

Health and Safety Policy

This policy was drawn up with reference to the Health and Safety at Work document

Introduction

Health and Safety is of prime importance to the school and we will seek to conduct our business in such a way as to avoid harm to our employees and all others who may be affected directly or indirectly by our activities.

This policy outlines the responsibilities and arrangements for ensuring your Health and Safety. It is therefore important that you read the policy before starting work at the school.

Aim and objectives:

The aim of our school is to create a safe environment, for all users of the school, students, school staff, parents and the community.

This includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations or seeking expert help where the necessary skills are not available.
- Alertness and control
- Cultivation of good habits

Learning to be safe

We believe that students learn best through practical experiences and active involvement in all areas of the curriculum. Students are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on educational visits
- Safe places to play (stranger danger etc)
- Healthy eating habits, fruit time in school at breaks
- Wearing the right clothing for P.E/games lesson

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

Educational visits are carefully planned in advance, by following instructions in the education visit policy.

Roles and responsibilities

The school Health and Safety (H & S) committee consists of:-

Muhammad Mushfique Uddin (proprietor)

Hammad Ahmed (head teacher)

Shuaib Muhammad (administrator)

Headteacher

- to pursue objectives in respect of H&S policy
- to set up arrangement to meet the H&S requirement
- to be available to any member of staff to discuss and seek to resolve health and safety problems
- to report to the Trustees
- to inform staff of any changes/hazards etc
- to ensure that all areas of the school are inspected regularly
- to ensure that a system is established for reporting, recording and investigation of accidents and that all reasonable steps are taken to prevent recurrences
- to ensure that all visitors, including maintenances contractors are informed of any hazards on site of which they may be unaware
- to ensure that consideration is given to the possibilities of maintenance work affecting students and staff
- to ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or emergency and that firefighting equipment is available and maintained

Health and Safety coordinator

- To ensure that employees are:-
 - aware of their responsibilities under the Health and Safety at Work Act
 - familiar with the requirements of the school's safety policy
 - made aware of the hazards in their area of activity
 - familiar with safe methods of work
 - aware of the action to be taken in an emergency
 - aware of the first aid facilities available
- to ensure that safety rules and safe methods of work are observed, and that protective equipment is utilized where appropriate
- to inform the head of all accidents and incidents and assist in the investigation
- to initiate or recommend any necessary repairs or maintenance work
- to maintain a high standard of a safe working environment at all times
- to participate in consultation with head and employees in promoting progression improvements in the safety of activities

All staff

- to co-operate with safety representatives in the fulfillment of the objectives of the school's H&S policies and their responsibilities under the Health and Safety at Work Act
- to comply with safety rules and procedures laid down in their area of activity
- to take reasonable care to avoid injury to themselves and others by act or omission whilst at work
- to use such protective clothing or equipment as may be provided
- to report all sickness, accidents and dangerous occurrences promptly

Health and Safety Assistance

To assist us in our undertaking we have appointed RBS Mentor services as H&S consultants to provide competent advice and guidance.

Arrangement for ensuring Health and Safety

Every person entering the premises will be made aware of the emergency procedures

The health and safety committee of the school will issue, as necessary, policy curriculums and/or guidance notes through the head and H&S coordinator and will be a circulated to appropriate staff. A full

record of guidance will be kept in a file in the office. It is the responsibility of members of staff to refer to these documents as the need arises.

New employees will, as part of normal induction process, be given health and safety information relevant to their work. Including fire warning procedures and first aid facilitation etc.

Protective Clothing

Where appropriate, suitable and adequate protective equipment/clothing will be made available to employees engaged in hazardous activities.

Consultation

Any employee who has a problem relating to health and safety at work must raise the matter with the H&S coordinator who will take appropriate action.

Proposals for introducing new Machinery, substances or processes will be subject to consultation with relevant employees and appropriate instruction, training and information will be provided where necessary.

Certain items of plant and equipment may be subject to statutory inspections.

Competency and Training

The progression of adequate training is vital to health and safety of all members of staff. The head teacher supported by staff will identify needs and secure appropriate training.

The HSE states that “for a person to be competent, they need qualifications, experience, and qualities appropriate to their duties.” In reality, only an assessment of the individual can demonstrate competence. Competent employees are expected to act in manner that is reasonable depending on their levels of knowledge, skills and training.

Do not operate machinery or attempt anything that you do not have the competence, skills or abilities to do or if you have not been trained.

Visitors and Visiting staff

Any employee who during the course of his or her work, as required to visit premises other than their normal place of work must comply with the health and safety instructions relating to those premises. Those persons inviting visitors into premises are responsible for ensuring that they are made aware of safety rules and procedures sufficient to ensure their safety.

All visitors must sign the visitor’s book in the school office.

Smoking

It is the policy of the trustees that the school is a no-smoking school

Smoking including the use of e-cigarettes, is not permitted in any area of the school by staff, parents or visitors to the school.

Monitoring the policy

A yearly review of all procedures and risk assessment will be carried out by staff and amended as necessary. Ongoing monitoring will be under taken by all staff, teaching and non-teaching.

The head will monitor the implementations of the H&S policy and advise the H&S committee of any issues arising from the monitoring.

The policy will be reviewed annually by the trustees and the H&S committee.
This policy was reviewed and updated

Signature of Health & Safety Coordinator _____ Dated _____

Signature of Headteacher _____ - Dated _____

Signature of Convenor of Trust _____ Dated _____

Evacuation Procedures

The School has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and students are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure. The Health and Safety coordinator will test fire alarms on weekly bases and record it in the fire precaution.

As soon as the fire alarm sounds all students and adults must stop what they are doing and walk out of the building through the nearest exit, to assembly point.

HOW TO EXIT THE SCHOOL

- In case of emergency evacuation students and staff should take the nearest available exist as marked and shown in the building and practiced in fire drills.
- Students and staff on first floor should use the nearest fire exits and evacuate through the front of the building and go around to the assembly point.
- Students and teachers on the ground floor should use the back exist of the building to the assembly point.
- The assembly point is the back of the building.

Before leaving the school, the school admin will dial 9999 for the fire brigade. The school admin is responsible for taking all of the registers out of school with her, and also the visitors "sign in" book. The secretary will unlock and open the main gates for emergency vehicles.

The teacher in charge of the students at the time of the alarm should report to fire marshal and account for all students.

Nobody is to go back into school. If a student is missing it must be reported.

When the building is reported to be safe and the Headteacher authorises, staff and students may return to the building.

Staff should ensure that their students walk in and out of school sensibly, and line up quietly.

If their normal exit is blocked for any reason, then staff and students should use the nearest available exit

Lunchtime Fire Procedure

- All lunchtime supervisors on duty in the playground shall on hearing the fire alarm gather all students together away from the building and ensure no child re-enters the building
- Lunchtime supervisors on duty in the dining area shall evacuate all students from the building.
- Staff members in classrooms where students are engaged in lunchtime extracurricular activities or eating sandwiches shall evacuate all students from the building and ensure on the way out that any toilets are vacated
- Staff members on the premises should assist the lunchtime supervisors

Emergency Evacuation during exams

Prior to the exam period and at the beginning of each exam, the candidates will be informed of the emergency evacuation procedures which is different to the normal evacuation procedures;

- Candidates must remain under controlled exam conditions.
- Candidates are evacuated leaving all exam materials on their desks
- Candidates are evacuated to the exam assembly point, far end of playground and must remain 1.5 meters apart
- Exams officer and other available staff meet at the assembly point to provide assistance and supervision
- On re entry to exam room, the exam is restarted and the candidates given their full entitlement
- Any student who is found to have communicated with another may be dis barred from this session
- A full copy of the exam evacuation procedure will be in the exam room during every examination

Bomb Alerts

In the event of bomb alert the Headteacher or school secretary must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and students (see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident All students and adults must remain outside
- Only when the all clear has been given will students and adults be allowed to re-enter the premises

If the alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

Manual Handling

Manual handling operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

Make proper use of equipment provided for your safety. Inform your employer if you identify any hazardous handling activities. Ensure that any lifting activities you get involved in do not put others at risk

Students moving equipment

In the normal day to day running of the school, there are certain situations where students will need to move equipment or items of furniture. For example:

- Chairs and tables - chairs should be moved one at a time, and students must be shown how to carry them correctly. They may carry single chairs on their (depending on size of chair) own. If a large number of chairs are needed, then the Caretaker will deal with them. Tables need one child at each end, a child must not attempt to lift a table on his or her own.
- Sports equipment when - using large apparatus, students must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many students are needed for moving each piece of equipment (this should include how to bend), for example netball posts - one child at each end.
- Small items of equipment can be moved by the students when instructed.
- Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Students must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Students need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

Items Students Should Not Move

- Computers - monitors can easily fall off trolleys, or wires get caught
- Paper cutters - sharp blade
- Television - fragile and heavy

Security of the Premises

A designated member of staff, under the direction of the Head teacher, is responsible for ensuring that the building provides a safe and healthy environment for the students. The caretaker and external cleaners under the direction of the Head teacher maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the caretaker or through the use of contractors engaged by the Head teacher in consultation with the Trustees. Any equipment/hazardous substance are kept locked away from the students. All equipment is to British Standards and is maintained regularly. The Head teacher, the Administration Staff and the Caretaker are the designated key holders and are responsible for the security of the building.

Keys are also issued to certain non-school persons such as the cleaning staff, and organisations using the school regularly. They are responsible for leaving the building secure.

Class teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

Caretaker

It is the responsibility of the caretaker to check weekly that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

- Before leaving the premises, to check:-
 - All the windows are closed
 - The doors are locked and secure

- The security alarm is set if he is the last person to leave

Head teacher

It is the responsibility of the Head teacher, if the last person to leave, to perform the above functions in the absence of the Caretaker.

In addition, the Head teacher is responsible for the security of the premises during the school day. All visitors are required to report to the Secretary's office and sign the visitor's book. Any parent or visitor is welcome in school but is asked to report to the office first. The Head teacher will update staff on any changes to the policy.

Contractors on Site

FOR ANY WORK THAT THE SCHOOL WISHES TO BE CARRIED OUT BY A CONTRACTOR A RISK ASSESSMENT MUST FIRST BE DONE BY A MEMBER OF THE H&S COMMITTEE.

- Contractors have to follow and therefore must be made aware of the School's rules.
- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must contact either the Head teacher or Caretaker. The School expects to be informed of the number of workers who will be on site.
- All contractors must report to the Secretary's office. The Caretaker will then be informed of their arrival if necessary
- Contractors will work under close supervision of the Caretaker or Administration Staff so as not to endanger the health and safety of students or adults in school.
- Contractors are obliged to wear necessary protective equipment for the job in hand. It is assumed the contractor has their own safety equipment but must inform the School at the time of the quote if they wish the School to provide it. If such equipment is not available, then they will not be allowed to work.
- Any equipment that contractors bring into school must have been tested for safety and be stored in a safe place away from corridors, classrooms, or any areas used by adults or students.
- No repairs or maintenance can be carried out in areas which students or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the students' play areas, then all equipment and machinery must be cleared away during play time, and the contractors must leave the area
- Contractors need to be advised of the Asbestos Plan.
- The School must keep a record of any accidents or near misses.

All work will be monitored by the Caretaker and any concerns reported to the Headteacher, and the contractor concerned.

NB See separate sheet, to be given to contractors.

Guidance for Contractors on Site

All Contractors on site should ensure they have been given a clearance note by the caretaker; the area is safe to work. The school has an asbestos plan please ensure you refer to the copy if working the following area

The toilets in the science corridor and the PE changing rooms.

We have been recommended by the Health and Safety Inspector to ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the students (our students are asked not to talk to strangers)
- Moving vehicles when students are at play
- Working on or near the playgrounds when the students are at play
- Leaving equipment around
- Playing music during school hours if you have any problems, please see the Headteacher or Caretaker.

Control of Hazardous Substances in School

All substances including cleaning materials, which may be hazardous, are kept in a locked store, either in the cleaner's cupboard or the caretaker's room.

In the school laboratories, the Science Teacher is responsible for the inventory and storage of hazardous materials. Each chemical has its own COSHH form, from the suppliers which should be consulted before use. Your employer should complete COSHH risk assessments on all hazardous substances.

- Only use the smallest amount required of any substance – the more you use the bigger the risk.
- Replace lids and tops on all hazardous substances and store them effectively.
- Ensure that areas in which you are using substances are well ventilated.
- Use personal protective equipment (ppe) that has been identified to protect you from exposure to substances.
- Make sure all spillages are cleared up at the earliest opportunity and reported to the relevant people.
- Chemicals checked for suitability where pregnant staff is teaching.

Employees have a responsibility to comply with all safety instructions when handling hazardous substances.

Screen Equipment and Computer Workstations

Under The Health and Safety (Display Screen Equipment) Regulations 1992. The School has a duty of care to staff and students. The following standards should apply in school:

The VDU Screen must be:

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- easily readable with a stable and clear image
- free from glare, reflections and flicker
- capable of swivel and tilt movements, enabling comfortable head position and good posture
- The screen should be at eye level, they should not have to look down.

The Workstation must allow comfortable and easy use of the equipment.

The Keyboard must:

- be separate from the screen and capable of tilting
- be positioned to enable support for the wrists and hands
- have a matt surface and clearly legible symbols
- Staff using laptops should be given a separate keyboard.

The Desk must

- have a surface of low-reflectance
- permit flexible arrangement of the equipment and comfortable work-position

The Chair must

- Chairs should be of a height that a workers arm is flat on the surface from elbow to wrist and feet are flat on the floor or a surface such as a small stool

Software must

- be suitable for the tasks required
- be adaptable to the level of knowledge and needs of the user
- display easily understandable information

If you use display screen equipment for long periods of time, you are entitled to undergo an eye test which must be paid for by school.

Women at Work

The School will endeavour to provide

- Adequate and suitable sanitary facilities for the number of staff and students
- Flexibility in working patterns to overcome an individual problem in the case of expectant mothers

New or expectant mothers

Once the school has been informed in writing that an employee is a new or expectant mother then the school will endeavour to provide a safe working environment. The School has the right to request confirmation of the pregnancy by means of a certificate from a registered medical practitioner or midwife in writing. If this certificate has not been produced within a reasonable period of time, the employer is not bound to maintain changes to working hours or conditions or to maintain paid leave.

The school will ensure that the working area is well ventilated. There should be good lighting and seating to avoid unnecessary strain.

Although all employees/pupils should be protected from hazards the school accepts recent COSHH regulations – reinforced by the Pregnant Workers Directive, there are some substances used in schools that are hazardous to the reproductive processes. Pregnant women would not be expected to handle these.

Pregnant women will not be expected to lift heavy objects.

The effects of rubella on pregnant women are well known and constitute a hazard. All staff will be informed of any case of rubella in the workplace.

The school will endeavour to ensure that the employee will be given time off to attend anti-natal appointments.

Further guidance can be obtained for the EC Directive on Pregnant Workers (92/85/EEC) and the DTI booklet PL958 Maternity Rights.

<https://www.gov.uk/working-when-pregnant-your-rights>

Administration of Medicines during School Hours

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to students.

These requests fall into two categories:

- Students who require emergency medication on a long-term basis because of the chronic nature of their illness (for example, asthma)
- For casual ailments, it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.
- If it is unavoidable that a child has to take medicine in school, written approval and instructions are to be given by the parent:

The medicines must be brought into school in a properly labeled container which states:

(a) The name of the child (b) The name of the medicine, (c) The dosage, (d) The time of administration

- Medicines will be kept in a secure place by staff in accordance with safety requirements
- Paracetamol will not be administered under any circumstances

ASTHMA POLICY

The school recognizes that asthma is a widespread, serious but controllable condition affecting many students at school. The school positively welcomes all students with asthma to achieve their potential in all aspects of school life by having a clear asthma policy that is understood by school staff and students. (Supply teachers and new staff are also made aware of the policy.)? All staff, including lunchtime supervisors, who come into contact with asthma are provided with training from first aid trainers. Training is updated once a year.

Asthma Medicines:

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- Immediate access to reliever medicines is essential. Students with asthma are encouraged to carry their reliever inhaler
- Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. These should be labeled with the child's name and kept in the school office.
- Office staff should check the expiry date of inhaler and inform the parent.
- School staff are not required to administer asthma medication to students. All school staff will let students take their own medicines when they need to.

Record keeping;

At the beginning of each school year or when a student joins the school, parents are asked to indicate any medical conditions their child might have including asthma on an enrolment form.

Staff will be given a list of known medical conditions at the beginning of the year and are expected to follow the procedure of indicating medical conditions in their mark books/planner.

PE, games and activities

- Taking part in sports, games and activities is an essential part of school life for all students. All teachers are made aware which students have asthma.
- Students with asthma

Asthma sufferers who require inhalers are required to keep them on their persons at all times. Staff will allow them to self-administer when required.

Letters will be sent to parents at the beginning to the school year reminding them to send a labeled inhaler to the office available should the student forget to bring their inhaler.

At the beginning of each school year the school nurse will hold a INSET with all years to explain the correct use of inhaler.

Where long term needs for emergency medical attention exist, such as epilepsy, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

Diabetics

After consultation with parents the school requires the following actions to be taken;

- All members of staff should be aware of a student's condition and relevant symptoms. Should a diabetic student be taken off the School premises, for any length of time, the staff member in charge is responsible for ensuring the required medicines are taken. **NO RISKS SHOULD BE TAKEN.**
- Student should always have a supply of dextrose tablets or equivalent on her person
- A further store of these items should be made available in a named secure plastic container
- A supply of Hypostop which is within its' Use-By Date should be in the office fridge

- If applicable a supply of emergency insulin should be in the office fridge
- All relevant items should be taken on Educational Visits

First Aid in school

IF A PUPIL REFUSES FIRST AID THEN THE HEADTEACHER AND PARENT/GUARDIAN MUST BE INFORMED IMMEDIATELY

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time if first aid is required the class teacher should send for one of the registered first aiders, preferably one of the non- teaching staff. If an accident occurs in the playground during breaks or lunchtimes and first aid is required, then one of the staff on duty in the playground should send for one of the first aiders.

Should a student refuse first aid treatment the Head Teacher, parents/carers must be informed immediately.

The qualified first aiders in school are;

Safety/HIV Protection

Always wear disposable gloves when treating any accidents/incidents, which involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any students' clothes should be placed in a plastic bag and fastened securely ready to take home.

First Aid Supplies

First aid boxes are located in the;

Person Responsible for Supplies

The **first aider** is responsible for checking the contents of the first aid boxes on a regular basis and placing orders to replenish stock. All staff are responsible for notifying the School Secretary if the supplies in any of the first aid boxes are running low.

Each first aid box should contain:

- guidance card
- 20 individually wrapped adhesive dressing
- 2 Sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sterile wound dressings
- 2 large sterile wound dressings
- 2 pairs of disposable gloves
- plastic disposable bags

- Resuscitaid
- 2 eyewash vials

CHECKLIST

BOX IN ROOM _____

EQUIPMENT	S	O	N	D	J	F	M	A	M	J	J
guidance card											
20 individually wrapped adhesive dressing											
2 Sterile eye pads											
4 individually wrapped triangular bandages											
6 safety pins											
6 medium sterile wound dressings											
2 large sterile wound dressings											
2 pairs of disposable gloves											
plastic disposable bags											
Resuscitaid											
2 eyewash vials											

Allergies/Long Term Illness

A record is kept in the Administration Office and the Secretary's Office of any child's allergy to any form of medication (if notified by the parent) any long term illness, for example asthma, and details on any child whose health might give cause for concern.

Infectious diseases

From time to time students contract certain illnesses through no fault of their own, for which they have to be excluded from school for a specific period of time. Below is a list of diseases and the time for which they should be kept at home:

Chicken pox	6 days minimum from onset of rash
German measles	7 days minimum from onset of rash
Measles	7 days minimum from onset of rash
Mumps	7 days minimum or until swelling has gone
Whooping cough	21 days minimum from onset of cough
Impetigo	Until skin has healed

Accidents

Recording

All accidents must be recorded in the Log/Accident Book. All details need to be filled in, including any treatment given.

If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for. A member of staff will collect information and accompany pupil. If Parents are uncontactable the Head Teacher must be informed and the school will take responsibility locus parents.

Accidents fall into four categories:

Category 1 Fatal

Category 2 Major injury

Accidents in these two categories should be reported immediately to:

Head teacher

The accident should be reported by telephone immediately, and then confirmed in writing on form F2508 for injury or dangerous occurrences and form F2508A for diseases at work.

If the accident is major for child or adult, please report it immediately to the Headteacher who will send for an ambulance if needed and contact parents.

When in doubt, contact parents/guardians.

Major Injuries are

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

Category 3

Accidents to employees resulting in more than three days consecutive absence

Category 4 Other accidents

These are the accidents, which more commonly occur in school. Procedure to follow:

Always fill in the School Accident Book for minor injuries (including all bumps on the head, but not minor cuts and grazes). This is kept in the Secretary's Office.

If a child has a bump on the head, you must ring home and contact the parent/guardian.

Fill in the School Accident Book if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment.

Accident Documentation

The following documentation is attached:

- Reporting of school accidents to the Health and Safety Executive
- Guidance notes on completing Form F2508
- Form F2508
- Accidents to school students

Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

Employee Accidents

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form F2508 within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but Form 2508 must be completed and sent to the HSE within seven days of the accident.

Student Accidents (Including accidents to any visitors not at work)

Fatal and major injuries to students on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc.
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school students occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities, by phoning the following number 0845 3009923 (RIDDOR).

If you are unsure of the address of the nearest HSE office and it is not listed in the local telephone directory, you may find out by telephoning the HSE enquiry point on 0151 9514381.

Near misses

Part of ensuring the premises are a safe environment is to ensure that potential accidents do not occur. An accident is defined as an unplanned, unexpected and undesired event which occurs suddenly and causes injury or loss. A near miss is an unplanned event that has the potential to cause injury or loss.

- Ensure you understand the school's policies and objectives
- Know the emergency arrangements of the school
- Ensure you understand the control measures, specified in the school's procedures and risk assessments.
- Ensure you have received suitable information, instruction and training in the task you are carrying out.
- Ensure you wear all personal protective equipment that is specified for the task you are to carry out.
- Staff are required to log any near misses in the incident book.

Monitoring the Accident/Incident book

The Health and Safety co-ordinator will analyse and report on the accident/incident book on a termly basis.

1. EDUCATIONAL VISITS POLICY AND GUIDELINES

PLANNING THE VISIT

What is needed for planning a trip:

Discussion in the department/committee about the aims and objectives of the trip.

Go through the Health and Safety Issues; decide on the Student to Staff Supervision Ratio

Suggested 1:15. However for theme parks 1:10. Trips abroad 1:8

Do a Risk Assessment – see attached sheet

APPENDIX 1

Decide who is going to organise the trip

This includes the venue, coach, seeking permission of the Head Teacher, informing the cover co-ordinator and the members of staff/parents who you want to accompany you. Finding out if there is a facility for prayer.

Sending Health and Safety form to the venue and seeking approval and parental consent.

Seek permission from the Head Teacher – At least 10 working days before trip. Visits abroad or those that will carry a higher risk must be authorised by the Trust Health and Safety Committee.

Health and Safety information from venue

You may wish to visit the venue beforehand, but this visit should take place in your own time.

The organiser may wish to send home a letter to parents containing information about the venue and the expected behaviour of their sons. This is recommended for trips like theme parks when poor behaviour might result in accidents.

On certain trips, i.e. adventure trips or those abroad, you might also advise parents for the need of extra insurance cover.

On the day of the trip, the organiser should brief students on expected behaviour and any Health and Safety Issues.

All serious accidents should be reported as soon as possible to the Head teacher who contact the relevant Trust Convenor and parents as soon as possible.

EDUCATIONAL VISITS POLICY AND GUIDELINES

RISK ASSESSMENT

APPENDIX 1

STEPS TO BE TAKEN WHEN ASSESSING RISKS

<p>1 PLACE TO BE VISITED e.g. Paris</p> <p>Potential hazards:</p> <ul style="list-style-type: none">*walking in the city streets*travelling by ferry*loss of passport*unsuitable hotel
<p>2 LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE SIGNIFICANT HAZARDS TO YOU IDENTIFIED:</p> <ul style="list-style-type: none">*students*non-teaching staff*students*teachers*group leader
<p>3 LIST EXISTING CONTROLS OR NOTE WHERE INFORMATION MAY BE FOUND:</p> <ul style="list-style-type: none">*ensure sufficient supervision*know details of the consulate*clear guidance to students*exploratory visit
<p>4 HOW WILL YOU COPE WITH THE HAZARDS WHICH ARE NOT CURRENTLY OF FULLY CONTROLLED UNDER (3)?</p> <p>List the hazards and the measures taken to control them.</p>
<p>5 CONTINUAL MONITORING OF HAZARDS THROUGHOUT THE VISIT:</p> <p>Adapt plans and then assess risks as necessary</p>

RISK ASSESSMENT ACTION PLANS ARE ON THE STAFF COMMON IN THE HEALTH & SAFETY FOLDER UNDER PLANNING FOR TRIPS

ELECTRICAL EQUIPMENT

All electrical equipment used on site must have a PAT certificate. The school will endeavour to arrange for testing on an annual basis. Certification will be kept in the School Office in the Fire Risk File.

New equipment does not require a PAT certificate until the warranty has expired. All new equipment purchased by departments must be recorded and on the department list for the test. This list should be available on request.

Equipment which is found to be faulty or has frayed wires must not be used. Any piece of equipment with a red failed sticker cannot be used until it has been repaired.

Members of staff are reminded that equipment from home has not been PAT tested and cannot be used in school.

Members of staff should carry out a visual check before plugging in any appliance.

RISK ASSESSMENT

Risk assessment is a way of measuring the hazards posed to staff, students and visitors to the school. Then ensuring all the above are able to work in safety.

In determining whether a hazard poses a high, medium or low risk the assessor will need to take into account a number of factors:

- The nature of the activity being undertaken. Some activities are inherently more hazardous than others.
- The nature of the people undertaking the activity. An activity perfectly safe for an adult might be unacceptably hazardous for a young student.
- The worst result that the hazard could cause. Is it a broken toe, someone suffering long term illness, or even someone killed?
- The frequency with which the hazard is likely to cause harm. How often does the activity take place? How close do people get to it? How likely is it that something will go wrong?
- The number of people who could be affected by the hazard. A loose floor tile in a storage cupboard might be considered a fairly low risk; a loose tile on a busy corridor, would be high risk.

In an ideal situation the risk assessor should be a qualified person. However if there is no qualified person available (expertise could be bought in), then the HOD should carry out a risk assessment for their department on a yearly basis at the end of the year in July.

Step One – Identify Risk

Each area of the school needs to be assessed individually, ie R28. This is to be carried out by the main user of the area, ie Hall would be assessed by PE teacher. Appendix 1 is the form to be filled in. This will give an indication of the level of risk and control measures in place. One copy of the form should be kept in the room and a second copy in the Health and Safety file in the office.

Step Two – Is the Risk adequately controlled?

The assessor will need to identify what precautions have already been put in place to protect staff, students and visitors against the identified risks. The Health and Safety at Work Act 1974 requires employers to do whatever is reasonably practicable to keep the workplace safe and healthy.

The objective is to achieve continuous reduction in the level of risk by improving existing precautionary measures.

All staff have a duty:

- to co-operate with safety representatives in the fulfillment of the objectives of the school's H&S policies and their responsibilities under the Health and Safety at Work Act to comply with safety rules and procedures laid down in their area of activity
- to take reasonable care to avoid injury to themselves and others by act or omission whilst at work
- to use such protective clothing or equipment as may be provided
- to report all dangerous occurrences promptly

Step Three – Hazards without control measures

Where hazards have been identified and risks assessed by no control measures have been established, the following questions need to be addressed:

- Can the hazard be eliminated altogether?
- If not, what control measures can be put in place to reduce the risk to a minimum?
- Can the hazard be controlled at source?
- Can the work be adapted to suit the physical capabilities of the students?
- Can the use of technology reduce the risk?
- Can steps be taken to protect the whole place from the hazard?
- If all else fails, can personal protective equipment reduce the risk to individuals?

Summary

- Evaluate risks and control measures – check that existing control measures are adequate to control the risks. If not new control measures must be introduced.
- Ensure all findings are recorded. The identification of hazards and people at risk, the assessment of that risk and the introduction of control measures must all be properly documented.
- Review assessments – assessment must be reviewed annually and whenever there is a significant change in the working environment.

Following new legislation, a Fire Risk Assessment has to be kept separately.

USE OF LADDERS

The following is according to advice from the Health and Safety Executive

- Any person under the age of 21 will be sent for ladder training before being allowed to climb ladders in school
- Any person over the age of 21 will be deemed to have the necessary experience to be able to follow the guideline without further training
- Before climbing the ladder check that the ladder itself is in good working order, should any concerns be raised do not climb the ladder
- Any ladder higher than a 5 rung step ladder cannot be used without another person to supervise.
- Before climbing the ladder ask yourself: 'Am I fit to work at height?' before moving on to assess the ladder
- Make sure your belt buckle (or navel) stays within the stiles (vertical sides) to prevent toppling
- When not climbing keep both feet on the same rung throughout and always have three 'points of contact' with the ladder
- Do not carry anything heavier than 22lb
- Only work on a stepladder for 15 to 30 minutes at a time.

Lone working policy

1. Policy Statement

Where the conditions of service delivery or its associated tasks require staff to work alone, both the individual staff member and management have a duty to assess and reduce the risks which lone working presents.

This policy should be read in conjunction with the main Safer Working Practice policy and the relevant Health and Safety policies.

2. Purpose

This policy is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is not intended to raise anxiety unnecessarily, but to give staff a framework for managing potentially risky situations.

3. Scope

This policy applies to all staff who may be working alone, at any time, in any of the situations described in the definition below.

4. Context

The School accepts that there are times outside of school hours when a member of staff will be on the premises alone. The School has a commitment to the provision of appropriate support for staff a clear understanding of responsibilities the priority placed on the safety of the individual over property a commitment to providing appropriate training for staff

Equipment such as mobile phones, personal alarms and torches will be made available as appropriate.

Trainees and work experience

Any person who comes into school as a trainee or work experience placement must follow the schools induction policy and be made aware of all H&S issues relevant to the area they are working in.

Slips, trips and falls

Slips trips and falls are an unfortunate occurrence of day to day life and often seen as humours events, but this is far from the truth. By taking a few simple precautions, you can significantly reduce the risks;

- Make sure you know what to do with spillages
- Make sure that leaks are reported as soon as identified
- Play your part in cleaning regimes and schedules
- Keep work area tidy
- Choose appropriate footwear for tasks you are undertaking or area in which you are working
- Check that floor surfaces are in good condition and report defects.

Stress

If you think you are suffering from stress talk to your line manager in the first instance, then to your GP.

- Try to avoid eating on the run or avoiding meals altogether.
- Taking care of yourself physically will enable you to deal with stress related problems more efficiently.
- A balanced diet, moderate exercise and adequate sleep will all help
- Do not be embarrassed to seek professional help

Violence and Aggression

The school operates a zero tolerance policy.

- If you are the victim of violence or aggression, report it to your line manager immediately
- Do not respond to violence or aggression with violence or aggression. You will only make matters worse. By maintaining a calm but assertive approach, you will remain in control.
- If you are responsible to banking cash, bank frequently and always vary your route or travel time to the bank
- If you are to meet a parent who you know has aggressive tendencies always ensure you are accompanied,