

Chidham Parochial Primary School



Health & Safety Policy Statement & Procedures Arrangements

May 2017

Job Titles	Name
Headteacher	Miss Claire Murphy
Deputy Headteacher	Mr Mat Chesshire
First Aider	Mrs Alex Barley and Mrs Jenny Hildyard
Premises Assistant	Mr Cliff Ruffle
Fire Wardens	Nikki Brown and Claire Murphy

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Chidham School

Part 1. The Policy Statement

1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Governing Body of the school will take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others whilst engaged in school activities.
2. In particular, the Governing Body in conjunction with the LEA will ensure, so far as it is reasonably practicable:-
 - (a) That all places under its control, where staff, pupils and others are required to work, are maintained in a condition that is safe and ensure adequate health and safety control;
 - (b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the School are adequately controlled; and,
 - (c) That equipment and systems of work are safe and ensure adequate health and safety control.
 - (d) In cases of emergency, the school will have in place an emergency procedure for evacuation in case of significant incident (fire etc.)
3. Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
4. The school believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason the policy will include appropriate arrangements for consultation with staff on health and safety matters and will encourage them to identify hazards and suggest measures for improving safety performance.
6. This policy is complementary to the LEA's Directorate Health and Safety Policy, and ultimately the Corporate Health and Safety Policy. This Policy is the school's local arrangements for implementing the Council's policy.
7. This policy statement supersedes any previously issued.

Headteacher _____ **CMurphy** _____ Date _____ **12/05/15** _____
On behalf of West Sussex LEA

Chair of Governors _____ **B.Wild** _____ Date _____ **19/07/17** _____

Part 2. Responsibilities for implementing the policy

The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors, with assistance from the Headteacher and staff, will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will:-

1. Make arrangements to ensure the school has a written health and safety policy
2. Have in place clear procedures to evaluate risk, identify hazards and put in place risk control measures (including safe systems of work)
3. Delegate health and safety responsibility to specific staff and ensure that these persons are formally informed of their responsibilities and carry them out
4. Ensure that persons have sufficient knowledge, experience and training to perform the tasks required of them
5. Ensure a governor attends appropriate health and safety briefings provided by the LEA or the School
6. Have health and safety on the agenda at Governing Body meetings as appropriate.
7. Ensure that health and safety performance is measured
8. Ensure that the school's Health and Safety Policy is reviewed annually
9. Ensure the Headteacher, as the Manager responsible for health and safety, is supported to carry out the appropriate responsibilities as detailed below, including those identified by the LEA in terms of local management of premises related issues in their role as the Headteacher

The Governing Body will endeavour to provide (in co-operation with the LEA where responsibilities for premises and plant are shared):-

1. A safe environment for pupils, staff, visitors and other users of the premises
2. Plant, equipment and systems that are safe
3. Safe arrangements for transportation, storage and use of articles and substances
4. Safe and healthy conditions that take account of
 - Statutory requirements
 - Approved codes of practice
 - DFES or LEA guidance
5. Adequate information, instruction, training and supervision
6. Provision of all necessary safety and protective equipment.

Responsibilities of the Headteacher

The Headteacher as the officer in charge of the day to day management of the school will carry out the duties detailed below. In his/her absence a senior teacher will carry out these functions. The Headteacher will:

1. Pursue the objectives of the governing body and the LEA with respect to health and safety.
2. Ensure this policy is communicated adequately to all relevant persons
3. Ensure health and safety is an agenda item in staff meetings.

4. Ensure risk assessments of the premises and activities carried out on the premises are undertaken and recorded and appropriate actions are taken to remove potential hazards or reduce the level of risk.
5. Ensure their duties as the responsible person for local management of premises related issues including asbestos, fire safety, legionella and glazing are carried out in accordance with the LEA's standards, including in terms of nominating their deputy, attending any specific training provided and putting in place the arrangements required.
6. Ensure appropriate information on significant risks is given to visitors and contractors or any other relevant third parties
7. Ensure suitable co-operation and co-ordination between the school / contractors (or service providers/ others) to ensure that relevant information is shared, risks associated with both parties activities are taken into account and adequate control measures put in place to ensure the safety of anyone who may be affected by the work
8. Co-operate with accredited safety representatives from the Health and Safety Executive or LEA, offer them assistance to carry out their prescribed functions including in terms of consultation and receiving written reports on possible hazards, responding to these in writing within the required timeframe.
9. Receive written reports from the LEA's health and safety team, or any other appropriate health and safety professionals, concerning health and safety issues/possible hazards and to respond in writing within a reasonable period of time to the points made.
10. Ensure appropriate consultation arrangements are in place with staff / safety representatives and if a safety committee/group is requested by two or more safety representatives work with them to set one up and maintain it.
11. Ensure the school carries out its own termly health and safety inspections of work areas and general areas and that records of the inspections are kept.
12. Ensure that all accidents, near misses and dangerous occurrences are reported and recorded and the causes are investigated and that reasonable steps are taken to prevent a recurrence. All accidents/ incidents must be reported to the Headteacher. Copies of all reports must be sent to the LEA in accordance with the LEA's procedures. Where specifically required i.e. Under the RIDDOR (reporting of injuries, diseases & dangerous occurrences regulations) ensure appropriate reports are made to the health and safety executive (HSE).
13. Ensure emergency procedures, including the emergency evacuation plan, are in place and adequately communicated
14. Also to ensure that all machinery and equipment is inspected, tested (as appropriate) and maintained so that it remains in a safe condition (this includes electrical equipment, gas appliances and lifting equipment). Also to ensure that materials and equipment purchased are safe and without risk when properly used.

15. Ensure the training needs of both new and existing staff are assessed, that all staff (whether permanent or temporary) are provided with adequate information / instruction / training on health and safety issues, including it as part of the induction process for all those who are new or have changed their role, and that relevant training records are kept.

16. Include health and safety performance of the school (and, as appropriate, any specific health and safety items) in the annual report of the Governing Body.

17. Ensure arrangements are in place to monitor premises and activities health and safety performance.

Teaching / Non-Teaching Staff

This is likely to include: Teachers and Support Staff.

They are responsible for:

1. Applying the schools' Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of health and safety procedures and arrangements. Teachers are specifically responsible for:-

- drawing up safety procedures for their departments,
- reviewing these and the health and safety arrangements they put in place to ensure they remain relevant and take account of experience
- ensuring, so far as reasonably practical, that staff and pupils follow safe practices and that equipment is regularly checked and used as is appropriate

2. Carrying out regular health and safety risk assessments of the activities for which they are responsible and submitting reports to the Headteacher or the School EVC

3. Ensure that all staff (both permanent and temporary, including new starters) under their management are given instruction in the health and safety procedures for their area of work

4. Resolve health and safety matters that members of staff refer to them, or refer any problems to which they cannot achieve a satisfactory solution to the Headteacher

5. Carry out regular inspections of their areas of responsibility to ensure that all equipment, furniture and activities are safe

6. Ensure that any hazardous substances in their area of responsibility are risk assessed, correctly used, stored and labelled (COSHH).

7. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to ensure the health and safety of other staff, pupils and any others who may be affected, in areas under their control

8. Assess the training needs of themselves / their staff and raise any requirements with the Headteacher

9. Ensure all accidents/ incidents occurring in areas under their control are reported and investigated appropriately

10. Ensure effective supervision of their pupils and to be familiar with the school's emergency procedures (fire, first aid etc) and to carry them out when the need arises

11. Follow health and safety procedures applicable to their area of work

12. Give clear health and safety instructions and warnings to pupils as often as necessary

13. Ensure the use of personal protective equipment and guards where necessary

14. Integrate all relevant aspects of safety into the teaching process

15. Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation and, where necessary, assessing any potential risks

16. Report all accidents / incidents / dangerous occurrences and defects to the Headteacher
17. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
18. Follow all instructions on health and safety issued by the LA/LEA, School or any other person designated as having responsibility for a relevant aspect of health and safety
19. Act in accordance with any specific health and safety training received
20. Report all accidents/ incidents and near misses in accordance with current procedure
21. Co-operate with other persons to enable them to carry out their health and safety responsibilities
22. Inform the Bursar/Teacher/Head of all potential hazards to health and safety and report any defects they observe in the premises, plant, equipment or facilities
23. Inform the Bursar/Teacher/Head of any shortcomings they identify in the school's health and safety arrangements
24. Exercise good standards of housekeeping
25. Know (and where necessary follow) the emergency procedures i.e. for fire, first aid etc

All employees who authorise work to be undertaken or authorise the purchase of equipment must ensure that the health and safety implications of such work or purchases are considered. All staff given responsibilities for specific aspects of health and safety must satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence (with the approval of the Bursar/Teacher/Head).

Hirers, contractors and others

When the premises are used for purposes not under the direction of the Headteacher, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices. The Headteacher will take all reasonable steps to ensure that hirers, contractors and others who use the school premises, conduct themselves and carry out their operations taking all health and safety requirements into account. This will include appropriate communication, co-operation and co-ordination.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity, the organiser of that activity, must still ensure that all the requirements of this policy and specifically this section are complied with.

When the premises are hired to third parties, they must be made familiar with this Policy and any relevant standards set by the LA/LEA in connection with their proposed activities. They must also comply with all safety directions given to them by the School/ Governing Body (including emergency procedures) and, will not, without prior consent of the Governing Body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Take any action which may physically affect the fabric of the building
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any person using the premises or staff/ pupils at the school

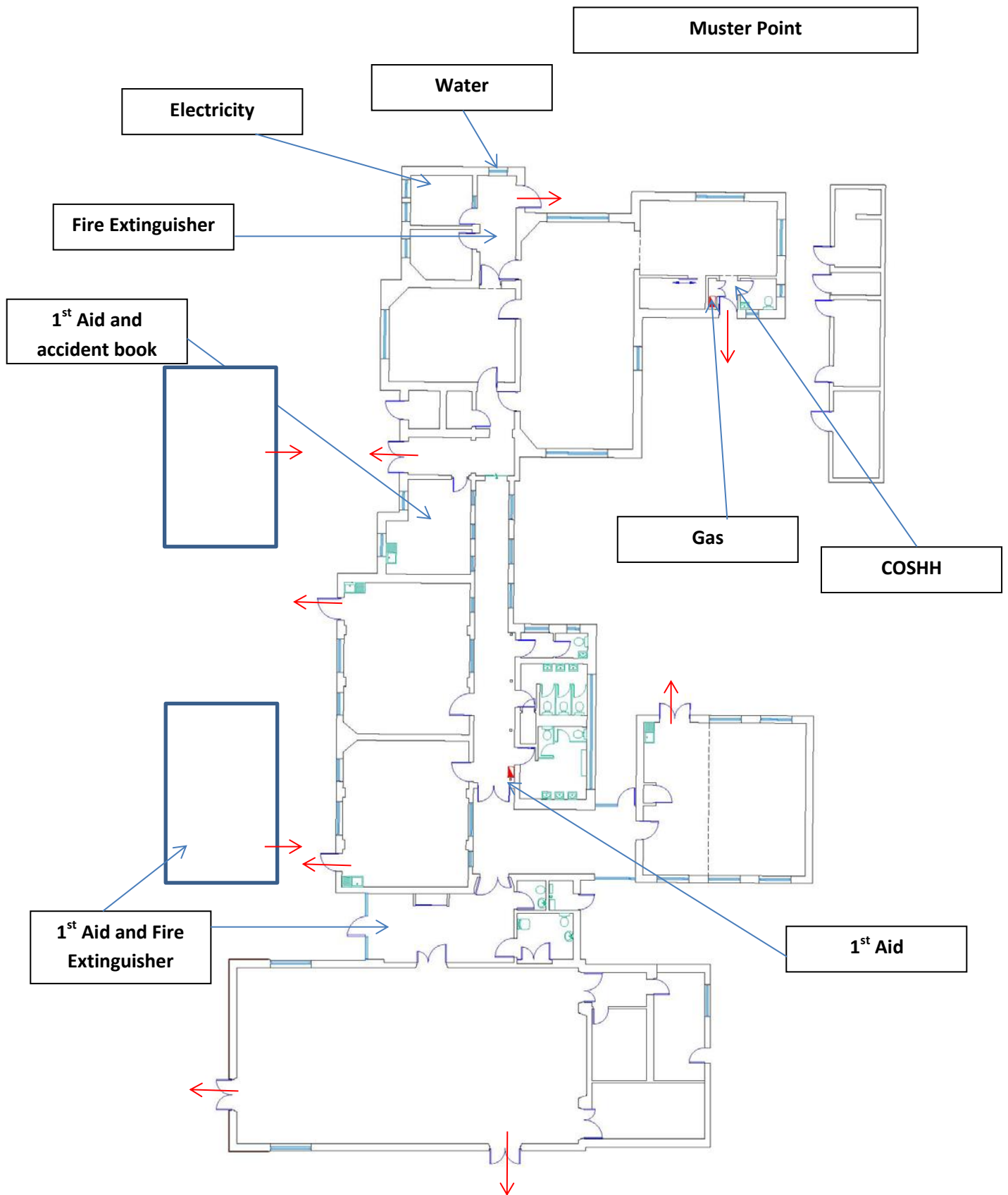
All contractors / others working on the school premises must ensure the safe working practices of their own employees and anyone who may be affected by the activities they are carrying out. They must also communicate, co-operate and co-ordinate with the school to ensure the safety of all persons using the premises or may be affected by their activities.

Pupils

Pupils (as appropriate to their age and aptitude) are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Follow the health and safety rules of the school and in particular instructions given by staff in an emergency. They must not misuse, neglect or interfere with things provided for their health and safety.

School Map – See overleaf



Part 3. Procedures and Arrangements

The following procedures and arrangements have been established within the school in compliance with the school's Health and Safety Policy and to eliminate / reduce health and safety risks and to comply with legal requirements.

1) Accident/incident reporting

All staff are required to ensure that all accidents/incidents and near misses are reported. The person designated as responsible for recording accidents and ensuring the schools Accident/incident report form is fully completed and a copy kept on file is the person that first saw attended the accident. More serious accidents are to be reported to the Head Teacher. This person will also ensure the reporting of more serious accidents/ incidents to the Health and Safety Executive (HSE) where required in accordance with the Accident Reporting procedure.

2) Contractors

The school selects contractors on past experience and through the tender process. All contracts for major work will require the contractors and the school to prepare a pre-tender health and safety document and a live health and safety file to be used whilst the project is in progress.

The live health and safety file will include:

- Outline health and safety plan
- Full school health and safety plan
- Site safety induction register
- First aid policy
- Accident book
- Risk assessments
- Toolbox talks
- Method statements
- Access and egress plans
- Fire safety plans
- Permits to work including asbestos information (copy of the asbestos register)
- Site attendance records
- Site safety signage
- Project drawings

The school recognises its requirements under Construction Design and Management Regulations (CDM).

3) Display Screen Equipment

To whom do the DSE Regulations apply?

Employees using DSE must be assessed to determine whether they are "classified users" under the terms of the Regulations.

Eyesight tests

"Classified users" are entitled to free eye tests and contribution towards spectacles up to an agreed cost limit, where they are required specifically for display screen work.

Information and Training for Users

Bursar/Teacher/Head are responsible for ensuring that DSE users including new employees receive information on working with VDUs. Unit Managers must also ensure that “users” receive adequate training on the software they are expected to use.

Records

Unit Manager must maintain the required workstation assessment records for employees working with DSE and so ensure that the school:

- Is aware of any shortcoming that may give rise to health risks.
- Identifies and addresses those areas which fail to meet the requirements of the Regulations and takes measures to protect the health and safety of employees.
- Demonstrates to enforcement authorities and insurance investigators that the law is being complied with.

GUIDANCE ON DETERMINING WHO IS A CLASSIFIED USER?

The assessor must decide the degree to which the employee is a display screen user in order to determine whether they are covered by the Regulations. In some cases it will be clear that use of display screen equipment is more or less continuous on most days and the individuals concerned should be regarded as users or operators.

Where use is less continuous or frequent, other factors connected with the job must be assessed. It will generally be appropriate to classify the person concerned as a user or operator if most or all of the following criteria apply:

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

Any concerns should be reported to your Line Manager who will in turn report it to the person responsible for health and safety (Headteacher).

4) Electrical Equipment

Portable Appliance Testing (PAT) is carried out on all portable appliances within the school on a yearly basis. Records are held in the Office.

Staff must not bring untested equipment from home to be used in the school without authorisation from the Headteacher.

All electrical items should be visually inspected prior to each use to check for damage to the flex / plug and any other damage or wear.

Fixed electrical installations should be visually checked before use and any breakages / defects should be reported immediately to the Headteacher.

5) Fire Procedures – Details of procedures to be found in the emergency plan

Fire procedures and housekeeping are the responsibility of the Headteacher.

Procedures to include:-

- Fire fighting equipment
- Fire evacuation instructions
- Fire action notices are to be displayed in each room
- Regular fire drills for all staff and pupils
- Annual testing of fire alarm system carried out by outside contractors.
- Regular checks of fire appliances carried out by outside contractors
- Termly audit of appliances is carried out by Premises Assistant
- Half termly alarm bell test to be carried out by Premises Assistant
- Termly emergency lighting tests to be carried out by Premises Assistant
- Fire procedures for visitors and for lettings
- Location of fire fighting equipment
- Bomb threats procedure

Fire Records

A record of all safety checks and tests in relation to fire equipments will be held in the office.

These are to include:-

- Fire drill records
- Fire alarm test records
- Fire extinguisher test records
- Fire bell test records
- Emergency lighting test records

Fire Action

To be displayed in every teaching room

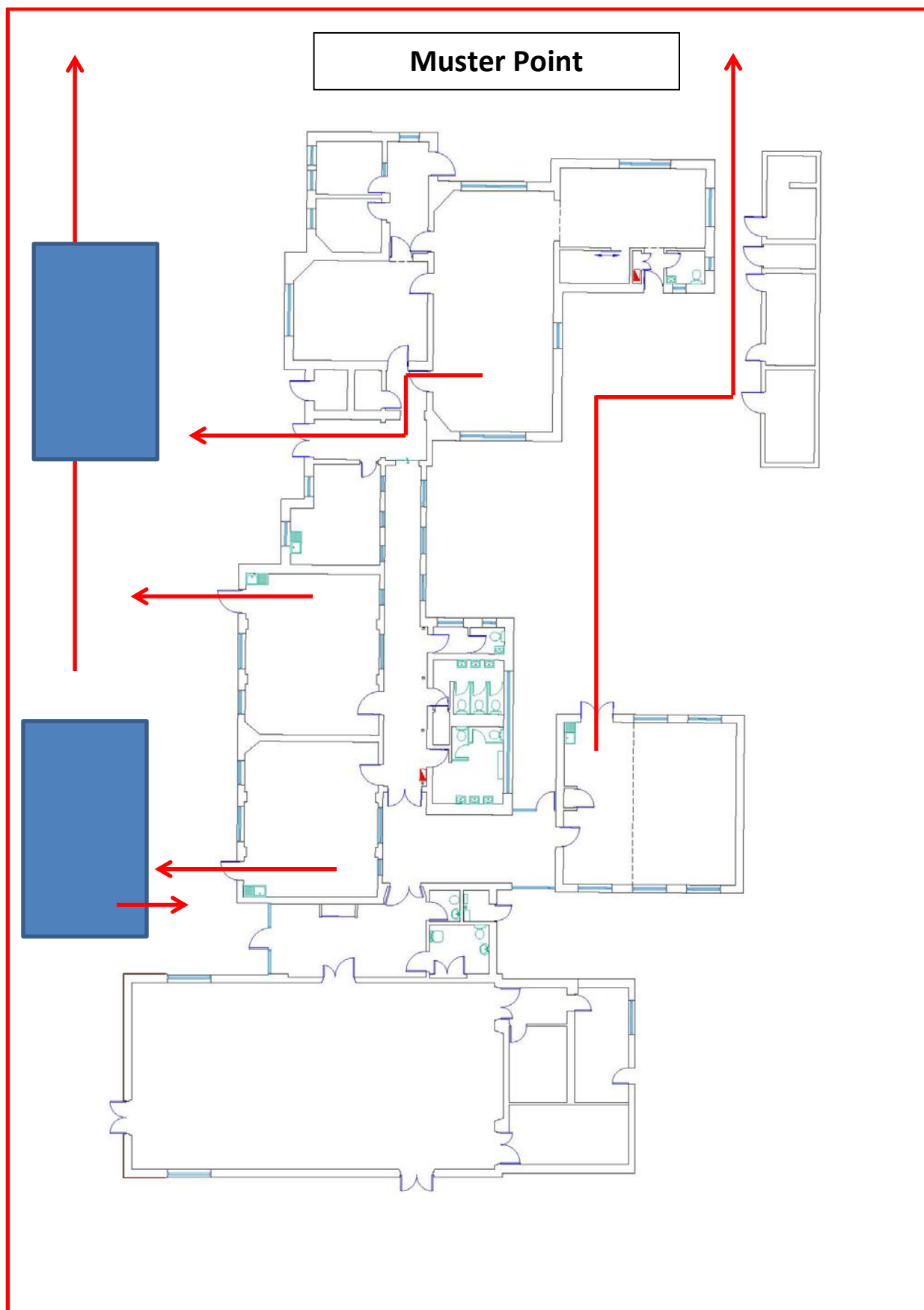
ON DISCOVERY OF A FIRE

- 1 Break the glass of the nearest manual call point to set off the alarm.
- 2 Start evacuation procedures – See emergency plan
- 3 Telephone 999 the School Bursar will respond automatically during the day

EVACUATION PROCEDURES

As soon as the alarm is sounded, each teacher in charge of a class will take the pupils via the prescribed route (see below) to the assembly point

Fire Evacuation Routes from Classes



Fire action procedures for staff

Fire practices occur once a term at a time determined by the Headteacher

Alarm testing occurs on a weekly basis

- When the alarm rings continuously teaching staff and their pupils will proceed to the front of school by the prescribed routes (see FIRE ACTION notices in teaching rooms). Doors and windows will be shut and bags left behind.
- All other staff including Clerical, Technicians, Caretaking, Kitchen and visitors will proceed to the front of school by the shortest routes and assemble in front of the pupils. TAs will act as sweepers and check the school on exiting. All people will be accounted for using the signing in register.
- The Headteacher and bursar will take the role of fire warden
- The Bursar will bring Registers to teachers.
- The Bursar will supply the Head with Visitors Log.
- Teachers will take a register of their form and report **IMMEDIATELY** to the Head Teacher

Fire Drill

* Head Teacher to silence alarm once everyone is accounted for.

* Head Teacher to record fire drill in book kept in School Office.

Fire procedures for visitors to Chidham School during the school day

- All visitors must report to the School Office and sign the Visitors Book, giving the required details. A visitor's identification badge is then issued.
- The discovery of a fire should be reported IMMEDIATELY to the nearest member of the School Staff.
- In the event of a Fire Alarm (continuous ringing), visitors should leave the building by the nearest fire exit and report to the Bursar who will have the Visitors Book.

6) Emergency Procedures

A detailed Emergency Plan has been developed and is a separate procedure to this manual

7) First Aid

First Aider

Alex Barley

Jenny Hildyard (Paediatric)

Appointed Person

School Day Procedures

First Action, wherever possible, is taken by a member of staff on site using the nearest First Aid Box if necessary. Boxes are located in the staff room and class 1.

ALL ACCIDENTS MUST BE REPORTED TO SCHOOL OFFICE

Alternatively if the person is able to walk easily without putting themselves at further risk they should report to an adult.

If the injured person cannot be moved (e.g. a broken limb or concussion is suspected)

- Put into the recovery position if necessary.

- Keep the injured person safe, warm and comfortable.
- Delegate another person to fetch a First Aider or Head Teacher
- The First Aider determines whether further assistance is required and if so, the ambulance service is called (Dial 999).
- The Incident is recorded in the School Accident Book and if necessary the accident reported on the accident report form by Bursar and sent to the Health and Safety Officer at the LEA.

If an Ambulance is required –

- A responsible person (usually a teacher or one of the office staff) travels with the injured/ill pupil.
- The School Office meantime
 - a) notifies the pupil's parent(s) [or next of kin or an employee]
 - b) Informs the Health and Safety Officer at Town Hall.
- If a parent cannot be contacted the person travelling with the pupil is in loco parentis and may be required to authorise medical treatment. This may appear to be a rather daunting responsibility but staffs are only requested to make the same decision as a sensible parent in light of the medical information provided.

Outside School Hours –

- The Member of Staff in charge will need to ensure that a First Aid Box is available at the venue.
- For Rapid Assistance during or after first aid a person should be delegated to Dial 999 requesting the Ambulance Service
- At Away Fixtures emergency arrangements will be subject to negotiation with host staff. It may be necessary in an emergency for staff to take responsibility for pupils of another school.

First aid boxes

The contents should be readily available to anyone wishing to use them. The minimum contents are now specified and boxes can be replenished by request at the School Office. It is the duty of an appointed person within a department to check the contents of the First Aid Box(es) monthly Locations for First Aid boxes are listed on map at the start of this document.

Local hospitals

St Richards Hospital

01243 768 122

QA Hospital

023 9228 6000

8) Control of substances hazardous to health (COSHH)

The Control of Substances Hazardous to Health Regulations (COSHH) prohibit the use of hazardous substances unless a suitable and sufficient assessment of the risk and the control measures has been carried out. This procedure provides a step by step guide on how to comply with the requirements of COSHH.

The COSHH Regulations apply to:

- Substances that are **VERY TOXIC, TOXIC, HARMFUL, IRRITANT or CORROSIVE**
- Substances listed in EH 40 as having an Occupational Exposure Standard (OES) or Maximum Exposure Limit (MEL) (See Paragraph 6)

- Harmful micro-organisms (e.g. Legionella, Hepatitis etc.) and carcinogens.
- Dusts of any kind in substantial concentrations (e.g. from wood working)
- Any other substances which create comparable hazards to health (e.g. pesticides)
- Substances brought into the workplace to be used, stored or worked upon.
- Substances that give off as fumes or vapours, or are likely to leak or be spilled, during any process or work activity
- Substances produced at the end of any work or process, as finished products, waste or residues.

Premises committee have the responsibility for ensuring COSHH assessments are carried out.

Responsibility of the assessor

For those substances brought into the workplace the assessor must;

- Compile an inventory of all substances within their area of responsibility
- Check the label or the safety data sheet, obtainable from the supplier, to identify substances that are classified as hazardous.
- Carefully examine the recommendation in the safety data sheet and conclude whether or not the existing measures ensure health and safety of the user and others affected by the substance.
- If the control measures are adequate record the findings on a COSHH assessment sheet.
- If the existing measures are inadequate, introduce extra precautions, record these on the assessment sheet and send the sheet to the Health and Safety Team for approval.
- Once the approved assessment sheet is returned, ensure employees are informed of any changes.
- Monitor work practices to ensure precautions are followed and are valid.
- Review assessments regularly and at least once every five years.

Examples of control measures

Exposure to hazardous substances must be effectively controlled by one or a combination of the following measures:

- Substitution of a material for a less hazardous substance where reasonably practicable
- Total enclosure of the process
- Partial enclosure and extraction equipment
- General ventilation
- Using systems of work and handling procedures which minimise the chances of spills, leaks and other escapes of hazardous materials.
- Provision of Personal Protective Equipment (PPE) as a last resort.

Control is usually considered adequate if most people would suffer no adverse health effects if exposed to a substance day after day. However, for certain substances where the risk to health is through inhalation, occupational exposure limits have been set. These limits should not be exceeded. There are two kind exposure limits:

- The Maximum Exposure Limit (MEL), and
- The Occupational Exposure Standard (OES).

Where these are applicable (obtainable from the product data sheet or EH40), additional advice should be sought from the Health and Safety Team.

In order to comply with the COSHH, the Council requires schools to ensure:

- that control measures are kept in efficient working order and good repair (Carry out prompt remedial action where necessary);
- that engineering controls and respiratory protective equipment are examined and where appropriate, tested at suitable intervals; and,
- that records of all such actions are maintained.
- Use all control measures and wear protective equipment properly.
- Store PPE properly when not in use
- Remove contaminated PPE before eating, drinking or smoking
- Practise personal hygiene and make proper use of all washing facilities and those for eating/drinking
- Report all equipment and PPE defects promptly

Information and instructions for the use of hazardous substances is readily available to employees. It must be displayed in a convenient location such as the cupboard where the substances are stored.

9) Lettings/ shared use of premises/ use of premises outside school hours

Refer to lettings policy

10) Lone Working / work outside of normal school hours

- Staff should try not to work alone on the premises
- If lone working is occasioned, staff should inform someone of their expected time of completion and of their arrival home. This may be family, chair of governors, premises staff, Headteacher as appropriate.
- Staff should ensure that they have access to a telephone
- All external doors to the building should be secured subject to fire routes being maintained.

11) Managing medicines / drugs

No prescription or non prescription medicines will be administered without a parental consent form (ED1S94) being completed. Form ED1S94 is part of the schools medicine policy. Completed forms should be copied and sent to the office for filing
Staff prescription medicines should be kept in staff room or in lockers

12) Maintenance and inspection of equipment

The inspection and maintenance of below listed equipment is undertaken annually and inspection records held in school office unless otherwise stated.

Boiler checks are made by LEA sub contract

Fire extinguishers are tested and maintained by LEA sub contract

Photocopiers are inspected and maintained by RICOH

13) Manual handling and lifting

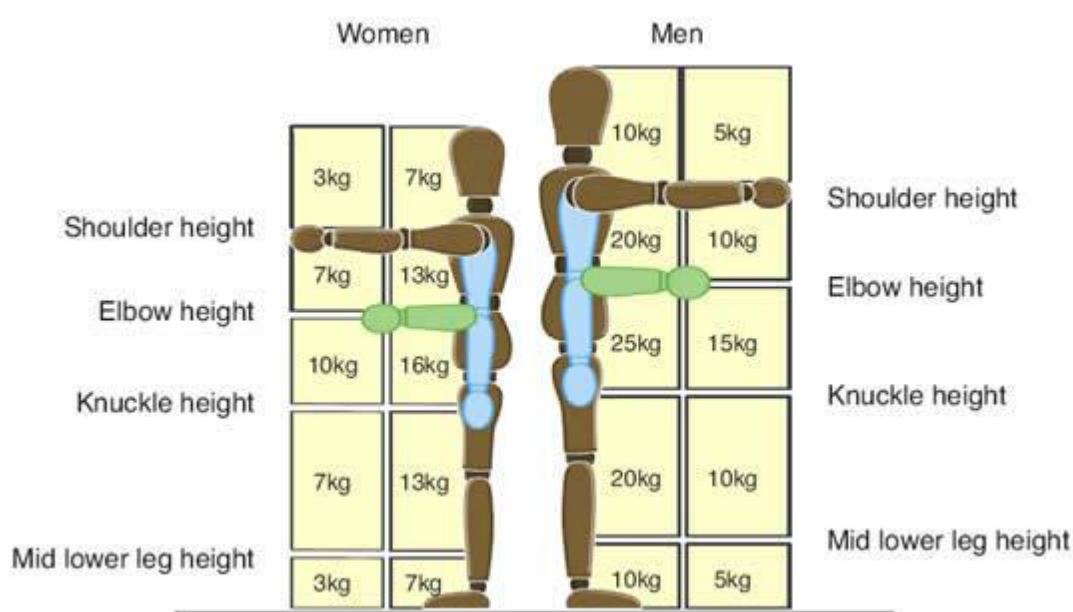
Manual Handling is defined as the transportation or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving) by hand or by bodily force. The use of mechanical aids such as trolleys, which help reduce the handling effort is also classed as manual handling.

Load is defined as any individual moveable object (including people); however, any implement or tool being used for its intended purpose is not considered as a load as far as this guide is concerned.

Unit Managers are responsible for ensuring the school complies with the requirements of the Manual Handling Regulations by taking action to:

- **Avoid** hazardous manual handling operations as far as reasonably practicable;
- **Assess** the risk of injury from any hazardous manual handling that can't be avoided;
- **Reduce** the risk of injury from hazardous manual handling operations as far as is reasonably practicable.

Staff who are regularly exposed to risk from manual handling tasks should attend regular manual handling training.



Staff have a duty to use equipment provided to them to reduce the risk of injury in manual handling tasks (including PPE) and to follow safe working procedures provided for them. Managers should monitor staff who regularly undertake manual handling tasks to ensure that they follow guidance and safe working practices designed to protect them from risk of injury and take appropriate action where necessary if these are not being implemented.

Basic guideline figures for manual handling operations involving lifting and lowering are set out in Fig 1 overleaf. They assume that the load is readily grasped with both hands and that the operation takes place in reasonable working conditions with the handler in a stable body position.

14) Outdoor Play Equipment

The school outdoor equipment is checked and maintained by the site team and annual ROSPA check.

15) PE Equipment

PE equipment should be inspected by PE staff before each use, all faults should be reported to the Head who will in turn escalate as necessary.

All PE areas should be inspected prior to use to determine that no damage has been sustained to the floor areas or in the area of playing fields, that no obstruction that may cause harm are present.

Maintenance check of PE equipment is undertaken by ROSPA. Equipment is inspected and serviced annually with records being held in the school office.

16) Personal Protective Equipment (PPE)

If necessary, PPE will be supplied to any person who requires it to carry out a task. It is your duty to wear PPE provided.

17) Risk Assessments

Formal Risk Assessments are carried out by premises committee during the Spring of each year and the Risk Assessment form is submitted to Head. The risks are classed as 1 [high] to 9 [low] and the Head will address each one. Major issues are discussed at the premises meeting. A copy of the Risk Assessments are held in the school office and they are reviewed formally each year.

18) Premises Committee

All aspects of health and safety and this manual are discussed in the Premises meeting held each term. This committee is subject to a Terms of Reference

19) School Transport

Is carried out in accordance with LEA policy on transport

20) Security

Carried out by premises officer under control of Head Teacher and Bursar

The school takes its security responsibilities very seriously and takes every measure to ensure the security and safety of its pupils and staff.

It is the last person out's responsibility to ensure that all areas of the school are made secure overnight before they leave. This includes the checking and securing of all external gates.

Mrs. Maiden (07513 550739) should be your first point of contact should you believe that any area of the site is not secure on your departure from the site.

21) Site maintenance

All site maintenance issues are dealt with by the Headteacher and Premises Assistant

If maintenance is to be carried out by the site team, the area is assessed and if necessary taken out of service until work has been completed.

If the maintenance requires an outside contractor, it is the responsibility of the Bursar to ensure that a time and date is arranged for maintenance that will cause least disruption and pose the least health and safety risk to staff and pupils. Contractors need to supply a risk assessment and H&S live folder

Any hazards or defects should be reported to the Head Teacher who will in turn escalate as necessary.

22) Glazing

All staff have the responsibility to report to the Head Teacher any glazing related accidents or breakages as soon as they occur. The Head Teacher will assess the situation and remove / repair the affected glazing to eliminate the risk of further injury/incident.

If any glass is replaced, it should be listed on the glazing records which will record its type and location.

The glazing records are kept in the Bursars office.

It is important to note that the thickness of any replacement glass in the school will be dependent upon its location and size.

23) Legionella

The school has legionella inspections carried out by LEA annual water check. This survey records findings and issues recommendations. Records of monthly water temperature testing are stored in school office as per risk assessment.

24) Smoking and Substance Abuse

No smoking is allowed in any school buildings, on any school premises or in any school vehicles at any time.

25) Staff training and induction

All staff have been issued a staff handbook. The handbook contains information about health and safety including the lone worker policy, fire safety information, names and job responsibilities and a short version of this policy.

Permanent and temporary staff will need to sign a register to show that they have received the handbook. Records of receipt will be held in the Bursars office.

If a staff member believes that they have not been given the correct training to help them carry out any of their health and safety roles, they should report this immediately to their line manager.

26) Visitors

With the exception of events, all visitors are to sign the visitors register outside the school office.

Contractors are the direct responsibility of the person who instigates the visit / work. They should be signed in and out of the school at all times.

27) Working at height

The school has a scaffold tower for erection and use by trained and certified operatives only. The scaffold tower, boards and outriggers should only be used as instructed and not adapted in any way.

Ladders should only be used where safe to do so and ladders and stepladders should be of approved design and standard. Ladders or stepladders are not to be bought in from home for use at school.

28) Violence, Bullying and Whistle Blowing

The school is committed to providing, as far as reasonably practicable, a safe working environment which minimises the risk of violence or abusive behaviour towards its employees.

The school will not tolerate any form of violent or abusive behaviour towards any employee and will take a very serious view of instances where staff have been treated in this way. The Health and Safety Executive defines violence at work as "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work". Verbal abuse and threats are also included in this definition.

Assessing the risk of violence

Unit and line managers are responsible for ensuring that the risk of violence is adequately assessed and appropriate safety measures are put in place

Incident reporting

If an employee is subjected to violence or abuse in the course of their work, line managers must respond quickly to avoid any long-term distress to the member of staff concerned. Staff must report all cases of violence or abusive behaviour to their line manager. The procedure for reporting violence is the same as reporting other work related accidents. Some injuries resulting from acts of aggression may be reportable to the Health and Safety Executive. For detail please refer to the Council's Health and Safety Policy or contact the Health and Safety Team

Debriefing - Victims may need to talk through their experience as soon as possible after the event and unit managers should ensure this option is provided by line managers in the first instance or by another source if necessary.

Legal help - In serious cases the police should be contacted. Line managers must ensure their staff are aware of the arrangements for contacting the police. If an employee wishes to press charges, he/she may, through their line manager and/or the Health and Safety Team and the Council's legal services to support and/or protect the member of staff concerned. Legal services staff are also available to answer any questions in respect of the incident that has occurred.

Solicitors employed by the Council may act to represent members of staff or the Council following relevant incidents of violence/abuse at work. However, they may not act where such advice/representation on behalf of the employee is in relation to a claim of personal injury caused to an employee. Legal Services may nonetheless advise employees who wish to make personal injury claim as to how they can make a claim through a separate firm of solicitors. In addition to the above, members of recognised trade unions may also seek legal advice from their union.

For a variety of reasons some staff may be reluctant to report incidents of aggressive behaviour which make them feel threatened or worried. For instance they may feel that accepting abuse is "part of the job".

All incidents of violence must be reported and recorded, including verbal abuse and threats.

29) Caretaking and cleaning

It is their responsibility to ensure that all of their personnel are aware of the school health and safety policies and to carry out any specific risk assessments and complete and maintain any COSHH records.

30) School Trips & Events

Procedure for 24 Hours + / Abroad / Residential Trips

- Fill in OA1 form. Risk assessment of trip.
- Submit OA1 to EVC.
- EVC Submits via Evolve with risk assessments

- OA1 submitted to Governors' Meeting for formal approval. (HT)
- Details of trip to pupils/parents by letter including all relevant details - dates, purpose, venue, insurance, pupil expectations, deposits, payment schedule, etc.
- Reply slips collected and deposits/full amount.
- Arrange meeting with parents at least 4-6 weeks in advance of trip.
- Collect Medical/Parental Consent form (OA4). Collate details on OA5.
- Final details letter to parents to include meet/return times, venue address, pupil contact phone number, expectations of pupil behaviour. Copy of letter to office with list of participants, contact numbers, etc.
- Inform staff of pupil absences, list of participants on Staff Room Notice Board.
- Contact numbers and details to Headmaster and Deputy in charge of trips

Procedure for 24 Hour/ UK Only / Non Residential Trips

- Complete Visit Form and submit to Headteacher.
- Undertake Risk Assessments as required
- Letter to pupils/parents to include details of visit e.g. date, venue, purpose, cost, insurance (RBWM cover), hazardous activities, deadline for reply slips etc.
- Reply slips collected (to include contact number, any health problems that might impinge on trip) and deposits/full amount collected.
- Finalise confirmation of pupil numbers and staffing with Deputy in charge of cover.
- Finalise details to parents to include meet/return times and place, dress/uniform, lunch arrangements, kit/equipment needed etc.
- Details to office (as in parents' letter), group contact number (school mobile), time of return.