



# **VITA ET PAX PREPARATORY SCHOOL**

## **Including Early Years**

### **HEALTH & SAFETY AT WORK, ETC. ACT 1974**

#### **Policy and Procedures including First Aid**

Date approved by Governors: December 2016  
Date of Review: December 2017  
Date of Review: Governors May 2018

## Health & Safety

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# 1. Policy Statement

The Council of Management and Headteacher of Vita et Pax School believe that the health and safety of persons within the school is of paramount importance. This policy is based on the guidance within the Health & Safety at Work etc. Act 1974 and regulations made under that Act in particular, the Management and safety at Work Regulationa 1999.

It is the intent of the Council of Management of the School and Headteacher, ....., to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Council of Management and Headteacher and will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control monitoring and review of preventative and protective measures.

We believe that health and safety standards will be maintained with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

The effectiveness of the policy will be reviewed annually, or at other times if necessary, to ensure that Health and Safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

Signed: .....Chair of Council of Management  
.....Headteacher  
Date .....

## 2. Organisation

### Managerial Responsibilities

The Health & Safety of all employees and all other persons who use the School premises is a major concern for the School. The Council of Management recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The **Health & Safety at Work Act 1974** requires all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's health and safety. 'Other persons' includes, staff, pupils and visitors to the School. In general, the Council of Management has these main responsibilities:

- overall responsibility for the effective implementation of the general policy of health and safety within the school.
- to take reasonable steps to ensure that the buildings, equipment and materials are safe; this includes decisions on structural repairs and all types of maintenance.
- ensure that the building and grounds are kept in good repair and monitor the standard of upkeep and cleanliness.
- to ensure that procedures are in place to measure the effectiveness of health and safety arrangements by monitoring or inspection.

The **Headteacher** is responsible for the implementation of the policy in all areas of the establishment and in relation to all School employees, pupils, visitors, volunteer workers and contractors who may be affected by the activities carried out there or under their control elsewhere as in school visits.

The Headteacher is therefore required, as far as is reasonably practicable, to:

- consider and act as necessary upon any changes notified by legislation with regard to Health and Safety.
- prepare, publicise and up-date, as necessary a policy detailing the schools arrangements for carrying out the current legislation and school policy.
- ensure that all staff and others who may be affected by activities carried out on the premises are fully aware of safety information and the contents of the schools safety policy which is relevant to them.

- ensure that the implementation of the safety policy is monitored by the designated person, by the means of regular safety inspections and audits.
- ensure that all staff are given sufficient instruction in safety regulations, rules, Codes of Safe Working Practice, safe systems of work, risk assessment, and that those rules etc. are followed by staff, pupils, and volunteer workers, under their control.
- ensure that all staff are adequately trained, beginning with induction training on the first day of employment, to carry out their duties safely and are fully aware of any hazards and risks that they are likely to encounter.
- develop safe and healthy systems of work in co-operation with appropriate members of staff, to be applicable to staff and pupils or other persons under their control.
- ensure that all necessary risk assessments are carried out.
- ensure, having regard for the circumstances of the individual activity and location, that adequate supervision is available at all times, particularly where young, inexperienced or untrained persons are concerned.
- ensure that all safety equipment/protective clothing required for an activity are provided and properly used; that they are periodically examined and maintained and any defects promptly reported.
- ensure that all products and equipment are used in accordance with the manufacturers or suppliers safety instructions. Where such instructions are not available adequate instructions should be prepared by the staff member responsible.
- take steps, to ensure that contractors working in the school do not endanger employees, pupils or visitors whilst undertaking their activities.
- ensure that contractors hired by the Council of Management or directly by the Headteacher are competent and that they are informed of the requirements necessary to comply with the school safety policy. Contractors must also comply with all relevant safety legislation including a plan of safe working practice which must be agreed before work begins.
- give instructions that all defects in building, equipment or products used are to be reported promptly and seek to ensure that action is taken to rectify or minimise risks arising from them. All reasonable steps to reduce or control hazards temporarily must be taken while awaiting a more permanent solution when they cannot be immediately rectified.
- ensure that all equipment used by staff, pupils and visitors etc. is regularly maintained and tested for safe use, particularly portable electrical appliances and any other item which are covered by a statutory requirement or may present an increased hazard when faulty.
- prepare, publicise, test periodically and revise when necessary, evacuation procedures for fire, bomb threats and other emergencies for the safety of the occupants of the premises.
- ensure that in the school, emergency exits are free from obstruction and can be opened easily whenever the building is occupied; that the corridors, staircases and foyers are free from clutter, that fire appliances are checked annually, that the alarm system is tested weekly and that the evacuation procedure is practised regularly( ie. termly)

- ensure that all accidents, violent incidents and occupational ill-health occurring to staff, pupils or visitors etc. are reported promptly, investigated to identify the cause and prevent reoccurrence, and are notified in accordance with statutory requirements.
- ensure that all notifiable dangerous occurrences are reported promptly, investigated and notified in accordance with statutory requirements.
- discuss with staff the circumstances of any near- miss incidents which may be of relevance to accident prevention generally
- provide and maintain first-aid facilities
- inform the Chair of Council of Management immediately of any notice, letter or report relating to enforcement which is received from a Health & Safety Executive, and send a copy as soon as is practicable.
- consult the Chair of Council of Management before calling in an Inspector of the Health & Safety Executive.
- act as requested by the Council of Management in the discharge of these responsibilities.

In every educational establishment, **all staff** are accountable for implementing the school safety policy on a day to day basis. In general, however, anyone who acts in a supervisory capacity has some responsibility for the management of health and safety that comes within their management function. This must include taking all reasonable practicable steps to:

- ensure that any staff or volunteer workers under their control follow safe procedures and systems of work
- ensure that the work place under their control, and all plant, equipment and substances provided in it are safe for staff and others, including pupils to use and that a high standard of housekeeping is maintained.
- issue any necessary protective clothing and equipment to staff and pupils; ensure that it is worn and used properly and that it is regularly maintained.
- report and investigate all incidents/accidents, dangerous occurrences and hazards to the Headteacher.
- ensure that assessment of hazard and risk, and the appropriate precautions to control them are made and used for all hazardous substances, equipment, lifting tasks etc. and any other activity required by law to have such a risk assessment.
- ensure that any staff or other person under their control have received adequate training to conduct their work safely.
- Infant pupils should not leave their classroom alone other than for toilet breaks.
- All other movement around the school should be conducted in pairs.

**Every employee** has a duty to co-operate with their employer, or any other person, to enable statutory requirements to be complied with. All employees are therefore required to:

- take reasonable care of his/her own health and safety and that of other persons who may be affected by his/her actions or omissions at work;

- obey safety rules and carry out safe procedures or systems of work specified by their manager in accordance with instructions and training.
- make proper use of protective equipment and if a defect is discovered to report it immediately.
- neither intentionally nor wilfully interfere with or misuse anything provided in the interests of health and safety.
- report to the Headteacher immediately any work conditions, practices or hazards which they consider unhealthy or unsafe.

Any breach of these requirements may be treated as a breach of conditions of service, misconduct or gross misconduct, depending on the circumstances and disciplinary action may be taken.

### **Roles of Responsibility**

Health & Safety law requires the employer to assess the risks to the health & safety of staff and others affected by their activities. The term risk assessment and risk management are used to describe the process of thinking about the risks involved in any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity.

We aim to take a common sense and proportionate approach, remembering that risk assessment is a tool that will enable children to undertake activities safely; not prevent activities taking place.

- The Council of Management** must ensure that a high standard of health and safety is maintained in the school – this implies financial commitment. The Governors with special interest in Health and Safety is Mr. C Howell & Mr. A Patel.
- The Headteacher** is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting on a termly basis to the Council of Management. The Headteacher still retains an overall responsibility for the implementation of the School's health and safety policy.
- The School's first aid cover is provided by **Mrs K. Newton, Mrs L. Brown, Mrs. C Mullen Mrs R. Vacca, Mrs N. Aurelius.**
- Staff having curriculum responsibilities** and those representing non-teaching staff or those who have buildings responsibilities will manage safety in those areas on a day to day basis. They will draw up a Health & Safety policy which:
  - requires planning and risk assessment before a lesson starts;



- controls the health and safety by regular checks;
- monitors and reviews health and safety, eg: procedures for reviewing risk assessment and safety;
- is reviewed annually;
- arranges for staff to receive information and training.

e. **All staff** have a responsibility to:

- check that areas and equipment are safe before commencing activity;
- ensure safe procedures are followed and use protective equipment as required;
- report hazards to their line manager as described in the staff handbook;
- encourage pupils and visitors to comply with the Health & Safety policy.

### **Risk Assessment**

There are several aspects to risk assessment:

- annual health and safety audit to be undertaken by the Headteacher and Governor responsible for health and safety;
- termly health and safety inspection of school premises to be undertaken by the Health & Safety Committee;
- continuous identification of hazards and risks on a daily basis;
- assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH regulations;
- assessment of any new activity or procedure introduced into the School. Testing of electrical equipment will take place annually or as appropriate.
- Schools need not carry out a risk assessment every time they undertake an activity that usually forms part of the school day, ie. Swimming, place of worship etc.

### **Pupil Supervision**

#### **a. Duty supervision**

- one member of staff will be on duty outside the School from 8:15am;
- at break times several members of staff will be on duty;
- lunchtime supervision is managed by the duty timetable for the year;
- at the end of the school day members of staff will be in the Late Club and the school office.

#### **b. Pupils taking medicines – the guidance provided in the First Aid Policy**

**c. Illness**

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the School of any known health problems, eg: diabetes, asthma, etc. This record will be kept centrally in the office. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the hospital.

**d. School visits and 'off site' activities**

The Council of Management will comply with the guidance the DfE has issued on:

- conduct of outdoor pursuits;
- the use of minibuses and coaches;
- residentials and trips abroad.

The Headteacher will submit to the Council of Management a report on the arrangements for the management of health and safety and welfare of pupils on all or certain types of off-site activities prior to the activities taking place. Reports will detail:

- the transport arrangements;
- the arrangements for supervision of pupils (including the staff/adult: pupil ratio);
- the arrangements for first aid cover;
- the level of qualified instruction and supervision that will be available for activities of special risk.

**Reporting, Monitoring and Reviewing Safety**

The Health & Safety Committee will meet each term. Any person on these premises has a duty to report, in the agreed manner, to the Headteacher or the appointed representative any item of concern relating to health and safety. The Council of Management will review this policy statement on an annual basis or more frequently should the need arise, eg: on the publication of new regulations or on the receipt of new documentation from the LEA. This policy has immediate effect from the date shown below:

## **Health & Safety in relation to Occupational Health/ Grievance Procedure**

Consultation with staff on the arrangement for Health & Safety are made annually when policies are reviewed. Staff are encouraged to report any issue, that could potentially cause a breach of Health & Safety in the school.

The school grievance procedure should be used to deal with any grievance arising from health and safety issues, raised by employees, which they have not been able to resolve informally.

### 3. Arrangements

#### Accident Reporting

The purpose of the accident reporting system is to meet legal obligations placed on the employer. A record of accidents provides information regarding safety performance and can be used for needs analysis and planning. A record of accidents and first aid treatment is vital in case of subsequent complaint or charges of negligence.

It is the schools policy that all accidents occurring during school activities should be recorded in the "accident book" which is kept in the medical room. Minor grazing or bruising are not included in this if the victim was able to continue their activity after treatment. However, head injury should always be recorded and a red slip sent home to alert the guardians of the incident.

Some accidents that happen in schools, or during educational activities elsewhere, must be reported to the Health & Safety Executive (HSE). Also work related accidents which may injure either employees or self-employed people working on the premises. (see appendix 1)

Where an accident is identified as reportable to the HSE a form F2508 (appendix 2) should be completed on line. It is the responsibility of the schools lead First Aid person to complete the appropriate report in the accident book whilst the Headteacher or Deputy is responsible for any HSE form. It is a requirement that the HSE must be notified without delay if a fatality or major injury is sustained. That is by telephone – 0845 300 9923. Within ten days this must be followed up with a written report on HSE form F2508 (appendix 3).

**These forms can be submitted online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)**

**It is a offence not to report accidents to the HSE**

**The Chair of Council of Management will be notified of any reportable  
Accident/illness at the first opportunity.**

## **Accident Investigation**

In every case, the Headteacher or Deputy must take all reasonable steps to investigate the circumstances of each incident.

The purpose of the investigation is to find the root cause of an accident; therefore any investigation should be carried out as soon as possible after the accident while evidence is fresh and undisturbed. It is important to base the investigation on fact and not on what is thought to have happened. (pupils have very fertile imagination)

There are three stages to an accident investigation:

- collecting information and evidence
- evaluating and analysing information
- making conclusions and recommendations

The following guidance should be adhered to:

### **Collecting Information & Evidence**

The first stage relates to gathering evidence and confirming the facts surrounding the accident. There are three types of evidence which should be considered:

- **Persons** - If a serious injury has occurred, it will be traumatic to all present and, in such situations, the need to obtain information must be handled carefully and sensitively.

Reassure all personnel that accident investigation is not about allocating blame but is concerned to prevent a re-occurrence.

Witnesses are important to an investigation. They should be interviewed as soon as possible after the accident while the facts are still clear. Any delay may cause facts to be forgotten or ambiguity or distortion in the recollection of events.

There may be possible deliberate passing or misinformation

in situations where a person is trying to cover up their mistake or that of a colleague. This will need to be addressed at the time.

Witnesses are not obliged to answer questions relating to an accident except when being questioned by an enforcement officer and may request a colleague, safety representative or other person to be present.

- **Positions and Parts** Where possible the site of an accident should be secured with restricted access to authorised personnel only in order to preserve any evidence.

The position of plant, machinery, other objects, etc. immediately after an accident is important and can reveal significant details.

If an enforcing authority wishes to investigate the accident their needs will take priority over an internal investigation. The site must not be interfered with until permission has been given by an enforcing authority. The only exception is to attend to any injured persons.

- **Papers** This includes any written information that gives relevant details. The confirmation of dates and times will be important. The following records may also be important.
  - maintenance records
  - training records
  - temperature records
  - hazard reports
  - specification details

## **Evaluating & Analysing Information**

The purpose of investigating accidents is to determine why the accident actually happened - this is not necessarily the same as identifying the cause of any personal injuries or other damage to property and/or equipment. Thorough examination of the information and evidence gained should eventually indicate where the root cause is.

### **Example**

A contractor falls from a height having used a defective ladder which belongs to the school. The cause of injury is the fall from a height. The cause of the accident is the faulty ladder. The root causes are:

- failure of the school to maintain equipment, lack of system to inspect, identify faults and arrange repair/remedial action:
- lack of sufficiently trained/experienced staff
- lack of clarity over responsibilities of staff
- failure of school to prevent contractor using school equipment:
- lack of a system to inform contractor of procedures
- lack of a system to monitor contractor's activities
- failure of school to adequately carry out risk assessments:
- lack of clarity over responsibilities
- lack of sufficiently trained staff
- lack of a system to identify workplace hazards and assess risk.

## **Conclusions & Recommendations**

The final stage of any investigation is the presentation of conclusions and recommendations. The main objective is to prevent the accident happening again. It is important to ensure that the report clearly differentiates which of the evidence received is fact and which is circumstantial and hearsay. To be fully effective, the recommendations must be both objective and achievable.

If and how the recommendations are implemented is management function and this is not necessarily part of the investigator's role. Investigation reports should be considered by Headteacher's/senior management team and/or the Council of Management.



## **Alcohol/Substance Misuse**

The Council of Management is responsible for the health, safety and welfare of its employees at work and recognises that their well-being is important to our performance and image. It is therefore concerned that its employees should be aware of the risks associated with alcohol/substance misuse. The overall aim is to protect as closely as possible the interest of all those who work for the council or are served by them.

Alcohol is a drug which can have dramatic effects on ones health, relationships with other people and on performance at work. The policy aims;

- to highlight the risks associated with the consumption of alcohol and to actively promote sensible drinking habits.
- ensure that other employees, members of the public and others in our charge are not put at risk or adversely affected in any way as a result of the consumption of alcohol by our employees.
- maintain total confidentiality in dealing with individual problems in this area; encourage them to seek help and to provide them with advice on where to obtain specialist help.
- ensure that the image and reputation of the school is not undermined as a result of an employee's behaviour induced by drinking alcohol.
- the policy is not aimed solely at heavy drinkers or those dependent on alcohol - it applies to us all.

### **Drugs & Other Substance Misuse**

Generally, there is little difference between the misuse of alcohol and misuse of other substances. Problems in the workplace are similar and the Council of Management therefore adopts the same approach whatever type of substances is involved.

The legal implications relating to drugs are somewhat wider than those applying to alcohol and should be aware of the following.

Not all drugs or substances that can be misused are illegal or obtained illegally and whilst it is not illegal to possess these substances a user may be prosecuted for offences committed whilst under the influence of such substances.

The prolonged use of tranquillisers can lead to addiction and associated physical and psychological problems such as depression, confusion or nervousness. It is recognised that

those attempting to reduce the use of tranquillisers may need support, therefore a list of specialist agencies that can offer advice and support is given:

## **Organisations to Contact**

### **Alcohol Concern**

305 Grays Inn Road, London WC1X 8QF Tel: 020 7833 3471

For information, publications and access to a national network of over 40 local councils and advice centre.

### **Health Education Authority**

Hamilton House, Marbledon Place, London WC1H 9TX Tel: 020 7631 0930. Provides information and list the local Health Education Departments.

### **Alcoholics Anonymous**

Head Office: General Services Office, PO Box 1, Stonebow House, Stonebow, York YO1 2NJ  
Tel: 0904 644026 London Tel: 020 7352 300

### **Al-Non Family Groups**

Support for families of someone with a drink problem. Alateen - support for young people and teenagers who are affected by drink in their family. Both Al-Anon and Alateen may be contacted on 020 7403 0888 (24 hour telephone service).

**Narcotics Anonymous:** Tel: 020 7351 6794

**Offences under the Misuse of Drugs Act are serious and the Council of Management would take immediate action, as appropriate, under the staff disciplinary Procedure where such offences come to light.**

## Asbestos

It is the policy of the Council of Management that no-one on the School premises is exposed to asbestos that could adversely affect their health; and that work with asbestos materials will not be undertaken by employees.

Though materials containing asbestos have been widely used for many years in buildings, it is not the presence of asbestos which may be a health hazard, rather its condition, location and susceptibility to damage and disturbance. Providing that any asbestos based product is sealed and does not deteriorate or become damaged, it should not present an immediate health hazard.

The Council of Management will therefore undertake to:

- keep a record of all asbestos surveys carried out on the premises (**kept in the Headmistress's Office**)
- for all new buildings, alterations, maintenance works or equipment, the use of materials containing asbestos will be limited to those for which there are no known substitutes.
- work on removal of asbestos products will be undertaken only in accordance with the HSE Codes of Practice and the Control of Asbestos at Work Regulations 2002.
- All contractors will be advised of the presence of asbestos in the vicinity of their work.

## **Control of Contractors guidance**

The Health & Safety at Work Act, places a duty on all establishments to extend the general duty of care to everyone who may be affected by operation/activities being pursued at that establishment.

Contractors have been identified as one of the most vulnerable groups of the working population by the Health & Safety Executive. Serious injury to staff and pupils have also occurred, caused by building work in occupied schools and this single activity may represent the greatest potential risk on the School premises.

The Construction (Design & Management) Regulations 1994 lays out and places duties on five key parties (firms or individuals)

### **The Client**

The Council of Management are encompassed within the term 'the client' and will work closely with the Headteacher and be actively involved with ensuring that competent designers and contractors are engaged, that sufficient resources, including time have been allocated to enable the project to be carried out safely. They should also ensure that all regulations, policies and codes of practice are complied with during the period of the contract.

### **The Designer**

Should ensure that structures are designed to avoid or where this is not possible to minimise risks to health and safety while they are being built and maintained. Where risks cannot be avoided adequate information has to be provided. The design includes the preparation of specifications - it is not limited to drawings.

### **The Planning Supervisor**

Is appointed by the client and has the overall responsibility for co-ordinating the health and safety aspects of the design and planning phases and for the early stages of the health and safety plan and the Health & Safety file.

### **The Principal Contractors**

Should take account of health and safety issues when preparing and presenting tenders. They should also develop the health and safety plan and co-ordinate the activities of all contractors to ensure they comply with health and safety legislation. The principal contractor also has a duty to check on the provision of information and training for employees and for consulting with employees, and the self-employed on health and safety issues.

### **Contractors and the self-employed**

Should co-operate with the principal contractor and provide relevant information on the health and safety risks created by their work and how it will be controlled, contractors and the self-employed also have duties for the provision of other information to the principal contractor and to employees.

The Health & Safety Plan developed by the principal contractor is the foundation on which the health and safety management of construction work is based. This document together with contractors undertaking and insurance details should be kept in a Health & Safety file. The planning supervisor must ensure that it is prepared and updated as the project progresses and that it is given to the client when the project is completed.

The client is responsible for making it available to those who will work on any future design, building, maintenance, or demolition of the structure.

## **Display Screen Equipment**

The Council of Management accept that work with DSE should not constitute a risk to the health and safety of the user, provided that the workstation and working environment has been correctly designed and adjusted, and that the employee has received sufficient information and training to enable safe working.

**Employees have a duty to care for their own health & safety and should report any hazard immediately.**

**Users must:**

- use the equipment provided in accordance with agreed methods of working and any training received;
- report to management any musculo-skeletal problems, fatigue or eyestrain which may be associated with the workstation;
- assist with the manager/assessor in the assessment of their workstation.

### **Eye tests and provision of spectacles**

Users or prospective users have the right to request regular eye tests. The cost of the tests and any necessary optical remedies should be met by the employer.

## Electricity

The Headteacher has the responsibility to ensure that electrical installation is safe and provides enough sockets to prevent overloading socket outlets.

### **Fixed installations – definition**

Fixed installations are those that form part of the building structure and consist of those electrical components from the consumer unit, where the Electricity Board's supply enters the premises/land to the outlet from which electrical power is taken. Fire alarm systems are considered to be fixed installations.

### **Portable Equipment – definition**

Portable equipment consists of all equipment which is moveable or transportable and which, when in use, is connected to an electricity supply by means of a flexible cable fitted with a plug. This includes:

- power tools, eg: drills, grinders, saws, etc;
- catering appliances, eg: kettles, mixers, blenders, toasters, etc;
- ventilation and heating equipment, eg: fans, heaters and dehumidifiers etc;
- office equipment, eg: photocopiers, personal computers, desk lamps and shredders, etc;
- extension cables, transformers and battery chargers.

### **Users' responsibilities**

Users must carry out a visual inspection of portable electrical equipment before use to ensure the equipment is safe. NB: The inspection should include wall sockets which are defined as fixed installations. The visual inspection should include the following:

- is the plug damaged, ie: casing cracked, pins bent?
- is the wall/plug socket (fixed installation) cracked or impeded in any way from receiving the plug?
- is the cable damaged, cut, discoloured or burnt in any way?
- is there any damage to the equipment's external casing?
- does the equipment have any loose parts or screws?
- has the equipment been subjected to moisture, ie: liquid been spilled on it?
- Is there any evidence of overheating?

**On discovery of any faults, the employee must:**

- report the matter to the immediate supervisor/manager as appropriate;
- remove unsafe equipment from use, by switching off and disconnecting the power supply;
- place a large WARNING LABEL on the equipment, identifying to other members of staff the equipment is unserviceable and not to be used. The label should be prominently displayed and large enough to be easily seen, stating 'FAULTY EQUIPMENT – DO NOT USE'.

**New Equipment**

When purchasing new electrical equipment, there is no requirement to carry out an electrical test until the expiry date of the guarantee period. Manufacturers, suppliers, importers and designers have a duty under Section 6 of the Health & Safety at Work Act 1974 to ensure that equipment is safe for use at work. Testing of electrical appliances must be carried out before being released for sale. The Secretary should enter details of any new equipment purchased in the inventory form and ensure that it is tested prior to the expiry of the guarantee period.

**Second-hand and Personal Equipment**

Any second-hand electrical equipment must not be used before it is established that it has been tested, certificated and passed as safe to be used by a competent person. Similarly, any personal electrical equipment brought into School by staff or contractors must be inspected/tested according to the procedures laid out above. Authorisation should be sought prior to use of any personal equipment in School.

**Contactors**

At tender or negotiation stage of any contract concerning the use of electricity, prospective contractors must provide written statements detailing their safe systems of work, including permits to work (when necessary) and undertake to adhere to the School's policy on Health and Safety.



All contractors' electrical work must comply with the standards detailed in the current edition of the 'Regulations for Electrical Installations' as published by the Institute of Electrical Engineers, eg: all power tools or electrical equipment must have a voltage equal to or less than 110 volt. Special arrangements are required if any appliance uses a voltage greater than 110V.

### **Electrical inventory**

The inventory for electrical items must reside in the relevant work area, and as well as detailing stock it records the maintenance and inspection record of each individual piece of electrical equipment.

All installations should be tested on a five yearly contract. All portable appliances testing should be carried out annually, or more frequently in the case of power tools.

The School will take steps to provide safe and suitable equipment:

- ensure that equipment is safe when purchased, maintain equipment in a safe condition
- provide an accessible and clearly identified switch near each fixed machine to cut off power in an emergency.
- protect light bulbs and other equipment which could be easily damaged.
- switch room is provided with a notice indicating its purpose
- access and egress to the switch room must be maintained at all times
- a first aid notice, dealing with electrical procedures is clearly displayed.

## Emergency Evacuation Arrangements

The Council of Management requires the Headteacher to be aware of the importance of maintaining and taking adequate fire/bomb/Gas Escape precautions in the School. The primary objective of these precautions is to ensure, so far as is reasonably practicable, that the risk is minimised and should a fire break out, a bomb threat is received or a Gas Escape occurs, that all persons at risk are able to vacate the premises safely within the shortest possible time.

### Fire

If a fire occurs the over-riding consideration must be the safety of the occupants.

#### **An adult discovering a fire should immediately:**

- raise the alarm
- the senior person at the scene should clear the immediate area
- decide whether to try to put the fire out

#### **On hearing the alarm the following action should be taken:**

- the admin office should call the fire brigade and this action must be confirmed by the person in overall charge.
- all those in charge of a class or group must order and supervise the evacuation of that group, see that all rooms for which they are responsible are empty and that the door on the escape routes are closed after the group has passed through. As soon as he/she is satisfied that all the group are at the assembly point he/she should report to the person in overall charge.
- anyone who is separated from their group at the time of the alarm should go directly to the assembly point
- If anyone is missing from the assembly point an immediate search should be made, provided that this does not endanger the searchers and the officer in charge of the first fire appliance must be informed.
- except in the case of a search for a missing person, no-one should re-enter the building until permission is given by the senior Fire Officer. In a drill situation this permission will be given by a member of staff authorised to do so.

**Standard notices giving the action to be taken in the event of a fire are set out in (appendices 2 and 3).**

Emergency Evacuation procedures for **gas escapes** will be similar to those for fire.

**British Gas** emergency number is: **0800 111 999**

### **Bomb Threat**

The use of explosives and incendiary devices by terrorists and subversive causes concern from time to time and the risk, however remote to the school, needs to be taken seriously. In developing a bomb threat evacuation procedure the following points need to be considered and developed:

- the alarm needs to be different to the fire evacuation alarm, ie. The fire alarm is a continuous bell, the bomb alert must be an **intermittent ring**.
- comprehensive **signing in procedures** which demand that anyone who is not a member of staff should sign-in and report to the school office.
- staff and pupils should be familiar with both the fire and bomb threat evacuation procedures
- staff should report any suspicious and unsupervised packages to the school office
- be particularly alert in areas to which the public have access.
- challenge strangers
- keep corridors clear of storage items.
- the assembly point must be a safe distance from the school building ie. **The church car park**.
- the person who has received or reported the threat needs to report the information to the person in overall charge who will proceed in the same manner as for a fire threat.

## Fire

### **All Fire Safety arrangements are relevant to both EYFS and the Main School**

Fire has long been recognised as the greatest potential hazard in Schools and the importance of fire precautions cannot be stressed too greatly as most accidental fires are the result of neglecting basic precautions.

**A Fire risk assessment is** recorded and reviewed regularly, especially if any alterations have been made to the building or its layout. (This can be obtained from the Headmistress's office.)

### **Fire Prevention**

Prevention is the first line of defence against accidental fire, therefore some of the most common causes in schools are set out here.

- care should be taken with the storage of flammable materials
- combustible waste should not be allowed to accumulate in boiler rooms or electrical intake areas.
- combustible materials should never be stored in a stair well and strict controls must be exercised over what is stored in the caretaker's storage areas.
- staircases and dead-end corridors should be kept free of flammable pin-up or display materials
- in low risk areas flammable materials should be more than one metre away from any exit.
- in high risk areas this should be reassessed to two metres from the exit
- the use of cotton wool and most plastic materials should be avoided in decorations and costumes
- flammable decorations including evergreens should not be suspended from light fittings or ceilings.
- fire prevention in high risk areas such as craft is dealt with in the DfEE series safety booklets and it is important that the co-ordinator of this area is aware of its contents for policy purposes.
- new fire risks can easily be introduced through the use of salvaged materials such as plastic or polystyrene for a special project. Therefore limit the quantity to short-term needs and store well away from any heat source.

- 

### **Protection**

If the precautions mentioned are observed the risk of an accidental fire is minimal. Nevertheless there must be measures to protect the occupants of the school, and as a secondary consideration the School itself. These include:

- the use of fire-resistant materials in the building construction
- the provision of escape routes and fire doors to protect those routes
- an alarm system and drill for action in the event of fire
- fire fighting equipment

## **Fire Routine**

The action to be taken at the scene of a fire, the operation of the alarm system and the action on hearing the alarm constitute the routine of the school.

The objectives of the routine is to prevent panic and to provide a safe, speedy and orderly evacuation of the building. All occupants except for very young pupils, should be expected to know the fire alarm signal, the available escape routes and the assembly point after evacuation. These aspects will be practised in routine fire drills.

However the following points are important and must be addressed:

- at the beginning of term there may be new staff and pupils who have not done a fire drill
- the building is used in the evening by local groups who may not be familiar with the layout it is the duty of the group leader to familiarise the participants with safety aspects.
- when premises are hired on a casual basis the attention of the hirer should be drawn to the importance of the fire precautions.

The alarm signal must be clearly audible and instantly recognisable to all occupants.

To this end, fire protection measures will be incorporated into the design and structure of any new building.

## **Fire training**

**Fire Marshall Training** is taken regularly by the school caretaker and training in the use of fire extinguishers is provided periodically for all staff.

**Fire Drills** for evacuation of the premises is undertaken each term and recorded in the Fire Precautions Register.

**The fire fighting equipment is tested bi-annually by a reputable company.**

## First Aid

The policy of the Council of Management is to prevent accidents wherever possible. However it is recognised in an educational establishment there is a need to provide facilities and arrangements for first aid should an accident occur. The aim of this document is to clarify the School's Policy on the standard and level of first aid provision in the school.

The purpose of first aid is twofold:

- to treat minor injuries which do not need treatment by a medical practitioner or nurse?
- in cases where a person will need help from a medical practitioner or nurse, to give treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.

It is on this basis that facilities and arrangements for first aid will be provided in the school.

There are two levels of competence of staff who may administer first aid in the school.

- **First Aider** is an adult who has successfully completed and holds a current first aid qualification. Re-certification required every 3 years.
- **Appointed Person** an adult who will take control in a situation when a first aider is not available. Requires a half day training with a refresher course every three years.

The role of the first aider is to administer first aid to staff, pupils and visitors to the premises when required.

The role of the appointed person is to administer basic first aid and to take control of a situation while the first aider is dealing with the patient.

Staff members appointed to be first aiders should be available to perform the task at all times of the working day when the school is open.

It is important that all foreseeable absence of the first aiders are covered and that a first aider is present on site during out of hours activities such as PE which can be particularly hazardous.

### **School Provision**

The school has 3 members of staff who are fully trained first aiders and 5 trained in Paediatric first aid. A qualified first aider must be in attendance at all times, including foreseeable absences.

## **Injuries**

### **Minor Injuries**

Minor injuries, such as bumps and scratches, can normally be dealt with adequately at the school and the child can often return happily to the classroom.

### **Injuries which should be referred to a hospital**

These injuries include a suspected bone fracture, a probable injury to a joint, a wound of such a size that surgical repair is likely to be required or where the wound is grossly contaminated with dirt; burns and scalds, except for very small areas; head and eye injuries.

### **Transport of Injured Pupils**

- An ambulance should normally be called in the event of a serious injury.
- A member of staff may use their car to transport a child home or to hospital. Use of a car will require a second member of staff to care for the injured/ill child. Insurance is provided by the School.
- If a taxi is used, a pupil must be accompanied by a member of staff.

### **Visitors, Contractors & Letting of Premises**

It is reasonable to provide first aid if required to any of the above in an emergency. It is essential that any of the above have access to a telephone for use in the event of an emergency and that the visitor or hirer is informed of its position and any instructions for its use. It is also important that any of the above have access to a first aid kit.

**Staff Working Alone** have access to a telephone in an emergency, and know where to access first aid equipment, and know how to use it.

### **First Aid Provision - Off Site Activities**

It is recommended that all off-site activities are accompanied by at least one supervision adult who holds a certificate in first aid whilst taking into consideration the provision remaining in the school.

Staff working off-site should ensure that they have access to a travelling first aid kit. These kits are available to all groups and a list of items that should be included is in appendix 4.

Staff must ensure that a mobile phone is available for use off-site.

### **First Aid Boxes**

Only authorised users should use first aid materials except in emergency.

- First aid containers and boxes should contain a sufficient quantity of first aid equipment and nothing else.
- First aid boxes which are to form part of the school's permanent first aid provision should contain only those items which the first aiders have been trained to use.
- Contents of boxes should be replenished as soon as they are used and checks must be made regularly to ensure sufficient materials are available for use.
- Persons responsible for the upkeep of boxes should check contents to ensure expiry dates are still current.
- The list of items which can be contained in first aid boxes is in (appendix 5).



## **First Aid Room**

The First Aiders are responsible for the room and its contents.

The room is clearly identified as a first aid room with details of first aiders displayed. The room should be readily available at all times and the **designated area** not used for any other purpose than first aid or medical activities.

## **Record Keeping**

Records should be kept for the following:

- All first aid administered. This will be recorded in the accident book which is kept in the first aid room.
- all accidents that occur on the premises.
- allergies that are known e.g. Plasters
- stock control of first aid boxes
- COSHH assessments carried out for any hazardous substances used for first aid e.g. sanitising materials

## **Administration of Medicines**

### **Rationale**

Most pupils will at some time have a medical condition that may affect their participation in school activities. This is most likely to be short term, as in the completion of a course of antibiotics. Other pupils have medical conditions that, if not managed, could limit their access to education. These pupils are regarded as having:-

### **Medical Needs**

Parents or guardians have the prime responsibility for their child's health and should provide the school with information about their child's medical condition in the annually updated Medical Forms, which is followed up by (appendix 6) if a medical condition is identified.

There is no requirement for the Headteacher and staff to undertake the responsibility for the administration of medicines and it is the agreed policy that the school staff do not take on this responsibility (appendix 6), other than in the case of pupils with medical needs. (letter appendix 9)

## **School Procedures**

It is the School policy that all medicines other than those pupils recognised as having a 'medical need' are administered by the parents. First Aid Room facilities are available to parents or their nominee to administer medicine to their child.

Some pupils, depending on their age and ability may be capable of taking their own medicine or deciding when to do so. Such independence must be agreed with the school by the parent and a parental consent form for the pupil to carry their own medication must be completed. (appendix 8)

**The Headteacher and staff have agreed that they will administer medicines to pupils who fit the category of 'Medical Needs'.**

In order to ensure that there are no errors in the administration, handling and storage of medicines a well defined framework is essential.

All medicines which are to be administered in school must be accompanied by written instructions from the parent and/or GP, specifying the medication involved, circumstances under which it should be administered, frequency and dosage. This information should be provided on the form (appendix 9). Each time there is a variation in the pattern of dosage a new form should be completed.

The smallest practicable doses should be brought to school in individual containers which should be clearly labelled with the child's name and dosage instructions. It is recommended that the pupils should never carry medicine to and from school and that the parent or guardian should hand the medicine over as soon as the child arrives at school. Parents are responsible for ensuring that there is sufficient medication to be used in school and that the medication has not passed its expiry date.

Only one member of staff **on any one day** should administer medicines (to avoid the risk of double dosing). The record of administration (appendix 10) must be completed and signed by the person administering the medication.

### **Storing Medication**

All medicines must be kept in a locked cabinet used only for that purpose. The name of the person(s) responsible for the cabinet or for administering the medicine should be stated on the cabinet. In cases of emergency the key must be readily available to all members of staff to ensure access.

### **Emergency Medical Procedures**

When a child has been identified as being at risk of a hypoglycaemia, Epilepsy, Asthma or allergic attack, the school needs to take steps to ensure that prompt and efficient action will be taken in accordance with medical advice and guidance. The school first aider will attend the patient whilst an ambulance is awaited.

### **School Trips**

The school encourages pupils with medical needs to be included in school trips whenever possible. This requires the school to take into account the supervision ratio required, and the possibility of an additional adult who is aware of the medical needs to accompany the child.

### **Insurance cover for First Aiders**

All qualified members of staff taking on first aid duties will be afforded full protection under the Schools Employers Liability Insurance Policy.

## Glazing

The Council of Management wish to take measures to avoid any accidental injury relating to glazing.

Whilst there does not appear to be an immediate need to replace the current glazing in the school, the Council of Management will ensure that glass replaced under Maintenance is of the appropriate standard for likely risks.

### **Marking Safety Glazing**

It is important for all concerned to recognise that markings will be required in the corners of all glazing panels to signify:

BSI Kitemark ad BS 6206

Type Glazing: Laminated (L) Tempered (T) Plastics (P)

BS Impact Classification 'A' 'B' 'C'

Trade Stamp of Glazier

## Grounds Maintenance

The Council of Management requires the Headteacher to be aware of the importance of maintaining the school grounds in good condition.

Objectives:

- The flower beds will be maintained on a quarterly basis by a qualified gardener.
- The trees and shrubs will be maintained annually by a qualified arboriculturalist.

The surface of the playground will be inspected periodically and repairs undertaken as required.

## Control of Substances Hazardous to Health

### **Rationale**

The Control of Substances Hazardous to Health (COSHH) regulations require that employees are provided with an assessment of the risk to health that may arise from the use of hazardous substances at work. The aim of the COSHH Regulations is to set out, in a legislative framework the essential measures necessary to control exposure to substances hazardous to health.

Examples of substances covered by the regulations are:

- Specific Chemicals
- Proprietary substances
- Micro organisms
- Dust

**The risks from asbestos and lead are covered in separate sets of legislation.**

### **Implementation of the COSHH System**

Wherever possible the school will seek to completely eliminate the use of hazardous substances. Where this is not possible the school will consider the use of alternative, safer substances which could be substituted. When relevant COSHH risk assessment information will be used to identify safer alternatives. Generic risk assessment information contains details of the substance, hazard and an assessment of the risk when used in a specific way. All necessary measures needed to control the risk will be identified in the assessment.

### **Caretaking**

It is within this area that many COSHH assessments are required, therefore it is incumbent on the Caretaker to request a COSHH assessment on any products for which there is not one on file.

### **Monitoring**

The school will include in its monitoring procedures a check that the COSHH risk assessment system is operating satisfactorily. This will include continuous monitoring for any substance that have not been assessed for risk and the inclusion of specific or revised risk assessments as new information on hazards are received.

Observation of working practice may be necessary to monitor compliance with the risk assessment.

## **COSHH Assessments**

Included in this section are generic COSHH assessments for substances that are generally used in the School:

- Sketching Charcoal
- Gloy Paste
- Newplast
- Tipp-ex
- Cow Gum
- Pritt Stick
- Permanent Marker
- Art Powder Colour
- Anti-Dust Chalks
- Fairy Liquid
- Cif
- Colorblend PVA
- Luma Pearlescent Ink
- Super Enamel
- Bleach
- Biotek

Separate COSHH assessments are carried out by the School caterers in respect of materials and chemicals used in the kitchen. Holroyd Howe monitor their own team's risk assessments and storage of materials.

## **SKETCHING CHARCOAL**

**COMPOSITION:** 90% approx. fixed Carbon for sketching artwork

### **HAZARDS:**

Toxic: non-toxic

Irritant: non-irritant to skin, but can irritate eyes if dust generated

Flammable: non-flammable but combustible

### **RISK ASSESSMENT:**

Care should be taken if dust generated, possible irritation to eyes

### **CONTROL MEASURES:**

Supervise young pupils during use

Avoid generating dust

Normal hygiene procedures, wash hands after use

**SPILLAGE:** No special requirements

**STORAGE:** Dry, cool conditions. Out of reach of pupils

**DISPOSAL:** No special requirements



## **GLOY PASTE**

**COMPOSITION:** Water based starch adhesive with small amount of [p-chloro m-cresol].

### **HAZARDS:**

**Toxic:** No hazard by inhalation. Small quantities swallowed should only cause mild/temporary discomfort.

**Irritant:** Can irritate eyes, should not irritate skin.

**Flammable:** Non-flammable, although the dried film can support combustion.

### **RISK ASSESSMENT:**

Avoid swallowing. If large amounts are swallowed, give plenty of water to drink and seek medical attention.

Avoid long term contact with skin, wash before gloy paste dries to avoid any possible irritation.

Avoid all contact with eyes, if contact occurs, rinse eyes immediately with clean water.

### **CONTROL MEASURES:**

Supervise young pupils during use.

Ensure hands/other affected body parts are washed after use and spillage are cleaned up immediately.

**SPILLAGE:** Slippery when wet. If spilled, soak up immediately with an inert absorbent material; e.g. dry sand and place in a suitable container for disposal.

**STORAGE:** Storage in a dry place in the temperature range of 5-25c.  
Protect from frost. Keep out of the reach of pupils.

**DISPOSAL:** Moderate amounts may be placed in normal refuse.

## NEWPLAST

**COMPOSITION:** Malleable modelling materials

**HAZARDS:**

Toxic: non-toxic

Irritant: Irritating to eyes

Flammable: non-flammable but combustible

**RISK ASSESSMENT**

Newplast, although non-toxic, should not be consumed, it should not be placed near eyes as this can cause irritation.

**CONTROL MEASURES:**

Supervise young pupils during use.

Normal hygiene wash hands after use.

**SPILLAGE:** To clean surfaces use washing up liquid [do not use biological powder]

**STORAGE:** Best kept at room temperature and out of the reach of pupils.

**DISPOSAL:** Household refuse, landfill, etc.

## **TIPP-EX**

**COMPOSITION:** 1.1.1 Trichloroethane, Titanium Oxide Polyacrylate.

Thinners: 1.1.1 Trichloroethane

### **HAZARDS:**

Toxic: Hazardous by inhalation and swallowing

Irritant: Non- irritating to skin except in very large quantities. Irritating to eyes

Flammable: Non-flammable

### **RISK ASSESSMENT:**

If handled properly and used as directed - no toxic risk. However, if inhaled can be dangerous and the patient should be removed to fresh air and given medical advice.

Similarly, Tippex is hazardous if swallowed. Vomiting should be induced and medical advice sought.

Unless exceptionally large quantities. Tippex should not cause particular irritation to skin and can simple be removed with soap and water. Will irritate eyes and should be immediately removed with plenty of water prior to medical advice being sought.

### **CONTROL MEASURES:**

Keep locked away from young pupils

Do not leave cap off, replace immediately

For adult use only

Use "green" alternative

**SPILLAGE:** Ensure area is adequately ventilated. Wipe with absorbent cloth

**STORAGE:** Store away from heat and out of the reach of pupils

**DISPOSAL:** When dry, dispose of in household refuse.

Do not empty Tippex fluid into drains or waterways

## COW GUM

**COMPOSITION:** Natural rubber in solution with Hydrocarbon solvent in the form of a white opaque viscous paste or gum

### HAZARDS:

- Toxic:** Low order of toxicity but can be dangerous if swallowed or if person is exposed to solvent vapour at a level higher than 200 ppm.
- Irritant:** Does not irritate skin under normal circumstances, but prolonged contact may have the effect of defatting the skin with could lead to dermatitis. Will irritate eyes if contact is made.
- Flammable:** Highly flammable [contains petroleum solvent giving off heavy vapour with a flash point 2 C/35 F]

### RISK ASSESSMENT:

Avoid swallowing/inhaling vapours in large quantities. If swallowed, seek medical advise/attention. If vapours inhaled and dizziness or fainting occurs, person should be taken to fresh air and medical attention summoned.

Small risk of irritation to skin, and prolonged contact should be avoided. Avoid contact with eyes, if accidental is made, irrigate with fresh water until irritation subsides.

High risk of cow gum catching fire and care should be taken to isolate from possible sources of ignition whilst solvent is evaporating during use. If cow gum catches fire, it is best extinguished with CO<sub>2</sub>, dry powder or foam.

### CONTROL MEASURES:

- Supervise young pupils during use.
- Warn others about possible danger [i.e.: toxicity]
- Keep cow gum in a safe place away from pupils and naked flames or sparks
- Normal hygiene, wash hands after use

**SPILLAGE:** Well ventilate area; dispose of rags as flammable

**STORAGE:** If cow gum is to be stored in large quantities [> 15 litres], the following regulations must be considered:

- i] The Petroleum [Consolidation] Act 1928
- ii] The Highly Flammable Liquids and Liquid Petroleum Gases Act 1972

**DISPOSAL:** Wet rags used for wiping up or removing cow gum should be regarded as highly flammable and disposed of accordingly. Empty or dried out tins and tubes can be disposed of as domestic rubbish.

## **PRITT STICK**

**COMPOSITION:** Water based adhesive combining the shape forming properties of a basic soap and the adhesive properties of a synthetic polymer.

### **HAZARDS:**

**Toxic:** Non-toxic by inhalation and ingestion, although may cause problems if swallowed in large amounts.

**Irritant:** Non-irritant to skin, although long term contact may cause some irritation. Irritating to eyes.

**Flammable:** Non-flammable [although the dried film may support combustion].

### **RISK ASSESSMENT:**

Although Pritt Stick is essentially non-toxic, it should not be consumed. If swallowed, give water to drink and seek medical attention if discomfort persists.

Pritt Stick is essentially a non-irritant product but long term contact with skin should be avoided and skin washed before adhesive dries. Pritt Stick will irritate eyes and all contact should be avoided. If contact is accidentally made, eyes should be thoroughly flushed with clean water and medical attention sought if discomfort continues.

### **CONTROL MEASURES:**

Supervise young pupils during use.  
Normal hygiene, wash hands after use.

**SPILLAGE:** Scrape up and wash residue with water

**STORAGE:** No special conditions, although it is advisable to store this kind of product in a dry place, away from heat and out of the reach of pupils

**DISPOSAL:** The dried product can be disposed of in normal dustbins.  
For larger quantities, in accordance with local regulations.

## PERMANENT MARKER 353p, 358p

**COMPOSITION:** Aqueous pigment preparations with binder. Permanent marker pen

**HAZARDS:**

Toxic: Non-toxic  
Irritant: Should not irritate skin, but will irritate eyes if contact is made.  
Flammable: Non-flammable

**RISK ASSESSMENT:**

Avoid all contact with eyes - if contact made rinse thoroughly with water and seek medical attention.

**CONTROL MEASURES:**

Supervise young pupils during use  
Normal hygiene measures, wash hands after use

**SPILLAGE:** No special requirements

**STORAGE:** No particular conditions necessary, but out of the reach of pupils.

**DISPOSAL:** Taking into consideration the local authority regulations, it may be incinerated, together with household refuse.

## **ART POWDER COLOUR**

**COMPOSITION:** Complex mixtures of pigments, chalk, Dextrin Surfactant and Preservative.

**HAZARDS:**

Toxic: Non-toxic under normal conditions, but under certain conditions dust may be generated which may harm health.  
Irritant: Irritating to eyes.  
Flammable: Non-flammable

**RISK ASSESSMENT:**

Art powder colour does not present a high risk to health under normal conditions of use. However, there is a risk of irritation to eyes and contact should be avoided. If contact occurs, wash eyes thoroughly with water.

**CONTROL MEASURES:**

Supervise young pupils during use  
Avoid generating dust  
Normal hygiene procedures, wash hands after use.

**SPILLAGE:** Sweep or vacuum up dry spills. For wet spills, wipe up or flush away with water.

**STORAGE:** Store in dry conditions and out of the reach of pupils.

**DISPOSAL:** Small quantities may be disposed of with domestic waste.  
Large quantities in accordance with local authority regulations.

## **ANTI-DUST CHALKS 280, 281, 282, 307, 308, 400**

**COMPOSITION:** Chalk sticks

**HAZARDS:**

Toxic: Non-toxic

Irritant: Non-irritant

Flammable: Non-flammable

Other: Small pieces of chalk could be dangerous if swallowed by pupils  
[cause choking]

**RISK ASSESSMENT:**

Chalks should be kept away from young pupils who could choke if swallowed/eaten.

**CONTROL MEASURES:**

Supervise young pupils during use.

Keep chalks away from pupils when not in use

Normal hygiene procedures, wash hands after use.

**SPILLAGE:** No special requirements

**STORAGE:** Keep in dry conditions, and out of the reach of pupils

**DISPOSAL:** No special requirements



## FAIRY LIQUID FOR FOOD SERVICE USE

**COMPOSITION:** Liquid detergent for hand/dishwashing and general cleaning. Solution of amphoteric, anionic and non-ionic detergents, containing alkyl and alkyl and alkyl ether sulphates, amine oxide, alkyl ether, alkyl betaine, ethyl alcohol, water and minor ingredients, such as colour, perfume and stabilisers.

**HAZARDS:**

Toxic: Non-toxic by inhalation, if ingested may cause transient gastro intestinal irritation and vomiting.  
Irritant: May cause slight irritation to eyes and skin  
Flammable: Non-flammable

**RISK ASSESSMENT:**

As Fairy Liquid can cause irritation, contact [particularly long term] with eyes or skin should be avoided. If contact is made, the irritated area should be thoroughly irrigated with water and medical attention sought if irritation persists. Ingestion should also be avoided [as can cause transient gastro intestinal irritation and vomiting]. If Fairly Liquid is ingested, the person should drink one or two glasses of water.

**CONTROL MEASURES:**

Supply users of Fairy Liquid with protective gloves to avoid long term contact with skin.

**SPILLAGE:** No special requirements

**STORAGE:** Store conventionally [clean, dry place away from heat and contamination] and out of the reach of pupils

**DISPOSAL:** Sluice to waste using plenty of cold water  
The surfactants are biodegradable

## CIF

**COMPOSITION:** Scouring cream for general purpose cleaning 40-60% mineral.

**HAZARDS:**

Toxic: By inhalation non-toxic. By ingestion unlikely to be toxic unless excessive amount swallowed.

Irritant: Unlikely to irritate skin in normal use, can cause irritation to eyes.

Flammable: Non-flammable

**RISK ASSESSMENT:**

Avoid swallowing as excessive amounts can be toxic. If ingested material should be removed from mouth immediately and if symptoms develop medical attention should be sought.

Avoid prolonged contact with skin and avoid all contact with eyes as will irritate. If Jif comes into contact with eyes, wash immediately with water and seek medical attention.

**CONTROL MEASURES:**

Provide those who have excessive contact with protective gloves  
Keep away from pupils.

**SPILLAGE:** Washed away to drain with plenty of water

**STORAGE:** No special conditions necessary but out of the reach of pupils

**DISPOSAL:** As spillage

## COLORBLEND PVA MEDIUM

**COMPOSITION:** A plasticized vinyl Acetate Homopolymer Emulsion glue

### HAZARDS:

Toxic: Toxic by ingestion  
Irritant: Does not normally irritate skin [unless person is highly sensitive]. Will irritate eyes.  
Flammable: Non-flammable

### RISK ASSESSMENT:

Avoid ingestion/swallowing as colorblend PVA medium is a substance which harms. If ingested, wash out mouth thoroughly and seek medical attention.

Avoid any contact with eyes as the risk of irritation is high. If contact occurs, immediately wash out with copious amounts of water or eye wash lotion.

The risk of irritation to skin is quite low, although it may be experienced by those with highly sensitive skin or unhealed cuts.

In situations where continued handling cannot be avoided, operators should be provided with barrier creams and/or advised to wear protective plastic gloves.

### CONTROL MEASURES:

Keep away from pupils  
Warn those using produce of toxic dangers

**SPILLAGE:** Small amounts wipe with cloths. Large amounts flush with plenty of water.

**STORAGE:** Storage containers should be such as to avoid:  
i] Frost damage under cold conditions [store above 7 C]  
ii] Evaporation of water under warm conditions  
Keep containers closed when not in use.

**DISPOSAL:** Dispose in sewers, account must be taken of local legislation which may be applied regarding containment levels in effluents.

## **LUMA PEARLESCENT INK**

**COMPOSITION:** Acrylic colours paints. Alkali Soluble acrylic Resin, Pigment Mica, Organic Pigments, Water, Ammonia, Preservative.

### **HAZARDS:**

Toxic: Not lethal, but may cause discomfort or vomiting if ingested  
Irritant: Irritating to skin and eyes [possibly] and may cause discomfort if inhaled  
Flammable: Non-flammable

### **RISK ASSESSMENT:**

Risk of discomfort/vomiting if produce ingested. If ingestion occurs, the patient should drink plenty of water to dilute stomach contents and medical attention should be sought.

Risk of irritation to skin and eyes if product comes into contact with them so contact should be avoided. If it occurs, the skin should be washed with soap and water, eyes should be flushed with lots of clean water. If discomfort persists, medical attention should be sought.

If product is inhaled, it may cause discomfort, so inhalation should be avoided. If it occurs, the patient should be removed to fresh air and medical attention sought.

### **CONTROL MEASURES:**

Supervise young pupils during use  
Normal hygiene procedures, wash hands after use  
Wear protective clothing as colours will stain skin and clothing

**SPILLAGE:** Mop up with water

**STORAGE:** Store at room temperature and out of the reach of pupils

**DISPOSAL:** No special procedure necessary

## **SUPER ENAMEL - CLEAR 1138**

**COMPOSITION:** Enamel work. Acetone, xylene, propane/isobutane mixture

### **HAZARDS:**

Toxic: Super enamel-clear 1138 is **extremely hazardous by inhalation - it can be fatal.**

Irritant: To eyes and skin

Flammable: Highly-flammable

### **RISK ASSESSMENT:**

Super enamel-clear 1138 presents a high risk of harm if inhaled and this should be avoided. If product is inhaled the patient should be removed to fresh air immediately and medical attention sought. If breathing has stopped, artificial respiration should be performed and the patient should be kept warm and at rest.

If product is accidentally ingested, there is a toxic risk and this should be avoided. If it occurs, the mouth should be rinsed thoroughly and medical attention sought. Vomiting should not be induced.

There is a risk of irritation if the product comes into contact with the skin or eyes and any contact of this kind should, therefore, be avoided. If the skin is affected, it should be washed with soap and water and any affected clothing should be removed and washed. If eyes are affected, they should be rinsed with copious amounts of water [whilst eyelids are lifted] and medical attention should be sought.

There is a high risk of fire and it should therefore, be kept carefully away from heat, flames and other sources of ignition. If fire occurs it can be fought with water spray, CO [carbon dioxide] or foam.

### **CONTROL MEASURES**

Keep away from pupils

Store away from heat, sparks and flames

Those using product should protect skin and eyes

**SPILLAGE:** Avoid ignition; e.g. sparks, flames, heat. Ventilate. Absorb with an inert material; e.g. dry sand. Place into containers, seal and dispose in licensed waste.

**STORAGE:** Store at moderate temperatures in dry, well ventilated conditions. Keep away from sunlight and heat, spark and flames [do not expose to temperatures exceeding 50 C] Keep out of the reach of pupils.

**DISPOSAL:** Ensure container is empty and dispose of in accordance with Local Authority regulations. Do not pierce or incinerate even when container is empty.

**BLEACH - FIRST AID PURPOSES ONLY [Hypocohlorite Type]****Proprietary Names: Milton, Domestos, Jeyes**

**COMPOSITION:** Disinfectant for use with bodily fluid spillage. 5% [w/v] chlorine

**HAZARDS:**

Toxic: Harmful by inhalation and swallowing

Irritant: Irritant to eyes, skin and lungs.

Flammable: Non-flammable

**RISK ASSESSMENT:**

If handled properly and used as directed - no toxic risk

Avoid contact with skin, eyes or lungs

**CONTROL MEASURES:**

Keep locked away from pupils

Do not mix with any other cleaning product/chemical etc.

Dilute nine parts water to one part bleach - add bleach to water

Do not use for urine

Wash off splashes immediately

Read manufacturer's instructions

Wear protective clothing, goggles and gloves

Ventilate the area thoroughly

**SPILLAGE:** Wear goggles and gloves; mop up with water; run to waste with plenty of water.

**STORAGE:** Store away from acids and combustible materials; store in closed container in a cool place  
Shelf life is limited - check on products but average life 3 months

**DISPOSAL:** Flush to drains with plenty of water

## **BIOTEK - FIRST AID PURPOSES ONLY**

**COMPOSITION:** Disinfectant for use with bodily fluid spillage  
1-5% Cationic Biocide  
1-5% Inorganic Phosphate  
5-15% Nonitonic Surfactants

**HAZARDS:**

Toxic: non-toxic  
Irritant: Mild-Irritant to skin and eyes  
Flammable: Non-flammable

**RISK ASSESSMENT:**

Prolonged use can cause mild skin irritation

**CONTROL MEASURES:**

Read manufacturers instructions  
Wear protective clothing, goggles and gloves  
Wash splashes off exposed skin

**SPILLAGE:** Flush to drains with plenty of water

**STORAGE:** Store in closed container, out of reach of pupils

**DISPOSAL:** Flush to drains with plenty of water

USE OF THIS SUBSTANCE NO LONGER RECOMMENDED

## **SALT (SODIUM CHLORIDE)**

**COMPOSITION:** 39.4% Sodium  
60.6% Chlorine

**HAZARDS:** In normal industrial use salt is not hazardous.

**RISK ASSESSMENT:** Prolonged contact may cause irritation to skin. Ingestion of hypertonic solutions can cause fatal disturbance of body electrolyte and fluid balance. Less than one tablespoon of salt may severely poison an infant and sometimes prove fatal.

### **CONTROL MEASURES**

Avoid prolonged contact with the skin.

No special clothing is required.

**SPILLAGE:** Should be swept up or safely water hosed, subject to local regulations.

**STORAGE:** Store in a dry atmosphere away from concentrated acids.

**DISPOSAL:** Disposal should be in accordance with local state or national legislation



## Inspections of the School by Health & Safety Executive

Essentially the HSE is concerned with the standards attained by employers regarding their overall responsibility for the safety, health and welfare of employees, but inspectors will wish to note arrangements covering health and safety of non-employees and pupils.

### **Authority to Inspect**

Under the Health & Safety at Work etc. Act 1974, HSE Inspectors will visit education premises, with or without notice in respect of:

- routine inspections of any part of the premises
- advising on matters raised by the management
- advising on matters raised by staff representatives
- investigating serious incidents or dangerous occurrences brought to their notice
- complaints from parents / members of the public

The inspector would expect the following to be readily available to him/her.

- The Schools Health & Safety Policy
- details of personnel and the arrangements for implementing the policy
- all assessments made for the purposes of the Management of Health & Safety at Work Regulations, COSHH and Manual Handling.

### **Inspection Procedure**

Inspections may be all embracing to include standards of cleanliness, lighting, heating, and ventilation etc. but HSE Inspectors will generally concentrate on conditions and systems of work in more hazardous areas.

## Infections/Infestations

The Council of Management require that all staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff have access to protective disposable gloves and must take care when dealing with spillage of blood or other bodily fluids and when disposing of dressings.

Should a reportable infection ie. **Hepatitis** -be detected in the school advice must be sought immediately from the Local Health Authority.

### **AIDS and HIV**

Should anyone become infected current advice will be sought from the local Health Authority at the earliest opportunity.

From time to time infestations, usually head lice are present at school. The policy of the school is that upon finding or being notified of such an occurrence a standard letter (appendix 11) is sent out to all the pupils in the class affected giving advice on dealing with the infestation. The parents are also asked to confirm that their child's hair is free of head lice, by returning a tear-off slip from the standard letter.

If a staff member is alerted to live head lice, parents will immediately be called and asked to remove the child from the school until their child's infestation has been eradicated.

Should any other type of infestation occur ie. **Ringworm** etc. staff must inform the Headteacher who will seek advice from the Health Authority on the most effective way of dealing with the infestation.

## **Letting of School Premises**

The school currently has no right to let the school in the terms of the lease. However, a Theatre Group who have rehearsed in the school ( with the permission of the landlord) over many years, are issued with the copy of the Health & Safety Policy for which the leader signs an agreement, stating that they agree to follow the procedures laid down in the policy. They have the facilities of a telephone line and a first aid bag.

## **Lockdown**

A school lockdown is when students, teachers and all other staff are confined to their rooms due to a perceived or real threat. Throughout the school year drills will be carried out though they may be scary and everyone might feel threatened.

## Emergency Procedures chart for pupils & Staff

<b>LOCKDOWN CODE RED</b>	<b>HOLD &amp; SECURE – CODE YELLOW</b>
<p>Lockdown is initiated only when there is an imminent and major danger to school safety.</p> <p>The main office must be notified at the first indication of a major incident. Lockdown commences immediately</p>	<p>Hold and secure is initiated when a threat is proximate to, but not in, the school building or grounds.</p> <p>The treat poses no immediate danger to pupils or staff unless they leave the building or grounds.</p> <p>Examples may include Police activity near school grounds, a crime in progress, or police searching for an offender</p>
<b>PUPILS</b>	<b>PUPILS</b>
<p><b>In all instances</b></p> <ul style="list-style-type: none"> <li>▪ Follow the directions of the staff</li> <li>▪ If safe to do so, staff will gather students in immediate vicinity into the classroom or secure area.</li> </ul> <p><b>In the classroom</b></p> <ul style="list-style-type: none"> <li>▪ Follow the direction of the teacher</li> </ul> <p><b>In the Toilets</b></p> <ul style="list-style-type: none"> <li>▪ Evacuate toilet areas, if safe to do so and move to the nearest classroom. Otherwise secure the toilet door and stand on top of the toilet.</li> </ul> <p><b>If you are on-route somewhere or during lunch.</b></p> <ul style="list-style-type: none"> <li>▪ Move to the nearest secure area or to the toilet area</li> </ul> <p><b>If outside</b></p> <ul style="list-style-type: none"> <li>▪ Move quickly away from the building to the nearest safe location. ie behind the hall or PE store</li> </ul>	<p><b>In all instances</b></p> <ul style="list-style-type: none"> <li>▪ Follow the directions of the staff</li> <li>▪ Be prepared to change daily routines</li> </ul> <p><b>In the classroom</b></p> <ul style="list-style-type: none"> <li>▪ Follow the direction of the teacher</li> </ul> <p><b>In the toilets or corridors</b></p> <ul style="list-style-type: none"> <li>▪ Return to your classroom immediately</li> </ul> <p><b>If you are on-route somewhere or during lunch.</b></p> <ul style="list-style-type: none"> <li>▪ Follow the direction of the teacher</li> </ul> <p><b>If outside</b></p> <ul style="list-style-type: none"> <li>▪ Move into the building and go to your classroom.</li> </ul>

### How to behave in a School lockdown

Follow the teachers instruction and go into hiding immediately. Lock the door if you can by turning the latch or placing a chair against the handle. Close the windows and pull the blinds closed. Try to find a place where no one can see you. Don't make any movements and stay clam.

## Manual Handling Operations

### Rationale

Incorrect Manual Handling is a substantial cause of accidents. Whilst many of the injuries are to the lower back which can result in chronic conditions later in life, other parts of the body can suffer strains, sprains, cuts and fractures.

### Aim

It is the policy of the Council of Management to take all necessary steps to prevent reasonably foreseeable injury to its employees from manual handling of people and loads at work.

**The Headteacher** is responsible for implementing this policy and to this end will:

- ensure that employees receive sufficient and suitable information, instruction, training and supervision to ensure that safe manual handling is carried out to minimise risks.
- ensure that as far as practicable the work is planned to enable the user to take suitable and sufficient breaks from manual handling.
- ensuring that where lifting aids have been identified from a risk reduction exercise these are provided and maintained
- reviewing systems of work and staff training and monitoring their effectiveness.

**Employees** must co-operate with the Head teacher to reduce the risk of injury from manual injury. They must:

- co-operate with manual handling assessment where required
- use lifting aids where provided
- carry out any training or instruction as required by the Headteacher to ensure safe working systems
- follow safe systems of work, except in an emergency where the intention is the saving of life or preventing an accident
- inform the Headteacher if they feel that any task is too heavy or too difficult for them
- use any protective clothing or equipment that is provided
- ensure their own safety and the safety of others

## Noise

The Council of Management recognise that there is a legal requirement to protect employees and pupils from hearing damage at school. All employees exposed to noise levels above 85 db. (A) for significant periods will be offered suitable hearing protection. In practice noise levels in school are unlikely to exceed this standard, however contractors or the caretaker working on site may use tools or processes that exceed the standard. It is our policy that all work which will result in the standard being exceeded will be carried out outside school hours.

## No Smoking at Work Policy

The Council of Management is responsible for the health, safety and welfare of its employees at work and is therefore concerned that its employees should be aware of the risks associated with smoking and, more importantly , to protect non-smokers from risks to their health and discomfort caused by exposure to tobacco smoke. In line with legislation, the Headteacher maintains a No Smoking Policy.

The direction of this policy is that smoking members of staff are responsible people and consequently are able to self regulate their smoking habit within the context of a no smoking at work policy.

**This policy includes the school and it's grounds**

## **Permanent Outdoor Play Equipment**

The Council of Management acknowledge that the outdoor play equipment in the Nursery and Main Playgrounds should be risk assessed termly. This assessment is the responsibility of the Caretaker in the first instance, with any concerns raised to be investigated and responded to by the Headteacher.

All other permanent outdoor equipment will be inspected by the caretaker on a weekly basis.

## **Personal Protective Equipment**

It is recognised by the Council of Management that there are areas where it may not be reasonably practicable, to provide a totally safe working environment.

There will always be a need to provide Personal Protective Equipment to control risks arising from hazards which cannot be eliminated, ie: Science lessons or for the Kitchen Staff

Consultation with the wearer will take place as to the selection and specification of the equipment, as there is a better chance of PPE being used effectively if it is accepted by each wearer.

The regulations do not apply to pupils although management of Health & Safety at Work Regulations 1992, does place a duty of care onto the employer with regard to persons other than employees, ie. Pupils

## **Pesticides**

The Council of Management recognises that it may need to use pesticides in the management of the school property, whilst also recognising that it has a responsibility to protect the environment from their potentially damaging effects. In particular, the responsibility to protect the health of people, other creatures, plants and the environment.

As the cost of training and equipment of staff to establish safe systems of work is considerable, all occasions whereby such solutions are needed will be contracted out to a recognised expert in this area.

Though the Council of Management recognises that the implementation of this policy may result in increased costs it accepts this in the interests of health and safety and protection of the environment.



## **Portable Electrical Appliances**

All portable equipment and extension leads must be tested by a competent and qualified electrician annually and bi-annually in the case of portable equipment that remains static (ie: fridges, dishwashers, etc).

The school will maintain an inventory of all portable equipment and the results of testing. Only equipment displaying a current sticker may be used. Any faulty equipment must be taken out of use until repaired and retested by a competent and qualified electrician.

Personal equipment, must not be put into use without being tested and displaying a current sticker.

All equipment should be subject to a visual examination before use to identify signs of damage or faults.

## Risk Assessment

### Rationale

The Management of Health & Safety at Work Regulations 1992 requires that a suitable and sufficient assessment is made of health and safety risks. Risk assessment is about awareness and good management. An assessment of risk is nothing more than a careful examination of what in your work could cause harm so that you weigh up whether you have taken enough precautions or should do more to prevent them.

### Aim

The Council of Management's policy is to identify hazards and to eliminate/ minimise risks in the workplace and its associated activities.

In order to implement this policy, risk assessment and control measures are required to ensure the safety of pupils, staff and others affected by an activity. They must also take account of and:

- comply with standards set by legal requirement
- reflect good practice as set out in school policies
- reduce risk as far as is reasonably practicable

Risk assessment must identify the risk and the measures taken to minimise risk.

- **Identify Hazard**
- **Identify who is at risk**
- **Control Measures**

### Responsibilities

All employees must co-operate to reduce the risk of injury identified from the risk assessments.

### Regulations which require Assessment

Manual Handling Operations Regs 1992

Health & Safety [Display Screen Equipment Regs 1992]

Personal Protective Equipment at Work Regulations 1992

Control of Substances Hazardous to Health 1994

Noise at Work Regulations 1989

Control of Asbestos at Work Regulations 1987

Control of Lead at Work Regulations 1980

## **Safety Signs**

Changes to the Health & Safety [Safety Signs & Signals] Regulations 1996 came into force on 24 December 1998 and detail the minimum requirement for the provision of safety signs at work.

All signs in the school have been replaced by a contractor dealing in Safety signs.

A list of the most recent Health & Safety rules in the workplace is displayed in the staff room and in the playground corridor.

## **Safety Training**

All employees' full-time supply, part-time and voluntary workers are made aware of the following general arrangements for their health, safety and welfare as soon as possible after their appointment:

- \* fire and emergency evacuation procedures;
- \* first aid arrangements, including location of first aiders and equipment;
- \* reporting procedures for all accidents/incidents/ill health at work;
- \* reporting procedures for hazards and defects in equipment/premises/work methods;
- \* lifting and handling techniques;

All safety rules/safe working procedures/applicable codes of practice.

## **School Security**

The Council of management take care to ensure the security of the school and their employees.

Gates open in EYFS at 8:30 with two teachers on duty welcoming the children.

The gate to the main playground is opened at 8:15 and two members of staff are on duty to greet the children and parents and to ensure that no unexpected visitors enter the playground.

All Gates are locked as soon as the children are in school and the only access and egress to/from the building is via the front door which is monitored by CCTV cameras.

- All pupils are registered within 10 minutes of the start of the school day and again at the start of the afternoon session.
- A call is made to any absentees home daily if they are not registered,
- Latecomes must register in the late book daily.
- Any pupil who leaves the school during the school day must be signed out by the responsible adult.
- Any alteration to the usual arrangement for picking up the pupils must be communicated to the school office who will then email the class teacher.
- Any pupil who has not been picked up by a parent or carer must go or be taken to the Late Club, where they will be cared for until their carer arrives.
- A call will be made to the carer if the child has not be picked up by 4:30pm
- A senior member of staff will take charge of caring for any pupil who is still in the school at 4:35. They will stay with them until such time as they are reunited with a carer. In extreme circumstances they will inform the LADO as set out in our safeguarding policy.

The school premises has CCTV cameras covering all areas of the playground and the entrances.

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown, identification should be requested. Visitors are required to enter only by the front door. Outside doors are closed once the children have entered the building and security cameras and push pad entry is the only way to access the building.

Any **act of violence** or abuse towards a member of staff must be reported to the Head teacher, who will take the appropriate action. See Behaviour Management Policy.

## SLIPS & TRIPS

There are many ways to control slips and trips risk and prevent accidents.

### **Stop floor becoming contaminated**

- Plan pedestrian routes to avoid contaminated areas
- by using an entrance mat
- remove spillages promptly
- design tasks to minimise spillages
- ensure that all equipment and plant are maintained

### **Use the right cleaning methods**

- ensure that the cleaning method is effective for the type of floor
- leave floors to dry after cleaning or exclude traffic until dried
- take care to not introduce more slip or trip risks while cleaning is taking place
- have effective arrangements for both routine cleaning and dealing with spills
- use the appropriate detergent mixed at the correct concentration

### **Consider the flooring and work environment**

- Check for loose, damaged and worn flooring and replace as required
- Ensure that lighting is sufficient and that slopes or steps are visible
- Keep walkways and work areas clear of obstruction.

### **Get the right footwear**

- Where floors cannot be kept clean and dry, slip resistant footwear can help prevent slip accidents
- Footwear supplied must be tested for suitability for the environment
- If footwear is supplied as personal protective equipment (PPE) it must be supplied free of charge.

### **Think about people and organisational factors**

- Consider how work is organised and managed, eg. To avoid rushing, overcrowding or trailing cables
- Involve employees in decisions that affect them eg. Choice of footwear or change of cleaning methods.

### **What can employees do to prevent slips and trips**

- If you have an accident or near miss report it to the Head promptly as this information could prevent future accidents
- If you see a spillage, clean it up or make arrangements to do so
- Play your part and keep the workplace tidy
- If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed.
- If you are given PPE, wear it and look after it. Report any faults or damage and make arrangements for a replacement
- Tell your employer about any work situation that you think is dangerous, or if their health and safety arrangements have gone wrong.

## Sun Exposure

### Rationale

Exposure to the sun has become an issue in schools, since the depletion of the ozone layer raised fears about the possible effects of increased exposure to UVB radiation. The issues raised include skin cancers, premature ageing and other health disorders. It is considered that periods of intermittent exposure to the sun at a young age are as harmful as overexposure in adults. Pupils, and members of staff who supervise them are particularly at risk, as the school day spans the hottest part of the day.

### Guidelines

- \* It is recommended that, where possible, play areas should incorporate shelter in the form of trees, or verandas where pupils can play with sand and water. However it is best to ensure that these activities do not take place between 12.00pm and 1.00pm because of the reflection of the sun's rays from the surface.
- \* When a lesson is held outside of the classroom because the weather is fine, try to find areas that are shady. It is not recommended that lessons are held outside after 12.00pm and before 2.00pm
- \* During Physical Education where games are being played outside, care should be taken to ensure that clothing is loose fitting and that tops with collars, and most importantly hats are worn. When team games such as cricket, rounders etc. are taking place, players not taking part should be, where possible, sitting in some form of shade.
- \* When classes go on field trips and visits, a letter should be sent to all parents requesting that if a fine/hot day is forecast, pupils should wear hats.
- \* It is the responsibility of the parent to ensure that their child is appropriately clothed. A letter to parents advising them of the dangers of sun exposure is in (appendix 12).

It is recommended that staff do not apply sunscreen to pupils unless in exceptional circumstances; e.g. the pupil is suffering from a medical complaint/skin condition.

All employees are reminded of the code of conduct for those whose work takes brings them in contact with young people. Therefore staff must ensure that other pupils or another adult are present if in any doubt about physical conduct.

## Supervision

### Rationale

The Council of Management is mindful of the need to justify the school supervision arrangements should an incident occur, and to demonstrate that those arrangements were arrived at after a proper assessment of need and risk, and were subject to regular review.

In class supervision in Early years is in excess of statutory requirements.

Our Nursery Class of 3-4 year old children is staffed by 1 teacher and 2 qualified assistants

Reception Class, 4-5 years, is staffed by 1 teacher and 1 qualified assistant.

**Nursery playground:** 2 adults supervise at all breaks

### Main playground:

Morning pre-school and break: 2 Adults on duty

Lunchtime: 12:15-1:15 2 Adults on duty who are relieved of the duty midway through the playtime.

Wet break-times: 2 Adults patrol the school while Yr.6 pupils monitor the classes in groups of 3 or 4

### Arrangements for arrival and departure of pupils.

The school gates open at 8.15am and the playground is supervised from that time. At the end of the school day supervisory arrangements in the late club are in place until 4:30pm when the staff member on duty will hand over to a senior member of staff who will telephone any parents who have not arrived to pick up their pupils.

### Daytime arrangements

The class teacher or extra-curricular teacher is responsible for their pupils until they are picked up by parents. Where large numbers of pupils are gathered together, for example, in a school assembly, sufficient staff must be present to adequately supervise them. It may be necessary to supervise an emergency evacuation in the event of fire or respond to some other emergency. All assemblies will be supervised by a minimum of 2 members of staff.

We endeavour at all times to ensure that supervision arrangements are not even partly responsible for any incident.



## **Vehicle Movement on Site**

Under normal circumstances there would not be vehicles on the school site.

Annually a theatre company visits the school and their props van is brought on to site to ease the unloading. This must always be done before the children arrive at the school and the vehicle removed as soon as it is unloaded.

All other vehicular access is only allowed during the school holidays when the tree surgeon and the Gas engineers visit.

Parents Association events will sometimes necessitate a vehicle coming on site and this is always outside school hours.

## **Visitors to the Establishment**

It is important that all visitors to the school report to the school office and that there is a record of their presence on the premises. A safeguarding letter will also be given to visitors to the premises.

It is also important that all invitations to volunteers are made through the school office in order that an assessment of any risks may be made prior to the visit.

Generally all visitors are volunteers who are helping either a parent/teacher project or are members of the Parents' Association.

It is a condition of the school's Public Liability Insurance Policy that all reasonably practicable steps are taken to prevent accidents and this is generally carried out within the separate areas of our Health & Safety Policy.

## Work Equipment

The regulations apply to new work equipment and are designed to ensure that work equipment is assessed and that hazards are controlled.

The regulations do not apply to equipment provided for and solely used by pupils.

### Examples of Equipment found in the school

Computers

Overhead projectors

Lawn Mower

Ladder

Drill & bits

Hammer

Socket Sets

There is a wide range of work equipment currently used in the school. The risk presented by some equipment will be greater than others. Therefore managers and employees have a responsibility to ensure:

- \* equipment is used in accordance with the manufacturers' or suppliers' instructions or information.
- \* that all equipment is regularly maintained and tested for safe use, particularly those items that may present an increased hazard when faulty.
- \* that all staff are adequately trained to carry out their duties safely and are fully aware of any hazards and risks that they are likely to encounter.
- \* that safe and healthy systems of work are developed

## **Workplace**

It is the policy of the Council of Management that the workplace will meet the health, safety and welfare needs of all employees. The Council of Management will ensure that adequate welfare facilities are provided, as listed below:

### **Ventilation**

All work areas can be suitably ventilated

### **Temperature**

During working hours the temperature in all working areas should ensure reasonable comfort but should at least be 16C. Thermometers are available in each classroom.

### **Lighting**

Natural lighting as far as is reasonably practicable is provided with the addition of localised task lighting.

### **Cleanliness/Waste Disposal**

All classrooms will be kept suitably clean. Suitable receptacles will be provided for waste materials and no waste materials will be allowed to accumulate for unreasonable periods.

### **Room Dimensions and Space**

Every room where people are working will have sufficient floor area, height and unoccupied space to allow people to move about with ease.

The total volume of the room, when empty, divided by the number of people normally working in it should give at least 11 cubic meters per person.

### **Workstations & Seating**

A seat, appropriate to the work and the individual, shall be provided wherever work can or must be done in a seated position.

Seating that provides adequate support for the lower back, and a footrest should be provided for any worker who cannot comfortably place their feet on the floor.

### **Maintenance**

The workplace and its equipment will be maintained in efficient working order.

### **Sanitary Conveniences**

Will be kept in a clean and orderly condition, washing facilities provided with clean hot and cold water, soap and towels.

Segregated facilities for men and women are provided.

**Drinking Water**

Clean cups are provided for use with the drinking water which is appropriately marked.

**Facilities for Rest and to Eat Meals**

Rest breaks can be taken in the classroom, however a staffroom with facilities for food preparation and for pregnant women to rest is available. This rest area is a non-smoking area.

**HAZARD REPORT**

<b>HEALTH, SAFETY &amp; WELFARE AT WORK</b>	
<b>From (workplace address)</b>	
<b>Date</b>	
<b>Location of hazard (where applicable)</b>	
<b>Has hazardous activity been stopped?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Particulars of hazard</b>	
<b>Signature</b>	
<b>Date:</b>	

**ACTION REPORT**

<b>HEALTH, SAFETY &amp; WELFARE AT WORK</b>	
<b>Hazardous report</b>	
<b>Ref No:</b>	
<b>TO: (Safety Representative)</b>	
<b>Action:</b>	
<b>Signature of Management Representative:</b>	
<b>Date</b>	

## Fire Notice

The person discovering a fire will:

- a) **Sound the alarm**
- b) **Call the fire brigade**

On hearing the fire signal:

**When in class:** The order to clear will be given by your teacher, who will indicate the route to be followed

**When not in class:** Form single file and move to the place of assembly by the most direct route

**At all times:** Act quietly. Do not stop to collect your personal belongings. Do not attempt to pass others on your way to the place of assembly

**The place of assembly is:** **Playground**

## **Instructions for calling the Fire Brigade**

For display at all exchange instruments and all night extension instruments at establishment connected to an automatic exchange.

### **In case of Fire:**

1. Lift receiver and dial: **999**
2. Give the operator your telephone number and ask for: **FIRE**
3. When the Fire Brigade replies give the call distinctly:

Fire at: Vita et Pax Preparatory School, Priory Close,  
Green Road, Southgate, London N14 4AT

**Do not replace the receiver until the address has been repeated by the fire brigade.**

**Call the fire brigade immediately to every fire or on suspicion of fire**



**Travelling First Aid Kits**

The contents of travelling first aid kits should be appropriate for the circumstances in which they are to be used. The following should be included:

<b>Item</b>	<b>Quantity</b>
Card giving general first aid guidance	1
Individually wrapped sterile adhesive dressings	6
Large sterile non medicated dressing	1
Triangular bandage	2
Safety pins	2
Individually wrapped moist cleansing wipes	1 pkt
Disposable gloves	1 pair

**First Aid**

Where mains tap water is not readily available for eye irrigation, sealed disposable containers of sterile water or saline solution for use as an eye wash (eye baths/eye cups/refillable containers may not be used for eye irrigation) 300 ml

Micropore surgical tape (for use for pupils known to react to Elastoplast dressings) 2.5 cm x 10 m 1 roll

Rounded end scissors 1 pair

**Good Practice and Hygiene**

A mouthpiece for use in mouth to mouth resuscitation must be available for use at the first aiders discretion in an emergency. 1

### **Contents of First Aid Boxes in Schools**

The following is the approved standard list of First Aid supplies for use in schools first aid boxes which may be made available to untrained staff and/or pupils. It complies with the recommendations made under the Health & Safety (First Aid) Regulations 1981. No other items should be included in the first aid boxes.

<b>Item</b>	<b>Recommended Quantity</b>
Card giving general first aid guidance (see Appendix H)	1
Sterile, adhesive dressings, individually wrapped (asstd sizes)	20
Medium, sterile, unmedicated, wound dressings individually wrapped, approx. 12cm x 12cm	6
Large, sterile, unmedicated, wound dressings individually wrapped, approx. 18cm x 18cm	2
Sterile eye pads	2
Triangular bandage individually wrapped, approx. 95cm x 135cm	4
Safety pins	6
Disposable gloves	1 pr

Soap and water and disposable drying materials should be provided for first aid purposes (paper towels or tissues not cotton wool). Where soap and water are not available, individually wrapped moist cleansing wipes which are not impregnated with alcohol may be used. **The use of antiseptics is not necessary for first aid treatment of wounds.**

### **Additional First Aid Supplies for Schools**

The following additional first aid supplies are approved for use in schools. Items which are not included in this list should not be purchased without authorisation. **They may only be used on the authority of the school's Appointed Person or First Aider and should be kept separate from the first aid box (es).**

<b>Item</b>	<b>Recommended Quantity</b>
Disposable gloves, aprons and plastic bags	
Swabs BPC, gauze 5 x 5cm (pkt of 100)	1 pkt
Bandages 2.5cm x 5cm	12
Crepe bandages 5cm x 4.5cm	3

**Example letter to parents/carers when school does not accept responsibility for the administration of medicines.**

Dear Parent/Carer

**Administration of Medicines**

In response to guidelines from the DfEE, this school has developed a policy regarding the administration of medicines. We request that you assist the school by co-operating with this policy.

Children who are generally unwell should not be in school and should not return until they are able to participate in the full curriculum.

The school staff will not administer short term medication, eg: antibiotics.

Where possible, drug regimes should be arranged so that doses will not be needed during the school day. If this cannot be avoided, facilities within the school will be available to allow parents or their nominee to administer medicines during the school day. A parental consent form is available from the school office for children who the parents deem capable of administering their own medication.

In the rare case that a pupil's medical condition, if not managed, could limit their access to education, the school will administer medication on receipt of a Health Care plan from the child's GP and a consent form from the parents.

Parents/carers are reminded that there is no requirement for school staff to undertake this responsibility and staff who do so are acting in a voluntary capacity. Parents retain the legal responsibility for administering medicines at all times.

Yours sincerely etc.....



Vita et Pax  
PREPARATORY SCHOOL

Vita et Pax School (Cockfosters) Ltd

6a Priory Close, Green Road, Southgate, London N14 4AT

Tel: 020 8449 8336 Fax: 020 8440 0483

Email: info@vitaetpax.co.uk www.vitaetpax.co.uk

Headmistress: Mrs P. Gibbons B.A. (Hons)

Dear Parents

We note from our medical records that your child

\_\_\_\_\_ has \_\_\_\_\_

The school requires your agreement to the following:

(Delete as appropriate)

1. My child's medical condition does not require medication to be held in school.
  
2. Medication will be held by the school and I agree to staff administering it as stated in the Health Care Plan.
  
3. My child will carry his/her own medication.

Signed: \_\_\_\_\_ Parent/Guardian

Date: \_\_\_\_\_

**Parental Consent form for pupils to carry their own medication**

*Please complete in block letters*

**Name of child:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Condition or illness:** \_\_\_\_\_  
\_\_\_\_\_

**Time to be taken:** \_\_\_\_\_ **Dosage:** \_\_\_\_\_

**Name of medicine:** \_\_\_\_\_

**Procedures to be taken in an emergency:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Contact Information:**

**Name:** \_\_\_\_\_

**Daytime telephone no:** \_\_\_\_\_

**Relationship to child:** \_\_\_\_\_

I would like \_\_\_\_\_ to keep his/her medication on him/her as necessary

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Relationship to child:** \_\_\_\_\_



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Headmistress: Mrs P. Gibbons B.A. (Hons)

(date)

Dear Parents

Enclosed is a Health Care Plan which will assist the school in its medical care of your child. We would ask that you complete and return the form as soon as possible.

The school will arrange for a photograph of your child to be taken and displayed, along with the form, in the staffroom and in the school office.

Please sign and complete the slip below.

Yours sincerely

HEADMISTRESS

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### HEALTH CARE PLAN

Pupil's name: \_\_\_\_\_ Class: \_\_\_\_\_

I agree to Vita et Pax School taking a photograph of my child to be displayed with their Health Care Plan form.

Signature: \_\_\_\_\_ Parent/guardian

PLEASE COMPLETE AND RETURN THIS FORM TO THE SCHOOL OFFICE NO LATER THAN (date)

## Appendix 9 (1)



Vita et Pax  
PREPARATORY SCHOOL

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Headmistress: Mrs P. Gibbons B.A. (Hons)

### HEALTH CARE PLAN FOR A PUPIL WITH MEDICAL NEEDS

#### PUPIL DETAILS:

<b>Name:</b>	<b>PHOTO</b> (enclose 2)
<b>Date of birth:</b>	
<b>Medical condition:</b>	
<b>Class:</b>	
<b>Date:</b>	

#### CONTACT INFORMATION:

Family contact 1	Family contact 2
<b>Name:</b>	<b>Name:</b>
<b>Phone no: (work)</b> <b>(home)</b>	<b>Phone no (work)</b> <b>(home)</b>
<b>Relationship</b>	<b>Relationship:</b>
Clinic/hospital contact	GP
<b>Name:</b>	<b>Name:</b>
<b>Phone No:</b>	<b>Phone No:</b>

**Describe condition and give details of pupil's individual symptoms:**

**Daily care requirements (eg: before sport/at lunchtime):**

**Describe what constitutes an emergency for the pupil, and the action to take if this occurs:**

**Follow-up care:**

**Who is responsible in an emergency (state if different for off-site activities)**

**Form copied to:**



Record of Administration of Medicine

<b>Date</b>	<b>To whom</b>	<b>Medicine</b>	<b>Time</b>



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Headmistress: Mrs P. Gibbons B.A. (Hons)

(date)

Dear Parents

It has been brought to our notice that a pupil in Class..... has head lice.

We therefore advise you to check your child's hair daily over the next week and treat them with your preferred method, or seek advice from your local chemist, in order to limit the spread of this problem.

It is unavoidable that children pick up these infestations but this can be contained with vigilance, ensuring that pillowcases, hats, scarves, etc are also checked.

Yours sincerely

HEADMISTRESS

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**MEDICAL**

I confirm that I have checked my child's hair and that he/she is free from head lice.

Signed: \_\_\_\_\_ parent/guardian

Date: \_\_\_\_\_

## Appendix 12



Vita et Pax  
PREPARATORY SCHOOL

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Email: [info@vitaetpax.co.uk](mailto:info@vitaetpax.co.uk) [www.vitaetpax.co.uk](http://www.vitaetpax.co.uk)

Headmistress: Mrs P. Gibbons B.A. (Hons)

Dear Parent/Guardian

### Exposure to the sun

It is expected that your child, during the school day, will be exposed to the sun. There is concern that over exposure to the sun can be harmful.

To protect the skin from these harmful effects, it is recommended that pupils wear sun hats. The application of an appropriate sunscreen before school will help to protect the skin. I am sure you understand it would not be appropriate for staff to apply sunscreen to pupils. It is requested that your child does not bring sun protection products to school.

Yours sincerely



## Risk Assessment

## Appendix 13

<b>Activity:</b>	<b>Class:</b>	<b>Date:</b>
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<b>Identify hazards:</b>
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<b>Who is at risk?:</b>
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<b>Risk measures:</b>
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<b>Supervising adults:</b>	
<b>Group Leader:</b>	

**Appendix 13**

<b>Group 1 Supervisor:</b>	<b>Group 2 Supervisor:</b>
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<b>Group 3 Supervisor:</b>	<b>Group 4 Supervisor:</b>
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<b>Group 5 Supervisor:</b>	<b>Group 6 Supervisor:</b>
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<b>Emergency contact details:</b>
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