



St John's RC School

HEALTH AND SAFETY POLICY

Adopted by the Governing Body December 2018

Signed by Chair of Governors.....

Review Date December 2019

Contents

1. Health & Safety Policy (General)
2. Responsibilities & Duties in matters concerning Safety
3. Those who have special duties in regard to Health and Safety
4. Accidents and other Allied Emergencies
5. Health and Safety Policy for Departments
6. Playground Safety
7. Emergency contacts
8. Reporting School Accidents
9. Contractors on School Premises
10. Data Backup
11. Emergency Evacuation Procedures
12. Work Equipment
13. Electrical Equipment
14. Plant and Machinery
15. Control of Hazards to Health
16. Cleaning Arrangements
17. Health and Safety (Display Screen Equipment) Regulations 19192
18. Asbestos Policy
19. Manual Handling
20. Ladder Safety
21. Smoking policy

1. Health & Safety Policy (General)

1.1

This is a Health and Safety Policy for St Johns R.C. School.

It is the responsibility of the Governing Body to prepare a written Health and Safety Policy for the school. The Governing Body aims to promote the

development and maintenance of sound, safety, health and welfare practices; assess and take preventive measures; consult all employees, pupils and visitors on all health and safety matters; provide job specific health and safety training; provide and maintain health and legal working arrangements for staff, pupils and visitors; make available information, facilities for training, instruction and supervision, to enable all employees to perform their work safely and efficiently; make available and use all the necessary safety devices and suitable protective equipment and clothing; maintain a constant and continuing interest in Health and Safety and Welfare matters appropriate to the school's activities.

1.2

This statement deals with those aspects over which the Head of School controls and covers safety associated with the building structure, plant, fixed equipment and services over which Governors also have responsibility. It describes how the Head of School is discharging his/her responsibility, in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school, in accordance with the health and safety legislation

1.3

The aim of the statement is to ensure that all reasonable practical steps are taken to secure the health, welfare and safety of all persons using the premises and thus:

- a) To establish and maintain a safe and healthy environment throughout the school;
- b) To establish and maintain safe working procedures among staff and pupils;
- c) To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- d) To ensure the provision of sufficient information, instruction and supervision to enable all people and pupils working on site, to avoid hazards and contribute positively to their own safety training as and when provided;
- e) To maintain a safe and healthy place of work and safe access and egress from it;
- f) To formulate effective procedures for use in the case of fire and other reasons for evacuating the school premises;

- g) To lay down procedures to be followed in the case of an accident;
- h) To provide and maintain adequate welfare facilities;
- i) To provide an emergency plan.

2. Responsibilities and Duties in matters concerning Safety:

2.1 The Head of School

The Head of School is the Health & Safety Manager. The ultimate responsibility for all school safety organisation and activity rests with the Head of School.

Name Mrs. Wendy Killilea

Title: Head of School

Official Address: St. Johns R.C. Special School

Turpins Lane

Woodford Bridge

Essex

IG8 8AX

Telephone No. 0208 504 1818

Head of School's Responsibilities

1. The main functions of the Head of School as Health & Safety Manager are:
 - a) Day to day management of all health and safety matters in the school in accordance with the health and safety policy;
 - b) Ensuring regular inspections are carried out;
 - c) Submitting inspection reports to governors;
 - d) Ensuring action is taken;
 - e) Passing on information received on health and safety matters to appropriate people;
 - f) Carrying out investigations;
 - g) Chairing the school Health and Safety Committee;
 - h) Identifying staff training needs;
 - i) Liaising with governors on policy issues and any problems in implementing the Health and Safety Policy
 - j) Co-operating with and providing necessary facilities for Trades Union Safety Representatives.

The Head of School is also expected to monitor purchasing and contracting procedures, to ensure that their employees' health and safety policy is complied with. Functions may be delegated but the legal responsibility rests with the Governors. The person designated to act in the Head of School's absence is the Health and Safety Co-ordinator.

Name: Mr. Roger Woods

Title: Health and Safety Co-ordinator

Official Address: As above

Role of the Health and Safety Co-ordinator

- a) To be the focal point of all day to day references on safety organisation and to give advice;
- b) To co-ordinate the implementation of the approved safety procedures in the school;
- c) To maintain contact with outside agencies who are able to offer expert advice;
- d) Report all known hazards immediately to the Head of School and stop any practices or the use of any plant, tools equipment, machinery etc. he considers to be unsafe, until satisfied as to their safety;
- e) Make recommendations to the Governors for additions or improvement to plant, tools, equipment, machinery, etc. which are dangerous or potentially so;
- f) Make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations;
- g) Review the Health and Safety policy annually;
- h) Manage the provision of First Aid in school (see Medical Policy);
- i) Implement the emergency regulation; and make recommendations for improving the procedures laid down;
- j) Review regularly the dissemination of safety information concerning the school;
- k) Recommend necessary changes and improvements in welfare facilities; Inform the Governors of the school at governors of the safety procedures at the school.

2.2 Obligation of all Employees

The Health and Safety at Work Act 1974 (reviewed 2014) states:

“It shall be the duty of every employee while at work to take reasonable care for the health and safety of him/herself and of any other persons who may be affected by his/her acts or omissions at work and as regards any duty or requirement imposed on his or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with.”

The Act also states: “No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety or Welfare in pursuance of any of the relevant statutory provisions.

2.3 Health and Safety Committee Union Representatives

None appointed at present

2.4 Management Representative

Mr R Woods

This committee will meet once a term to review procedures and to inspect the premises and activities.

2.5 Inspection Plan

The Health and Safety Co-ordinator organises inspection of the school.

Reports are compiled by the Health and Safety co-ordinator by the end of the autumn term.

A report to the Governors’ Committee includes:

- Review of Inspection Plan
- Incident reporting and investigating
- First Aid arrangements
- Maintenance and cleaning
- School trips
- Work Experience

3. Those who have special duties in regard of Health and Safety

3.1 General

It is expected that all staff will take responsibility for their own working areas

3.2 Heads of Department

Their main functions are:

- (a) Day to day management of Health and Safety in accordance with Health and Safety Policy
- (b) Drawing up and reviewing department procedures regularly

3.3 All Staff are responsible for:

- a) Day-to-day management of health and safety in accordance with the Health and Safety Policy
- b) Checking classrooms/work areas are safe
- c) Checking equipment is safe before use
- d) Ensuring safe procedures are followed
- e) Ensuring protective equipment is used, when needed
- f) Participating in inspections and reporting to the Health and Safety Committee, if appropriate
- g) Bringing problems to the relevant Line Manager's attention
- h) Ensuring risk assessments are conducted according to School Policy

3.4 Pupils

The pupils are expected:

- a) To exercise personable responsibility for the safety of themselves and classmates
- b) To observe standards of dress consistent with safety or hygiene (this would preclude unsuitable footwear knives and other items considered dangerous)
- c) To observe all the safety rules of the school and in particular the instructions of teaching staff in an emergency;
- d) To use and not wilfully misuse, neglect or interfere with things provided for his/her safety;
- e) To observe the school code of conduct.
- f) Pupils taking medicine as part of a course of treatment must report to reception and follow the following procedure:
 - i. A written request must come from parent/guardian/carer stating times and dosage of all medications;
 - ii. Students on long-term medication (e.g. asthmatics) must have renewal letter written by parent/guardian/carer at the beginning of each year;
 - iii. all medicines should be signed for by a designated person;
 - iv. All medicines should be stored in a locked cabinet/cupboard (with exception of liquid antibiotics which must be stored in a refrigerator away from children's access) in the school office;

- v. It is the parents' responsibility to renew medicines when necessary.
- g) Pupils are expected to move around the building in a quiet and orderly manner and NOT to congregate near exit doors.
- h) Pupils must not be left unsupervised in any part of the School except under exceptional circumstances such as severe emergency and even then as far as is reasonably practical, all potentially dangerous activities must cease.

3.5 Visitors

Regular visitors and other users of the premises, (e.g. delivery operatives from specific companies), should be required to observe the safety rules of the school. In particular volunteers helping out at school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

All visitors must report to Reception and will be provided with an identification label and made aware of evacuation procedures. The identification label should be returned to Reception when the visitor leaves the school. Visitors not wearing an identification label should be asked to report to the school office. Staff are asked to report the presence of any intruders to reception immediately.

3.6 Supervision of Pupils

- a) Teachers are expected to accept responsibility for pupils on the premises for ten minutes either side of the commencement and end of the school day
- b) During morning break, which is for pupils, all staff are legally on duty.
- c) During the lunch break the Head of School and Deputy Head have the responsibility of being on duty. Staff are asked to report any Health and Safety hazards they notice while on duty on the appropriate Health and Safety Report forms kept in the staff room and return them to the Health and Safety Co-ordinator.

3.7 Transport on Site

All users should take great care when driving on site, as children do not always react in the same way to vehicles as adults.

The school speed limit is 5 mph, which should be observed at all times. Any breaking of the speed limit should be reported to the Head of School. Vehicles should only be parked in those areas that are designated car parks and in the marked bays.

Cars should be parked with exhausts away from windows.

Non-parking areas should be marked with yellow lines. Vehicles parking in non-designated areas should be reported to the Head of School.

All cars must have lockable petrol caps.

4. Accidents and other allied emergencies

The action to be taken if a pupil has had an accident or is taken ill in school will obviously vary considerably according to the circumstances but whatever the circumstances parents should be informed immediately and told what action has been taken.

4.1 First Aid

If anyone should become ill or suffer as a result of an accident, the procedures below should be followed:

- a) First aid should be rendered, but as far as knowledge and skills admit
- b) The patient should be given all possible reassurances.
- c) A trained First Aider should be contacted

4.2 General advice for staff present at an accident involving a pupil

- a) In all cases of serious accident injury or illness, get help immediately and inform the school office and the senior member of staff on call if help is needed. The decision to call an ambulance would normally be made by the first aider or the senior member of staff but in the case of a very serious accident or illness any member of staff should make a call via any `phone and should then inform the school office.
- b) Always keep the school office informed, as they will have to direct the ambulance and deal with parental enquiries.
- c) Staff should remain with the patient.

- d) When the ambulance arrives always ask which hospital the patient is to be taken to and inform the office. An adult must accompany all pupils to hospital if the parent or guardian is not present.
- e) Under normal circumstances a senior member of staff will decide who is to accompany the person. In an emergency any member of staff should travel in the ambulance and the office should be informed so that cover can be provided
- f) All pupils and staff present at the time of the incident should be asked to give a written account of the events. This should be done as soon as possible. The incident reports should be handed to Roger Woods. A RIDDOR FORM should be completed in the case of serious incident.
- g) The Medical Room is at the rear of the General Office. A key is available in the General Office.

4.3 Designated First Aiders

8 Trained first aiders whose names and photographs are displayed around the school.

4.4 Use of Staff Cars

In some unusual circumstances staff may take a pupil to hospital in their own car. They should check with their insurance company that they are insured for this purpose. It is usually wise to have a second member of staff in the car. Use of a staff car should only be considered for minor injuries.

4.5 Eye Injuries

A pupil sustaining any form of eye injury should be referred to the local casualty department immediately following emergency first aid.

4.6 Parental Consent to Treatment

When it has been necessary for a pupil to be seen by a doctor and/or a hospital because of a serious accident or serious illness, the medical service may require parental consent before surgical or medical treatment is given to a pupil who is under the age of 16 years of age. If parents or guardians are not available and the situation is urgent, the teacher, as the person in loco parentis, may give consent for any treatment /operation for a child under 16.

4.7 Parent Address and Telephone Numbers

Parents are asked on a yearly basis to give information on where they can be contacted in an emergency. Any information given by the parent will be kept in the office and only used if there is an emergency. All addresses and information must be kept up to date. This will be updated on a daily basis and checked by the General Office once a term.

4.9 Accident Forms

All accidents must be reported on a school Accident Form and handed to Roger Woods, Health and Safety Co-ordinator. An entry must be made in the Accident Sheets kept in the Medical Room. Serious accidents should be reported on RIDDOR forms.

A serious accident would be classed as a fracture of bone, loss of sight. If death occurs on the premises or results from an accident on the premises the Health and Safety Executive must be informed immediately.

4.10 Accidents to Pupils (and other persons on the premises) and outside enquiries.

The Head of School will deal with all such enquiries from the police and those acting on behalf of any solicitors engaged by parents of children or other persons.

4.11 Non-accidental Injury to Children (suspected child abuse)

It is essential that if any member of staff suspects that there has been a non-accidental injury to a pupil that they report this immediately in person to the Head of School or the Deputy Head Teacher (Child Protection Managers). Please do not discuss any conversation you have had with the pupil or with any other person.

Examples of warning - Signs of Child Abuse:

1. Unexplained cuts and bruises
2. Repeated minor injuries
3. Scalds, burns, particularly cigarette burns
4. Fractures, Lacerations and Swellings without explanation
5. Human bites
6. Facial bruising
7. Failure to thrive, loss of weight, tiredness, lethargy
8. Unexplained absences (refer first to Year Head)
9. Excessive crying

4.12 Children Suffering Emotional Stress

Consult with Form Tutor or DSL if pupil gives cause for concern.

4.13 Minor Illness

All children suffering from minor illness should be referred to Reception. A member of the senior leadership team or the head of the relevant key stage is to be consulted and the pupil may go home if a parent can be contacted to give permission. No pupil should leave school premises during school hours without the permission of a parent or guardian.

4.14 Epilepsy

Parents must be notified if a pupil has a fit or convulsion while in school. It is important that staff are aware of pupils who suffer from epilepsy but also that pupils take a full and active part in the life of the school. Parental consent must be obtained for a child who has epilepsy to go swimming and that child must be allocated a helper who is able to swim. There must be a lifeguard on duty who is trained in resuscitation procedures.

4.15 Diabetics

It is important that staff and pupils suffering from diabetes are identified and if a pupil becomes comatose it is essential to get help immediately.

4.16 Heart Condition

If a pupil is suffering from a heart defect parents/carers must supply information to say what hospital and Consultant they are under. If there is any problem contact Reception immediately.

4.17 Infectious Diseases

It is essential that cases of German measles are reported immediately and the information placed on the Staff Notice Boards to alert woman members of staff who may be pregnant.

Please let Reception know if you have cases of chicken pox in your class

Serious illness e.g. meningitis are reported to parents on a whole school basis

4.18 Lice and Nits

If pupils are suspected of being infected by lice and nits, the parent and parents of other pupils within the group will be informed by letter.

4.19 Drugs and Solvents

Any drugs or solvents found on the school premises should immediately be reported to the Head of School.

4.20 Aids and Hepatitis

Any person giving First Aid should always cover any cuts and or bruises on their own bodies and wash their hands before and after applying dressings, as well as wearing protective gloves before administering First Aid. Whenever body fluids have to be mopped up, disposable plastic gloves and/or an apron should always be worn and paper towels used. These items should then be placed in plastic bags and safely disposed of, preferably by burning.

4.21 Procedures for Medication in School

- A written request must come from the parent/guardian/carer, stating times and dosage of all medication.
- For students on long-term medication (e.g. asthmatics), parents will inform the school at the beginning of the school year
- All medicines should be stored in a locked cabinet/cupboard (with the exception of liquid antibiotics, which must be stored in a refrigerator. All medicines will be kept locked in the School office.
- Each medication should be labelled for the child concerned and administered to that student only.
- It is the responsibility of the parent/guardian/carer to renew medicines when necessary.

4.22 Infectious Illnesses

- All members of staff (including contract-catering staff) must inform the Head of School if they are ill and indicate if it is infectious (i.e. if it can be passed on to others).
- Staff and pupils must not attend school when they are ill with an infectious disease (unless a minor illness, such as minor colds) as this may pose a risk to others.
- Advice as to whether an illness is 'infectious' should, in the first instance, be sought from their GP (by the patient) who can advise as to whether they should attend school.
- Any suspected outbreak of an illness, for example, diarrhoea, vomiting, head lice, etc must be reported to the Head of School and Essex Environmental Health.

4.23 Diarrhoea or Vomiting

- There are many causes of diarrhoea and vomiting in schools. As a general rule the child should be assumed to be infectious unless the contrary is proven.
- Those who show symptoms of diarrhoea or vomiting should be separated from other children until they can return home. To ensure that they are no longer a risk of spreading the illness to others, they should not return until 48 hours has passed since they last showed symptoms.
- Where there are two or more cases of diarrhoea or vomiting in the same class the Head of School and Essex environmental Health must be notified.

4.24 Clearing Spillages

All spillages of diarrhoea, vomit, blood and other body fluids are to be considered hazardous and capable of causing infection

Follow these steps:

1. Use unused disposable polythene/rubber gloves.
2. Clear heavy soiling with paper towels and then use a spill pack.
3. Disinfect floors or work surfaces with disinfectant – preferable Milton. On fabrics use a detergent, fabric shampoo or similar.
4. Leave disinfectant in contact with the solid surface for 1 minute and then blot area dry with disposable towels.
5. Dispose of soiled towels and gloves in a sealed refuse bag
6. Now wash your hands and lower arms with soap and warm water.

4.25 Control of Outbreaks of Diarrhoea or Vomiting

- Hand washing is the most important factor in preventing the spread of infectious diarrhoea or vomiting. Hand-washing facilities (including warm water and soap must be maintained).
- Supervision of hand washing should be considered
- Essex Environmental Health will give advice on measures to reduce the spread of the disease, monitor the course of the outbreak and attempt to identify the source of the illness in order to prevent a recurrent. To assist in this we will require the following:
 - a. A list of names, addresses, telephone numbers and class numbers for *all* staff and pupils who have symptoms. *We will need to ask them some relevant questions.*
 - b. Details about any common link between those with symptoms. For example, if they all attended a visit together, if they all eat school meals etc.

- c. Menus of the school.
 - d. Information about absenteeism in the whole school (including kitchen staff) in the previous weeks as there may have been a gradual and unnoticed increase in cases.
- Cases of Meningitis should be reported immediately to Essex Health Authority

5. Health and Safety Policy for Departments

Each department should have a written Health and Safety Policy, which addresses the special circumstances, found in their area. These risk assessments will be reviewed bi – annually. All activities should undergo a RISK ASSESSMENT, which is agreed and written down. Any hazard should be identified (i.e. something with potential to cause harm) The RISK is the likelihood of that potential being realised. The assessment should be carried out by a competent person.

The risk should be identified as HIGH, MEDIUM or LOW and the risk either eliminated or controlled.

6. Playground Safety

Break times and lunch times are the time of the school day where accidents can occur more frequently than usual. The aim of this policy is to minimise the risk to the students. It is the duty of staff to report any health or safety hazards they notice on the appropriate Health and Safety Report Forms kept in the staff room (see 3.1 Supervision of Pupils.)

Where it is pupils' behaviour that gives cause for concern, this should be discussed with the individual or group concerned and also reported to the Duty Teacher. Students should always behave in a way that shows consideration for other students playing in the vicinity. Ball games should be played in the areas designated for them (The Cage). Students may use the field when weather permits and they have been given permission by the Head of School. At no time should they use the area behind the gym. Students should not enter car parks or any roadways during the course of the school day, unless supervised. Students should not drop litter, as this is a health hazard

Pupil Guidelines

1. When you are playing at break and lunchtime, you should show consideration for other pupils around you. This applies particularly when playing ball games or running around, as high speed collisions can cause serious injury
2. Ball games may be played in the following areas: The Cage
3. Students may use the field when weather permits and staff are allocated
4. Litter must be placed in the waste bins around the playground
5. You must never go into car parks or any areas that vehicles use during the course of the day. These are very dangerous areas.

7. Emergency Contacts

In the event of an emergency when a school party is away from school a member of the Management Team will be designated prior to the trips departure to be on 24-hour standby

8. Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. This summary sheet gives practical advice to schools on compliance with this duty. It is not a complete statement of the duty; for fuller details see booklet HSE 31 and The Regulations. This booklet is held in the School office.

8.1 Employee Accidents

(All employees and self-employed workers on school premises)

Any accident to an employee resulting in a fatal or major injury must be reported to 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 his/her normal work for more than 3 working days (excluding the day of the accident) there is no need to telephone but Form F2508 must be completed and sent to HSE within 7 days of the accident. Fatal and major injuries to pupils 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 e.g. potholes, ice, damaged or worn steps etc.
- Plant or equipment on the school premises, or
- Lack of proper supervision.

Pupil Accidents (and any visitors not at work)

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities of 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.

If a pupil's accident does not result in a fatal or major injury the accident is not reportable.

Major Injuries are defined as:

- a) Fracture of the skull, spine or pelvis;
- b) Fracture of any bone;
 - j) in the arm or wrist, but not a bone in the hand, or
 - ii) in the leg or ankle, but not a bone in the foot;
- c) Amputation of:
 - i) hand or foot;
 - ii) a finger, thumb or toe, or any part thereof if the joint or bone is completely severed;
- d) The loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye
- e) Either injury (including burns) requiring immediate medical treatment or loss consciousness resulting in either case from an electric shock from any electrical circuit or equipment whether or not due to direct contact;
- f) Loss of consciousness resulting from lack of oxygen;
- g) Decompression sickness (unless suffered during an operation of which the Diving Operations at Work Regulations 1981 apply) requiring immediate medical treatment.
- h) Either acute illness requiring medical treatment or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin;
- i) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material;
- j) Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

8.2 Accident/Incident Reporting

- a. It is the responsibility of the member of staff who witnesses an accident to complete an Accident Report Form. In the event of an incident, it is necessary to investigate and suggest action to prevent recurrence. The investigation shall be carried out by the Health and Safety Co-ordinator. Accident Report Forms must be completed for all accidents, and given to the Health and Safety Co-ordinator and retained for at least five years.
- b. In the event of a very serious accident, the Head of School or their representative must immediately be informed. Safety Services should be informed by telephone and details confirmed in writing within seven days. The Head of School must also inform the Chair of Governors.
- c. It is most important that all accidents to members of staff arising out of their employment are reported to the Health and Safety Co-ordinator on the forms provided as failure to complete such a form could mean that Industrial Benefit is not paid, particularly as sometimes it happens that an apparently minor injury proves to be more serious after a lapse of some time. In the event of a very serious accident the Head of School or their representative should immediately be informed. Safety Services should be informed by telephone and details confirmed in writing within three days. The Board of Governors must also be informed
- d. If an incident occurs that could have easily resulted in a dangerous accident, then this should be reported to the Head of School who will decide what action should be taken to prevent any possible recurrence. He must also inform the School Governors.

9. Contractors on School Premises

Ideally all maintenance to school premises should be carried out during holiday periods and during weekends, but in practice this is not possible.

1. For all tasks the Head of School, Contractor and where appropriate the Architect and Union Safety Representative should meet to agree to any restrictions on working that must be imposed.
2. The area should be fenced off and handed over to the Contractor.
3. The following points should be considered for a typical contract.
 - (a) Who will act as liaison officer on behalf of the contractor during the contract
 - (b) What is the name and telephone number of the supervising architect or technical officer?

- (c) What will be the nature and extent of the site perimeter fencing? (A fence of two metres height is considered to be a reasonable minimum).
- (d) How and where will the contractor secure materials? (A fenced compound is necessary in most instances)
- (e) Where work areas cannot be totally isolated, what additional supervision is needed at break times etc.
- (f) Will the work cause problems for the school, such as noise, dust or paint fumes? (It may be necessary to agree that noisy operations are suspended at examination times, or to arrange for extra cleaning of premises.) What measures can be taken to minimise such problems? Are there any indications in the data sheets provided by the manufacturers of any substances to be used of risks to the health of staff or pupils?
- (g) Scaffolding on the face of building provides a ready means of access for thieves and vandals. Is it necessary to secure valuable equipment or arrange for security checks by the caretaker or police in the evenings and at weekends? Is there anything that the contractor can do to help?
- (h) Are there any items when operations such as the erection of scaffolds, fencing movement or mobile scaffolds, etc. should not be carried out because of pupils being in the vicinity?
- (i) Is there a requirement for the screening of areas such as toilets, changing rooms and showers prior to works commencing?
- (j) What precautions will be taken to prevent debris, etc. falling into areas used by pupils and staff?
- (k) Where and when will contractors' vehicles come onto site? Is it possible to provide a separate means of access?
- (l) Will fire escape routes and means of access for fire engines be kept clear at all times.
- (m) Will work in the vicinity of glazed roof lights or fragile roof coverings or the use of hot tars on roof surfaces warrant the evacuation of the areas below?
- (n) If the works involve burning off external paint does the old paint contain lead? If it does, what measures will be taken to prevent lead in dust contamination of the playground?

During the progress of works it may well prove necessary to increase levels of supervision of pupils. Where minor works such as the replacement of windows or high level electrical fittings is being carried out, detailed formal arrangements may not be warranted, but experience

has shown the importance of not leaving mobile scaffolds unattended and pupils unsupervised in their vicinity.

10. Data Backup

A hard copy/back up of all computer data to be kept off school site with the Systems Manager (Austin Guiere) for security purposes.

11. Emergency Evacuation Procedures

11.1 All staff

- a) Day to day management of Health and Safety in accordance with the Health and Safety policy
- b) Checking classrooms/work areas are safe
- c) Checking equipment is safe before use
- d) Ensuring safe procedures are followed
- e) Ensuring protective equipment is used, when needed
- g) Participating in inspections and Health and Safety Committee meetings if appropriate
- h) Bringing problems to the relevant line manager's attention

11.2 Those who have special duties in regard to health and safety. The Head of School has overall responsibility for health and safety. Roger Woods is the School's trained and designated Health and Safety Officer

It is expected that all staff will take responsibility for their own offices and teaching rooms.

11.3 Emergency Evacuation Procedures

- The warning to evacuate the building will be a continuous siren/bell
- When a warning is given, leave the room when directed by a member of staff and follow any instructions at once.

- The last person to leave the room must close the door behind them

Do not attempt to delay leaving the room in order to collect personal items of any description.

Leave the building by the nearest exit and proceed to the Assembly Point

Walk in single file at all times

Do not run

Silence must be maintained at all times

Line up in a single file

Listen to the instructions given and obey them at once

The persons or persons raising the alarm should inform the Emergency Officer – to be advised – immediately they arrive at the Assembly Point

11.4 Special instructions concerning break /lunch period/after school

- Close all doors of empty rooms as you pass
- Follow the normal instructions as near as possible
- Remain alert and do not panic
- Be prepared to vary your normal areas of responsibility according to the circumstances
- Encourage all students to follow the normal system of evacuation. If staff are in specialist areas, ensure as far as is practicable, doors and windows are closed and emergency cut off systems are activated.

THE ASSEMBLY POINT IS IN THE PLAYGROUND OPPOSITE THE CAGE

Emergency Evacuation Routes:

Pupils should leave by the nearest safe exit and proceed to the Assembly Point

SPECIAL NOTE

1. Teachers should use their own initiative if any escape route is blocked

PLEASE REMEMBER TO CLOSE THE DOOR IF YOU ARE THE LAST PERSON TO LEAVE BY THAT EXIT

1. Make a visual check of any rooms that you pass to ensure that the appropriate action is being taken and that any empty classrooms have their doors closed.
2. Teachers stop work immediately, instruct pupils to:
 - a) Leave the room in an orderly manner and indicate the route they should take to the Assembly Point
 - b) Remind them that silence must be maintained at all times until permission has been given for them to talk
 - c) Close the door upon leaving the room
3. Proceed with the class via the indicated route to the Assembly Point which is in the playground opposite the 'cage'. Pupils may be moved if this is necessary to ensure complete safety. (You will be directed)
4. All staff should assist in keeping discipline where needed.

SPECIAL NOTE

Do not allow anyone to re-enter the building for any reason.

Do not rush or unduly panic.

Do not allow pupils to stop to collect equipment or bags.

11.6 General Notes on Fire Safety

- a) Disability – Staff or pupils who are experiencing either short or long-term disability must have a risk assessment carried out before a return to work. The Head of School may be notified of any physical disability either short or long-term, so that appropriate arrangements can be made for the person concerned (e.g. pupil attending school with a fracture could only be allowed to attend lessons on the ground floor).
- b) All staff must be vigilant with regard to potential fire hazards and report any such perceived hazard to the Health and Safety Co-ordinator immediately
- c) Fire Prevention – all Fire doors must be kept closed at all times in order to prevent the spread of smoke and flames. All electrical appliance, including heaters must be switched off at the end of the day with the exception of
- d) Lifts must NOT to be used during a fire evacuation

It is now a criminal offence to use door wedges on fire doors

The Site Manager (or the person delegated with this duty) will carry out a check on the final Site Patrol of the evening when locking up.

11.7 School Premises Plans

Plans of the school indicate floor layout, emergency exits, fire extinguishers, storage of hazardous or flammable substances, the location of hazardous equipment, plant and asbestos. The plan is held in the office and maintained by the site manager.

12. Work Equipment

12.1 It is the responsibility of Management to provide the right kind of tools, equipment/machines for the job and to see that employees use them properly.

Information concerning the safe use of machines and equipment should always be requested and obtained wherever possible from the manufacturers/suppliers who by law are required to provide such information.

Machines and equipment should be checked on issue and regularly tested and inspected whilst in use in accordance with the manufacturers/suppliers guidance.

12.2 Main Requirements

Persons required to operate tools/plant/equipment etc. should only do so if they have been thoroughly trained on the safe use and necessary precautionary measures to be taken.

- Use the correct tools and equipment for the job.
- Ensure the equipment supplied to you is accompanied with the operator's instructions.
- Check that the equipment is safe and fully efficient.
- The school should maintain a record of checks and services.
- Equipment should be guarded and equipped with safety devices where required.
- Equipment should be tested in accordance with all applicable regulations
- Defects in equipment and tools should be reported immediately.
- Tools/plant/equipment/machines should be used within their safe limitations and only for the purpose for which they were designed
- Do not use unsafe defective equipment until it has been put back in good safe condition
- Any equipment found not in good order must be taken out of service immediately, safely isolated and locked off
- 'Out of Order' signs/labels should be displayed on defective equipment until in good order
- Do not attempt to repair or maintain equipment unless you have been properly trained to do so, particularly when it may involve the removal of safety guards of live electrics.

- Equipment must not be modified unless permission is sought from the Head of School and any modifications are carried out by a competent person.
- Ensure that guard protection is always in place where required
- Ensure the working environment meets the safety requirements for operating the type of equipment you require to use, i.e. adequate space and lighting etc.
- Ensure, where operating equipment, other persons who may be affected are adequately safeguarded/protected
- All appropriate personal protective equipment must be worn/used as and when required.

13. Electrical Equipment

All portable electrical equipment will be tested by a contractor every year during summer term. A copy of the inventory of the electrical equipment tested, including the results, are kept centrally by The Head of School and the Health and Safety Co-ordinator.

All members of staff visually check all electrical appliances prior to their use and report any defects to Site Services.

All defective equipment must be taken out of use immediately and reported to Site Services.

Equipment must only be used for the purpose for which it is designed.

Equipment must not be modified for use without prior permission from the Head of School.

Any allowance modifications must be carried out by a competent person and not by members of staff unless they are deemed to be competent by having the appropriate training, experience and qualifications to carry out the modifications.

Privately owned electrical appliances must not be used on the school premises unless permission is sought from the Head of School and the appropriate electrical testing is carried out by a competent person prior to use.

Disposal of equipment must not be carried out without prior permission from the Head Teacher

13.1 Portable Appliance Testing

In view of all the risks from damaged or faulty electrical equipment, an appropriate maintenance system should be set up.

It is important that equipment is regularly serviced in accordance with manufacturers' instructions.

Users should carry visual checks out daily and competent persons should carry out formal inspections at regular intervals

These checks and inspections should ensure that:

- a) bare wires are not visible and the cable covering is not damaged;
- b) the plug is in good condition;
- c) there are no taped or other non-standard joints in the cable;
- d) the cable covering is gripped where it enters the plug or equipment;
- e) the outer casing of the equipment is not damaged or loose;
- f) there are no signs of overheating on the plug, cable or equipment;
- g) Residual Current Devices (RCD's) are working correctly (the test button should be pressed daily).

Testing by a competent person can detect faults such as loss of earth continuity, deterioration of the insulation and internal or external contamination by dust, water etc.

14. Plant and Machinery

All plant and machinery will be checked by the Head of School or the Health and Safety Co-ordinator to ensure that it has a CE mark. A CE mark indicates that the plant or work equipment has been designed and manufactured in compliance with the EC's Work Equipment Directive requiring all Work Equipment to be designed to be intrinsically safe when used or stored

Certain pieces of equipment and plant must be inspected and/or tested as part of a statutory safety regime; this includes lifts, boilers, extraction equipment for the control of hazardous substances etc.

15. Control of Hazards to Health

All substances, chemicals etc purchased and used within the establishment, preparation and storage rooms must comply with COSHH guidance.

Risk Assessments and Hazard Data Sheet must be provided for all hazardous substances and kept within the School. The Person(s) responsible for achieving this are the site manager and the various Heads of Departments.

All substances will be used in accordance with advice given.

15.1 The person responsible for COSHH is the Health and Safety Co -ordinator, Roger Woods, who is responsible for:

1. Ensuring that hazardous substances are logged
2. Ensuring that information about them is available -
3. Ensuring that information about them is available to employees
4. Ensuring that appropriate precautions are taken for use and storage

Records are held with the sit manager (Steve Hills).

15.2 The School has a duty to their employees and pupils when their activities involve the use of substances that could be hazardous to health. Management has a responsibility to carry out a COSHH assessment for substances that could be hazardous to health and have to have in place a management system for checking that the control measures required are in order.

Whenever possible, the School will eliminate the need for the use of hazardous substances and/or substitute it with a safe alternative. The Control of Substances Hazardous to Health Regulations defines in general and specific terms how the School is expected to safely manage the use of potentially harmful substances. The regulations are structured to describe a management strategy.

- a) Assess the hazards and risks to health
- b) Implement a control programme
- c) Ensure that controls are being used properly and maintained
- d) Where necessary monitor the control measures
- e) Where necessary measure workers exposure
- f) Where necessary carry out medical surveillance
- g) Inform, instruct and train persons likely to be affected about the risks and precautions.
- h) The keeping of records
- i) All suppliers and subcontractors must provide full COSHH information on any hazards associated with equipment or materials supplied by the company. This information must be passed to the relevant supervision for assessment before potentially hazardous equipment and materials are used
- j) COSHH files are to be kept in order (up to date) by the site manager
- k) Wherever possible, the use of identified hazardous substances will be eliminated and replaced with a safer alternative before consideration is given to the use of personal protective equipment
- l) A stock of or individually issued protective clothing and safety equipment are to be provided when and where required

- m) Materials and equipment delivered to the company premises or work areas to be stacked and stored in a position/manner which does not create a hazard.

15.3 Further guidelines with regards to the wearing of protective clothing and equipment will be read before using substances and materials of a hazardous nature

The information will be contained in the COSHH Safety Data Sheets COSHH Assessments Sheets will be maintained on the site before the materials are used.

16. Cleaning Arrangements

The school premises are cleaned daily.

Any problem relating to the cleaning should be made to the site manager.

16.1 Kitchens and food preparation area should be cleaned daily.

Workshops should be cleaned daily and a vacuum used to remove dust

17. Health and Safety (Display Screen Equipment) Regulations 191912

a) Possible hazards associated with the use of display screen equipment (DSE) are mainly those leading to musculoskeletal problems, visual fatigue and stress. The likelihood of experiencing any of these problems is remote and usually related to duration and intensity of the use of DSE combined with the ergonomic factors and the environment in which it is situated.

b) The Regulations apply only to the protection of employees who are 'users' as defined by the regulations. A user means an employee who habitually uses DSE as a significant part of normal work, whether at his/her own employer's workstation, at another employer's workstation or a workstation at home.

Whether an employee is a user depends on a number of factors, which will indicate whether he/she habitually uses DSE as a significant part of normal work in a school setting, the user will normally be found as a personal secretary in an office environment, in a secretarial pool, as a data input operator, or using computer-aided design equipment.

17.1 Risk Assessment

(a) The regulations require a Risk Assessment (analysis) of all workstations used by users as defined. If the workstation is modified or changed in any way, the risk assessment must be reviewed. In all circumstances, the risk identified by the assessment or by a review must be reduced to the lowest extent reasonably practicable. A workstation comprises the display screen, keyboard and or other inputting device such as a mouse, optical accessories to the screen equipment, disk drive, telephone modem, printer, document holder, work chair, work desk, work surface and the immediate work environment.

(b) A detailed schedule to the regulations sets out the minimum requirements for workstations. It covers the essential characteristics of the workstation itself and environmental conditions including space of the workstation itself and environmental conditions including space, lighting, reflection, glare, noise, heat radiation and humidity. It incorporates a number of principles on designing, selecting commissioning and modifying software and in designing tasks using DSE.

(c) Workstation assessments will be conducted where workstations are constructed and on a frequent basis thereafter

This assessment may provide valuable evidence in the event of upper limb disorders or any other health problems arising in the future.

17.2 Information and Training

(a) The DSE regulations require training and information to be given to user and operators. The purpose of training is to increase the user's competence to use workstations equipment safely, adding to the general health and safety training that they should have already received. Further training should be given if the workstation, software, environment or job is modified. The curriculum should include hazard recognition, nature of risk to the musculoskeletal system (in particular risks leading to fatigue and pain) and the essentials of remedial action. Users should understand how to adjust furniture and equipment and deploy workstation components so as to achieve correct posture and reduce stress

- (b) They should also understand the need to regularly clean and inspect equipment and the importance of making use of breaks and changes in activity
- (c) Specific information of hazards associated with DSE must be given to users and operators in parallel with the requirements of the training curriculum. An emphasis should be placed on the application ergonomic principles in design, selection and installation of DSE so as to reduce bodily fatigue, stress and temporarily impaired vision.

17.3 Sight Tests

- (a) Employers must provide eyesight tests to employees who are DSE users if they request them. In effect, this means a sight test as defined in the Opticians Act and includes a test of vision and an examination of the eye. Users who request sight tests should be offered an examination by a registered ophthalmic optician (Optometrist) or by a registered medical practitioner. Although entitled to do so, a medical practitioner will not normally carry out such tests unless he has an ophthalmic qualification. Some companies rely on vision screening tests to identify individuals with defective vision. These are not designed to identify eye disease in the same way as a full sight test and employers must provide a sight test if users require them. If the tests indicate a possibility of eye injury or disease, the user will be referred for ophthalmologic examination, which is free under the NHS.
- (b) If the sight tests indicate that the user needs special corrective appliances (spectacles) as distinct from their normal spectacles, to overcome vision defects at the specific viewing distances recommended by the guidance to the regulations, they must be provided by the employer free of charge. However he is only obliged to provide basic spectacles, which are adequate for the purpose. If users choose more expensive spectacles, they must pay the difference in cost between the basic ones and those of their choice. If a user's normal corrective spectacles are adequate for safe use at their DSE, the employer is not responsible for the provision of additional spectacles.

Managers will carry out a 'user' assessment on all employees using Display Screen Equipment for the purposes of their work activities. If a person is identified as a 'user' and HSE DSE Checklist Form will be completed. All

persons using DSE will also complete a DSE Questionnaire that will be kept on file in the School office for future reference.

18. Asbestos Policy

The objective of this policy is to prevent any harmful asbestos exposure to employees, pupils and any other persons who could be affected by the school's activities where asbestos is present. The school has a duty not only to employees and pupils, but also to contractor's employees, occupiers of the site being worked on visitors, neighbours and another persons who could be affected by activities that involve disturbing or working with asbestos.

18.1 Introduction

It is well known that exposure to asbestos dust can result in asbestosis, a disease of the lungs due to the inhalation of asbestos particles. Lung Cancer, Mesothelioma Cancer and Laryngeal Cancer are other diseases that can be contracted from other asbestos dust.

The three main types of asbestos used/found are

- (a) CHRYSOTILE COMMONLY KNOWN AS WHITE ASBESTOS
- (b) CROCIDOLITE COMMONLY KNOWN AS WHITE ASBESTOS
- (c) AMOSITE AND MYSORITE COMMONLY KNOWN AS WHITE ASBESTOS

NOTE Colour must not be relied for positive identification

18.2 Before any building works are carried out, where the fabric and/or services of the building are likely to be disturbed and before any work begins, the Head of School must be informed.

18.3 Where staff or contractors suspect or discover asbestos materials, all work associated with that material must stop immediately and the Head of School informed.

Emergency arrangements for employees and pupils

18.4 In the event of an asbestos incident where asbestos is suspected to be present in a location where it has not been previously identified, or asbestos

exposure may have occurred, or non-compliance with asbestos controls it needs to be reported immediately and all activities in the area must stop.

The school management must be informed immediately. For further guidance on action to be taken in the event of asbestos being found or suspected contact the school's Health and Safety Co-ordinator

19. Manual Handling

The duties imposed by the Manual Handling Operation Regulations 1999 are as follows:

- (a) Avoid hazardous manual handling operations where reasonable practicable
- (b) Risk assess any hazardous operations that are unavoidable
- (c) Reduce the risk of injury as far as it reasonable practicable
- (d) Provide adequate and appropriate information, instruction training and supervision
- (e) Monitor and review

20. Ladders Safety

Ladder misuse is the cause of many accidents. Ladders must be properly maintained and used only after careful assessment of the risks involved. In particular, a ladder should not be used at a place of work, unless the work is of short duration and is such that it is within easy reach and can be carried out with one hand, the hand being on the ladder for support.

Managers of the users of ladders should always consider whether any safer system of work access can be provided and use it where appropriate.

20.1 Portable Ladders

Ladders should be erected on a firm level base and the ladder supported by the stiles only. On sloping or even surfaces an adjustable safety foot can be used to ensure equal support; loose packing should not be used. The use of non-slip pads, caps or sleeves is recommended, especially on slippery floor surfaces. The head of the ladder should rest on a firm, solid surface. A ladder stay can be used where the support may otherwise be unsuitable, such as a plastic gutter.

The correct slope for a ladder is an angle of about 75 degrees to the horizontal, i.e. one meter out of every four meters of height.

21 Smoking policy

Smoking Policy

At St. John's School we value the health and welfare of all our students, staff and visitors.

Smoking has been proved detrimental to health, and second-hand smoking (breathing in other people's tobacco smoke) has also been shown to cause cancers, heart and respiratory disease in non-smokers.

It is important that our policy and approach to smoking should actively discourage smoking.

There will be no smoking on the school grounds except in the designated smoking area.

It is the policy of St. John's School that smoking will not be allowed at any school function or anywhere on school premises, except in the designated smoking area

This includes:

- All school buildings.
- All school grounds including the school playing fields.
- Smoking in a vehicle parked anywhere on the school grounds.
- All outside lettings

The policy applies to EVERYONE involved with the school community in any way:

- Employees.
- Students.
- Voluntary helpers.
- Governors.
- Visitors.
- Outside contractors working onsite.
- Anyone attending an outside letting.

Students are not allowed to bring smoking materials equipment (e.g. cigarettes, matches/lighter, any form of E-Cigarettes) onto the school site.

The use of any form of E-Cigarettes within the school premises is also prohibited by this policy. The school is a non-smoking site and as such, E-Cigarettes are not permitted, except in the designated smoking area. Charging of any form of E-cigarette is prohibited on the school premises at any time.

The school will actively discourage smoking at the entrance/exit to school and anywhere visible by students.

Staff are only allowed to smoke or use an E-Cigarettes within the designated smoking area, during their break times.

