

# **THE CHAUNCY SCHOOL**

## **HEALTH & SAFETY POLICY**

**Revised: November 2007**  
**Issue Number 5**

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## **1 POLICY STATEMENT**

The Governors of the Chauncy School, in conjunction with Hertfordshire County council, will ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, students, visitors and contractors, in accordance with the Health and Safety At Work Act 1974.

The Governors of the Chauncy School have adopted the policies contained in the HCC Health and Safety: Policy and Guidance Manual, together with those contained in the HCC Education Department Policy and Guidance Manual and DfES Guidance Manual on health and safety, as providing overall guidance on health and safety issues and shall endeavour to operate them, as far as is reasonably practicable. A full copy of these policies is available from the Site Manager.

Each Head of Department is to be issued with a copy of the Health and Safety policy for Chauncy School. The Head of Department is responsible for ensuring that all members of the department are aware of the contents of the policy.

## **2 AIM OF THIS DOCUMENT**

The intention of this policy document is to provide a written statement so that the procedures for identifying, controlling and reporting safety issues are understood by all users of the school and its grounds and put into practice throughout the site.

## **3 STATEMENT OF RESPONSIBILITIES**

### **3.1 Hertfordshire County Council**

Without detracting from the primary responsibility of managers and supervisors for ensuring safe conditions of work, the Authority will, so far as is reasonably practicable, provide competent technical advice on health and safety matters where this is necessary to assist line management in its task.

The authority will provide and maintain machinery for joint consultation on health and safety matters and will co-operate with safety representatives appointed by recognised trade unions. In this connection, the Authority reminds its employees of their own duty of care to their own safety and that of other workers, and to co-operate with the Authority so as to enable it to carry out its own responsibilities successfully.

The Chief Executive is responsible for the co-ordination of the County Council's Safety Policy.

Chief Officers are responsible for the implementation for the policy in their department.

Managers and supervisors are responsible for implementing the policy in their areas of activity and to ensure that work under their jurisdiction is undertaken with due regard to the health and safety of staff involved.

Individual employees will comply with the policy and co-operate with colleagues to ensure safe and healthy working.

### **3.2 The LA**

The Senior Property Officer, Education Department is the Departmental Health and Safety Co-ordinator with responsibility for the development and communication of Education Department Policy and for the co-ordination of health, safety and welfare matters in consultation with the Advisers and the County Health and Safety Adviser. Advisors for Science, technology and PE are responsible for giving advice to Head teachers on matters including health, safety and welfare in respect of employees, buildings and equipment in the relevant curriculum areas.

### **3.3 Governors**

In order to ensure, so far as is reasonably practicable, that the premises are safe and without risk to health, the Governors will:

- Take steps to ensure that they are kept informed of the County Council's advice and guidance on health and safety matters.
- Allow recognised trade unions to appoint safety representatives and allow reasonable paid absence from normal duties so that safety representatives can fulfil their functions.
- Ensure that a Health and Safety policy statement for their school is produced and reviewed annually which sets out the local organisational arrangements within the establishment and reflect and be consistent with the County Council's policy and Education Department's arrangements.

### **3.4 The Health and Safety Committee**

This committee comprises members of the Buildings and Grounds Committee, and the Site Manager. The committee meets each half term to review, resolve and monitor issues of Health and Safety, particularly those that apply to the fabric and fixtures of the building and its immediate environment. This will involve the study of safety audit reports, accident and hazard report forms; assisting in the development of safe working systems; to monitor the safety training of employees and to monitor the communication of Health and Safety matters in the school.

The committee recommends any items of additional expenditure to the Finance committee for approval and provides a report at each meeting of the full Governing Body, highlighting matters of concern.

This committee is responsible for the annual review of this policy and will recommend any amendments to the Review and Development committee and then on to the full Governing Body for adoption.

### **3.5 The Head Teacher**

The Head Teacher is responsible to the Governors for the day-to-day organisation of all matters which relate to the health, safety and welfare of employees, students, visitors and contractors at the school in accordance with the County Council's policy, the Education Department's arrangements and the Governors health and safety policy and is required to set a personal example of good practice.

- The Head Teacher is responsible for ensuring that all employees are informed of the Health and Safety policy that operates within the school and of the arrangements which exist for its implementation.
- The Head Teacher is responsible for ensuring adequate access to publications which are relevant to health and safety and for making them available to appropriate members of staff to provide guidance, information and instructions on health and safety matters.
- The Head Teacher is responsible for ensuring that employees receive the required training for the safe performance of their duties.
- The Head Teacher is responsible for ensuring that regular fire drills take place.
- The Head Teacher is to ensure that there is always access to emergency first aid when the school is open and that all first aid equipment is maintained.

### **3.6 The Site Manager**

The Site Manager is responsible for the overview of Health and Safety within the school and will report on these issues to the Head Teacher. It is the duty of the Site Manager to ensure that the fabric of the building and the fixtures therein are maintained to an appropriate standard to uphold the aims of the Health and Safety Policy. Duties are as follows:

- To review Accident Report forms to analyse for hazards
- To ensure that a fire risk assessment on the premises has been carried out in accordance with the Regulatory Reform (Fire Safety) Order (2005).
- To ensure that termly formal safety audits are carried out, in accordance with County Council requirements.
- To ensure an effective reporting mechanism exists within the school, so that remedial action can be taken promptly when any hazard or defect is notified by means of the red hazard forms (Appendix 1) available in the staff room. To respond in an appropriate and timely manner to these forms.
- To ensure that all fire fighting equipment is sited and maintained appropriately as far as is reasonably practicable.
- To ensure that all accidents are reported and investigated and that accident forms are completed and returned to the appropriate authority.
- To ensure that all mechanical, electrical and gas installations are regularly maintained and any faults notified are dealt with promptly and appropriately, as far as is reasonably practicable.
- To go through an appropriate risk assessment procedure before any in-house repairs or maintenance is carried out and to ensure that all contractors are instructed to do the same.

- To ensure that all contractors observe the safe working practices as outlined in the Contractors Permit to Work and that any contractors employed by the school are suitably qualified and able to carry out the work contracted in a safe manner and to an appropriate standard.
- To bring to the attention of the Head any faults or hazards which involve expenditure in excess of £1,000.
- To ensure that the asbestos register is consulted before any work is undertaken, that the appropriate approval is sought and granted before the commencement of any work in areas containing this material and that all work is recorded in the asbestos log.
- In conjunction with Heads of Departments, ensure that appropriate warning notices are displayed prominently where necessary.

### **3.7 Heads of Departments**

Heads of Departments are responsible to the Head Teacher for the organisation and supervision of the work and staff under their control. Their responsibilities are as follows:

- To know the broad requirements of the regulations, codes of practice and other safety requirements applicable to the work on which they are engaged and to ensure that they and the staff under their direction comply with these requirements.
- To incorporate safe working practices into their methods of work and ensure that staff and students working under their jurisdiction are instructed in safe and healthy working practices.
- To restrain employees from and not require them to take unnecessary risks which may cause injury to themselves or others.
- To ensure that any machinery is adequately guarded if necessary and that all equipment (including electrical connections) are in good and safe condition.
- To report any damage, faults or hazards immediately and to take effective measures to deal with hazards in the areas within which employees under their control are working.
- To ensure that the requirements of the COSHH (Control of Substances Hazardous to Health) regulations are scrupulously followed, e.g. COSHH data sheets held and COSHH risk assessments completed.

#### **COSHH Audit Checklist**

1. Is there an inventory of all substances used?
2. Is there control over ordering to ensure that all substances are assessed?

3. Is suitable information regarding the hazards of each substance available e.g. County Supplies COSHH assessment, Hazcards and manufacturer's safety databases?
4. Has a local assessment been made covering the use of the substances?
5. Does assessment cover action in the event of foreseeable incidents such as spillage?
6. Does assessment provide the appropriate first aid information?
7. Is it necessary to carry out workplace air monitoring in the area to ensure adequate protection of staff?
8. Does staff know where to find a written assessment relating to the activity they are carrying out, the hazards of the substance being used and the reasons for the controls and what to do in case of accident?
  - To ensure that appropriate protective clothing and equipment is available and used as necessary.
  - To ensure that each member of their Department has read and understood this Health and Safety Policy.
  - To ensure that each new employee is capable of carrying out the work for which he/she has been appointed and that he/she has been made aware of the safe working procedures concerned. Heads of Departments are responsible for identifying training needs and monitoring the effectiveness of the training provided and ensuring that their departmental staff carry out the appropriate risk assessments.

### **3.8 All Staff**

Section 7 of the Health and Safety at Work Act 1974 places a duty of care on all employees to take reasonable care, whilst at work, to ensure that they do not endanger themselves or anyone else who may be affected by their work activities and to co-operate with their employer or any other person who has a statutory duty or requirement imposed upon them, so far as is necessary to enable the duty or requirement to be performed.

All employees are especially reminded of the need to comply with the conditions imposed regarding Asbestos.

Authorised signatories for asbestos works are:

Mick Wathen	Site Manager
Lou Lancaster	Assistant Site Manager
Nick Goodwin	Network Manager

All staff are to be aware of the Electrical Safety at Work Act. If any lead is damaged or casing is cracked, the equipment is to be marked 'Not to be used' and reported to the Site Manager.

**Employees are reminded that failure to observe these duties could lead to disciplinary action.**

## **4 DEVELOPMENT AND IMPLEMENTATION**

### **4.1 Reporting and Monitoring**

Each Head of Department has a copy of the school's Health and Safety policy. A copy is also available for inspection in the staff room and on the staff area on the school intranet. New members of staff are expected to familiarise themselves with its contents. A summary sheet is included in the staff handbook. A full copy of the HCC Health and Safety Policy and Guidance manual and the HCC Education Department Health and Safety Policy and Guidance manual is available from the Site Manager and also on the Grid.

Each department keeps written records of risk assessments (and copies of COSHH sheets and COSHH risk assessments where appropriate) within the department for easy reference. Copies of risk assessments and COSHH are kept centrally with the Site Manager.

The staff development plan includes emergency aid training and up-date training when appropriate. Any health and safety training related to specialist responsibilities or new equipment will be incorporated as required. The school is committed to provide reasonable time off with pay for accredited trade union safety representatives as required by the Health and Safety at Work Act 1974.

Pupils are introduced to health and safety both through the curriculum and on a day to day basis as issues arise naturally during the course of school life.

Monitoring is a routine part of the professional duty of all staff, supported by the following audits and reports that are carried out on a regular basis:

#### **4.1.1 Termly Health and Safety Audits**

Termly health and safety audits are carried out by the Site Manager, in consultation with the Head Teacher, using the pro-forma supplied in the HCC manual. These are kept on file for one year and any issues noted, referred to the Governors Health and Safety committee and acted upon. An annual written return is submitted to HCC.

#### **4.1.2 Annual Inspection of P.E., Workshop and Food Technology Equipment**

An annual inspection of this equipment will be carried out by Education Workshops and any issues for remedial action will be acted upon as soon as is reasonably practicable.

#### **4.1.3 Annual Inspection of Gas Taps and Boilers**

This will be carried out as part of the contract placed with Fordham Heating and remedial work identified will be carried out as soon as is reasonably practicable.

#### **4.1.4 Portable Appliance Testing**

A yearly inspection of all portable appliances will be carried out by an electrical contractor. It is the responsibility of each department to ensure that all portable equipment is identified to the inspector for testing. Appliances without the appropriate test sticker must not be used. New appliances may not be used until they have been tested. Between these annual checks, new appliances may be taken to the Site Manager for testing.

#### **4.1.5 Fire Alarms and Fire Fighting Equipment**

The fire alarm system will be serviced quarterly. In addition, the fire alarm system will be tested each week from a different call point by the Site Manager or his assistant. A record of each test will be kept in the Fire Log Book which is held by the Site Manager.

The fire fighting equipment will be inspected on an annual basis by designated contractor and a report provided. Remedial action will then be taken where necessary, so far as is reasonably practicable, to ensure the school's compliance with the report.

#### **4.1.6 Disabled Lift, Platform lift and Hoist**

These are serviced and inspected regularly as part of the contract placed by HCC SEN.

**The following reports are used for monitoring health and safety issues on an 'ad hoc' basis:**

#### **4.1.7 Hazard Report**

A supply of red hazard report forms are placed in the Staff Room. Any member of staff finding a hazard, or having such reported to them by a pupil, has a duty to complete a form and bring this to the attention of the Site Manager as soon as is reasonably practicable. Reports are filed by the Site Manager and a log of remedial action is kept by him.

#### **4.1.8 Accident Report Forms**

Any member of staff who is supervising an activity in which an accident occurs must complete an accident report form as soon as is reasonably practicable after the incident. A report form must also be completed in the case of a member of staff having an accident. Accident reports are filed by a member of the office staff and kept in a folder in the school office.

#### **4.1.9 Violent Incident Report Forms**

Any member of staff who is supervising an activity when a violent incident occurs must complete HCC violent incident report form (available from the School Office). Similarly, any member of staff who is physically or verbally threatened by a student, parent, visitor or other person must also complete a form.

#### **4.1.10 Permission to Work Forms**

Every contractor working on site must be in possession of this form, signed by the Site Manager or his assistant, before work commences. The only exceptions to this arrangement are the grounds maintenance team or the cleaning contractor who do not require a permit for routine work. If, however, work of an unusual nature is to be undertaken, they too must have a Permit to Work. Completed Permit to Work forms are kept by the Site Manager.

#### **4.2 Local Arrangements**

Only those arrangements that are specific to the Chauncy School site are included here. For general advice concerning all other areas of Health and Safety, the HCC County Policies and Guidance and the HCC Education manuals should be consulted.

##### **4.2.1 Fire**

Fires are the most destructive, disruptive and costly cause of damage to school property. They are often caused by momentary acts of carelessness, ignorance or failure to take into account obvious hazards. More recently, there has been a disturbing increase in the number of fires started deliberately. The battle against fire in schools requires awareness and the adoption of good fire prevention practice.

##### **4.2.1(a) Fire Precautions**

All staff should be vigilant to ensure that potential hazards are kept under control to prevent the occurrence of fire. Any hazards should be dealt with or reported, as appropriate.

- It is essential that all staff make themselves familiar with the location of all fire exits and escape routes throughout the premises.
- Staff should make themselves familiar with the positioning of all fire fighting equipment e.g. extinguishers, fire blankets and fire hoses
- The method for sounding the Fire Alarm is to break the glass in one of the call points positioned around the premises, therefore all staff must ensure they know the positioning of all call points.
- All escape routes should be kept clear and uncluttered and exits must not be locked
- Art displays and other decorations of a combustible nature can increase the spread of fire considerably. Care should be taken when locating these displays.
- Paper and other combustible materials should be stored appropriately, where they will be secure against unauthorised access.
- Flammable liquids must be kept in locked cupboards or storerooms.

- All portable electrical appliances should be switched off and the plug removed from the socket when not in use. Sockets must not be overloaded and the correctly rated fuse must be used.
- Fire doors must not be wedged or held open and all doors and windows must be closed at the end of school each day.
- Rubbish must be stored safely outside the building, in the lidded bins provided. These bins must always be chained to a fixed post or to each other so that they cannot be easily moved by vandals to start a fire.
- It is vital that any other sources of combustible material e.g. wood, textiles etc. are stored securely so as not to provide material for arsonists.
- Many contractors bring on to site a number of ignition sources and must be aware of fire precautions. A pre-printed sheet detailing fire precautions and other safety procedures should be handed to all contractors by the Site Manager when they come into school.
- Smoking is not allowed in any school building.
- Access for emergency vehicles must be kept clear at all times.

#### **4.2.1(b) Emergency Procedures**

##### **If the fire alarm is sounded (continuous ringing of the school bell):**

- Assemble students quickly, quietly and in an orderly manner. Do not allow coats or other possessions to be collected on route as this will delay evacuation.
- Direct students to the main playground through nearest exit door (as shown on fire instructions in each room). All students must leave the room before the member of staff, to ensure no student is left behind. Close classroom doors and windows and switch off lights before leaving; close other internal doors en route to the playground.
- Students must line up in Tutor Groups, in silence, on main playground facing the school building as diagram below.

## PARK ROAD

11a	12/13a
11b	12/13b
11e	12/13e
11m	12/13m
11o	12/13o
11p	12/13p

7a 7b 7e 7m 7o 7p 8a 8b 8e 8m 8o 8p 9a 9b 9e 9m 9o 9p 10a 10b 10e 10o 10p

## SCHOOL BUILDING

- Registers will be taken to main playground by the School Office, who will distribute these to the Heads of Year. A register will then be given to each form tutor. It is vital that a register of names is taken, **NOT** a head count. If a child is thought to be missing, after checking the signing out book, notify the Fire Officer immediately.

### DO NOT RETURN TO THE BUILDING

- Staff who are not form tutors and non-teaching staff must notify the School Secretary that they are present. The School Office will also check the visitor's book.
- When a register is completed, it must be returned to the Head of Year who will return the entire Year Groups' registers to the School Secretary. Form tutors must stay with their form groups. When all registers have been returned and the building declared safe, the Fire Officer will instruct staff and students to return to the building. Under no circumstances should any person attempt to re-enter the premises until instructed to do so.
- In the case of a real fire alert, when everyone has been accounted for the Critical Incident Plan will come into operation.
- Any member of staff who is not teaching when the fire alarm sounds should, together with the Deputy Head Teachers, supervise the two main exits.
- The Fire Marshalls will carry out a sweep of the main building and the mobile classrooms and will be in contact with each other by radio.

The Fire Marshalls are

Dennis O'Sullivan	Headteacher
Mick Wathen	Site Manager
Lou Lancaster	Assistant Site Manager
Nick Goodwin	Network Manager

Richard Taylor

Head of PE

**A copy of the Emergency Procedure Instructions must be displayed in every room.**

#### **4.2.1(c) Special Instructions for Disabled Students**

*Disabled students should remain on the ground floor whenever possible.*

Students with mobility difficulties are not required to evacuate the building in the normal way:

If the fire alarm sounds and a disabled student is on the ground floor, the student must be escorted outside by his/her welfare helper and should then join the rest of his/her tutor group on the playground. If the student normally uses the disabled lift and is on the first floor when the fire alarm sounds, he/she must not use the lift. The student will be transported to the ground floor using the evacuation chair under supervision of a trained volunteer.

#### **4.2.1(d) If you discover a fire:**

- Operate the nearest fire alarm point.
- Follow the emergency procedure instructions.
- In the event of a fire, however small, the fire brigade should be called by the School Secretary. All staff have an over-riding duty of care to ensure students' safety. No attempt should be made to fight even a small fire until students' safety is ensured. Small fires may then be tackled by trained staff using appropriate fire extinguishers, if it is safe to do so and there is a means of escape *behind* the member of staff.

#### **4.2.1(e) Fire Officer**

The person designated Fire Officer is the Head Teacher. In his/her absence the Deputy Head Teacher will perform this function.

### **4.2.2 Medical Emergencies and Accidents**

#### **4.2.2(a) Provision of First Aiders**

The Qualified First Aiders have undertaken the full First Aid in the Workplace course and receive regular up-date training.

These are	Susan Browning	Office	Debra Harrison	Learning Support
	Jennifer Matthews	Office	Debbie Perry	Learning Support
	Kim Davis	Reception		
	Helen Farley	Reception		

#### **4.2.2(b) Minor Injuries/Illnesses**

Students should be sent to the school office, accompanied by another student, where the injury/illness will be dealt with by a member of the office staff or referred to the Qualified First Aider if necessary.

#### **4.2.2(c) Major Injuries/Illnesses**

- The casualty must not be moved, unless it is likely that further injury or deterioration of their condition will occur if action is not taken.
- Two students should be sent immediately to the school office with details of the emergency. Staff must not leave the casualty.
- A member of the office staff will call the Qualified First Aider promptly to attend to take charge of the situation and render such aid as to prevent further injury and preserve life.
- The First Aider will decide whether the injury or illness requires further professional help. Advice from the Education Department is that the ambulance service should be contacted at the earliest opportunity to seek professional medical advice and to avoid inappropriate diagnosis and/or treatment.
- If a First Aider decides that an ambulance is required, a member of the office staff will be responsible for calling such.
- A member of the office will also notify an appropriate adult (parent/guardian etc) who will be asked to accompany the casualty to hospital (or to take the casualty home). For this reason, it is essential that parents' contact numbers be updated on a regular basis.
- In the absence of an appropriate adult, a member of the school staff will accompany the casualty to hospital and remain until a parent/guardian can be contacted.
- The arrangements for dealing with a medical emergency away from school are dealt with in the school journey paragraph in the staff handbook.

#### **4.2.2(d) Accident Reporting**

- Injuries/illnesses requiring only nominal treatment should be recorded in the school's accident book, which is kept in the school office.
- Other injuries must be recorded on an Accident Report Form which should be completed as soon as possible after the incident. This form should be completed by the member of staff supervising the activity at the time and the content of the form restricted to the facts relating to the incident.
- The circumstances of the accident must be investigated by the Head Teacher or the Deputy Head Teacher at the earliest opportunity and any remedial or protective action carried out without delay, so far as is reasonably practicable. Appendix 1 provides guidance on conducting an accident investigation.

- The Head Teacher must report more serious accidents and dangerous occurrences to the County Health and Safety Adviser on the same day as the incident occurs by means of returning the Injury or Dangerous Occurrence Form to:

County Health & Safety Adviser  
Personnel Department  
County Hall  
Hertford SG13 8DE

- Fatal or major injuries must be reported by the Head Teacher to the Health and Safety Executive (HSE) by telephone (01582 444200) immediately and the details confirmed in writing within 2 days. For other, less serious incidents, it may be necessary to complete form F2508 (available from the School Office) within seven days of the accident.

- The address for correspondence with the HSE is:

Health and Safety Executive  
AW House  
6-8 Stuart Street  
Luton  
Beds LU1 1PP  
Tel: 01582 444200  
Fax: 01582 444320

- All injuries, which require reporting to the HSE, must also be reported to HCC and investigated locally as above.

#### **4.2.2(e) First Aid Equipment**

First Aid boxes are located as follows:

**Library Store Cupboard**

**Science Block (Prep Room) and Eye Irrigation Kit**

**Kitchen**

**Reception**

**School Minibus**

- Jenny Matthews is the person currently responsible for maintaining the stocks and supplies in the first aid boxes.
- The School is equipped for most emergencies likely to occur in school.
- A travelling first aid kit must always be taken on any journey (however short) and to all sporting fixtures.
- First aid kits will only contain basic first aid equipment (sterile dressings of various types and size, sterile eye-pads, triangular bandage, safety pins and sterile water if mains tap water is not readily available.) Drugs of any kind, together with antiseptic creams must not be kept in first aid boxes and must not be issued to any staff or students, as there is a risk of adverse reactions.

#### **4.2.2(f) First Aid Treatment**

- Before treating any casualty, first aiders should cover any exposed abrasion they may have with a waterproof dressing and should wash their hands before and after treatment.
- Disposable protective gloves and aprons should always be worn by the first aider when dealing with escape of bodily fluids. Soiled clothing and gloves, together with any contaminated swabs or dressings must be placed in a sealed, plastic disposal bag and disposed of safely in the hygienic disposal bin provided in Reception. This also applies to the disposal of used 'sick bags', using two sealed plastic bags.
- If any bodily fluids need to be mopped up, site maintenance staff should be contacted, who will use appropriate absorbent materials. Disposal of soiled items should be as above. Any area in which spills have occurred should be treated with a solution of disinfectant.
- If direct contact is made with another person's blood or bodily fluid, the skin should be washed as soon as possible with soap and water and medical advice sought. Clean cold water should be used if the area affected is the lips, tongue, eyes or broken skin. Particular care should be taken when treating sporting injuries and the 'bucket and sponge' method must not be used.
- First Aiders required to give mouth to mouth resuscitation should use a protective mouth piece where possible. This mouthpiece should only be used by properly trained persons.

#### **4.2.2(g) Administration of Medicines**

- These directions apply to all medicines.
- The school is under no obligation to administer medicines and, where possible, these should be given at home. If, unavoidably, medication needs to be administered at set times during the school day, arrangements are to be as follows:

- A parental consent form must be completed, giving all relevant details and returned to the school. In so doing, the parent/guardian consents to the administration of this specific medicine. Under no circumstances should medicine be administered without parental consent.
- A copy of the parental consent form should be placed on the student's file. The medication form should be returned home with the student each day for the parent/guardian to acknowledge that the correct dose was administered and the form returned with the student the following day.
- In cases of chronic illness (where long-term medication is required) the form need only be sent home half-termly or when a change in dosage is necessary.
- Written parental consent, together with clear instructions for dosage, should still be provided for older students who wish to be responsible for the self-administration of their medicine.
- All medicines must be stored securely in the school office and when dispensed a record must be made.

### **4.2.3 Snow and Ice Clearance**

**The law requires that the occupier of premises to do what is reasonably practicable to protect employees and visitors from risk.**

#### **4.2.3(a) Clearance**

The Site Manager or his assistant will be responsible for snow clearance. Salting should be carried out during the preceding evening if snow is forecast for the next day, to protect those staff who may arrive early. Areas of the school to be salted are:

- The upper and lower car parks
- The main car park and its paths
- The drive
- The lower and upper playground (in the morning, unless a letting or school function is taking place in the evening)
- The paths in front of the school, at the side of the school and the rear path connecting the music block and maths block with the rear pupils' entrance
- The steps leading to the main and pupils' entrances

Manual clearance of snow from these areas must be treated as a priority. If it is not possible to clear snow or ice from these areas and it is considered that these areas might cause a hazard, it may be necessary to close these areas. If this is the case, such a closure must be clearly sign-posted.

#### **4.2.4 Minibus Driving**

**When driving students of any age group to or from any sports fixture or other activity, the following instructions must be observed:**

##### **4.2.4(a) Permitted Drivers**

Only those members of staff who have successfully completed an independent minibus driver's assessment within the last five years and who hold a recognised certificate of competence are permitted to drive students in a minibus.

A list of permitted drivers for the minibus is kept by Mick Wathen and Jenny Matthews.

##### **4.2.4(b) Exceptions**

No member of staff below the age of twenty-five years may drive a minibus without the express permission of HCC Road Safety Unit. This must be arranged through the Minibus Co-ordinator, Mick Wathen. Failure to do this will invalidate insurance and may leave the driver open to prosecution.

Any member of staff, who holds a minibus certificate but during its lifetime (three years from the date of the test) receives a conviction for any motoring offence, must notify Mick Wathen immediately with details of this conviction. Similarly, if the certificate holder is aware of any medical condition that makes them unfit to drive, they must also advise the Minibus Co-ordinator. Failure to do so may invalidate the minibus driver's insurance.

##### **4.2.4(c) Driving Licences**

All minibus certificate holders are required to submit a copy of their driving licence each year to the Minibus Co-ordinator, Mick Wathen.

##### **4.2.4(d) Using the Minibus**

All drivers are required to follow the advice given in the HCC publication 'Minibus Driving'. It is suggested that this publication should be reread by any person who has not driven a minibus recently.

##### **4.2.4(e) Minibus safety checks**

All driver must carry out visual and mechanical safety checks to minibuses (as laid out in vehicle log books) before the vehicle is to be driven.

#### **4.2.5 Risk Assessments**

**The Management of Health and Safety at work (MHSW) regulations 1992 make the need to carry out risk assessments a legal requirement. They should be systematic and structured, identifying the hazards and those exposed to them and then evaluating the extent of the risk, taking into account any existing precautions.**

**4.2.5(a) Contents of a Risk Assessment**

An assessment should identify significant risks and existing control measures, enable prioritisation of any further measures required, are appropriate to the work and be valid for a reasonable period. It should cover all relevant hazards and risks, address what actually happens in the classroom (or workplace) and ensure that everybody at risk is considered.

**4.2.5(b) Conducting a Risk Assessment**

Two approaches to risk assessment are provided, depending on whether or not there are existing codes of practice, safety manuals, etc., for the activity being assessed.

**The main steps in carrying out a risk assessment.**

1. Look for hazards.
2. Decide who is in danger and how.
3. Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done.  
Ask:
  - a) Can I get rid of, or reduce the hazard?
  - b) Can I control the risks?
4. Record your findings.  
Ask:
  - (a) Are the precautions reasonable?
  - (b) Is there something to show that a proper check was made?
5. Review your assessment from time to time and revise it if necessary.

Staff should quantify risk by using the risk assessment matrix and act on the findings by taking action to reduce the risk to an appropriate level.

**Risk Matrix:**

Severity Likelihood	Slightly harmful (e.g. Superficial injury or temporary discomfort or distress)	Harmful (e.g. Sprains, minor fractures, ill health leading to disability)	Extremely harmful (e.g. major fractures, amputations, fatality, life shortening illnesses)
Highly unlikely	LOW (L)	LOW (L)	MEDIUM (M)
Unlikely	LOW (L)	MEDIUM (M)	HIGH (H)
Likely	MEDIUM (M)	HIGH (H)	VERY HIGH (VH)

It is unlikely that all risks can be reduced to low levels. Table 1 will help you to determine action that needs to be taken.

**Table 1:**

Risk Rating	Action required	
	Initial risk rating	Residual risk rating
<b>Very High (VH)</b>	May only take place if good control measures can be implemented.	Must not take place.  You will need to identify further controls to reduce the risk rating.
<b>High (H)</b>	May only take place if good control measures can be implemented.	Seek further advice
<b>Medium (M)</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit.	
<b>Low (L)</b>	No further action required.	

#### **4.2.5(c) Risk Control**

These are the preventative and protective measures that have to be taken following a risk assessment depending upon the relevant legislation – both the Health and Safety at Work Act and legislation covering particular hazards or sectors of work – and the risk assessment itself.

#### **4.2.5(d) Recording the Assessment**

The MHSW regulations also require that the significant findings of risk assessments must be recorded. This should be a statement of the hazards and risks, which then leads staff to take the relevant actions to protect health and safety. This record would normally be in writing or may form part of the scheme of work for a year group. It is a requirement that written risk assessments are copied and the copy given to the site manager, who will keep a central record.

For relatively ‘static’ operations, the risk assessment should be such that it is not necessary to report it every time someone is exposed to a hazard in similar circumstances.

For more ‘dynamic’ activities (where the detailed work activity may change fairly frequently or the group of people undertaking the work changes) the risk assessment might have to concentrate more on the broad range of risks that might arise so that detailed planning and training can take account of those risks and enable them to be controlled as and when they arise.

It is the responsibility of all staff to carry out risk assessments for their specific activities but it is the responsibility of the Head of Department to ensure that risk assessments have been carried out for the activities in their department. Copies of all risk assessments must be given to the Site Manager, to be kept as a central record.

#### **4.2.5(e) Reviewing and Monitoring**

Maintaining risk control measures requires adequate inspection, maintenance and monitoring procedures to ensure their continued operation. This will include review procedures to examine risk assessments and control measures in the light of changes and developments. The type of maintenance, its frequency and depth should reflect the extent and nature of the risk revealed by the risk assessment.

#### **4.2.5(f) Manual Handling**

There is a need for a written risk assessment for any task, which has the potential to cause injury and is likely to occur:

- Moving stock
- Moving computers/TVs/videos etc
- Moving furniture/stage blocks/piano etc
- Stretching to complete wall displays
- 

An effective risk assessment should take into account:

the **W**orking environment  
the **I**ndividual  
the **L**oad  
the **T**ask

In many other cases, there will not be a written risk assessment but staff should 'think through' a risk assessment and use appropriate equipment (e.g. sack barrow/trolley) or ask for help. A Moving and Handling, awareness and training pack is available on the school intranet, or from the site manager.

The above applies only to moving objects and not to lifting people. Members of staff may not lift students or colleagues unless they have received specific training for this purpose.

#### **4.2.5(g) Pregnant Women and Nursing Mothers**

A member of staff should inform the Head Teacher that she is pregnant so that a review can take place of all risk assessments that cover the work of that person. This review should be carried out jointly by the Head Teacher, the Head of Department and the member of staff concerned. A similar review must be carried out on the return from Maternity leave of any member of staff who informs the Head Teacher that she is a nursing mother.

Specifically, the review should cover:

- Lone working
- Lifting and handling
- COSHH

The results of this review should be recorded as a revised risk assessment.

#### **4.2.6 Lone Working**

##### **Guidelines**

**Lone working (working alone in the school) should be avoided, whenever possible. If it is essential, then the following guidelines should be adhered to:**

- No high level task is to be undertaken i.e., climbing ladders, using the lighting tower, working on the roof etc. Similarly, there must be no use of dangerous equipment, e.g., chainsaws, high voltage electrical equipment etc., whilst alone. Another member of staff **must** be present in the school when work such as this takes place.
- Another member of staff or of the person's own family must be aware that lone working is taking place. It is essential that the exact location of the lone worker is known. The hours that the lone worker expects to be in the building should be known to the family member or other member of staff and regular telephone contact during the period is advisable.
- Any lone worker should carry a mobile telephone for use in an emergency.
- Members of staff with unstable medical conditions (e.g., diabetes, epilepsy, cardiac conditions, pregnancy, etc) with limited or impaired physical mobility or with impaired sensory ability should not, for their own safety, work alone in the building at any time.
- If it is necessary for a member of the premises staff to enter the building outside normal hours (e.g. to re-set alarm), a two-way radio or mobile telephone must be taken into the school and a base set left with another person outside the school (e.g. at the Site Manager's house). In this case, the radios or telephone **must** be switched on. On entering the building, if there is any suspicion that an intruder may be on the premises, the premises staff **must** leave the building immediately and contact the Police. Re-entry to the building must not take place until the Police arrive.

**There are no circumstances in which an individual should compromise their own safety to protect property.**

#### 4.2.7 Asbestos

Asbestos is present throughout the school building. If undamaged and not disturbed, there is no evidence that asbestos provides a danger to health. However, asbestos dust may be spread when the substance is disturbed and damaged asbestos may shed fibres. If either dust or fibres are inhaled, they may cause lung disease

##### 4.2.7(a) Precautions

- All work carried out in school must be authorised by an approved signatory, Mick Wathen , Lou Lancaster or Nick Goodwin. This applies not only to building work, but also to minor tasks as putting a nail or drawing pin into a wall or to stapling work directly onto a wall.
- Any work to be carried out must be detailed in the asbestos log and appropriate permission obtained. No other person apart from the authorised signatories is permitted to authorise work.
- All staff are required to be vigilant regarding the condition of asbestos panels in their work area. If the window walling, the panels above the doors or ceiling tiles become damaged in any way, this must be reported to the Site Manager or his deputy immediately.

##### 4.2.7(b) Action

- Any deterioration in the condition of any asbestos panels in any room **must** be reported to the Site Manager or his deputy **immediately**.
- If any damage occurs to the fabric of the room, this **must** be reported to one of the authorised signatories **immediately** and the room evacuated.
- All removal or repair work must be carried out by authorised contractors as detailed in the asbestos log.
- No in-house repair or removal of asbestos material is permitted, unless there are written HCC instructions to the contrary.
- All asbestos removal or repair should be carried out, as far as is reasonably practicable, when there are no students or staff in school, i.e., during holiday periods, at weekends or after school hours.

#### 4.2.8 School Security

All visitors to the School should enter via the Main Entrance, adjacent to the school office. Contractors should report to the Site Manager or his deputy and fill in the appropriate paperwork before starting work. Other visitors are required to sign in the Visitors' Book if they are to remain on site. It is important to ask visitors to sign out before leaving the building, to enable everyone to be accounted for in case of fire.

#### **4.2.9 On-site Vehicle Movements**

All vehicles entering the Chauncy School site should adhere to the 5 mph speed limit, which is clearly marked. A road barrier will be in operation at the main gate to restrict access at peak times of pupil movement. 08.30 to 09.00 and 15.15 to 15.45.

#### **4.2.10 Off-site Visits**

Procedures for off-site visits for students should be taken from the DfES publication 'Health and Safety of Pupil on Educational Visits' which was issued in 2001 and three supplements. Each Head of Department has a copy of these publications.

#### **4.2.11 Work Related Stress**

Stress is a necessary part of life, but it needs to be constructive rather than destructive. If levels of stress are getting too high, consult Appendix 2.

#### **4.2.12 Electrical safety**

Relevant pieces of legislation are;  
The Health and Safety at Work Act (1974).  
The Electricity at Work Regulations (1989).  
The Management of Health and Safety at Work Regulations (1992).

Acquiring electrical equipment

1. All new electrical purchases must comply with the appropriate British Standards and/or the European equivalent.
2. The Site Manager before use **must** be informed and allowed to PAT test all new and second-hand acquisitions, lent, or hired electrical equipment for electrical safety.
3. Any mains operated equipment belonging to staff must also be checked in this way before being used on the premises.
4. If there is any doubt that any electrical equipment is safe to use, then it should be labelled "do not use" and withdrawn, until it has been tested and labelled as safe for use by a qualified person.
5. Second-hand, lent or hired electrical equipment must be recorded as being used, and must be included for PAT testing during the regular testing

## **USER CHECKS.**

The user check is considered an important safety precaution. Many faults can be determined by a visual inspection. The user is the person most familiar with the equipment, and is probably in the best position to know if the equipment is in a safe condition, and working correctly. No record is made of the user inspection, unless, some aspect of the inspection is unsatisfactory.

The user inspection should proceed as follows,

- (a) Consider whether he/she (the user) is aware of any faults in the equipment and whether it works in accordance with the manufacturers instructions.
- (b) Inspect the equipment, in particular looking at,
  - (i) The flex – is it in a good condition? Is it free from cuts, fraying and damage? Is it in a location where it could be damaged? Is it too long, too short, or in any other way unsatisfactory? Does it have inadequate joints?
  - (ii) The plug – is the cable secure in its anchorage? Is it free from any signs of overheating? Is it free from cracks or damage?
  - (iii) The socket outlet – is there any sign of over heating? Is it free from cracks or other damage?The appliance – Does it switch on and off correctly? Is the casing free from cracks, contamination or damage? Which could result in access to live parts within the appliance? Can it be used safely?
  - (iv) Users – Are you satisfied that the equipment works correctly, in accordance with the manufacturers specification?
  - (v) The environment – Is the equipment suitable for the work it is required to carry out?
- (c) Take action on faults/damage.
  - Faulty equipment must be,
    - (i) Switched off and unplugged from the supply.
    - (ii) Labelled to identify that it must not be used.
    - (iii) Reported to the Site Manager.

## **GOOD HOUSEKEEPING.**

Check that the electrical equipment is installed and operated in accordance with the manufacturer's instructions. Notwithstanding the manufacturer's instruction, the following are examples of items, which should be checked,

- (a) Cables are not located where they are likely to be damaged, e.g. trodden upon or snagged.
- (b) Means of disconnection/isolation from the mains supply, readily accessible.

- (c) Space around the equipment is adequate for ventilation and cooling, that equipment ventilation openings are not blocked.
- (d) Cups, plants and work material are not placed where their content could spill into the equipment, or block ventilation openings.
- (e) Equipment is not positioned so close to walls or partitions, that the cord is forced into a tight bend as it exits the equipment, or enters the plug (this may also indicate inadequate spacing for ventilation and cooling).
- (f) The equipment is operated with protective covers in place and doors closed.
- (g) There is no indiscriminate use of multi-way adaptors and/or trailing extension leads.
- (h) There are no unprotected cable runs beneath carpets.

# APPENDIX 1 Accident reporting procedures

- Knowledge/ Awareness of accident/ injury/ violent incident/ near miss

## NON EMPLOYEES

- Pupils
- Visitors to site
- Parents

### Accident/ Injury (Minor)

(e.g Fell over in playground and needed TLC)

- Record in the Bumps and Grazes book for Pupils
- Record in the accident book for Visitors/ parents

### (Major)

( e.g Needed First aid attention but did not need to be sent to hospital)

- Record and report on HCC IDOR Report form. Visitors and Pupils. If in doubt phone HCC CSF H&S Team. Assessing the following.

Identify if injury/accident is RIDDOR reportable

- Non employee is taken straight from site to hospital
- Accident / injury arisen from activity on site: i.e. lack of supervision, premises, plant or equipment
- REPORT ON F2508 HSE Documentation by telephone immediately and in writing within 10 days of accident send copy to HCC.

### Violent Incident

- Record internally e.g. Pupil file.
- (Violence pupil on pupil)

### Near Miss

- Report and record near miss to HCC on IDOR Form maintain a copy on site.

## EMPLOYEES

- Staff (Part time/ full time/ flexi time)

### Accident/ Injury (Minor and Major)

- Record and report to HCC on IDOR Form maintain a copy on site.
- Assess the following

### Violent Incident

- Record and report to HCC on VIR Form maintain a copy on site.

### Near Miss

Report and record near miss to HCC on IDOR Form maintain a copy on site

Identify if injury/accident is RIDDOR reportable.

- Injury results in death, hospital admittance for 24 hours, Unconsciousness, 3 day leave of absence from work (including weekends or return to work on third day but only carrying out light duties, (minor) )
- **Major incidents** REPORT ON F2508 HSE Documentation by telephone immediately and in writing within 10 days of accident send copy to HCC.
- **Minor incidents (Over 3 day injury)** REPORT ON F2508 HSE Documentation within 10 days of accident and send copy to HCC.

- *Accident Data needs to be kept for at least three years after the accident if the person is above the age of eighteen.*
- *If the person who has had the accident is under the age of eighteen the accident records have to be kept until they are of the age of eighteen and three years there after.*

## APPENDIX 2

### Guidance on dealing with Stress at Work

#### STRESS MANAGEMENT STRATEGIES FOR MANAGERS

**Q. AS A MANAGER, HOW DO I RECOGNISE IF MY STAFF ARE OVER STRESSED?**

**A.** The following warning signs may give you some indication that ‘everything is not well’ within your particular area

<b>Work performance</b>	<b>Staff attitude &amp; behaviour</b>	<b>Relationships at work</b>	<b>Sickness absence</b>
* Reduction in output	* Loss of motivation & commitment	* Tension & conflict between colleagues	* Increase in overall sickness absences especially short frequent periods
* Poor decision making	* Erratic/poor time keeping	* Poor relationships with clients	
* Deterioration in planning and control of work	* Working longer hours but for diminishing returns	* Increase in disciplinary problems	

Once this identification has been made, you must address the situation and consult the Headteacher.