

THE MAELOR SCHOOL



Health and Safety Policy

Committee Responsible	Finance
Policy Author	AH
Issue date	October 2024
Review date	October 2025



Rationale

The School's Health and Safety policy be reviewed annually and discussed with staff at the beginning of each academic year. New staff will be made aware of the policy as part of their induction. All visitors, including those hiring the premises and children will be made aware of their responsibilities and the health and safety procedures that affect them. Notices must be displayed indicating evacuation procedures

All employees have a duty to work in a safe and responsible manner, to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves and others and to submit suggestions for the improvement of standards in health and safety within the School to the Headteacher.

The operations must be conducted in such a manner as to ensure as far as reasonably practicable, the health, safety and welfare of all employees and any other persons who may be affected by its acts or omissions, including children, contractors, visitors and members of the public.

Adequate resources will be made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of equipment.

Suitable and sufficient training will be given. Full use will be made of any guidance and/or training available either in-house or through the trade associations, professional bodies, manufacturers and suppliers of equipment and others as appropriate.

Where and when necessary, appropriate protective clothing and equipment must be provided by the School and used by all employees and children.

Any member of staff who is found to be deliberately or consistently negligent in the performance of their duty with relation to the School's Health and Safety policy will be subject to disciplinary action.

In the event that any child is deliberately or consistently negligent with respect to the safety of themselves or others, the School shall manage a full risk assessment to ascertain the action required to minimise the risk. The findings of this risk assessment may lead to the exclusion of that child from further participation in that area to which the risk assessment applies.

Aims

- To provide and maintain a safe and healthy environment throughout the School site and safe means of access and egress from it.
- To establish and maintain safe working practice and procedures amongst staff, children, volunteers, those hiring the premises and all those on the School site.
- To ensure safe measures of using, handling, storing and transporting articles and substances.
- To provide safe systems for the control of noise, toxic and corrosive substances, dust and vapours under the School's control.
- To provide information and training to enable everyone to contribute positively to their own safety and that of others.



- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the School premises.
- To lay down procedures in case of accidents and medical treatments.
- To provide guidance on the use of School and company vehicles.

Responsibilities of the Headteacher

The requirements of the Headteacher are as follows:

- bring the contents of this policy and associated documentation to the notice of all members of staff and make arrangements for the regular review and monitoring of this policy and the arrangements and procedures contained herein. This includes regular audits, inspections and safety tours to include the site manager, health and safety representative and union representatives;
- ensure that accidents and injuries are recorded in the appropriate manner;
- ensure suitable and sufficient risk assessments are carried out. These assessments must be recorded in writing and brought to the attention of all appropriate employees. A person must be trained to carry out the assessment to ensure that they are suitable and sufficient;
- ensure that there is, at least, a termly fire drill and a record kept of the date, time and length of time taken to evacuate the building and account for all persons;
- ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within the School;
- appoint responsible persons to co-ordinate the actions of staff and children in case of fire;
- ensure that there is an emergency plan and that suitable arrangements are in force and adequate equipment made available for dealing with emergencies. S/he will also ensure that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and children;
- identify and make arrangements for training all staff. This includes induction of new employees and where necessary, retraining of existing staff;
- consult with members of staff and others, where necessary on matters of implementation and review of this policy and procedures contained herein.
- investigate and report all accidents, injuries and near misses via the Business Manager;
- ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the School site and that this information is made available to all users, and persons exposed to the hazard;
- designate and monitor the performance of staff with responsibility for supervision, training and the day-to-day implementation of this safety policy and the procedures contained herein. The legal requirement is one First Aider per 20 employees.



Responsibilities of Key Health and Safety Personnel

Andy Heron, Business Manager (andy.heron@maelorschool.org.uk) has been appointed as the school adviser for Health and Safety. He (or her nominated person) will verify the School's own annual health and safety audit and provide advice via the Health and Safety department at Wrexham County Borough Council.

The Headteacher and/or Business Manager are required to inspect the School site termly noting any health and safety issues requiring attention. It is the duty of the Headteacher to ensure that these are addressed.

The health and safety inspection will consider:

- display of statutory notices;
- accident reports and near misses;
- risk assessments;
- site tour report;
- training needs;
- reported health and safety maintenance needs;
- vehicle compliance;
- compliance with health and safety checks (water, fire, electricity);
- site security;
- educational visits (Information at Annex A) and fixtures;
- performance and events;
- fire drill and emergency procedures.

Responsibilities of Staff

The School has a 'duty of care' to all children. This includes providing 'adequate supervision' during arrival and dispersal at the beginning and the end of the sessions. Parents/carers must state in writing who is responsible for collecting their child(ren) or if they have been given permission to come and leave the School unaccompanied. Any children will not be released to any other person without parental permission. No child will be allowed to leave the School premises during the school day without written parental permission including lunchtimes. Clarity must be obtained with regard parental rights of access if there is any dispute.

Suitable and sufficient risk assessments will be carried out to establish the correct levels of supervision necessary.

All staff are responsible for maintaining good health and safety practices. The Headteacher is responsible for ensuring that there is a specific health and safety section in their handbook/policy. They must ensure that staff within their teams and other adults working with them are properly trained, having regard to the hazards of the activities involved.

Staff must ensure that fire exits are unlocked and free from obstruction. All areas under their supervision or control must be kept in a clean and tidy manner and any articles or substances therein properly stored, clearly labelled and used in a manner not likely to result in harm. They are responsible for reporting all accidents and near misses to the Headteacher (Annexes 2 and 3).



Areas used in the School setting must be kept tidy particularly ensuring that the aisles and exits are kept clear. The furniture is to be arranged so that the need to move safely around the classroom is taken into account. The teacher is to ensure that s/he is strategically placed to ensure maximum vision.

All materials and tools will be stored safely.

Any spillages are to be cleared up immediately in line with recommendations.

Children must wear protective clothing and be taught how to safely use any equipment. Only low melt glue guns and non-toxic paint to be used.

A register must be called at the beginning of each session. If a child has been in School but is subsequently found to be absent the parent must be contacted to check the whereabouts of the child.

Health and Safety and Emergency Procedures (Alphabetical Order)

Accidents, Near Misses and Dangerous Occurrences

All accidents and “near misses” to both staff and children/visitors/members of the public must be recorded and reported via the completion of form AIR1 and forward to Andy Heron. Near miss reporting is to take place by contacting the Health and Safety department at Wrexham County Borough Council on 01978 292000. **Serious accidents and injuries must be reported directly to Andy Heron or the Headteacher.**

In the case of adults, forms must be completed either by the injured person or someone acting on the injured person's behalf.

Work experience trainees are classified as ‘employees’ under Health and Safety legislation.

The original form (AIR1 - Annex 2) will be filed and kept by the Business Manager.

Deaths, major injuries to employees and injuries where non-employees are taken to hospital and dangerous occurrences must be reported to the Health and Safety Executive (HSE) via Andy Heron.

These include:

- fatalities;
- major injuries - defined as fracture other than to fingers, thumbs or toes, amputation, dislocation of the shoulder, hip, knee or spine, loss of sight (temporary or permanent), chemical or hot metal burn to the eye or any penetrating injury to the eye, injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring admittance to hospital for more than 24 hours;
- Any other injury leading to hypothermia, heat related illness or to unconsciousness; requiring resuscitation or requiring admittance to hospital for more than 24 hours, unconsciousness caused by asphyxia or exposure to harmful substance or biological agent, acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin,



acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Dangerous Occurrences

If something happens which does not result in a reportable injury but which clearly could have done, then it may be deemed a dangerous occurrence. If an accident involved any of the following then it may be defined as a dangerous occurrence.

If personal injury results in more than three days (not counting the day of the accident) incapacity from work or from normal duties, but does not fall into the category of 'major', the written report alone is required. The enforcing authority is either the Health and Safety Authority of The Local Authority. The approval form for reporting is F2508 for injuries and dangerous occurrences and F2508A for disease (or any subsequent form).

Cleaning and General Maintenance

Before any cleaning or maintenance work is undertaken a full risk assessment must be carried out and appropriate control measures put into operation .

Records of risk assessments must be kept in a cleaning and maintenance log.

All cleaning and maintenance staff must be provided with personal protective equipment (PPE) and clothing. Staff must be fully trained in the correct use of PPE.

All users of the building must be alerted to the existence of wet floors, trailing leads and other unsafe temporary arrangements by appropriate signage being used during the operations. These signs must be removed once the operation has ceased.

All cleaning and maintenance staff must ensure that, at all times, adequate exits are available in the case of an emergency.



Contractors and Trades People

Contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other facilities must provide written or other evidence of their competence to complete such work including relevant industry qualifications.

Contractors/trade people visiting the site to quote for work must be accompanied onsite by the site manager.

Once a contract has been agreed the contractor must ensure that:

- employees have been made aware of the School's health and safety policy and that work can proceed safely without risk to health;
- employees comply with the visitors' section of this policy;
- employees and external contractors are not exposed to hazardous conditions;
- employees do not cause hazardous conditions for others;
- compliance with legal requirements.

The *Construction (Design and Management) Regulations 1994* place responsibilities for safety on construction sites on everyone involved, from the designer and the client to Headteacher and sub-contractors.

The regulations relate to:

- construction work including carrying out any building, civil engineering or engineering construction work where more than five persons are employed;
- all demolition work regardless of how many employed.

HSE to be notified:

- before any work commences on site;
- if construction work will last longer than thirty days;
- if work involves more than 500 person days of construction work.

Prior notice is required if a contractor is likely to disrupt the School's emergency plan or the teaching of children. A letter must also be written to parents explaining the nature and benefits of the work and measures taken to ensure that the safety and education of the children.

A notice must also be displayed apologising for an inconvenience and explaining the benefits of the work.

Electricity (Mains)

It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or child within the School.

Any work of an electrical nature on any conductors or circuit must be carried out only by competent staff and qualified electricians.



All installations and electrically operated tools and equipment must be maintained in good order and subject to regular inspection and testing as appropriate by a competent person. A record of such testing must be kept by a named person or contractor carrying out the testing.

If any item of electrical equipment fails to function properly the user must immediately report the fact to the site manager. On no account must amateur fault-finding be attempted, even after switching off and disconnection from the power supply.

The only time a machine can be opened is when clearing a paper jam on a photocopier or a printer. In such instances the power must be switched off, the machine unplugged and the manufacturer's instructions followed.

Emergency Procedures and Disaster Recovery

The Headteacher is responsible for declaring an emergency and leading the emergency operation. S/he must ensure good communications and the activation of the disaster recovery plan.

An emergency is defined as an incident which causes or threatens death, injury or serious disruption to the normal working of the School and may require the assistance of outside agencies to ensure that the organisation returns to normal.

Emergency situations might include:

- adverse media publicity;
- outbreak of food poisoning/communicable disease;
- a child goes missing;
- murder of a child;
- serious road traffic accident;
- serious injuries/death on School trips;
- suicide of children or staff;
- terrorist or criminal activity;
- major arson attacks;
- severe illness/death of staff or children;
- industrial incidents;
- fire, flood, burglary, criminal damage.

Disaster Recovery Plan

The School's disaster recovery plan in place will be annually updated and activated immediately by the Headteacher when there is an emergency. The aim of the disaster recovery plan is to ensure that in the event of a fire or other emergency, everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that:

- the School can be safely evacuated or children safely assembled in School;
- all relevant information is made available to the emergency services;
- notices detailing the action to be taken in the event of an emergency are posted;
- those persons with specific duties are identified;
- those persons with specific needs or disabilities are catered for.



A copy of the disaster plan/resources should be kept off site (responsibility of a named person). It should include:

- copy of the health and safety policy (emergency procedures and disaster recovery);
- names of the disaster recovery team (usually Headteacher, site manager, administrator with the deputy organising day to day operations);
- drawings of the School detailing:
- essential structural features including classroom, work and internal assembly spaces,
- escape routes, doorways, walls, corridors, stairways etc.;
- location of any flammable materials/stores;
- location and type of firefighting equipment;
- location of manually operated alarm call points and the control equipment for the alarm;
- location of main electrical, gas, oil and water valves and control systems;
- location of water hydrants;
- location of the assembly points.
- inventory of resources and equipment;
- details of the back-up of School ICT systems/stored data so that emergency access can be
- set up;
- employee contact details and emergency contact tree.

The 'Emergency Telephone Tree' details a lead person to start the chain of calls with an official message. Each person calls the next person to give the agreed message. The last person calls the first person to confirm the chain is complete.

Evacuation

In the event of a fire or other emergency the alarm will sound. Those in charge of children should instruct them to:

- stop working and line up in silence;
- walk straight to the assembly point in silence via the nearest fire exit;
- children not in class should immediately leave via the nearest fire exit and then join their appropriate class
- class at the assembly point;
- form tutors should take out the register if they have it in their possession and call the register ensuring that each child answers his/her name individually. Staff to hold the register up high to indicate all children are present.

A named person must phone the emergency services.

A named person must be responsible for ensuring that class registers are distributed at the Assembly Point.

Staff must not delay evacuation in order to close windows and doors or fight fires.

A named person must conduct a staff register, be responsible for taking out the visitors' book and accounting for those visitors deemed to still be present in the building.



Contractors are responsible for checking the presence of their employees and reporting to the named person in charge of staff.

Assembly of Children inside the building for external emergencies

The incident or emergency may be outside of the building e.g. poisonous gas cloud. The Headteacher is responsible for ensuring that there is a means of communicating with staff that is different from the alarm to signal evacuation.

A designated area e.g. the hall or Sports Hall is identified to assemble children if it is safe to do so. The emergency procedure is then followed.

Managing an Emergency and Activating the Disaster Recovery Plan

The Headteacher is responsible for directing the situation including managing the media and contacting HSE.

The designated person (if not the Headteacher) must bring the disaster recovery plan/resources to the Headteacher.

A designated deputy and teachers available assume responsibility for children/staff. If the Headteacher is not on site the designated deputy assumes the Headteacher's role and an appointed senior teacher assumes the deputy's role.

The Headteacher's designated deputy must open a log of events/actions detailing what happens and where, date and times of action and by whom which includes the following as appropriate:

- emergency evacuation or assembly inside the building including disabled persons on School premises;
- 999 call to the emergency services and any other authorities involved in the incident: call out of relevant specialist personnel (internal and/or external) to provide assistance;
- organise treatment of casualties;
- direction of emergency services to relevant areas/individuals;
- information to all staff on site and off site referring to the 'Emergency Tree' and staff signing in and out register;
- commissioning an investigation/enquiry if appropriate.

Establishing effective communications and control measures

The Headteacher must:

- establish a temporary HQ in a safe location;
- prepare a statement of incident;
- ensure maintenance of effective communications, available landline and website, temporary access to ICT systems if these are impacted by the emergency. Ensure designated staff are fully briefed and have contact numbers in their possession;



- brief all staff and inform parents as to status of disaster and subsequent recovery;
- inform children appropriately and sensitively;
- control escape of inappropriate/inaccurate information;
- maintain communication with Wrexham County Borough Council as to status of emergency.

Make arrangements to reunite children and adults with families

The Headteacher must arrange for:

- designated staff to contact all parents using prepared statement;
- establish and offer useful contact numbers (for information or support);
- consider requesting help from police if unable to contact;
- arrange an appropriate location for parental collection of children;
- identify any absent staff and children and arrange for them to be briefed.

Determine when disaster can be considered as over acute phase

The Headteacher must arrange for:

- liaison with emergency services to determine safe return to area/buildings;
- brief staff on next steps;
- issue appropriate correspondence to parents.

Recovery Plan

The Headteacher must:

- set up arrangements to deal with enquiries;
- contact Wrexham County Borough Council for advice re issue of press statements;
- give known facts, initial actions being taken and expressions of sympathy (names not to be released until police and families have given permission);
- caution staff not to talk to the media;
- organise restoration of building and facilities,
- supervise the restoration of all facilities and services to a level essential for the core activities or the provision of suitable alternative accommodation;
- liaise with insurance companies and assessors preparatory to organising insurance claims;



- Make arrangements to support children and adults;
- identify children, staff and adults who are most likely to need support;
- arrange for School staff/support agencies;
- ensure that children, staff and adults are aware of support available and how to access it;
- make available area for children unable to cope with normal lessons;
- give permission individually or collectively for children to discuss events and reactions;
- support staff so that they can cope with children's questions;
- Make arrangements for personal effects register and rotas;
- in consultation with parents/families decide how to deal with personal effects;
- discuss with peers as to what to do with work belonging to child(s) who may have died;
- adjust registers, rotas and lists accordingly;
- Make arrangements for expressions of sympathy and/or acknowledgements;
- make arrangements to express support/sympathy to families, children and adults;
- support plans for a memorial;
- plan for attendance at funerals with support if needed;
- make arrangements for someone from School to visit hospital or bereaved home;
- consider sending cards/messages from children and staff;
- in consultation with the family, consider special assemblies/services to collectively acknowledge what has happened and how to come to terms;
- Plan for return to School for those involved in the incident;
- arrange home visit to discuss arrangements for return;
- plan support for emotional needs;
- arrange home visit from School friends;
- organise work to be sent home prior to return;
- Return to 'normal', planned memorials and commemorations;

People will 'move on' at different times and in different ways after a disaster which may include injury and/or loss of life. The Headteacher and senior staff must plan how to manage sensitively a return to 'normal functioning' where the emergency or disaster is not the main focal point. An appropriate memorial decided in conjunction with the bereaved and/or marking the anniversary are ways of marking the importance of those involved.

Fire Procedures

The Headteacher has overall responsibility for ensuring that:

- fire precautions are adhered to including formal certification, staff training, termly fire drills, co-ordinating the actions of staff and children in the event of a fire and liaison with the fire service with respect to inspections etc.;
- that the School can be safely evacuated;
- all relevant information is made available to the emergency services;
- notices detailing the action to be taken in the event of an emergency are posted;
- those persons with specific duties are identified;
- those persons with specific needs or disabilities are catered for.

The Headteacher is responsible for ensuring that all members of staff receive adequate and appropriate training, including instruction in:

- the action to be taken on hearing a fire alarm;
- the action to be taken on discovering a fire;
- raising the alarm and location of alarm points;
- the location and appropriate use of fire fighting equipment;
- knowledge of escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises;
- appreciation of the importance of keeping fire doors closed.

Fire Instructions

It is the duty of all members of staff to do all in their power to prevent injury and loss of life in the event of a fire. Salvage of the building and equipment is of secondary importance.

All staff must make certain that they are fully conversant with:

- the routes of escape in the case of fire, and location of the assembly area;
- the method of sounding the alarm;
- the location and operation of the various firefighting appliances;
- the procedures and responsibilities set out in this policy.

First Aid and Medication

Named persons (1 per 20 staff) must be responsible for administering first aid with one overall co-ordinator.

The co-ordinator must:

- ensure that the appropriate number of qualified first aiders are available at all times;
- ensure that any special emergency treatments which may be required following an accident involving any hazardous substances in the School are available and that sufficient staff are trained to deal with such treatments;



- keep a log and make the contents known to staff of any children or employees who have medical requirements or require specific medication;
- display photographs of children/staff with serious medical conditions and treatment required in the staffroom;
- appraise staff of any changes to children/staff on the list of those with medical conditions/receiving treatment
- post special notices to advise on the location of first aid and emergency facilities and the identity of those persons appointed to dispense such facilities.
- train staff in basic first aid procedures in order that they may deal with minor injuries as described below.

Plastic gloves and aprons are available in the first aid cupboards and worn when treating patients who are bleeding. Teeth must not be used to put on or remove gloves. Gloves must be pulled off so that they are inside out and the contaminated side is not exposed. Gloves and dressings must be placed inside a plastic bag and placed in a covered bin.

Surfaces, including the playground, must be cleaned with an approved cleaning agent after contact with blood or other body fluids.

If clothes are blood-stained or soiled they must be changed for clean ones and the soiled articles placed in a plastic bag.

If a first aider or other employee has direct contact with another person's blood or other body fluids, the exposed part of his or her body must be washed immediately with soap and water.

Ice packs must be available for bumps, bruising etc. Children with head bumps must be taken to a first aider, a record should be made in the accident book and parents informed.

Injuries where a child receives treatment must be recorded in the accident book and the parents informed of the circumstances of the injury. The Headteacher must be informed of any injury classed as greater than a minor injury. Typical minor injuries are small bumps on the body, grazes/scratches.

The 999 service must be called **IMMEDIATELY** for serious accidents including:

- any head injuries and wounds needing stitches;
- all suspected fractures;
- unconsciousness;
- use of an epipen (epipen to be taken to hospital with the casualty).

The parent(s) must be contacted to ascertain when they can join their child and their wishes with regard to treatment should they be delayed. Legally children must be sixteen to be given medical treatment without parental consent. The Headteacher may agree to emergency medical treatment if the parents/guardians cannot be contacted.

A member of staff must accompany and stay with the child until the parent(s) arrive. The contact details and the child file (if appropriate) must be taken to the hospital.

On arrival at the hospital the child's contact details are handed over so that the hospital can take responsibility for any further contact with the parents.



Medication and Managing Illness

With the exception of inhalers (which children need access to at all times) children are not allowed to keep medicines/treatments with their belongings. Medicines must be marked clearly with the person's name and dosage and stored in a locked cupboard/designated refrigerator under the supervision of the senior First Aider.

There is no requirement for any member of staff to administer medication to a child. If the Headteacher agrees that medicines may be administered by a member of staff or the child themselves the parent must sign the appropriate form and records kept of medication administered.

If a child complains of being unwell, the Headteacher must decide whether the child should remain in the setting or contact the parents to arrange for the child to be collected. Where children are repeatedly reporting feeling unwell appropriate action must be taken in liaison with the parents.

Manual Handling and Lifting

The risk of injury, due to the manual handling of loads, must be recognised by the School and all measures taken as necessary to reduce such risks through individual risk assessments.

Training in proper handling techniques must be given, as appropriate, and only those persons so trained must be asked to move heavy weights. Under no circumstances should children be allowed to lift or move heavy or awkward weights.

Materials and Hazardous Substances

The use of any material or substances within the School is subject to prior assessment. A named person is responsible for storage records of materials and hazardous substances.

Procedure:

- undertake assessment of all hazardous materials with respect to usage and risk;
- assemble comprehensive hazard data information;
- arrange appropriate training;
- instigate control measures through:
 - hazard training records
 - hazardous materials storage records
 - methods for the elimination/reduction of risk
 - high standards of supervision
 - issue of personal protective equipment (PPE)
- make arrangements for ensuring that copies of all relevant information are readily available to users of hazardous materials;
- make arrangements for the issue and use of PPE, including checking, maintenance and training, as appropriate.

Storage records of materials and hazardous substances are held in the cleaners' cupboard.



Personal Protective Equipment (PPE)

Protective clothing and equipment, which conforms to the current British/European standards, must be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means.

All PPE will be regularly inspected and kept in good order.

Staff and children must be trained in the correct selection, wearing and use of PPE.

It is the responsibility of all staff and children to wear such PPE as required, using it in the proper manner, and reporting any defects immediately.

Records of the issue and maintenance of all PPE must be kept and its use monitored as part of the ongoing risk assessment process.

Protective Clothing

Appropriate protective clothing must be worn by staff, children and others involved in activities which could lead to entanglement, be subject to harmful liquid spillages, or high temperatures including naked flames.

In areas exposed to high temperatures and naked flames overalls must be of an appropriate type of material. Protective clothing made from synthetic fibres must not be used unless supplied specifically for the purpose.

All aprons and overalls must be cleaned every week.

Eye Protection

It is a requirement to wear eye protection when an assessment shows that a risk of injury which cannot be otherwise eliminated exists.

Staff and children must wear eye protection when involved in any of the following operations:

- using or dispensing liquids which could cause injury;
- when breaking, cutting, dressing, carving, stone, metal and glass;
- any other process involving the production of fine particles;
- any work which involves the use of sharp pointed materials.

Eye protectors must be readily available, well maintained and carry the relevant code for the type of protection offered.



Hand Protection

Suitable hand protection must be worn whenever the relevant risk assessment indicates e.g. rubber gloves must be worn when washing items in hot water or when using certain cleaning agents. Ribbed or similar gloves must be used when a risk of injury from the handling of sharp abrasive objects is present.

Ear Protection

Suitable ear protection must be worn whenever the relevant risk assessment indicates the need for them.

Recreational Areas and Safety Surfaces

All apparatus/equipment must be kept in good working condition.

All apparatus/equipment must be inspected on a regular basis.

A log of these inspections must be kept by a named person.

Procedures

A risk assessment on the use and supervision of each piece of apparatus/equipment must be drawn up, the control procedures to be adhered to at all times.

Children must be reminded that while using the facility they should respect the needs of others.

Children must be alerted to the need to recognise faulty equipment and report immediately.

Safe surfaces, of the correct level of absorbency for the height of the equipment, must be installed below and around each item of equipment from which children could fall.

Risk Assessments

Risk assessment is defined as a systematic method of:

- analysing work activities;
- identifying: hazards, hazardous situations and hazardous events;
- estimating risks: by considering the likelihood of hazardous events occurring and the nature and severity of the subsequent harm/damage;
- deciding upon possible control options and action priorities;
- judging the 'acceptability', or, 'tolerability' of the risk.



Definitions

Hazard : Something with the potential to cause harm/loss. The potential to cause harm including ill health and injury, damage to property, plant, products or the environment.

Risk : The potential or the likelihood that harm will actually occur from exposure to the hazard together with the likely injuries that will occur as a result and the likely numbers of people that this will affect

The Headteacher is responsible for:

- ensuring that risk assessments are carried out by competent persons;
- ensuring that the employees carry out suitable and sufficient risk assessments of all work areas including all lessons and activities;
- ensuring that advice on relevant legislation is made available to employees;
- ensuring the provision of adequate resources to implement necessary control measures identified in the completed assessments;
- ensuring contractors working on the premises have completed health and safety risk assessments covering activities that they propose to undertake, and that a copy is reviewed by a competent person to ensure that it is suitable and sufficient.

The School Health and Safety Co-ordinator is responsible for:

- undertaking, coordinating and updating health and safety risk assessments, including ensuring that they are documented, and action plans developed and implemented;
- ensuring that information obtained from the assessment such as control and safety procedures are communicated to those working in the area covered by the assessment;
- maintaining a risk register of assessments carried out.

The Headteacher is required to complete risk assessments for the area(s) they are responsible for.

The amount of effort placed into health and safety in the workplace should be based on the risks associated with the work, with the greatest effort being placed into controlling those work activities that create the greater risk.

Consideration should be given to the following:

- description of work;
- work location;
- previous accidents/incidents in the area;
- existing work practices;
- existing controls;
- non-typical events within the work area;
- groups of people within the work area:



- employees;
- trainees;
- young persons;
- contractors;
- members;
- visitors;

particular attention should be paid to the following:

- staff with disabilities;
- new or expectant mothers;
- trainees or temporary staff;
- lone workers;
- young persons;
- Inexperienced and new staff;
- cleaners;
- visitors;

The assessment must include confirming that there is adequate insurance cover for the activity.

Risk assessments should be specific to individual work activities; ideally, they should also be site-specific to ensure that all risks are adequately assessed at each work location. If the work activities are similar, generic risk assessments may be carried out e.g. cleaning, office work, a single activity that occurs at several locations.

If generic assessments are used, they must be valid for the work activities to which they apply. In order to achieve this, the following points should be observed:

- the assessment must represent the particular activities at all relevant locations, or the worst case scenario should be assessed;
- there should not be any significant deviations from the assessment;
- the assumptions on which the assessment is based should be recorded, such as the safe working procedures detailed in the health, safety and environmental policy statement that all work locations follow;
- the control measures that are in place should not deviate from that on which the assessment was based.

If hazardous substances or manual handling are required as part of the work activity then any relevant COSHH Assessments/Manual Handling Assessments must be taken into consideration as part of the comprehensive risk assessment.

Risk assessments must be carried out as follows:

Assess Risk

- Identify area/task for assessment.
- Assess risk using the form in Annex 4.



Decide upon Control Measures

- Can the risk be eliminated?
- Are risks adequately controlled?
- Detail additional controls required.
- implement control measures.

Recalculate the risk.

Risk assessments must be reviewed annually or when:

- there is a process change;
- there is a personnel change;
- there is a change made to work equipment;
- there is a change made to the working environment.

Site Security

All staff must be alert to the need for security including ensuring that the gates and boundaries are secure. Door entry codes must be changed at least termly and all exterior doors kept closed. Windows must be closed at the end of the day or if a downstairs room is vacated.

Visitors must be kept separate from children and must report to the School office immediately on arrival. The School will use an appropriate signing in book and visitors badge system. The signing in book should have the following information on it:

Date, name of visitor, whom they are visiting, vehicle registration and any other relevant information.

Every visitor is informed of the following:

- identification badges must be worn at all times;
- leave the building by the nearest exit if the fire alarm sounds and go to the fire assembly point;
- the School operates a 'no smoking' policy;
- all accidents must be reported to the School office and an accident form completed;
- the location of first aid facilities;
- that visitors are not permitted into classrooms or teaching areas unless a member of staff is present;
- that children will only be released to adults where authorisation has been authenticated;
- visitors must sign out before leaving the premises.

Any person (other than a member of staff or child) on the School site and not in possession of a security badge must be challenged by an adult and, if necessary, asked to leave. Children must not challenge people without badges but must immediately inform a member of staff. Notices must not indicate the names and locations of children.

Employees are required to wear name badges and to sign in and out of the main office. The visitor's book and staff register must be checked to ensure that all staff and visitors



are accounted for in cases of emergency evacuation.

Stress in the Workplace

Workplace stress is recognised as a legitimate problem affecting staff and one which needs careful and sympathetic management.

It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical well-being of staff and consequently to the efficiency of the organisation as a whole.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultations with members of staff and discussion groups is to be encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.

Major changes within any organisation can be stressful and therefore members of staff should be appropriately informed of any major changes in so far as they may affect their own activities.

Members of staff are encouraged to seek advice from management regarding any situation they feel is causing them undue stress. The employee consultative forum is a mechanism for discussion and consultation.

Violence to Staff

Anyone can be a target for violence. Aggressors are not easily identified. The most common form of attack is verbal abuse. Staff must be advised to avoid aggressive gestures, stay calm, keep their distance, keep an escape route open, leave the situation to get help if s/he feels in danger.

The School will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or otherwise, towards any employee from whatever source. Management will give all support necessary to any member of staff who reports any such incident, actual or perceived whatever the circumstances.

The risks of any activity should be assessed e.g. those handling money may be at risk when they take money to the bank. Staff must arrange for a senior colleague to be present if they are concerned about the possibility of aggression. A parental consultation form must be used to record the meeting and agreed action.



