fixture)

**Whenever an appliance is moved substantially, it should be re-tested.**

**Where an appliance lead comes from a floor socket it should be tested every year and visually inspected at least each half-term, as it is susceptible to damage.**

### Display Screen Equipment Regulations "User" Criteria

It will generally be appropriate to classify the person concerned as a user if most or all of the following criteria apply:

- The individual depends on the use of display screen equipment to do the job as alternative means are not readily available for achieving the same results
- The individual has no discretion as to use or non-use of display screen equipment.
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- The individual normally uses display screen equipment for continuous spells of an hour or more at a time
- The individual uses display screen equipment in this way more or less daily.
- Fast transfer of information between the user and screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequence of error may be critical

## Display Screen Equipment

### RISK FACTORS AND GUIDANCE

#### General

- Make sure there is adequate space around the computer for proper ventilation.
- Do not block the vents of the computer.
- Keep the computer free from dust, moisture and exposure to direct sunlight.
- Do not eat or drink near the computer.
- Avoid the use a mobile telephone in close proximity to a computer.
- Minimise reflection.
- Get yourself into a relaxed and comfortable position.
- Vary your posture frequently. Stand up and move about.
- Have a 5/6-minute break every hour – or a shorter break more frequently – away from the computer.
- Have your eyes tested as recommended by your optician.
- If you think you are having pains connected with your work at the computer, inform your line manager immediately.

#### Display Screen

**Q. Is the screen image stable, free from flicker and movement?**

Try different colours to reduce the flicker.

You may need help from the IT team.

**Q. Is the brightness/contrast control easily adjusted?**

Separate adjustment may not be necessary on latest technology.

You may need help from the IT team.

**Q. When adjusted, is the screen image acceptable and characters legible?**

Clean the screen. Ask for an appropriate cleaner.

You may need help from the IT team.

**Q. Does the screen swivel and tilt easily?**

Swivel and tilt need not be built in but a mechanism may have to be added.

If work is intensive and you have problems the screen may need to be replaced.

You may need help from the IT team.

**Q. Is the screen height adjustable (i.e. separate base or adjustable table)?**

Blocks can be added to adjust height.

You may need help from the IT team.

**Q. Is the screen free from glare and reflection?**

Move the screen, desk or source of reflection.

Adjust lighting or window coverings

If you have tried these suggestions unsuccessfully, consider an anti-glare screen. You may need help from the IT team.

## Keyboard

### **Q. Does the keyboard adjust for angle?**

- Tilt need not be built in.
- You may need help from the IT team.

### **Q. Is there space in front of the keyboard to work when the keyboard is not in use?**

- Set VDU monitor further back
- You may need a different desk layout.

### **Q. Can you find a comfortable keying position?**

- Key properly - hands should not be bent at wrist.
- The keyboard should be asked or slightly below the level of your elbow you should be able to type comfortably with your shoulders relaxed.
- Sit straight so that your knees are approximately 90 degrees to ankles.
- Do not overstretch your fingers.
- Apply a soft touch.
- Reposition the keyboard.

### **Q. Are the symbols on the keys legible?**

- Clean the keyboard.
- You may need a new keyboard.
- You may need help from the IT team.

## Work Surface

### **Q. Is the work surface sufficiently large to allow flexibility in positioning equipment?**

Re-arrange equipment, paper and work.

### **Q. Is there glare and reflection from the surface?**

Use mats or blotters, etc to break up the glare and reflection.

### **Q. Is there a document holder?**

- One should be available, if required.
- It should set about the same height and distance as the screen in relation to you.
- You may need help from the IT team.

### **Q. Are there obstructions under the desk?**

Obstructions under the desk prevent comfortable positioning. They should be removed.

### **Q. Is there enough desk space to allow other tasks to be undertaken comfortably?**

You should have flexibility of movement on the desk surface.

## Work Chair

### Q. Is the chair stable?

It should be steady when in use - the separate parts should not move once set and in use.

### Q. Does it allow you freedom of movement and ease of adjustment?

It may need repair or replacing if not fully adjustable.

You may need help from the IT team.

### Q. Is the height of the chair adjustable?

- It should be adjustable and steady so that you can keep your hands and wrists horizontal and your eyes at roughly the same height as the screen.
- The back support should be adjustable for both height and tilt.
- Your knees should be slightly higher than your hips.
- Your feet should be flat on the floor when you are seated.
- A footrest should be available, if required.
- You should be sitting comfortably.
- You may need help from the IT team.

### Q. Are you able to sit properly?

- Chair armrests should not prevent you being close enough to the keyboard.
- The back of the chair should support the small of your back.
- Your back should be straight but supported and your shoulders relaxed.
- You should be able to rest your feet on the floor or on the footrest.
- You should not be leaning forward.
- There should not be too much pressure on the back of your legs.

## Environment

### Q. Is there enough room to change position and vary movement?

- You should have adequate room at the workstation to move to comfortable positions, to stand up and sit down easily, to arrange your work to suit your position.
- There should be no clutter or storage under or on top of the workstation.
- The level of lighting should be suitable - not too bright or too dim.
- Consider shading or repositioning the light source or having more light (e.g. a lamp).
- The flexible cables should be safe (i.e. not trailing).

### Q. Is equipment noise low enough not to distract attention or disturb speech?

You should be able to work without being too distracted by noise, or made uncomfortable by heat, generated from machinery.

**Risk assessments**

**General Rules for the Site Manager**

- The duties in the Areas of Responsibility as laid down in the Health and Safety Policy must be carried out
- Protective clothing must be worn when undertaking tasks which require it
- Mechanical means of lifting or other strategy, e.g. reducing the weight or size of the load, must be used after assessment of the load
- Tools and equipment must be kept in good condition
- They must be regularly inspected and undergo any required tests at the appropriate intervals, e.g. PAT and/ or PUWER
- Particular attention must be given to inspecting ladders, scaffold boards and tower scaffolding before use
- Contractors must not be allowed to borrow tools or equipment, e.g. ladders, power drills
- Notification must be given to the appropriate person when leaving the premises during working hours
- Intruder alarms must be set at the end of each day
- Fire alarms and smoke detectors must be tested on a weekly basis

**Employees are required not to put themselves or other people at risk by their acts or omissions at work.**

***L=Low, M=Medium, H=High***

<b>Hazard/ Hazardous Activity</b>	<b>Risk Element</b>	<b>Risk Level</b>	<b>Control Measures</b>	<b>Comments</b>
Lifting and carrying Stacked chairs and tables, furniture, parcels, equipment, etc;	Backache strain the stacked chairs falling over load falling on foot, etc	M	Training in manual handling is provided for those employees who are regularly required to lift as part of their job (Manual Handling Regulations 1992); Chairs and tables will not be stacked too high (maximum 10 chairs, 6 tables); everything which has to be lifted must be assessed for weight and, if necessary, the method of lifting and carrying determined;	A trolley is provided for the moving of tables, chairs and other loads and must be used if appropriate; If not, work must be done in pairs or loads reduced to a manageable weight and/or size for one person. Where it is not possible to reduce or minimise the risk of injury from lifting, consideration will be given to the employment of specialist contractors.

## **The Management of Health and Safety at Work Regulations 1999 - new and expectant mothers at work**

"Regulation 16 - (1) where:

(a) the persons working in an undertaking include women of child-bearing age; and

(b) the work is of a kind which could involve risk, by reason of her condition, to the health and safety of a new or expectant mother, or to that of her baby, from any process or working conditions, or physical, biological or chemical agents..... the assessments required by regulation 3(1)\* shall also include an assessment of such a risk".

\*i.e. the requirement to carry out risk assessments where hazards or hazardous activities have been identified.

This means that particular account of risks to women of child-bearing age must be taken when making risk assessments in the workplace. If the assessments reveal particular risks to them, they have to be informed that they might be at risk while pregnant or breast feeding. They have also be told how the risk will be further reduced.

Risk Assessment entails identifying hazards and hazardous activities, identifying the risks associated with them and eliminating them if possible. If not, control measures/safety procedures must be introduced to minimise or reduce the risks where they are "significant". These must be documented, implemented and monitored. If, having done this, there is still a significant risk to the health and safety of a new or expectant mother and this goes beyond the level of risk to be expected outside the workplace, the employer must, on a temporary basis:

- Adjust her/his working conditions and/or hours **or**
- Offer her/his suitable alternative work, if any is available **or**
- Give her/his paid leave for as long as necessary to protect her/ his safety or health or that of her/his child

These possible actions have to be taken only when the employer has been informed in writing that an employee is pregnant. The employer must request in writing for the pregnancy to be confirmed, i.e. certified by a registered medical practitioner or midwife.

These actions, moreover, are only necessary where, as a result of a risk assessment, there is genuine concern. If there is any doubt professional advice must be sought.

The employer has to keep the risk assessment for new and expectant mothers under review.

What are the kinds of hazards or hazardous activities most likely to be encountered in Education which might affect new or expectant mothers?



- Manual handling of loads.
- Working in very hot conditions.
- Fatigue from standing.
- Excessive physical or mental pressure.
- Working at heights.
- Working in restricted space.
- Certain activities in Games, PE.
- Working with very young children (chickenpox, rubella etc).
- Lone working, home visits - especially in the dark.

Concern will be expressed about working with the word processor. The evidence is that there is no need for pregnant women to stop working. However, it is recommended that because of the anxiety and stress associated with working with potential sources of radiation, pregnant women should be given the opportunity to discuss their concerns with someone adequately informed about this topic.

Each case is likely to be different and it is important that, when a Headteacher/Manager is advised that an employee is pregnant, he/she should contact the Personnel Department so that consideration can be given as to what action, if any, may be appropriate. This will be done in consultation with the Health and Safety Adviser.

The following publications are recommended as references:

- The Management of Health and Safety at Work Regulations 1999
- New and Expectant Mothers at Work - A guide for employers.
- ISBN 0 7176 0826 3 (HMSO)
- Management of Health and Safety at Work Regulations - Approved Code of Practice 1999 steps to risk assessment (Free leaflet) IND(G)163(L)

**Violence to staff in the Education Service  
LA Policy statement and notes of guidance**

**1. Introduction**

- 1.1 "The Education Department recognises and accepts its responsibility to provide a safe and healthy working environment for all its employees, for children, pupils and other people who use its premises." This statement prefaces the Education Department's Health and Safety Policy. It is as much applicable to health and safety issues arising from violence to staff as to any other aspect of health and safety.
- 1.2 This document sets out the Education Department's own policy in relation to violence to staff. It also gives guidance to Governing Bodies and Headteachers in relation to their responsibilities.

**2. Statement of intent**

- 2.1 The Education Department considers violence towards staff to be a serious matter. For that reason, the Department has assessed and continues to assess, the risk of violence to staff. It recommends that schools carry out their own local assessments of risk.
- 2.2 Since the inception of the Department, there has been rigorous monitoring of all reported incidents of violence. Statistics kept by the Department show that the level of actual incidence of acts of physical violence is low. It is accepted that there is some unreported verbal abuse and threatening behaviour towards staff. However, information which is available suggests that the number of such incidents is not large. This is relevant to an assessment of the risk and reasonable measures to reduce that risk. It is not relevant to the seriousness with which any individual incident is viewed by the Department. Violence towards staff acting in the course of their duties or arising out of their duties is unacceptable. It undermines the service by intimidating staff and possibly prevents them from carrying out their duties by creating a climate of uncertainty and potential fear.

The remainder of this document sets out the practical ways in which the Department and Nurseries can, in their respective spheres, combat violence to staff.

**3. Reporting incidents**

- 3.1 Staff experiencing violence must report incidents to the headteacher. Attention is drawn to the guidance on reporting incidents which has already been issued. In particular, it is stressed that it is important to report even those incidents which are **not notifiable** (to the Health and Safety Executive). A primary purpose of reporting is to establish the incidence of risk and to facilitate corrective measures.
- 3.2 In encouraging staff to report incidents, Key Managers should make clear that reports made in good faith will not be seen as an adverse reflection on an individual's ability to perform their duties satisfactorily, although it is acknowledged that they could form part of a broader requirement by way of staff development in dealing with such incidents.
- 3.3 All such reports must be appropriately investigated by the Key Manager. In appropriate cases, the Education Health and Safety Officer will give assistance and advice.
- 3.4 All assaults should be subject to the most serious consideration by both parties as to whether they are reported to the police by the Key manager or a duly appointed deputy. The expectation is that such reports will normally take place but due consideration must be given to any expressed wishes of the member of staff concerned. Ultimately it is for the Key Manager to decide whether any objection to reporting should be overridden, in the interests of the institution, its staff and children.
- 3.5 The Local Government (Miscellaneous Provision) Act 1981 gives the Police the power to take action in Nurseries as deemed necessary.
- 3.6 Both the Chairman of Governors and the Headteacher have the authority to ban any person, who is considered undesirable, from Nursery premises.

#### **4. Provision of legal advice**

- 4.1 In appropriate cases the head of the institution should send a formal warning letter to people who make threats, are abusive, or whose behaviour is menacing towards staff. The letters should warn that legal action may be taken if a breach of the law occurs. In appropriate cases the Executive Director of Education and Libraries may send such letters, if so requested by the institution. Such letters, or further correspondence, will be sent by the Director of Legal Services and will carry not only the threat, but also the clear intention, to act as necessary.
- 4.2 Senior staff in the Education Department, including the Executive Director of Education and Libraries and the Health and Safety Officer, will give advice on these matters. In appropriate cases the Executive Director may authorise the Department of Legal Services to give advice to the victim, particularly in those cases where the police will not prosecute. The Education Department will decide

whether to provide legal representation to staff, but Nurseries may request the Director of Legal Services to provide representation for a member of staff, within the terms of a Service Level Agreement, for which the Nursery will be charged for legal services.

- 4.3 In all cases, the Executive Director will take into consideration whether the provision of legal advice or representation would involve any conflict of interest with the LEA or School role **in loco parentis** of any child. In such a matter, the Authority will not normally be able to offer direct assistance to the victim, although it may be possible to arrange for independent advice to be given in appropriate cases.
- 4.4 It is recommended that education institutions should adopt and make known to their staff the support they will receive as victims of violent incidents. Such support could include:
- a. Time off from work
  - b. An offer of counselling contact (Children's Services to arrange)
  - c. Compensation for damage to property or for injuries suffered (see also paragraph 6)
  - d. Legal assistance (in terms of service level agreement or otherwise).
- 4.5 Whatever the extent and type of support provided, the system should operate so that support is offered automatically; the individual should not have to request support.

## **5. Preventative strategies**

- 5.1 Experience has shown that in order to combat violence, the following strategies should be considered:

- 5.1.1 Analysis of the problem (and assessment of the risk).

This is a matter best dealt with at institutional level. The Health and Safety Officer is available to advise and the Departmental Health and Safety Committee also gives consideration to overall policies.

- 5.1.2 Physical aspects

The physical environment often can affect the situation. The Health and Safety Commission has made the following suggestions:

- a. Reception

Easily identifiable and accessible reception areas which allow office staff to receive visitors, direct them to their destinations, answer queries etc. A proper reception system should help reduce numbers of unauthorised visitors.

Factors to consider are:

- i. location preferably close to the premises' main entrance
- ii. signs should be clear, unambiguous and may need to be repeated at intervals
- iii. appearance should have good lighting, subdued colouring, robust furniture and perhaps reading material if visitors may have to wait for attention
- iv. ease of contact important for staff working alone in with colleagues reception areas.

b. Security:

- i. use of identity cards by staff and students
- ii. erection of high level fencing around premises
- iii. limiting number of entrances.

c. Other areas include:

Ensuring landscaping does not act as a screen for potential intruders; and avoiding potential missiles on Nursery/colleges grounds, eg pathways of pebbles, loose or detachable stones or paving slabs.

d. Other examples:

Useful information and ideas on security and design improvements to reduce vulnerability to intruders is contained in Building Bulletin 67, Crime Prevention in Schools published by the Department for Education and Science (DFE) in 1987.

It will be necessary for Governing Bodies to consider these issues.

### 5.1.3 Dealing with aggression

When angry parents or other visitors arrive at School premises, some procedures can help to diffuse a difficult situation and avoid violent confrontation. Examples are:

- a. Avoiding confrontation in front of an audience, particularly groups of children. The fewer people involved in an incident, the easier it is for the aggressor to back down without losing face.
- b. Asking another, preferably senior, member of staff to help talk things through with the visitor.
- c. Staying calm and speaking slowly so as not to be drawn into heated

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argument.

- d. Avoiding aggressive body language such as hands on hips, wagging fingers or looking down on the aggressor.

#### 5.1.4 Home visiting

On occasions staff will have a need to visit children or parents in their homes. Where it is thought there is a risk of violence, the home should not be visited. In any case, for those who make home visits, there should be:

- a. An itinerary of the employee's movements left with a responsible person.
- b. Periodic reporting to base or to a responsible person
- c. Avoidance of evening visits wherever possible.
- d. Checking records beforehand to see whether the person or someone in the household is known to be potentially violent.
- e. Carrying a personal alarm.
- f. Visiting in pairs in some situations.

#### 5.1.5 Work practices

Staff who work in remote positions may need alarms, or may need to work in pairs.

#### 5.1.6 Separating fighting children

Many violent incidents stem from attempts to separate children. This is a difficult area of responsibility and no advice can cover all possible situations, given their individual characteristics. However, the following general guidance is given:

- a. Staff have a duty of care towards children in their charge
- b. This duty of care is related to the position of the school **in loco parentis**. The school, and its staff, are required to exercise the same degree of care towards the child as a reasonable parent would exercise. In practice, this means a **greater** degree of care.
- c. It follows from this that where it is **reasonable** to do so, staff should attempt to separate fighting children. Force may be used, but it should be no more than is reasonably required to achieve the objective and commensurate with the seriousness of the situation. Care should be taken to avoid injuring the child, and forceful action should be discontinued as soon as possible after the objective has been achieved. Unsuccessful efforts to intervene physically should not be prolonged if there is no rapid separation and physical action by staff should cease.

- d. Before intervening, staff are entitled to and should consider their own safety. If a member of staff considers that he or she cannot intervene safely, then assistance and support should be sought. In very serious situations where there is clearly a high risk of injury, e.g., a knife fight, a member of staff should not intervene unless there is sufficient assistance and there is absolute confidence that no injury will accrue. In conditions of unacceptable risk the police should be called immediately.
- e. The LA will support, if necessary with legal assistance, any member of staff who has acted appropriately in separating fighting children or rendering assistance to children or other staff who are themselves victims of an assault.

## **6. Insurance**

- 6.1 The Council maintains an insurance policy which provides compensation to employees who sustain bodily injury as a result of assault arising out of employment by the Council. The benefits are set out inter alia in the LMS scheme. Other types of cover can be obtained on request by a school, the premiums payable out of the delegated budget.
- 6.1.2 For staff employed by the Governing Body of a Voluntary Aided School, the status of the teacher should be made clear when making a claim.

## **7. Training**

- 7.1 It is essential that schools, after analysing their own violence problems, should arrange for appropriate staff training, for example:
  - a. In techniques for preventing and avoiding violence, calming aggressive people
  - b. In determining when physical restraint is necessary, and in appropriate techniques of restraint.
- 7.2 The Education Department is able to arrange such training, to be paid for from the delegated budgets.

## **8. Monitoring the effectiveness of this policy**

- 8.1 The Education Department will monitor the effectiveness of this policy, and will report from time to time to the Departmental Health and Safety Committee.

**Minibus and Coach Safety (Currently N/A)**

This Circular should be read in conjunction with Circular No 4/93 which deals with Safety on Outdoor Activities and Risk Assessment as required by the Management of Health and Safety Regulations 1999.

We have seen from several sad happenings in recent years that transporting children and young people by minibus can be an extremely risky and hazardous undertaking, especially on long journeys and on motorways. In order to assist you in reducing the potential for accidents, set out below is a code of practice for ensuring, as far as is reasonably practicable:

- (i) The competence of the driver.
- (ii) The safe condition of the minibus.
- (iii) The driver's conduct and responsibilities.

(i) **Driver Competence**

The driver should:

- Be at least 25 years old.
- Have at least 3 full years' driving experience.
- Have experience of driving abroad, if appropriate.
- Have a clean licence.
- Not have been refused insurance.
- Have no relevant convictions.
- Have an approved minibus driving permit (the Council will arrange this).
- Be in good health at the time of driving and not have consumed alcohol or drugs likely to cause drowsiness that day.
- Have good eyesight.

**All of these must be checked.**

(ii) **Minibus roadworthiness**

The following checks for safety and legal documentation should be made by the driver and the management of the establishment before the minibus is used:

- MOT
- Road tax



- Insurance
- Green card and other relevant insurances (i.e. vehicle, passenger etc), if going abroad
- Membership of a motoring association (with vehicle recovery)
- Record/log book
- Safety belts
- Brakes
- Tyres (condition and pressure)
- Steering
- Spare tyre
- First aid kit & warning triangle
- Mirrors
- Functioning of lights
- Windows
- Functioning of windscreen wipers and washers
- Oil levels
- Water levels
- Fuel level
- Functioning of doors
- Seat fixings
- Provision of fire extinguisher, first aid kit
- Provision of wheel jack/tool kit
- Functioning of any special arrangements for disabled persons
- Correct loading (no overloading of passengers or baggage)
- Correct balance and security of baggage (inside or on roof)
- Functioning of reversing sound warning
- Safety belt sign.

**There must be documentary proof of MOT, tax, insurance, other insurances, motoring association membership, in a pack with the driver.**

**The record/log book must be kept up-to-date and with the other documents. Management should check this after each journey.**

**Minibuses should be subject to mechanical inspections at intervals as advised after expert assessment or according to the manufacturer's recommendation in the case of a new vehicle.**

**Safety belts should be fitted to all seats in the minibus.**

**Where there is an option, minibuses, with front-facing, as opposed to longitudinal, benches should be used. In the interest of safety, minibuses with longitudinal benches should be converted to front-facing benches.**

(iii)

### **Instructions to Drivers**

- There must be 2 drivers, on a long journey and at least one adult plus the driver on a short journey (a long journey is open to interpretation but might be 100 miles round trip or any single journey likely to take more than 2 hours).
- Safety belts must be worn at all times.
- Plan long journeys to incorporate stops.
- No drivers should be at the wheel for much more than 1½ hours without a break.
- Draw off the road if feeling sleepy or unwell, immediately.
- Telephone ahead to a pre-arranged number to inform of any delay.
- Do not exceed 50 mph (*a speed-restrictor might be fitted*).
- Take no undue risks - remember at all times there are children in the minibus.
- Have a mobile telephone (**not to be used whilst driving**).
- Child safety and security must always be paramount - supervise on dismounting and boarding the vehicle by the side of the road.
- Stopping on motorways - clear instructions are given in the **Highway Code** (page 42, paragraph 183). Drivers must remind themselves of these before motorway travel. If in doubt, advice should be sought on the best course of action by contacting the motorway police.
- Make sure that any specific requirements for driving abroad are in place, e.g. re-directed headlights.
- Clear instructions of behaviour expectations and what to do in enforced stops must be given to the passengers by management and accompanying staff.
- It should be borne in mind by management that any member of staff having to drive the minibus on a long journey after working in the school, must be given some time off during the day to rest.
- Where a journey follows an evening activity, consideration should be given to additional needs for alternating drivers.
- It is the responsibility and duty of management to ensure that the procedures for safety in minibus driving are read and understood by all drivers, that they are implemented, monitored and reviewed appropriately.
- It is the responsibility and duty of the driver and accompanying adults to read and put the procedures into practice.
- Drivers and accompanying adults are required to sign a written statement to the effect that they have read and understood the procedures.
- Any contracted coach company should have their credentials checked.

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Attached is a safety checklist/tick sheet which should be used as a record that all the necessary precautions have been taken to ensure that the minibus is as safe as is possible.

**Minibus Safety Checklist/ tick sheet**

Please check the following before using a minibus. If in doubt about the validity, condition, efficiency or working of any of the items, report it to the responsible person. Tick where there is no problem. Please insert date at top of column and sign at the bottom.

Using a hired minibus does not make the driver less responsible for checking the road worthiness of the vehicle. The Community Transport checklist may be used.

The following checklist has to be used with discretion, e.g. you would not ask to see the Green Card if you are not travelling abroad.

Item	Check Date								Comments
Mot									
Road tax									
Insurance									
Greencard									
Sup. Insurance									
AA/RAC membership									
Record/log book									
Safety belts									
Steering									
Brakes      hand Foot									
Tyres, pressure									
Condition									
Spare tyre									
Warning triangle									
Lights      headlamps									
Parking									

Indicators									
Brakes									
Reversing									
Warning									
Windows									
Windscreen wipers / washers									
Oil, brake fluid									
Engine									
Gearbox									
Water, radiator									
Washers									

Item	Check Date								Comments
Fuel									
Doors & locks									
Opening/ closing									
Seat fixings									
Fire extinguisher									
First aid kit									
Wheel jack									
Tool kit									
Disabled access									
Top loading (rack) Inside									
Roof									
Reversing Sound warning									

Mirrors									
Rearview									
Sideview									
Body damage									
Safety belt sign									
	<b>SIGNATURE</b>								

### Seat Belts in Minibuses and Coaches Carrying Children

The following has been written to provide guidance for any member of staff who may be considering hiring a minibus or coach with or without a driver for a purpose in connection with a school activity. It is advised that the guidance and recommendations contained herein are adhered to. This document should be read in conjunction with "The Minibus Safety" Code of Practice.

Legislation (which took effect on 10th February 1997 for **all minibuses and coaches** first used from 1st October 1988 and on 10th February 1998 for coaches first used before 1st October 1988) requires a forward-facing seat with a belt for each child carried in a minibus or coach (whether or not privately owned or used for hire or reward) where a group of three or more children are on an organised trip.

#### Some definitions

- An organised trip is difficult to fully define but the **key element is whether the journey is undertaken to transport children**. Outings, trips by youth organisations and voluntary organisations are all subject to this legislation - even when accompanied or driven by parents. Also included is a public vehicle while it is not being used by the general public. However, the use of public transport while it is being used by the general public, would not be included;
- A child is a person who is 3 to 15 years old, inclusive
- A minibus is a motor vehicle constructed or adapted to carry more than 8 but less than 16 passengers in addition to the driver
- A seat belt is a minimum of a lap belt
- A seat has a minimum width of 400mm

#### Details

The driver and his or her employer will normally be legally liable for operating a vehicle that does not comply with the requirements of the legislation. They should therefore establish prior to the journey if the trip is wholly or mainly for children. The person responsible for arranging the journey should, also, inform the operator in advance that the vehicle is required to transport children.

It is essential that the seat belts or child restraints which have been fitted are worn - for the child's safety and for that of the others in the vehicle. Adults in the vehicle should ensure that they do so.

A single seat belt must not be used by more than one child, nor should a belt be placed about a child on an adult's lap. The legislation requires that:

In the front seats of minibuses and seats in coaches which are in line with, or forward of, the driver, it is the driver's responsibility to ensure that;

- Children under 3 years use an appropriate child restraint
- Children aged 3 - 11 and under 1.5 metres in height wear an appropriate child restraint if available, or if not available, an adult seat belt
- Children aged 12 - 13 and younger children over 1.5 metres in height wear a seat belt.
- In addition, children over 14 years must wear a seat belt and are responsible for doing so.
- In the rear seats of most minibuses (those with an unladen weight of 2,540 kilos or less), it is the driver's responsibility to ensure that children under 3 years use an appropriate child restraint, if one is available children aged 3 - 11 and under 1.5 metres in height wear an appropriate child restraint if available, or if not available, an adult seat belt children aged 12 - 13 and younger children over 1.5 metres in height wear a seat belt.
- In addition, children over 14 years must wear a seat belt and are responsible for doing so. In the rear seats of coaches and larger minibuses, there is no statutory requirement for children to wear a seat belt or child restraint, however the school applies a higher standard of care and expects that all children wear the provided seatbelt.
- The school applies a higher standard of care and requires no child to sit in the front seat of a minibus or coach.
- Moreover, all persons must wear a seat belt in any part of a minibus or coach.
- Rear or side facing seats cannot and must not be used.
- A disabled person's belt can be used as an alternative to a seat belt - but for that person only.
- The legislation does not apply to children in wheelchairs. The Code of Practice "The Safety of Passengers in Wheelchairs on Buses" (VSE 87/1) is available free from the Department of Transport (address as above).
- There is no requirement to have seat belts on buses (as opposed to minibuses and coaches), even on organised trips. However, if they are fitted they should be installed correctly, i.e. to comply with the European standards for seat belts and their anchorage.
- The minimum requirement is for each child to have a lap belt.
- A three-point seat belt (lap and diagonal straps) is generally recognised as offering greater protection.
- An approved seat belt will display one of the following approval marks:
  - An "e" or "E" (European standard)
  - The British Standard "Kitemark" (BS3254 or BS3254: part1:1988)
  - An individual approval number and markings to show the different features of the belt.

- An appropriate child restraint can be a baby carrier, child seat or harness displaying a BS "Kitemark" or an "E" mark. A weight range label should be displayed.
- The seat belt anchorage should meet the European standard. The European standard refers to M1, M2 and M3 categories - cars, minibuses and coaches respectively.
- Users may wish three-point seat belts to be fitted. This is not always possible, for technical reasons, where suitable upper anchorage cannot be provided.
- Periodic checks for cuts, deterioration of stitching, excessive fluffing or fraying and the proper operation of the mechanism should be made. Where the seat belt is integral with a seat, the seat mountings should be checked. Where there is damage or faulty working, the seat belt should be replaced.
- The seat belt requirements for children are contained in The Road Vehicles (Construction and Use) (Amendment) (No.2) Regulations 1996, Statutory Instrument No. 163.
- Useful publications by the Department of Transport:
  - Seat Belts and the Law (T/INF251)
  - Passenger Transport provided by Voluntary Groups (PSV 360)
  - Taking a Minibus Abroad
  - The Safety of Passengers in Wheelchairs (VSE87/1)
  - Drivers' Hours Rules for Road Passenger Vehicles (PSV375 rev 6/95)



## Safety on Outdoor Activities

In the light of many disasters during school trips, it seems appropriate to ask staff to remind themselves of the information contained in "**Health and Safety of Pupils on Educational Visits**" (2002) and especially of activities of an adventurous nature, where advice is given, in general terms, on how these activities should be prepared and conducted. Most importantly, the following **Guidance for School Journeys and Off-site Activities** should be followed and the use of online Evolve system recommended.

The **Management of Health and Safety Regulations 1999** require that:

- "(i) Every employee shall make a suitable and sufficient assessment of;
- (a) The risks to the health and safety of his employees to which they are exposed whilst they are at work; and
  - (b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking..."
- (Regulation 3)**

The prime requirement is to avoid the risk if at all possible, i.e. by not taking part in a potentially dangerous activity. If it is decided that such an activity should, for whatever reason, be undertaken, then a risk assessment **must** be done. As a consequence of that assessment, procedures and a safe system of work should be devised in order to reduce the risk to a minimum.

It is clear that adventure activities (e.g. canoeing, skiing, underwater swimming, sailing, pot-holing, mountaineering etc.) involve significant risk to the participants. It is not so clear that escorting 30 six year olds across the road is also hazardous. There is, therefore, a need to assess the risks and to provide a written safety procedures for each separate hazardous activity undertaken.

**The following instructions are stressed, to staff organising outdoor or adventure trips, as being of fundamental importance to safety:**

- Adventure Centres which are not registered with a nationally recognised body should not be used
- Any activity must be led by a professionally (nationally) qualified instructor

The following are points which are emphasised as being critical in the establishment of procedures and safe systems of work:

- Written permission from parents
- Written approval for the activity from the Governors
- Consultation with, and guidance from, the relevant Professional Body

- Appropriateness of insurances
- Ratio of /pupils/young people to staff
- Consideration of the appropriateness of the age, previous experience, physical
- Ability, intelligence and behavioural patterns of the /pupils/young persons in relation to the activity
- Assurance of the experience of the Company in delivering the service and any professional registration deemed appropriate
- Assurance of the qualifications, training and experience of the instructors
- Assurance of the quality of equipment including protective and safety equipment, etc.
- Assurance of the suitability and safety of the local conditions and environment
- Provision of first aid treatment
- Provision of all emergency posts, telephone numbers and other such information
- Provision of local procedures for emergency
- Provision of detailed schemes and programmes of work/instruction from the Company
- Pre-visit, if feasible, to the site of the activity by party leader.

There may be other matters of a more specific nature attached to a particular activity which will have to be addressed.

"Safety in Outdoor Education" (Department for Education publication available from HM Stationery Office, ISBN 011 2706908) and "Health and Safety of Pupils on Educational Visits" (DfES publications) are valuable sources of information and guidance.

### Activity Centres (Young Persons' Safety) Act 1995

"The Adventure Activities Licensing Regulations 1996" implementing the Activity Schools Act came into force on the 16th April, but under transitional provisions (see below) a person is not required to hold a licence before 1st August 1996.

Tourism Quality Services Ltd has been appointed by the Government as the Licencing Authority.

The Regulations will improve safety for children and young persons (ie those under 18 years of age) by introducing a regular inspection programme. The Act and the Regulations were introduced as a result of the Lyme Bay tragedy.

#### What adventure activities are covered by the Regulations?

**Caving**, which includes:

- Pot-holing
- Mine exploration
- Cave diving

**Climbing**, which includes:

- Rock climbing
- Ice climbing
- Abseiling
- Gorge walking
- Ghyll scrambling
- Sea level traversing

**Trekking**, (in remote moorland and mountain areas) which includes:

- Walking
- Fell running
- Orienteering
- Pony trekking
- Mountain biking
- Off-piste skiing
- Off-piste snowboarding
- Skating
- Sledging

**Watersports**, which include:

- Canoeing
- Kayaking

- Dragon boating
- Wave skiing
- White-water rafting
- Improvised rafting
- Sailing
- Sailboarding

### **Who must hold a licence**

A person who provides such facilities in return for payment.

### **Complaints**

The Licensing Authority is obliged to consider any complaints relating to the provision of facilities for adventure activities by licence-holders. The complainant will be advised of the outcome of any investigation undertaken.

### **Register of Licences and provision of information**

The Licensing Authority will keep a register of licences including the name and address of each licence-holder, a description of the facilities for adventure activities, where the licence is issued in respect of a particular activity Centre and its address.

This register will be available for public inspection during office hours.

### **The position of the School**

The Health and Safety at Work etc Act 1974, the Management of Health and Safety Regulations 1999, DfEE Circular 22/94 continue to apply. An assessment of the risk to staff and pupils of any of their curricular activities must be carried out and measures must be in place to control the significant risks. The fact of an Activity Centre being licensed will not take away the responsibility of staff for pupils' safety and welfare, although it should improve the control of risk. The staff's role in relation to activities led by a licence holder will largely be a monitoring one, although, ultimately, the party leader will have the right to withdraw the group or any individual from an activity he/she considers unsafe.

**The Act and the Licensing Regulations can be obtained from HMSO, 519 Elms Lane, London SW8 5TR.**

### Storage - Safe System of Work

- (i) Storerooms, stock cupboards, etc., will be arranged in such a way that any risk of accident, injury or fire is reduced to a minimum, if not eliminated.
- (ii) Heavy items will be placed at a height consistent with a person's physical capacity to lift them up or down without risking injury i.e. not too high, or indeed, too low.
- (iii) Storage will be planned so that the lightest and smallest (and not the heaviest or most bulky) equipment etc. is in the more out-of-the-way places.
- (iv) There will be appropriate means of accessing any high level storage, i.e. kick-stool or stepladders.
- (v) Large or heavy packets can be split up to make carrying easier and safer.
- (vi) Stored items will be steady and firm, not precariously balanced or easily knocked over.
- (vii) Heavy items will not be stacked on top of each other unless they are very secure and not too high.
- (viii) There will be ease of access i.e. clear passage, to any stored items. Clutter will be cleared and extraneous materials disposed of.
- (ix) Rotation of stock is a factor which will be considered.
- (x) Stepladders used for storing will be regularly inspected to ensure that they are in good condition (especially wooden ones).
- (xi) Care will be taken, when lifting, not to strain and run the risk of injury. Anyone who lifts regularly (e.g. Site Manager) will ask for an assessment to be made if it is thought that there is a potential for injury and will have training on correct methods of lifting.
- (xii) All hazardous substances (see COSHH) and potentially dangerous equipment and instruments must be kept out of reach of when not in use.
- (xiii) Inflammable substances will be kept in metal containers and locked when not in use. A record of their whereabouts will be held centrally.
- (xiv) Gas cylinders will be stored according to requirements.

## Control of Substances Hazardous to Health

### A Summary of The Prevention or Control of Legionellosis (Approved Code of Practice)

Legionellosis is the term used for infections caused by *Legionella pneumophila* and other bacteria from the family Legionellaceae. Legionnaires' disease is a pneumonia that principally affects those who are susceptible due to age, illness, immunosuppression, smoking etc. and may be fatal. Legionellae can also cause less serious illnesses which are not fatal or permanently debilitating but which can affect all people.

Infection is attributed to inhaling legionellae, either in those water droplets which are small enough to penetrate deeply into the lung, or in droplet nuclei (the particles left after the water has evaporated). Legionellae are widespread in natural sources of water. They may enter man-made systems or water services, where they can multiply under certain conditions, and if there is a means of creating and transmitting water droplets, people in the vicinity may be at risk. Most cases and outbreaks of legionellosis have been attributed to water services in buildings, cooling towers and whirlpool spas. Other sources have been identified in foreign outbreaks including a humidification system, industrial coolants and respiratory therapy equipment.

#### Legislation

The Control of Substances Hazardous to Health Regulations 1988 (COSHH) relate to the risks from hazardous micro-organisms, including legionella and chemicals such as biocides and chlorine. Under these Regulations risk assessments and the adoption of appropriate precautions are required to be made.

The Approved Code of Practice (ACOP) *The prevention or control of legionellosis (including legionnaires' disease)* sets out further statutory requirements for dealing with this risk. It applies whenever water is stored and used in a way which may create a reasonably foreseeable risk of legionellosis and in particular to the following plant and systems whenever the Health and Safety at Work etc Act 1974 applies:

- (a) water systems incorporating a cooling tower;
- (b) water systems incorporating an evaporative condenser;
- (c) hot water services, except where the volume of hot water in the system does not exceed 300 litres;
- (d) hot and cold water services irrespective of size in premises where occupants are particularly susceptible, such as health care premises;
- (e) humidifiers and air washers which create a spray of water droplets and in which the water temperature is likely to exceed 20°C;

(f) spa baths and pools in which warm water is deliberately agitated and recirculated.

While this is not an exclusive list it identifies those systems most likely to cause infection. Other plant and systems containing water which is likely to exceed 20°C and which can release a spray or aerosol (a cloud of water droplets and/or particles) during operation or when being maintained may also present a risk.

The Approved Code of Practice places responsibility on employers and others to:

- (a) identify and assess sources of risk;
- (b) prepare a scheme for preventing or controlling the risk;
- (c) implement and manage precautions;
- (d) keep records of the precautions implemented.

The ACOP also sets out the responsibilities of manufacturers, importers, suppliers and installers of products and services. It is enforced by Health and Safety Executive inspectors in factories, hospitals, laboratories, education establishments, docks and construction sites. In shops, offices, warehouses, hotels and catering establishments it is enforced by local authorities who also have responsibilities for public health. Recent outbreaks of legionnaires' disease in the UK have demonstrated the implications for public health.

Duties under the ACOP are qualified by the condition that they must be "reasonably practicable". This means that both the degree of risk and the cost and difficulty of applying control measures should be accounted for in determining what measures should be taken.

### Health and Safety (Consultation with Employees) Regulations 1996

Specific provisions requiring employers to consult with employees on health and safety matters are contained in:

- The Health and Safety at Work Act 1974
- The Safety Representatives and Safety Committees Regulations 1977
- The Management of Health and Safety Regulations 1999
- The Health and Safety (Consultation with Employees) Regulations 1996

**The Health and Safety at Work Act 1974 - Section 2(4)** provided for Regulations to be made which allowed the appointment of Safety Representatives from **recognised Trade Union** members. **The Safety Representatives and Safety Committees Regulations 1977** implemented this particular provision - detailing the appointment, functions and rights of Trade Union safety representatives.

**The Management of Health and Safety Regulations 1992** requires employers to consult in more detail with safety representatives.

**The Health and Safety (Consultation with Employees) Regulations 1996** closed the gap created by the 1977 Regulations whereby non-unionised workers had no rights of consultation with their employers on health and safety matters. Employers must now consult directly with employees directly or through elected "representatives of employee safety". This does not affect the roles and functions of union safety representatives.

#### Regulation 3 - duty of employer to consult

Employers must consult in good time on health and safety matters particularly, with regard to;

- any new measures which may affect health and safety of employees
- the arrangements for appointing/ nominating persons to assist the employer in complying with relevant legislation and to assist in emergency procedures
- the provision of relevant health and safety information
- the planning and organisation of relevant health and safety training
- the health and safety consequences of the introduction of new technologies into the workplace.

#### Regulation 4 - persons to be consulted

Employers may consult directly with their employees or through "employee representatives" elected by a group of employees to represent them. Where



consultation is through employee representatives, the employers must inform all employees of;

- the names of the representatives
- the groups they represent
- then consultation with the representatives has discontinued
- if they change from consulting with the representatives to consulting directly with employees.

### **Regulation 5 - provision of information**

Employers must provide all employees or their representatives with;

- all such health and safety information as will permit them to participate fully in the consultation process
- health and safety information associated with the records kept under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**

### **Regulation 7 - training, time off and facilities**

Employers must provide representatives with appropriate and reasonable training and other relevant facilities to enable them to perform their functions, reasonable costs in connection with training, including travel and subsistence costs, paid time off to perform their functions and to attend relevant training courses.

If employers refuse to allow employee representatives time off with pay to fulfil their duties complaint can be made to an Industrial Tribunal.

It should be noted that certain Trades Unions have accepted the notion of representing non-members on health and safety matters in the workplace, if non-unionised staff wish this arrangement.

### **The Management of Health and Safety Regulations 1999 (Protection of Young Persons)**

Regulations 3 (4) (5) and Regulation 19 apply to children (i.e. not over compulsory school age) and to young persons (under 18 years) who are employed and to those who are on work experience. They also apply to all children and young persons who have part-time or casual work.

An employer is required to carry out a suitable and sufficient risk assessment before employing a young person. The assessment should take into account;

- the young person's inexperience, lack of awareness of risks and immaturity
- the fitting-out and layout of the workplace and the workstation
- any exposure to physical, biological and chemical agents
- the type of work equipment and the way it is handled
- the organisation of processes and activities
- the health and safety training provided
- the risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC(b) on the protection of young people at work.
- The employer placing **children** in work experience have to ensure that the place of work is safe for them and provide the parent with comprehensible and relevant information on
  - the risks to the young person's health and safety identified by the assessment
  - the preventive and protective measures in place
  - the risks from other users of the premises.

**If the School employs young persons or accepts them on work experience a competent person must carry out risk assessments specific to them. If any of the young persons is of compulsory school age, a parent must be informed of the risks and the control measures.**

An employer **shall not employ** a young person for work which;

- is beyond the physical or psychological capacity of the young person
- involves exposure to harmful agents or substances
- involves exposure to radiation
- involves the risk of accidents owing to insufficient attention to safety or lack of experience or training
- exposes the young person to extreme cold or heat, noise or vibration.

An employer **may employ** a young person who is no longer a child, in such environments where:

- it is necessary for his/ her training
- there is supervision by a competent person
- the risks have been reduced to the lowest level reasonably practicable.

### The Provision and Use of Work Equipment Regulations 1998 (PUWER '98)

This document provides guidance on the key features of the recent Regulations. Detailed information can be obtained from the Regulations, Approved Code of Practice and Guidance published by the Health and Safety Executive (ISBN 0 7176 1626 6).

#### Complying with PUWER '98

These Regulations contain additional and updated requirements from the initial legislation, introduced in 1992. They contain broad general duties for all types of equipment along with specific requirements for mobile equipment, inspection and examination of power presses.

The Regulations are supported by an Approved Code of Practice (ACoP) and Guidance. They include definition of terms and the duties of responsible people including employers, self-employed, those who control work equipment, those who use work equipment and those who supervise people using work equipment.

A non-exhaustive list of work equipment includes:

- hand tools such as hammers, knives, handsaws, etc.
- machines such as drilling machines, circular saws, photocopiers, etc.
- apparatus such as laboratory equipment, Bunsen burners, etc.
- lifting equipment such as hoists, lifts, etc.
- other equipment such as ladders, pressure water cleaners, etc.
- Items that would **not** be classified as work equipment are
- livestock
- substances (e.g. acids, alkalis, water, cement)
- structural items ( e.g. walls, floors stairs, roofs)
- private car

The Regulations require that work equipment is suitable for the purpose of its use and that it is selected with regards to the risk to health and safety of anyone who will use or come into contact with it. Before purchasing any equipment, the initial integrity of the equipment, the place it is to be used, the purpose for which it is to be used and how the associated risks to health and safety will be controlled, have to be considered.

The ergonomic design should also be considered at this point, e.g. where mobile equipment with a combustion engine is used, there must be sufficient air of good quality. Equipment should only be used for operations for, and under conditions, which it is suitable with regard to the risks to health and safety of persons. The onus is on selecting the correct equipment.

The equipment has to be maintained in good condition - efficient working order and state

of repair. Where equipment has a log for maintenance, it must be kept up-to-date. The rate of inspection and maintenance is dependant on the frequency of use, who is using it, the environment it is used in, the variety of options it is used for and the risks associated with malfunction or failure. Records of all maintenance work carried out.

A competent person, that is someone with the necessary knowledge and experience of the equipment, must carry out any inspections and maintenance. *(The user should carry out visual inspections before each use or on a frequent basis, e.g. each week, depending on the level of risk involved, the nature of the work, the susceptibility to damage, etc. Any faults or damage should be reported immediately and the use of the equipment discontinued until it is repaired.)*

An inspection, if there is a significant risk of injury when it is first used after installation, should be considered.

Where there are specific risks associated with equipment then only authorized, trained people should be allowed to use, maintain or service the equipment, e.g. only a trained individual is allowed to change a grinding wheel.

Employees must be given adequate information and instruction pertaining to their use of the equipment. The information and instruction should include:

- how and in what conditions the work equipment can be used
- the foreseeable abnormal situations
- the actions to be taken as a consequence
- any conclusions drawn from using the equipment
- all the information should be understandable

When arranging training the following should be considered:

- the level of competence of the individual
- their age and experience
- environment
- what information they need to use the equipment safely

Where an employee does not use the equipment regularly, refresher training should be made available. All training should take place during working hours (Regulation 11, Management of Health and Safety at Work Regulations 1992).

**All new equipment** must comply with these Regulations. In the Approved Code of Practice there is detailed advice and guidance that covers hardware requirements relating to guarding controls, control systems, stability, lighting, isolation facilities and suitable warning markings or devices.

There are separate regulations dealing with mobile work equipment where the operator or worker should be protected against falling out of the equipment and from unexpected movement.

### Asbestos

The general procedures and requirements as given by the LA will be followed.

If it is **known** (Asbestos Register/ Survey) that asbestos is present in the work area or may be disturbed or damaged by the work processes, the Health and Safety Plan (under the Construction, Design and Management Regulations) or the pre-work risk assessment (Management of Health and Safety Regulations) will have identified this and documented control measures.

If it is **suspected** that asbestos is present in the work area and that it will only be discovered in the course of the work, the Health and Safety Plan or the pre-work risk assessment will have identified this and will have documented subsequent, necessary control measures.

If it is **not suspected** that asbestos is present in the work area, but it is known that asbestos is, or has been, present elsewhere in the building the contractor must be advised of this and be instructed, on discovery of a suspicious material, to cease work, to allow no one to enter the area and to report the discovery of the material to the Project Manager, immediately. The appropriate steps for isolation, testing and, if necessary, removal must ensue.

If it is **not suspected** that asbestos is present in the work area and it is not known to be present in the building, the contractor will be instructed, on discovery of a suspicious material, to cease work, to allow no one to enter the area and to report the discovery of the material to the Project Manager, immediately. The appropriate steps for isolation, testing and, if necessary, removal will ensue.

**Permit-to-work on the roof**

**Permission is given to work on the roof on condition that:**

- The contractor assures the Site Manager that his employees are competent to carry out the work being undertaken
- The contractor provides a full explanation of the work involved
- The names of persons working on the roof are provided to the Site Manager
- The specific area of work, the hazards and the risks are clearly identified and measures implemented to eliminate, reduce or minimise the risks
- The contractor provides the Site Manager with a risk assessment and a safe method of work statement
- No work is carried out within 2 metres of the edge/ skylight without a guard being erected and no worker otherwise encroaches within 2m of the edge of the roof without wearing personal protective equipment (e.g. harness)
- The contractor provides his own equipment
- The contractor ensures that the employees carrying out the work fully understand the requirements of this permit-to-work
- The roof area is secured against entry by any unauthorised person during operations
- All persons working on the roof co-operate in any action required in an emergency or drill on hearing an alarm or on being so informed by word of mouth
- The measures taken are complete and approved as satisfactory by the Site Manager
- The contractor signs this document to say that he has fully understood what is required of him and his employees
- The contractor signs this document to say that the work is complete and that the area has been cleared of his equipment and that it is in a suitable state to return to normal use
- The Site Manager signs this document to say that he is satisfied that the work has been completed and that he is now back in charge.

**I have read, understood and provided all the information required by this document. I accept responsibility for carrying out the work on the above conditions.**

**Signed ..... (Contractor) Time ..... Date .....200**

**I am satisfied that the contractor has read, understood and provided all the information required by this document.**

**Signed .....(Site Manager) Time ..... Date .....200**

**The work for which this permit-to-work was issued is now completed and all employees under my charge have been withdrawn and equipment has been cleared.**

**Signed ..... (Contractor) Time ..... Date .....200**

**This permit-to-work has now been cancelled.**

Signed ..... (Site Manager) Time ..... Date .....200

This document must be signed and retained by the person in charge of the work until the work is cleared and signed off. The Site Manager should keep copies of the first signatures and the completion signatures.



# **Risk Assessments**

## General Rules for Staff and Parents

- The Site Manager's office door must be kept closed at all times when not in use.
- The doors to the office and kitchen must be shut when not in use.
- The kitchen cupboards must be shut when not in use.
- Electrical leads must be secured so that they do not dangle and cannot be easily pulled.
- Safety socket covers must be used on sockets.
- The first aid boxes must always be kept clean and well stocked with the contents listed on the side of the box. It must always be returned to the Reception Office after use.
- Hot liquids must never be placed at a low level whilst children are present.
- All equipment must be safely stacked.
- Food must only be consumed whilst sitting in the appropriate area (staff room/gym).
- The Site Manager's tools must be kept out of the reach of children if he is using them in the school while the children are present.
- Spilt materials - sand, cornflour, peat, paint, cornmeal, dough, food - must be cleared up promptly to prevent children and staff slipping.
- Floors must be properly sealed and buffed to prevent the risk of slipping.
- Cracked and lifting flooring must be repaired or replaced as soon as possible.
- Doors must be kept shut. Doors must be locked when not in use. Staff and parents must make sure they are shut after use.
- The gate to the playground must be kept shut and locked during school hours.
- Door stoppers must be used to prevent doors banging.
- Beware of trapping fingers.
- Parents leaving the school must always shut gates and doors, making sure they take their own child only and no one else's, unless previously arranged with the child's parent and the school, and ensuring they tell a member of office staff when they are leaving.
- The procedures for dealing with uncollected children must be followed.
- Registers must be completed by the specified time and the Office informed of late arrivals and early leavers.
- Chairs must be stacked no more than 6 high and in a place not used by children.
- Paint and glue must be stored in the area provided.
- Soiled clothes must be washed, rinsed, dried.
- Cleaning cloths and all cleaning materials must be stored out of the reach of children.
- Cleaning materials must be kept in the locked cupboard or meeting room.
- All cleaning materials must be clearly labelled.
- Bicycles must be stored in the store at the rear of the school.
- Only an identified and authorised person may collect a child.

## **Water**

- Water must be mopped up immediately.
- Children must not be allowed to walk on wet floors. Signs must be used.

## **Sand**

- Sand must be swept up to prevent children and staff slipping.

## **Furniture**

- No sharp edges are permitted.
- Furniture must be checked regularly for splinters and damage. Any damage must be repaired or the piece of furniture removed.
- Furniture must only be used in an appropriate way, e.g. no standing on it.

## **Doors**

- Gate must be kept shut.
- Main outside doors must be kept shut.
- Glass in all doors and windows should be safety glass, unless otherwise protected.

## **Outdoor Play and Equipment**

- Children must always be suitably dressed for outside play - according to the weather.
- There must always be supervision (as laid down - reflecting the number of children and the nature of the activities) in operation.
- All equipment must be visually inspected on a daily basis.
- Any equipment found to be faulty and therefore hazardous must be removed immediately, repaired or disposed of.

## **Toilet Hygiene**

- Water at the correct temperature, soap, hand drying facilities and toilet paper must be available throughout the day and in sufficient quantities.
- Children must be reminded about flushing the toilet and washing their hands.

## **Contractors**

- All contractors coming on site must report to the Site Manager or Admin Officer.
- They must be instructed to close all doors; if necessary, have equipment and tools stored by the Site Manager; not to use any power operated tools or machinery or other potentially dangerous equipment without having sought permission from the senior managers. Battery operated power tools or 110 volt transformers must be used.

## **General Rules for supervision and classroom safety**

- **No child should be left in the school before 08.00 when staff are on duty.**
- **At the start of the day no child is to be left in the playground before 8:15 when staff come on duty.**
- At the end of the day any child not collected by a parent or other nominated adult (unless she/he is an independent traveller) must be kept under supervision until a responsible person is contacted.
- There must always be the requisite number of staff on duty in the playground.
- **If for any reason a member of staff cannot carry out her/his playground duty the Deputy Head/Senior TA must be told immediately.**
- All supervisory duties must be carried out in an active way.
- **The Duty Rota is on display on the Staffroom notice board and studio.**
- Classes and clubs must never be left without a competent person in charge.
- Children must always wear outdoor shoes except in the Hall for PE is necessary.
- Children must wear the proper kit for PE and must have the correct kit for swimming.
- All staff accompanying children on educational visits must be with the class or the children for whom they are responsible at all times.
- Children must be instructed to wash their hands after being to the toilet.
- Chairs must not be piled to a height where they are in danger of toppling over (no more than 10).
- They must be stored facing the wall, i.e. the direction in which they would fall.
- Chairs must only be stacked at floor level - not on tables, for example.
- Defects, hazards, accidents or other matters of health and safety must be notified immediately to the responsible person (see the Health and Safety Policy).

### **Prevention of Fire**

- Displays of inflammable materials must not be mounted in stairways.
- Displays, notices, curtains, etc must not be hung above or next to heaters, cookers or other heat producing appliances.
- Displays must not be hung from lights or in close proximity to them (not within 0.5 metre).
- Displays must not be mounted on or around doors.
- Stored paper and other combustible materials must be tightly packed and should be preferably kept in fireproof (metal) containers.
- Flammable substances must be kept in a fireproof container and out of reach of children.
- All heating and electrical appliances must be kept clear of paper, clothes and other such combustible materials.

### **Substances Hazardous to Health**

- A COSHH assessment must be carried out for all hazardous substances used on the premises.
- All hazardous substances must be kept locked away and out of the reach of children.
- No hazardous substances are permitted in classrooms for teaching purposes.





Hazard - Activity/Equipment/ Materials	Risk Element and Risk Level	Control Measures and Procedures
<p>Tools</p> <p>Wood/Metal/Plastic working etc.</p> <p>Machinery</p>	<p>Cuts bruising, etc</p> <p><b>(M)</b></p>	<p>Children will be shown and taught how to use and carry tools safely. Special consideration will be given to children with special needs handling sharp tools (all pupils). They will be supervised while using them. Tools must be kept in the designated area. A maximum of 6 children will work at a bench at any one time. Tools must be returned to the designated place when the children have finished using them. Any mains operated tool (glue gun) will be on 110 volts, inspected before each use and PAT tested annually. Children will be shown how to use machinery and monitored at all times. Care must be taken to ensure that the room is free of tripping, slipping etc. hazards.</p>

Hazard - Activity/Equipment/ Materials	Risk Element and Risk Level	Control Measures and Procedures
Lifting and carrying	Back strain other strain injury tripping falling dropping load <b>(M)</b>	<p>Staff must not lift and carry unless they have received the appropriate training</p> <p>Any member of staff not so trained must undergo training in safe methods of lifting and carrying.</p> <p>A pregnant member of staff will not be required to lift at the point where she or the manager thinks she is not able to do so - whichever is the earlier.</p> <p>Additional assessment of the risks to pregnant mothers will have to be done and medical advice may have to be sought.</p> <p>Care must be taken to ensure that the passageway is free of tripping, slipping etc. hazards.</p> <p>Equipment must be stored in an appropriate and safe way.</p>
Food - Storage Distribution	Choking, food poisoning burning (internal/mouth), dehydration  <b>(M)</b>	<p>Food temperatures will be tested.</p> <p>There will always be supervision during mealtimes.</p> <p>Children must be discouraged from touching the hot trolley.</p> <p>Children's drinking cups must be washed after use.</p>



Hazard - Activity/Equipment/ Materials	Risk Element and Risk Level	Control Measures and Procedures
Outings Journeys Visits	Getting lost abducted road accidents, etc  <b>(M)</b>	<p>Only competent staff will be permitted to organize off-site activities.</p> <p>The agreed procedures must be followed as well as the guidance given in the Education Circular - Safety on Outdoor Activities.</p> <p>where a minibus/coach is used the Code of Practice as given in the Education Circular - Minibus Safety - must be followed see APPENDIX 21</p> <p>It is to be noted that all drivers must have a Council approved minibus driving permit.</p> <p>Names of children going on outings must be recorded in the Outings book.</p> <p>The agreed adult: children ratio must be strictly adhered to and children's behaviour controlled at all times.</p> <p>All visits will be further risk assessed using Evolve.</p>
Children leaving school grounds, unplanned	Getting lost being abducted  <b>(M)</b>	<p>Staff must be aware, at all times, of the whereabouts of the children for whom they have responsibility.</p> <p>Visitors will be checked in via the entry phone system.</p> <p>All external doors and gate will be kept shut and be regularly checked.</p>
PE equipment Using it	Falling, Tripping, Getting splinters Twists, sprains, strain	<p>Instructions on safe practices will be given as well as demonstration.</p> <p>Supervision will always be in force.</p> <p>Equipment will be checked for damage by staff on a weekly basis.</p>

Hazard - Activity/Equipment/ Materials	Risk Element and Risk Level	Control Measures and Procedures
Gardening and use of tools	Falling, Tripping, Getting splinters, Getting cut	<p>Instructions on safe practices will be given as well as demonstration.</p> <p>Supervision will always be in force.</p> <p>Equipment will be checked for damage by staff on a weekly basis.</p> <p>Tools must be returned to the designated place when the children have finished using them.</p> <p>Children will wash their hands after gardening.</p>
Strong sun	sunburn sunstroke dehydration	<p>Children must be encouraged to drink a lot in hot weather.</p> <p>If sun barrier cream is used and re-applied regularly, the children must do it themselves. If help is needed it must be in full view of others.</p> <p>Hats should be encouraged in strong sun or the children told to go into the shade.</p>

Hazard - Activity/Equipment/ Materials	Risk Element and Risk Level	Control Measures and Procedures
Swimming Travelling to the pool	Drowning getting lost injured running off getting knocked down, etc <b>(M)</b>	Supervision will be based on risk assessment. The planned route will be followed. A member of staff will carry a mobile telephone. The children will be reminded of road safety. There will be supervision in the public changing rooms. Children's swimming ability will be assessed. Children will be dressed for the prevailing weather conditions. All swimming visits will be further risk assessed using Evolve.

Hazard - Activity/Equipment/ Materials	Risk Element and Risk Level	Control Measures and Procedures
Park broken glass contaminated needles animal mess, etc using the park	Running-off getting lost being abducted various injuries, infections, etc from -broken glass -contaminated needles -animal mess -stones etc. <b>(M)</b>	Expected standards of behaviour and consequences will be explained to the children before going. The area being used must be checked for hazards before use. The children must remain with group at all times. No child is permitted to go off on their own. Staff must be alert to strangers and their proximity to the children. Dogs must be kept away. All park visits will be further risk assessed using Evolve.

Hazard - Activity/Equipment/ Materials	Risk Element and Risk Level	Control Measures and Procedures
Pets	Being - bitten - scratched being infected tetanus	<p>Cages/ homes must be (a) cleaned out frequently (b) disinfected half-termly.</p> <p>Contents of cages/homes must be put in plastic bags for disposal.</p> <p>Droppings must be cleaned up on discovery followed by the use of anti-bacteria spray.</p> <p>Children must be taught how to engage or handle specific animal.</p> <p>Children must be instructed and encouraged to wash their hands after handling pets, <b>this is particularly important after touching snails.</b></p> <p>If any pets are thought to be ill it must be reported so that the Vet can provide treatment. If the pet is a visitor they should not return until well.</p> <p>All pets visiting the school should have received the relevant vaccinations.</p> <p>All pets visiting the school should never have displayed any signs of aggression in their past. Their past must be known to the handler.</p> <p>All pets visiting the school will be risk assessed using Evolve or handlers must provide other relevant risk assessments to be approved in advance.</p>

## School Site Manager

### General Rules

- The duties in the Areas of Responsibility as laid down in the Health and Safety Policy must be carried out.
- Protective clothing must be worn when undertaking tasks which require it.
- Mechanical means of lifting or other strategy, e.g. reducing the weight or size of the load, must be used after assessment of the load.
- Tools and equipment must be kept in good condition.
- They must be regularly inspected and undergo any required tests at the appropriate intervals, e.g. PAT or PUWER.
- Particular attention must be given to inspecting ladders, scaffold boards, etc before use.
- Contractors must not be allowed to borrow tools or equipment, e.g. ladders, power drills.
- Notification must be given to the appropriate person when leaving the premises during working hours.
- Intruder alarms must be set at the end of each day.
- Fire alarms must be tested on a weekly basis.

**Employees are required not to put themselves or other people at risk by their acts or omissions at work.**

**L=Low, M=Medium, H=High**

Hazard or Hazardous Activity	Risk Element and Risk Level	Control Measures
<p>Lifting and carrying</p> <p>Stacking chairs and tables, furniture, parcels, equipment, etc;</p>	<p>Backache; strain; the stacked chairs falling over; load falling on foot, etc <b>(M)</b></p>	<p>Training in manual handling is provided.</p> <p>For those employees who are regularly required to lift as part of their job (Manual Handling Regulations 1992).</p> <p>Chairs and tables will not be stacked too high (maximum 10 chairs, 6 tables).</p> <p>Everything which has to be lifted must be assessed for weight and, if necessary, the method of lifting and carrying determined.</p> <p>A trolley is provided for the moving of tables, chairs and other loads and must be used if appropriate.</p> <p>If not, work must be done in pairs or loads reduced to a manageable weight and/or size for one person.</p> <p>Where it is not possible to reduce or minimise the risk of injury from lifting, consideration will be given to the employment of specialist contractors.</p>
<p>Working on the roof</p> <p>Working alone</p>	<p>Falling</p> <p>Being isolated</p>	<p>Roof - permit - to – work will be issued to all contractors, the conditions imposed have to be followed. See above in “Arrangements – Appendices”.</p> <p>The Site Manager will inform a manager whenever he goes on to the roof, for how long and what he is doing. He will carry a mobile telephone. If there is no contact within 30 minutes a check will be made.</p>

<p>Ladders Mobile towers Trestles Scaffold boards Working from them</p>	<p>Falling from a height Collapse of equipment  <b>(H)</b></p>	<p>Training in the use of ladders, scaffold tower and trestle boards will be provided, where necessary.</p> <p>The ladders, etc must be checked for safety before use and have yearly (recorded) maintenance inspections; if defective, it must not be used.</p> <p>The ladder is only to be used if it is of sound construction and of the correct length for the job.</p> <p>Employees must be in pairs when working over 2 metres (height of operative's feet off the ground) and protection against falls provided, if possible (e.g. harness).</p> <p>Where work from a ladder is at a height over 3 metres consideration will be given to using an alternative method of access – scaffold tower, trestles, cherry picker – or using a contractor, in any event, a risk assessment will be carried out.</p> <p>The area around the ladder, etc must be cordoned off and a warning notice displayed.</p> <p>Where necessary and practicable, the ladder must be secured by tying-in, footing or being held; the scaffold tower brakes and outriggers must be applied.</p> <p>Only those persons trained in the safe use of ladders, etc are allowed to work from them at a height of 2 metres or more, implementing their training.</p> <p>None of this equipment must be lent to Contractors.</p> <p>Only trained persons are allowed to erect tower scaffolds and trestles.</p> <p>The Site Manager must ensure that any Contractors working from a height has carried out the necessary Risk Assessments.</p> <p>All contracted workers (e.g. Window Cleaners and Tree Surgeons) are required to provide Risk Assessments prior to any job.</p> <p>All ladders, etc must be safely folded away or dismantled securely and safely stored when not in use.</p> <p>Ladders, etc must only be used on ground or floor level - not be used on top of any temporary platform.</p> <p>Working in dangerous locations e.g. at a window, additional risk assessments and possibly a Permit-to-work will be required prior to starting.</p>
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Hazard or Hazardous Activity	Risk Element and Risk Level	Control Measures
Changing light fittings, bulbs, etc	Shock falling from a height collapse of ladders, etc <b>(L)</b>	Section on Ladders, etc must be followed. Electricity must be switched off before starting work. See working from a ladder above.
Cleaning and other chemicals	Inhalation of fumes; burns; eye damage; skin infections, etc – as specified for each substance <b>(H)</b>	<b>Specific COSHH assessments must be followed.</b> Non-hazardous chemicals will be used, if possible, COSHH assessments will otherwise be carried out. Only trained personnel are permitted to use cleaning chemicals. Personal Protective Equipment must be worn where indicated. Manufacturers' instructions must be followed in mixing solutions. Information on remedial action on the case of accidents will be part of information and training.
Tools	Abrasion; laceration; strain injury; entanglement <b>(L)</b>	All tools must be kept in good condition and be regularly inspected and serviced. Electrically powered tools must be inspected each time used and tested at least once a year. Only 110 volts power must be used, this also applies to contractors on site. Tools must not be lent to contractors. Where possible cordless power tools should be used.
Gully and gutter clearing	Abrasion Falling from a height <b>(L)</b>	See section on ladders, etc above Only competent persons will do this Gloves and ladders must be used The Site Manager will carry a mobile when cleaning gullies.

Hazard or Hazardous Activity	Risk Element and Risk Level	Control Measures
Toilet cleaning	Abrasion; infection; other injuries caused by chemicals <b>(L)</b>	<p>All employees will receive training.</p> <p>No hazardous chemicals should be used, if possible; COSHH assessments must otherwise be carried out and the appropriate protective clothing must be worn.</p> <p>Appropriate protective clothing must be worn.</p> <p>Manufacturer's instructions must be followed in mixing solutions.</p>
Paints Thinners White spirits Fumes from these products	Inhaling fumes Fire  <b>(M)</b>	<p>Smoking is not permitted while using these products, or on school site.</p> <p>Necessary fire preventative, warning and fighting precautions will be in place when using flammable substances.</p> <p>Good ventilation will be provided.</p> <p>Personal protective equipment has to be worn.</p> <p>No lead-based paints are allowed.</p> <p>Materials will be safely stored after use.</p> <p>No hazardous chemicals should be used, if possible; COSHH assessments must otherwise be carried out and the appropriate protective clothing must be worn.</p>
Scraping Sanding down	Inhaling dust Penetration of particles in eyes  <b>(L)</b>	Wear protective clothing – mask, goggles.

Hazard or Hazardous Activity	Risk Element and Risk Level	Control Measures
Replacing broken panes of glass Glass Replacing sash cords	Being cut Falling Dropping window <b>(L)</b>	Only trained, competent person will carry this out – as per training and good practice. If above ground floor 2 people will do this - when the school is not in session and ensuring no one is beneath the work area. Renewing sash cords will also be carried out as above. Work will not be carried out whilst standing on ladders.
Banking	Being attacked Being robbed <b>(M)</b>	It must not be made obvious that money is being taken to the bank or from the bank – days, times, routes, etc must be changed on a routine basis. No more than £500 cash will be carried without having an escort.
Gardening Use of non-powered handtools Use of lawnmower Use of other power tools Working at trees Use of chemicals Manual handling	Harm/ injury by: Penetration, Abrasion, Laceration, Entanglement strain injury, electrocution, falling, inhaling fumes, contact with skin <b>(M)</b>	All tools and equipment must be kept in good condition and be regularly inspected; where appropriate all machines must be guarded; electrically powered tools must be inspected each time used and tested every 6 months. Only 110 volts power must be used; this also applies to contractors on site; where possible cordless power tools should be used. <b>Tools must not be lent to contractors.</b> No hazardous chemicals should be used, if possible; COSHH assessments must otherwise be carried out and the appropriate protective clothing must be worn. Only trained personnel are permitted to use the gardening tools. Weather conditions must be appropriate for the task being undertaken. Work on trees must only be carried out at ground level. The appropriate protective clothing must be worn. <b>PUWER 98 must be complied with.</b>

	Therapy/Service Dogs		
Risk	Controls in Place	Risk Rating	Person
Dogs attend the school site.	<p><b>Experienced Therapy/Service Dogs:</b> Dogs (and handlers/service users) have undergone extensive training in their roles and have certification to prove their temperament.</p> <p><b>Pupil Understanding:</b> Pupils have been well prepared for the various dogs' arrivals and have asked to be responsible, respectful and will have to opt in to activities with them. Further advice and guidance given in assembly when appropriate.</p> <p><b>Noise, barking - ASD pupils:</b> The dogs are very sociable and have had training. They are known to be good with children. The children have been pre-prepared for the dog's introduction and are aware that some noise is possible. Dogs regularly attend school site and pupils are mostly confident and happy around them. The dogs know the school well which will reduce the chance of them barking. Pupils may wear ear defenders if necessary.</p> <p><b>Children getting germs/illnesses from the dog:</b> Should the dogs defecate on the school site; a member of staff will clear this up immediately and dispose of it in a safe manner. The area will then be disinfected with an appropriate disinfectant. Each member of staff and handlers involved will carry a bag containing dog poo bags, kitchen roll, gloves, etc. Pupils will wash hands after any activity involving touching the dogs. All immunisations are kept up to date and a flea and worming treatment is carried out regularly for each dog on site.</p> <p><b>General allergy:</b> Parents have been asked to inform the school of any known allergies prior to dogs attending school. The dogs will be in a set location within the school so will not interact with those pupils who have an allergy.</p> <p><b>Sick or injured dogs:</b> Sick, injured or dogs recovering from surgery should not attend school.</p>	Low risk managed through common control measures.	All Staff and Pupils.
Pupils interacting with the dogs.	<p><b>Dogs getting over excited:</b> Issues could include: Child knocked to ground. Child scratched by Dog accidentally. Child becomes afraid of the Dog. The dog will always be in the care of a responsible adult and will not be allowed to freely roam the school premises. Children are not left with the dog unsupervised. The dog will always be on a lead when outside of structured interactions with pupils or in a secure room. Under appropriate supervision the dogs may be let off the lead in the playground at lunch time. The 2 therapy dogs have completed kennel club good citizenship award training that deters jumping up or biting the children. The dogs do not bite and have not previously shown a possessive nature over food. Pupils will be taught what to do to prevent the dog from chasing them. (i.e. stand still, cross arms) Pupils have been, and continue to be, taught the impact of</p>	<p>Low risk managed through common control measures.</p> <p>Medium risk of pupil overexcitement,</p>	All Staff and Pupils.

	<p>their actions during assemblies, and PSCHE lessons. The dogs will attend the vets' regularly to make sure her claws are kept short and is also walked on concrete/tarmac to keep them trimmed.</p> <p><b>Pupils getting over excited:</b> When the dogs attend the playground, pupils may well become overstimulated due to their excitement. The dogs may be removed from the playground if this is the case to protect them, and the pupils.</p> <p><b>Walking the dogs:</b> Pupils will walk with a member of staff and groups are selected to ensure appropriate pupils are working together. Poor behaviour or any dangerous actions will not be tolerated. Pupils will return to school if they display any poor behaviour. The dog handler will carry all the equipment needed, including dog poo bags, kitchen roll, gloves, etc. The route will take pupils from Woodlane High School, along Du Cane Road, down Wood Lane towards Scrubs. The groups will enter Wormwood Scrubs via the car park and walk around on the grass to give the dog exercise. Pupils will wear appropriate footwear and clothing for the weather. Appropriate medication will be taken. Pupils will be out of school for around 30 minutes but will only leave with specific permission from parents/carers. Pupils will be reminded to be careful of things such as dog mess, particularly if picking up and throwing the dog's ball. All pupils will wash hands on returning to school.</p>	but impact of this is easily managed and low risk to pupils and dogs.	
Dogs present in lessons.	<p><b>Allergy:</b> One pupil has a reported allergy to dogs. While this is not considered by parents to be severe and the family have a dog in the home, this pupil will be prohibited from interacting with the dogs on medical grounds. This pupil does not attend lessons in the room where the dog will be based and consideration will be given to each time there is a change of classroom or supervision.</p> <p><b>Fear of Dogs:</b> 2 pupils in Nurture Class exhibit some fear around dogs (1 pupil still likes to interact with them. All interactions with these pupils will be carefully structured and monitored. These pupils do not attend lessons in the room where the dog will be based and consideration will be given to each time there is a change of classroom or supervision.</p> <p><b>Presence of a dog in class:</b> Pupils may become over excited and distracted by the presence of a dog in a classroom. Whilst most pupils are used to the dogs being on-site, a new dog being introduced will inevitably have a novelty factor. Reminders will be provided to pupils that dogs within the school building are 'working' and should not be distracted or played with when performing their roles. At first, teachers may be required to introduce their dog each time to establish appropriate rules and guidelines around pupils interacting with them.</p>	Low risk managed through common control measures and clear information provided by parents/carers.	All Staff and Pupils.
The Dog's welfare	<b>Injuries to the dogs:</b> Some pupils can be overzealous with their stroking and the dogs have occasionally been stood on or hit with an office chair/wheelchair. These are	Low risk managed through	Dog handlers/owners specifically.

	<p>unintentional incidents but will always be considered based on the needs of the child involved. All staff are aware of the dogs in each room they are present.</p> <p><b>Breaks:</b> All dogs on site will receive regular breaks as is appropriate and relevant to them. Their owner/handler will determine when these are appropriate for the dog and will ensure they are taken at a time that doesn't create any conflict within school.</p> <p><b>Water:</b> Dogs should have access to fresh water.</p>	common control measures.	All Staff and Pupils.
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## Woodlane High School

### Covid-19 Risk Assessment – Living With Covid-19



<b>School name</b>	Woodlane High School (relevant for all staff/visitors/pupils)		
<b>Assessment carried out by (name/role)</b>	Tim Heapy (Deputy Headteacher) and Claire Maynard (Headteacher)		
<b>Date of assessment</b>	08/01/24	<b>Date of next review</b>	08/01/24 (or at a change in guidance)

This document contains the school's *Living With Covid-19* risk assessment. This has been put in place following the Government's 'COVID-19 Response: Living with COVID-19' active from 24/02/22. This can be found here: <https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19>

The Government's "Living With Covid" plan sets out a number of important changes as we all move into a new phase of managing Covid-19. It is clear the pandemic is not yet over and there remains considerable uncertainty about the path. Woodlane is an SEND school with a higher number of vulnerable pupils. This means that we need to be more mindful of the impact of control measures, even with case numbers falling and the threat of serious illness significantly reduced.

#### Changes to Control Measures

Testing and Self-isolation: We know that pupils attending school for face to face learning make the greatest progress. Therefore, the following measures are designed to ensure as little disruption as possible to pupils' education moving forward.

- Pupils in SEND schools are no longer expected to test twice weekly using Lateral Flow tests, nor are they required to PCR test with symptoms. Testing is no longer available through the NHS website.
- The wearing of face coverings is no longer expected in communal areas.
- Woodlane staff are no longer expected to test weekly.
- If a member off staff is well enough to attend e.g. with light 'cold like' symptoms, they are permitted to attend.
- If a member of staff tests positive on privately purchased Covid-19 test or blood test, there will be an expectation that staff work from home for 5 full days. We will continue this practice with staff to protect pupils with increased vulnerability.

Illness and Covid-19: As we learn to live with Covid-19, school will begin to treat Covid-19 like most other illnesses.

- If a pupil is well enough to attend, e.g. with light 'cold like' symptoms, they are permitted to attend.
- Parents will only be asked to collect children from school if they are too unwell to attend school.
- The school and parents are advised to make reasonable judgements regarding when a child is well enough to return to school on a case by case basis.
- If a pupil tests positive on privately purchased Covid-19 test or blood test, they would be expected to stay at home for 3 full days.

General Safety: With the legal requirement for self-isolation removed, the school believes it is sensible to retain a number of general safety measures to balance out the wider changes to guidance. The Government guidance for SEND schools also places emphasis on continuing a number of beneficial practices. These include:

- School will ensure high levels of ventilation remain in place and will retain a one-way system to improve the circulation of pupils in the corridors.
- Parents' Evening and Annual Reviews will return to face to face meetings in most cases, however, should the number of cases in school rise to a level of concern, virtual meetings may be required.
- Other times when adults meet together in a larger group (e.g. staff meetings), are now also permitted, however, should the number of cases in school rise to a level of concern, virtual meetings may be required.

Pre-Pandemic Practices: The school will return to some practices that have not been in place since before the pandemic began.

- School will continue to wear uniform at all times. Pupils should bring PE kit in their school bag and will be able to get changed before their lesson.
- School will continue to attend whole school assemblies, however, should the number of cases in school rise to a level of concern, virtual assemblies may be required.

### **Risk Assessment Control Measures:**

Within the following risk assessment, the '*4 Control Measures*' have been retained to ensure the school is able to operate safely. Contingency planning is also described within each of the categories which may become active at any time, and will be communicated to staff, parents and pupils through usual methods. The control measures are:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.





**Control Measure**

1. Ensure good hygiene for everyone.

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Volunteers / Governors</li> <li>• Visitors</li> <li>• Contractors</li> </ul> <p>Risk of contracting Covid-19 and risk of transmission to others.</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).</p>	Ensuring good hand hygiene from all pupils, staff and visitors.	<ul style="list-style-type: none"> <li>• All pupils are encouraged to wash hands regularly for 20 seconds with soap and hot water with verbal and visual reminders (signage) provided.</li> <li>• Hand sanitiser provided to all rooms in the school and in regular use.</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of hand soap and disposable paper towels instead of hand dryers (where practical), to remain in toilets. Regular checks of supply required. Staff to report back to site manager if provision is not available.</li> </ul>	<p>SLT</p> <p>Site Manager</p> <p>All Staff</p>	Ongoing.	
	Ensuring high standards of respiratory hygiene.	<ul style="list-style-type: none"> <li>• Signage displayed around school to ensure all staff are aware of and the 'catch it, bin it, kill it' approach.</li> <li>• No pupils in the school currently require Aerosol Generating Procedures, so there is currently no requirement to meet these guidelines within the building.</li> </ul>		<p>SLT</p> <p>Site Manager</p>	Ongoing.	
	The use of personal protective equipment, (PPE).	<ul style="list-style-type: none"> <li>• Enhanced PPE will be necessary when working with pupils with certain medical conditions that place them at higher risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Health Care Plans have recently been updated and detail which pupils require certain levels of PPE when staff are working with them, and in which circumstances.</li> </ul>	All Staff	Ongoing.	

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	Contingency planning:	<p>If case numbers are high nationally or locally, the school may put the following in to place:</p> <ul style="list-style-type: none"> <li>• The school may instruct (or encourage) all staff and pupils to wear face coverings in communal areas.</li> <li>• Visitors to the school may be required to wear a face covering around the building, although they will be able to remove these for specific tasks that require communication, e.g. Annual Reviews.</li> <li>• Visitors to the school would be considered carefully. Is meeting face to face necessary, or could it take place remotely?</li> </ul>	<ul style="list-style-type: none"> <li>• The school will always ensure to the best of its ability, that there is adequate stock of face coverings on-site in case of increases in expected use.</li> </ul>	SLT	If/when required	

**System of Control**

2. Maintain appropriate cleaning regimes, using standard products such as detergents

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Volunteers / governors</li> <li>• Visitors</li> <li>• Contractors</li> </ul> <p>Risk of contracting Covid-19 and risk of transmission to others.</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).</p>	<p>Maintain an appropriate cleaning schedule.</p>	<ul style="list-style-type: none"> <li>• Thorough cleaning protocols are in place. These include:               <ul style="list-style-type: none"> <li>○ Thorough cleaning of classrooms and communal areas at the end of each day.</li> <li>○ Specific focus on cleaning of frequently touched surfaces throughout the day by teachers/TAs, with anti-bacterial cloths or gel.</li> </ul> </li> <li>• Site manager is responsible for a midday clean of high traffic areas:               <ul style="list-style-type: none"> <li>○ Cleaning the ‘touch points’ in all toilets prior to lunch.</li> <li>○ Cleaning all light switches and door handles.</li> <li>○ Cleaning around hand sanitising stations.</li> </ul> </li> <li>• Healthcare waste will be disposed of securely to avoid contamination of others through agreed practices with H&amp;F.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time, using gloves and mask.</li> <li>• Site manager and Business Manager regularly review cleaning contract.</li> <li>• Site manager holds list of chemicals used by cleaning team.</li> </ul>	<p>Cleaning Team (Purgo)</p> <p>Site Manager/BS</p> <p>Teaching Staff</p>	<p>Ongoing.</p>	

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	Contingency Planning:	<p>If case numbers are high nationally or locally, the school may put the following in to place:</p> <ul style="list-style-type: none"> <li>In the event of an outbreak being established, school may close for a short period of time to enable a deep clean. The school's cleaning company can facilitate this cleaning as an additional expense.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure contact details are available for cleaning teams out of hours in the event of a deep clean being required at short notice.</li> </ul>	SLT Cleaning Team (Purgo) Site Manager	If/when required	

**System of Control**

3. Keep occupied spaces well ventilated

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Volunteers / governors</li> <li>• Visitors</li> <li>• Contractors</li> </ul> <p>Risk of contracting Covid-19 and risk of transmission to others.</p>	<p>Ensure appropriate ventilation in all areas of the school.</p>	<ul style="list-style-type: none"> <li>• Continuation of a one-way system to utilise all space within the school and improve air-flow.</li> <li>• Windows opened to encourage natural ventilation.</li> <li>• Continuation of dismissal of all pupils from the playground at the end of the school day to ensure areas with lower ventilation, (e.g. cloakroom) do not become overcrowded.</li> <li>• Staffroom no longer has a limit on numbers.</li> </ul>	<ul style="list-style-type: none"> <li>• On days where the temperature drops significantly, all rooms are checked to ensure heating is effective to allow windows to remain open when required.</li> <li>• Alternative places to eat lunch and spend staff breaks remain open.</li> </ul>	<p>Site Manager All Staff</p>	<p>Ongoing.</p>	
<p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).</p>	<p>Events requiring multiple visitors to school are no longer required to take place remotely.</p>	<ul style="list-style-type: none"> <li>• Parents' Evening will continue as face to face for both KS3 and KS4 this year.</li> <li>• Annual Reviews will continue as face to face meetings.</li> <li>• Most school events, such as the school's Open Evenings will return to face to face this academic year.</li> </ul>	<ul style="list-style-type: none"> <li>• Where numbers in one room will naturally be high and cannot be safely ventilated, this will continue to take place online. School will however review each case individually.</li> <li>• The School Hall will be used where necessary, to allow for increased social distancing between adults.</li> </ul>	<p>SLT Visitors All Staff</p>	<p>On going</p>	

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	Monitor the quality of ventilation.	<ul style="list-style-type: none"> <li>School conducted a full review of the quality of ventilation in school using CO2 metres supplied by DfE.</li> <li>Areas with naturally poor ventilation, e.g. rooms without windows, will continue to see a limit to the numbers able to be inside.</li> </ul>		SLT Site Manager	Ongoing.	
	Contingency planning:	<p>If case numbers are high nationally or locally, the school may put the following in to place:</p> <ul style="list-style-type: none"> <li>School may allow pupils to wear coats in class, or invest in temporary heating if cases in winter require significant levels of ventilation to continue.</li> <li>School will regularly research and review new ideas and technology designed to improve air quality and ventilation in rooms.</li> <li>Events requiring multiple visitors will take place remotely when required.</li> </ul>		SLT	If/when required	

**System of Control**

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Volunteers / governors</li> <li>• Visitors</li> <li>• Contractors</li> </ul> <p>Risk of contracting Covid-19 and risk of transmission to others.</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable).</p>	<p>Ensure staff, parents and pupils understand the changes in testing and isolation guidance.</p> <p>Staff are no longer required to test regularly.</p>	<ul style="list-style-type: none"> <li>• The Government have removed the legal requirement to self-isolate following a positive test.</li> <li>• Adults who test positive will continue to be advised to stay at home for 5 days and avoid contact with other people. Children will follow the new guidance and stay home for 3 days. However, the availability of testing, and therefore our understanding of whether someone is 'positive' is also set to reduce substantially.</li> <li>• Close contacts of positive cases no longer need to test or self-isolate regardless of vaccination status.</li> <li>• School are not expecting Lateral Flow Testing to be widely available, but where it is possible staff will return to being provided tests and</li> </ul>	<ul style="list-style-type: none"> <li>• Continued clear communication with staff, parents and pupils regarding the guidelines is extremely important.</li> </ul>	<p>SLT All Staff</p> <p>SLT All Staff</p>	<p>Ongoing.</p>	



Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>report their results through the usual processes.</p> <ul style="list-style-type: none"> <li>• A staff member testing positive will be asked to stay at home and avoid contact with other people for 5 days by school. If well enough, staff should work from home during this time.</li> </ul>				
	<p>School engages fully in the wider vaccination programme.</p>	<ul style="list-style-type: none"> <li>• All staff were offered early 1<sup>st</sup> and 2<sup>nd</sup> jabs and their boosters. Any further vaccination rounds would be publicised and supported by school. Vaccination boosters are not currently being offered.</li> <li>• All pupils with increased vulnerabilities were offered the vaccine and will continue to be offered these through their GP. School supports all eligible pupils to gain access to vaccinations.</li> <li>• All other pupils aged 12+ were offered 1<sup>st</sup> and 2<sup>nd</sup> jabs in school. Pupils under this age and those who missed this were offered further rounds of vaccination in the Spring and Summer terms</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure lines of communication with NHS services remain in place to pick up vaccination dates for pupils and staff.</li> <li>• Ensure local authority publications are shared with staff/parents in relation to dates and the effectiveness of vaccinations.</li> </ul>	<p>SLT All Staff</p>	<p>Ongoing</p>	

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>last academic year. Vaccination boosters are not currently being offered.</p>				
	<p>Contingency Planning:</p>	<p>If case numbers are high nationally or locally, the school may put the following in to place:</p> <ul style="list-style-type: none"> <li>• If advised by Public Health, school may close for a short period of time, with pupils returning following a 'circuit breaker' and teaching and learning taking place online. All lessons would continue to be taught.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff who are working from home require continued support to enable them to meet the required full curriculum.</li> </ul>			

# Work Place Checklists

## Health and Safety Legal Requirements Checklist

Address:	No. of employees/ pupils:
	Person responsible for H&S:
	Position:
Tel. No:	Fax No:

Item	Yes	No	Comments
Is there a Health and Safety Policy?			
Is a H&S poster displayed?			
Is the Organisation registered with the Local Authority?			
Have Risk Assessments been carried out and current?			
Is there an Asbestos Register?			
Has a Fire Risk Assessment been carried out/reviewed?			
Is a current Employer's Liability Insurance certificate displayed?			
Are accidents reported under RIDDOR and records kept?			
Is there qualified First Aiders & Paediatric First aiders?			
Are the electric appliances tested regularly?			
Have COSHH assessments been done?			
Has the water been risk assessed?			
Are there adequate welfare facilities?			
Are staff informed about and do they receive instruction on: First Aid arrangements?			
Evacuation procedures and drills?			
Any other kinds of emergency procedures?			
How to use any hazardous substances (COSHH)?			
The use of protective clothing?			
Lifting and carrying?			
The use of Display Screen Equipment?			
Anything else which may put them at risk (e.g. asbestos)?			
<b>Signature:</b>		<b>Date:</b>	
<b>Position:</b>			

# Health and Safety Workplace Checklist

Name of Assessor	
Room/ Area:	No. of users and pupils:
	Person responsible for H&S:
	Position:

Item	Yes	No	N/A	Comments
<b>Fire:</b> Are evacuation signs and notices clearly displayed?				
Do the fire exits open easily?				
Are the routes to them clear?				
Are there sufficient and suitable extinguishers?				
Are extinguishers and call points clearly signed?				
Have the extinguishers been serviced in the last year?				
Is the alarm tested weekly?				
Does everyone know the location of the fire assembly point?				
Is there a Fire Disaster plan?				
<b>Hazardous Substances:</b> Have COSHH assessments been carried out?				
Have staff received training in their safe use?				
Are they stored safely?				
If there is a spillage or an accident involving a hazardous substance, are remedial measures in place?				

Item	Yes	No	N/A	Comments
Is protective clothing needed and available?				

<b>Electricity:</b> Are the portable appliances tested?				
Has the earth bonding been done?				
<b>First Aid:</b> Are there qualified First Aiders on site?				
Are the names of first aiders and the whereabouts of the boxes signed?				
Are accidents, injuries, treatments and incidents recorded?				
<b>Workplace:</b> Is it warm enough?				
Is it clean?				
Are passageways kept clear?				
Does the glass in the windows meet the requirement?				
Is the lighting adequate?				
Are the light bulbs/tubes protected?				
Is the ventilation adequate?				
Are the storage arrangements safe?				
Are there adequate toilet/ changing facilities for men and women?				
Is there provision of hot water, soap and towels?				
Is there a rest room?				
Is the smoking policy adhered to?				

Item	Yes	No	N/A	Comments
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<b>Manual Handling:</b> Have staff been trained to lift and carry safely?				
Have they been trained to assess loads?				
Have they been shown how to operate any mechanical means of lifting and carrying?				
<b>Machinery and Equipment:</b> Are they guarded?				
Are they regularly serviced?				
Have staff been trained in their safe use?				
<b>Personal Protection:</b> Have staff who need it, been provided with the appropriate protective clothing?				
Have they been shown how to use and look after it?				
<b>Risk Assessment:</b> Have hazards and risks been identified in the workplace?				
Have staff been informed of them?				
Have risk assessments been drawn up?				
Are the risk assessments available to everyone?				
Are pregnant women told of the procedures they must follow?				
<b>Premises:</b> Are the premises well enough maintained?				

Item	Yes	No	N/A	Comments
Is there any obvious, serious fault?				
Are floors, flooring and stairs well enough maintained?				

<b>Security:</b> Do staff, generally, feel safe?				
Is the burglar alarm system tested and serviced?				
Is the entryphone system used as intended?				
Do you know if there have been any recent breaches of security during the working day?				
<b>Display Screen Equipment:</b> <b>See separate Checklist</b>				
<b>Consultation:</b> Are staff being consulted on Health and Safety matters?				

<b>Signature:</b>	<b>Date:</b>
<b>Position:</b>	



# Safe Systems of Work

# Manual Handling

## A Safe System of Work

- As a member of staff who lifts and carries as an integral part of your job, you will receive or have received training in manual handling.
- If you are not so designated, you will not be required, or expected, to carry out manual handling tasks other than those which, ordinarily, come within the remit of office work.
- Training in Manual Handling is open to all members of staff whether they lift and carry as an integral part of their job or not.
- If there is any doubt about the risk involved in any manual handling task, you should request a specific Risk Assessment. The deputy head will arrange for this to be done.
- The Business Manager will arrange for the delivery of loads to the most convenient place for staff, if not to their destination point.
- **Mechanical means of moving loads (trolley) has been provided; it must be used, if at all possible.**
- You should plan the route of the trolley to ensure it is clear so that no damage or injury can be caused by its movement.
- You should take care - when lifting up or down - not to strain, overstretch or run the risk of injury in any other way, e.g. by dropping the load.
- If it is necessary to carry a load some distance, you should plan the route, and, if required, put the load down at intervals.
- If you suffer an injury whilst lifting or carrying, it must be reported to the Business Manager and documented as soon as possible.
- You should report to the Business Manager if you start to suffer pain which you think may be related to manual handling - in the wrists, hands, fingers, forearms or backache or strain, etc.
- If you have a pre-existing condition, which may be exacerbated by lifting and carrying loads or bending and stretching, you are obliged to inform the Business Manager so that an additional Risk Assessment can be carried out.
- Any woman who becomes pregnant should inform the Business Manager, as soon as possible, so that a further Risk Assessment can be carried out and monitoring of the situation can take place.

### The additional Risk Assessment will indicate:

- The weight limits to be carried and the distance before a pause (only if the mechanical means is not practical or available)
- The action to be taken to avoid bending and stretching or to reduce the risk from these movements, such as:
  - Using the height-adjustable trolley
  - Getting help to shift the load
  - Breaking the load down into smaller parts
  - Ensuring sufficient space in the area - to bend and stretch without restriction
  - Asking a fit person to bend low for you (for example passing cables beneath a desk, fitting a plug into a socket)

- Using a picking-up tool
- Asking a fit person to reach high level loads for you

**The Business Manager will ensure:**

- Training in the use of the trolley
- Maintenance of the stationary trolley if applicable.

# Storage Arrangements

## A Safe System of Work

**(This should be read in conjunction with the Manual Handling Safe System of Work)**

- As a member of staff who lifts and carries as an integral part of their job, you will receive training on correct and safe methods of assessing loads as well as lifting and carrying them.
- If you do not lift and carry as an integral part of your job, you will not be required or expected to do so beyond the normal remit of office work.
- If you think that there is a potential for injury during storing operations, you should stop and request the Business Manager to arrange a Risk Assessment.
- You should take care - when lifting up or down - not to strain, overstretch or run the risk of injury in any other way, e.g. by dropping the load.
- You will receive instruction on the correct use of the stepladders.

### **The following advice should be adhered to:**

- Storerooms, stock cupboards, etc., should be arranged in such a way that any risk of accident, injury or fire is reduced to a minimum.
- Heavy items should be placed at a height consistent with a person's physical capacity to lift them up or down without risking injury i.e. not too high or too low.
- Storage should be planned so that the lightest and smallest (and not the heaviest or most bulky) equipment, materials, etc are in the more out-of-the-way places.
- There should be appropriate means of accessing any high-level storage, i.e. kick-stool or stepladders.
- Large, heavy, bulky or awkward loads should be split up to make lifting and storing easier and safer.
- In the event of the load not being able to be reduced in size or weight, advice should be sought from the Business Manager.
- Stored items should be steady and firm, not precariously balanced or easily knocked over.
- Heavy items should not be stacked on top of each other unless they are very secure and not more than 1.5 metres high.
- There should be ease of access i.e. clear passage, to any stored items. Clutter should be cleared and extraneous materials disposed of.
- Rotation of stock should be considered when making storage arrangements.
- Racking or other storage arrangements should have a visual check by the Business Manager on a 3 monthly basis and an inspection to ensure that nuts, bolts, fixings, shelving, etc are secure, by a competent person on an annual basis.
- Stepladders used for storing should be regularly inspected to ensure that they are in good condition (especially wooden ones).