

# HEALTH AND SAFETY POLICY

## Mission Statement

Maricourt seeks to provide a living Catholic community which is rooted in Christian values and where growth and knowledge, respect love and fellowship are shared by all.

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## Section One

### General Statement of Health and Safety Policy

This Policy statement is subsidiary to Sefton Councils corporate health and policy statement and is provided in accordance with Section 2(3) of the Health and Safety at Work etc Act 1974.

The Schools Governing body along with the Schools Senior Management Team recognise and accept their legal responsibilities for Health and Safety within the school. We recognise as responsible employers and/or as persons in control of premises the need to provide a safe working environment for employees, pupils and others who may be affected by our activities.

To ensure the above is met the School's governing body and Senior Management Team will so far as is reasonably practicable provide to ensure that:

- Compliance with all relevant Health and Safety Legislation applicable to us is managed Information and instruction, training and supervision is provided.
- The premises and grounds are maintained in a safe condition.
- There is safe access and egress to all parts of the school premises.
- Plant and equipment are safe to use.
- Safe systems of work are defined, implemented and managed.
- Off site visits are conducted in a safe manner and risks are identified and controlled.
- The handling and use of substances and articles are safe at all times and procedures exist for their safe use.
- Adequate welfare facilities exist at all times.
- Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required ensuring a safe working culture. (see on-site risk assessments)

To ensure that Health and Safety is given a high profile within the school, the governing body will, within its allocated resources from the devolved capital, set aside adequate finances for this policy to be complied with and any allocated works/safety projects to be completed.

To provide for continued improvement in our health and safety performance staff are encouraged to support the governing body in their implementation of this policy and other safety initiatives for the school.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils or visitors to the school.

1; This policy statement, along with section 2; The Organisational Structure and section 3; The Arrangements and Procedures, has been approved by the schools governing body.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Chair of Governing Body

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Head Teacher

## **Section Two**

### **Organisation for Health and Safety**

#### **School Governing Body**

School Governing bodies have responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

- To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors. The Local Authority (LA), may take action where a governing body does not discharge this duty appropriately under the scheme of delegation.
- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Acts, Orders, Regulations or Guidance, so far as is reasonably practicable.
- To assist the Head teacher to produce and implement an effective Health and Safety Policy including organisational arrangements and procedural documents for work activities.
- To regularly review the health and safety arrangements within the school to ensure that the organisational structures are effective and meet the needs of the school.
- To agree with the Head teacher a policy for financing health and safety matters which come within the responsibility of the school, and to notify the LA of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school.
- To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school.
- To receive through the Head teacher or school staff copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements.
- To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.
- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.

- To establish as a matter of good practice committees that deal with health and safety matters e.g. Finance and Health and Safety Committee with a designated Governor for Health and Safety.
- To receive reports from the Head teacher and Governor responsible for Health and Safety and to receive minutes of the committee and to confirm or recommend the appropriate action necessary.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school.

## **Head teacher**

The Head teacher has the following responsibilities:

- To establish and implement a suitable Health and Safety Policy within the school, to include the organisational arrangements necessary to make the policy within the school effective.
- To be, responsible to the Governing Body for securing the full implementation of the schools Health and Safety Policy.
- To establish and regularly review risk assessments (generic, specific and fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school.
- To regularly review the school's Health and Safety Policy and the supporting organisational arrangements and practices.
- To ensure that arrangements are made for informing governors and staff about the health and safety policy and those that have access to it.
- To ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements.
- To ensure all staff comply with the requirements of the health and safety policy and supporting rules/procedures.
- To encourage and support the school staff in carrying out their health and safety responsibilities and duties.
- To ensure there is a designated member of staff to undertake specific duties on health and safety and to act as "safety co-ordinator" between the school, the LA, the enforcing authorities and service providers.

- To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for use by staff.
- To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties. To encourage and support the health and safety training for school staff and pupils.
- To encourage and support the work of any school health and safety committee and its individual members.
- To receive recommendations from staff, governors and outside providers regarding health and safety and to confirm, or recommend, the appropriate necessary action to be taken.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school.
- To prepare health and safety reports of a technical or financial nature as required.
- To receive health and safety reports prepared by school staff and to act upon them as appropriate.
- To receive health and safety and maintenance reports from the authorities safety officers, the Health and Safety Executive (HSE) inspectors, Sefton Council, Fire Service, The Environmental Health Officers and service providers, bringing the problems and recommendations to the attention of the school staff and governors.
- To draw up a schedule of items or activities for which the school is responsible, laying down safe working procedures, where this is required by relevant legislation.
- To draw up a programme of work in conjunction with the school governors to implement health and safety requirements where the responsibility lies with the school in accordance with the scheme of delegation.
- To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored in accordance with the scheme of delegation.
- To consult with the LA regarding the implementation of health and safety requirements where the responsibility lies outside the school.
- To consult with the LA's Safety Officer, the fire risk assessor or Sefton's Fire Service Officer's prior to making changes to the layout of the school or undertaking activities which could affect general or fire safety.

- To establish and implement an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2015 and guidelines supplied by the LA and monitor the processing of accident forms in accordance with the accident reporting procedure.
- To establish and implement an effective first aid procedure within the school in accordance with the Health and Safety (First Aid) Regulations 1981 and guidelines supplied by the HSE/DfE.
- To maintain an effective fire evacuation procedure and conduct regular fire drills to test the effectiveness of the procedures.
- To set up, co-ordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.
- To agree safety procedures for special events, which involve the use of temporary lighting, displays or plant and equipment etc. being brought onto the premises.
- To STOP IMMEDIATELY any work, process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, pupils or visitors to the school and to inform the Safety Officer immediately of any actions taken

## School Health and Safety

Team (this includes Deputy Head, SENCO, Assistant Heads, Curriculum Coordinators, Site Manager, and Office staff)

In addition to the general duties of staff, staff will be directly responsible to the Head Teacher or a member of staff nominated by the Head teacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant areas of responsibility. In particular they will ensure for their areas of responsibility that:

- Safe methods of work exist and they are implemented.
- Staff, pupils and others under their area of responsibility are instructed in safe working practices.
- Health and Safety rules and procedures are applied effectively and complied with.
- Risk assessments are conducted for all work and after-school activities and

information on the risk assessments is disseminated to relevant persons.

- Safety inspections are regularly made and reports are provided to senior managers on the findings so that resources can be allocated to correct deficiencies.
- Appropriate facilities in the form of personal protective equipment and fire/ first aid facilities are available at all times.
- Hazardous, flammable and highly flammable substances are stored correctly.
- Any Health and Safety concerns are reported to the Head Teacher or their deputy immediately identified.

## **School Health and Safety Co-ordinator (Site Manager)**

The Head teacher may delegate these responsibilities to the Health and Safety Coordinator in part or in full:

- To assist the Head teacher to plan, implement and assess the Health and Safety Policy and Organisational arrangements and regularly review the system of risk assessments as required by the relevant regulations.
- To assist the Head teacher to regularly review the school's Health and Safety Policy and Organisational arrangements.
- To ensure that members of staff are aware of and have access to the schools Health and Safety Policy.
- To inform new or temporary staff of their Health and Safety responsibilities and duties and to provide the necessary information and advice for them to carry out their duties.
- To liaise with the Head teacher and, where appropriate seek further advice on:
  - The implications of safety legislation, codes of practice and approved safe working procedures.

- The health and safety aspects, affecting the design and layout of new and reorganised working areas.
- The health and safety aspects of new plant, equipment and personal protective clothing.
- To carry out periodic inspections, with departmental managers, of premises and other work places, plant, tools, equipment and work activities, reporting to the head teacher and other managers who have responsibilities for action on health and safety reports.
- To assist management with the preparation of departmental safe working procedures and safety rules.
- To liaise, where appropriate, with the LA's Safety Officers, the Health and Safety Executive Inspectors, Fire Service Fire Prevention Officers and Environmental Health Officers.
- To identify and recommend suitable health and safety training courses to enable staff to carry out their health and safety duties and maintain a record of staff attendance/certification.
- To support the investigation of accidents, dangerous occurrences and near misses occurring on the school premises and reporting the findings to the Head teacher as appropriate.

To regularly monitor:

- The first aid procedure within the school, including the availability of first aid equipment and trained staff. The fire evacuation procedure within the school and arrange for regular fire drills to test the effectiveness of the procedure.
  - Compliance with the control of substances hazardous to health Regulations 2002 (COSHH)
- To attend, as appropriate, the committee of the governing body dealing with health and safety and to prepare agenda items and safety reports.
- To receive health and safety reports prepared by the school staff and to act upon them as appropriate.
- To support the head teacher to follow up and progress the actions of reports received from LA safety officers, health and safety executive inspectors, fire service officers, environmental health officers and other service providers.
- To advise Head teachers or heads of departments to STOP IMMEDIATELY any work process, plant or equipment (including contractors operations)

where it is considered there is a serious breach of health and safety legislation, or where a hazard has been created likely to affect the safety of staff, pupils or visitors to the school.

## **Class Teachers**

Class teachers are responsible to:

- Exercise effective supervision of their pupils
- Understand and comply with the fire evacuation procedures for the school and assembly points to evacuate to.
- Understand the first aid and accident reporting procedures and to comply with them.
- Follow the health and safety measures identified for their area of teaching and any relevant safety procedures e.g. CLEAPSS.
- Personally follow safe working procedures and ensure pupils follow good examples of safe working.
- Ensure the use of protective equipment, extraction equipment and guarding as required.
- Report to the Head or Head of department any safety issues or omissions identified so that they can be rectified.
- Only work with equipment supplied by the school.
- Ensure all accidents incidents and near misses are reported through the normal channels.

## **Employees (including temporary and voluntary)**

All employees have a duty to carry out their work with due regard for the health and safety of themselves, other employees, pupils and the general public and to observe health and safety requirements relevant to their activities.

Employees will:

- Co-operate with the Head Teacher and the school management team, so as to enable them to carry out their statutory duties and responsibilities effectively.
- Report to their Heads of Department hazards and near miss incidents, which could result in injury.
- Report to their Heads of Department all accidents, however minor, from which an injury is sustained or plant or equipment damaged.
- Co-operate in the investigation of accidents or incidents with the object of preventing a recurrence and with any statutory duty placed on the School Management Team.
- Undertake their duties in accordance with their training, instruction and Schools policy.
- Use all machinery, equipment, dangerous substances and safety devices provided in accordance with training and instruction received.
- Attend all training courses and briefing sessions required by their Head of Department and Schools policy.

## **School Health and Safety Representatives**

The Governing Body and Head teacher recognise the role of the safety representative and we will support this role by encouraging safety representatives to investigate accidents and potential hazards where it is safe to do so, pursue employee complaints and be involved in school safety inspections.

Functions of safety representatives:

- To represent the employees in consultation with the employer.
- To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his attention by the employees he represents)
- To examine the causes of accidents at the workplace.
- To investigate complaints by any employee relating to that employee's health, safety or welfare at work.
- To make representations to the employer on matters relating to health and safety arising from the above points.

- To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace.
- To carry out workplace inspections.
- To represent the employees he was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority.
- To receive information from HSE inspectors.
- To attend meetings of safety committees in their capacity as a safety representative in connection with any of the above functions;

## **Pupils**

All pupils will be responsible for:

- Complying with school rules and procedures and any instructions given in an emergency situation.
- Taking reasonable care of themselves and others.
- Co-operating with class teachers and other school staff.
- Using equipment and substances in the manner in which they are instructed.
- Making full use of personal protective equipment provided for them to use when it is required.
- Observe standards of dress consistent with safety and hygiene requirements.
- Not to misuse anything provided for the purpose of safety or fire requirements.
- Report to their teacher/Head teacher anything they believe to be harmful or dangerous.

## Section Three

### General Arrangements

To ensure a continued safety culture and provide control against risks from activities undertaken by the school the following procedures and arrangements have been developed:

- A - Accident Reporting and Investigation
- A - Asbestos
- B – Bad Weather
- B - Buildings work and contractors
- D - Display Screen Equipment
- E - Electrical equipment/appliances
- F - First Aid Provision
- F - Fire Safety
- L - Legionnaires Disease
- L - Lone Working
- M - Manual Handling – Corporate Procedure adopted
- N - Noise
- N - New and Expectant Mothers – adapted from Directorate procedure
- P - Personal protective equipment
- R - Risk Assessments
- S - Security
- S – Statutory Inspections
- S - Substances
- V - Vehicle/pedestrian segregation
- V - Violence at Work
- W - Working at height
- W - Work equipment

## Accident Reporting and Investigations

The definition of an accident is an unexpected, undesirable event which causes damage or harm, therefore it is thought of as something which happens without planning or intention; chance.

Accidents do not just happen there is always a cause behind the event and this can be down to a management failure or a human trait.

### Sefton Corporate Accident Procedure

The procedure for reporting incidents, accidents and near misses is an online process accessed through Sefton Council via the Site Manager. All categories of staff and non-employees, including pupils, who are involved in an incident, can be reported to Corporate Safety through this process.

What are 'reportable' injuries? The following injuries are reportable under RIDDOR when they result from a work-related accident:

- The death of any person (Regulation 6)
- Specified Injuries to workers (Regulation 4)
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

### Where to report accidents/incidents

Where the online reporting system is utilised then the accident reports will be directly collected by the Site Manager. If an incident is reported using a paper reporting form it should be scanned and sent to [vosem@maricourt.net](mailto:vosem@maricourt.net)

### Time Scale for Reporting

All accidents should be reported to the Head teacher and Site Manager and recorded as soon as you are aware of them

The death of any person, with the exception of suicides, must be reported immediately if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers if the accident involves a major injury then it must be reported immediately, A major injury is defined below:

- Fractures, other than to fingers, thumbs and toes.
- Amputations or any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or

internal organs

- Serious burns (including scalding) which: covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space.
- Hypothermia or heat-induced illness that requires resuscitation or admittance to hospital for more than 24 hours.

The HSE requires that accidents must be reported to them where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (e.g. members of the public;) accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)) is the HSE site where the F2508 reporting form can be completed. This form will be generally completed by the Site Manager in consultation with the LA.

#### Investigation of accidents

The school will investigate accidents, incidents and near misses to provide a report and record of the events that led up to the occurrence, and the immediate action taken after the occurrence.

The report will be kept on file up to a period of time relevant to three years after the young person has reached the age of eighteen. For employees the documents should be kept for a period of three years after the harm has become apparent. In general terms this could be for the life of the employee.

It is important that accidents are investigated as quickly as possible after the occurrence, providing that it is safe to enter the accident zone. Any delays could mean that it is less likely that the true facts may be ascertained.

Where there are witnesses it is advisable to obtain statements as soon as possible, ensuring that witnesses are not allowed to gather to discuss their version of the events as this could paint a completely different picture by confusing their version with some

other persons. Witness statements are required for HSE reporting and where a civil claim may result. Photographs are also very useful in an investigation and should be taken as soon as possible after the incident has occurred.

A thorough investigation should answer the following questions:

- What caused the accident?
- Who & what was involved?
- When did it occur?
- Where did it occur?
- Why did it occur?
- How could it have been prevented?
- How can a recurrence be prevented?

The cause of an accident should never be classified as “carelessness” as the only remedy to a careless act is to be more careful in the future, A thorough investigation should look into whether the cause was e.g. due to not following instructions or written procedures.

#### Accident Investigation Report

Accident Investigation forms are forwarded to the Head teacher by the LA following an accident being identified as requiring an investigation.

#### Guidance on Direct and Indirect Causes

To consider a simple illustration, suppose someone trips over an unsecured section of carpet flooring and is injured. The direct cause(s) will often be identified quickly – and might include the loose carpet, someone rushing about, perhaps not concentrating or looking where they were going, or carrying something so they could not see where they stepped. The loose carpet will hopefully be secured in place without delay, and in many cases, that is the only outcome.

Suppose, however, that the carpet had been loose for some time, which several other people had previously tripped over, but not sustained injury, that damage to carpets was being reported on a regular basis but nothing was ever done – until someone was actually injured. This could be related to procedural compliances or management failures, which are indirect causes.

The law requires employers to take control measures and manage the risks before an accident occurs. Accident investigations should be looking further than the immediate causes and outcomes.

## **Asbestos**

#### History of asbestos

Asbestos is the name given to a group of fibrous materials, composed primarily of silicates, which occur naturally in many parts of the world. Six types of asbestos have

been commercially used although the three main types produced and found in some buildings are: - • Crocidolite - blue asbestos • Amosite - brown asbestos • Chrysotile - white asbestos The three lesser-used types are Anthophyllite, Tremolite and Actinolite with Tremolite mainly found as a contaminant of Chrysotile based asbestos materials.

Asbestos is a naturally occurring fibrous mineral and has been used for about 150 years on a commercial basis. It is versatile, plentiful and was ideal as a fireproofing and insulation material. Serious, often fatal diseases can be caused when asbestos fibres are released from materials, become airborne, and are inhaled.

Asbestos was used extensively as a building material in Great Britain from the 1950s through to the mid-1980s. It is estimated that more than 500,000 non-domestic premises, including schools, still contain some form of asbestos.

Where is asbestos found in buildings?

Asbestos and asbestos containing materials (ACMs) may be found in schools/colleges built or refurbished before blue and brown asbestos were banned in 1985. Some asbestos containing materials such as asbestos cement were still used up until 1999.

- High-risk ACMs include:

- Asbestos moulded or preformed lagging used as thermal insulation on pipes and boilers
- sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts
- asbestos insulating board used for fire protection, thermal insulation, partitioning and ducts
- some ceiling tiles
- asbestos insulation board (AIB)

Lower risk ACMs include:

- Asbestos containing floor tiles
- asbestos cement roofing and guttering
- textured coatings

Who is at risk?

The most likely way ACMs in schools could be disturbed or damaged is through maintenance, repair or construction activities. This includes even small jobs such as installing telephones or computers, putting up shelving or installing security systems. Anyone carrying out such work will need to know whether the building does, or may contain ACMs, where the ACMs are located and what condition it's in.

School caretakers have been identified as a particular group at risk due to the nature of their work (e.g. drilling and fixing.). Vandalism may also result in the release of asbestos fibres e.g. damage to asbestos panels caused by pupils kicking them. Teachers (and pupils) are not likely to be at risk in the course of their normal activities. However if they carry out activities, which cause damage to ACMs, such as pinning or tacking work to asbestos insulation board or ceiling tiles, some asbestos fibres may be released. This represents a potential exposure that, although very low, is avoidable and therefore such activities, which may release fibres, should be stopped.

Actions to undertake

If you have responsibility for the maintenance and/or repair of non-domestic premises (e.g. schools) then you have duties, as a 'duty holder', under Regulation 4 of the Control of Asbestos at Work Regulations (CAW) 2012. This means that you should know whether your premises contain asbestos, where it is, what condition it's in and then ensure that you manage it properly which includes telling those people who may disturb it that it is there. Even if you are not the 'duty holder' you should be able to answer these questions.

For the majority of educational establishments, the duty holder will be the employer. Who the employer is varies with the type of school, but for community schools, community special schools, voluntary controlled schools, maintained nursery schools and pupil referral units the employer is the Local Authority (LA). For voluntary assisted and Foundation schools it will be the school governors. For independent schools it may be the proprietor, governors or trustees.

### Main duty holder requirements

Regulation 4 requires duty holders to:

- Take reasonable steps to determine the location, amount and condition of materials likely to contain asbestos.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises.
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials.
- Prepare a plan setting out how the risks from the materials are to be managed.
- Take the necessary steps to put the plan into action.
- Review and monitor the plan periodically.
- Provide information on the location and condition of the materials to anyone who is liable to work on or may disturb them i.e. maintenance workers and teachers.

It needs to be emphasised that the regulation does not require the automatic removal of ACMs. If the material is in good condition and will not be disturbed then it does not pose a health risk and it is usually safer to leave it in place and manage it. If the material is damaged or is likely to be disturbed and it cannot be repaired or protected, it should be removed.

Anybody undertaking any sort of work on ACM's must be competent, adequately trained and use safe working methods. Licensed contractors must be used for most work with asbestos insulation, asbestos insulating board and asbestos coatings. Asbestos waste, whether in small or large amounts, is subject to the Hazardous Waste Regulations 2016.

### Safe working within schools

To ensure that nobody inadvertently comes into contact with asbestos fibres the school

will ensure that:

- All contractors are made aware of the asbestos report prior to commencing work.
- Where an asbestos report is not available, if the type of work is on the exceptions list then they can continue the work as defined by the exception list. If the works are not on the exception list they are to stop work and await an asbestos survey report
- No work on any material likely to contain asbestos by any other person will be allowed. Therefore the drilling, nailing and stapling of walls/ceilings for display work should not continue unless it is certain the material does not contain asbestos. Any work undertaken that releases asbestos fibres into the air is placing everyone in the premises at risk.
- Any surfaces identified as damaged that are known or considered to contain asbestos should be reported to the LA for further action to be taken to make them safe.

Further information on asbestos can be found at the following HSE link:

<http://www.hse.gov.uk/asbestos/information.htm>

## **Bad Weather**

Early Closure due to bad weather conditions:

Head teachers should decide upon any specific arrangements which are appropriate for individual staff, such as those who are pregnant or experience problems of mobility.

Early closure should be avoided except in the most exceptional circumstances. In very severe weather the judgement to close early must depend upon whether children and staff are at risk of not being able to get home by their usual times. Arrangements must be made to look after children who have to remain at school because they are unable to gain entry to their homes.

All schools should ensure that there are two/three members of staff, probably living closest to the school, who would be expected to arrive at the school and form an emergency cover team during inclement weather. They should also be able to remain in the school until the usual closure time so that messages can be conveyed to parents and the Chair of Governors.

## **Buildings Work and Contractors**

The School will ensure the corporate control of contractors guidance is complied with for all contractors entering the school premises to under work. All contractors must report to reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with an induction pack giving details of fire procedures, local management arrangements and vehicle movement restrictions.

The Caretaker is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

## **Electrical Equipment/Appliances**

Any faults must be reported immediately and the item removed from use. All electrical fittings and appliances must be regularly checked – by the approved / identified person. (See most recent PAT testing schedule)

Installations Only contractors approved by the local authority will be used. Only members of staff certified to change and check plugs will be allowed to do so.

Electrical Equipment checks are carried out annually. Records are kept on a software system. This system is operated and controlled by the A.V. Technician.

Multi-socket extensions may be used for computers. They may only be used elsewhere as a temporary measure.

Computer Risk Assessments (refer to guidelines prepared by the IT Department)

E-Safety and Safe User Guidelines/Agreements (See ICT policy and E-Safety Policy). All staff are required to sign a 'user agreement form' at the beginning of each school year. Staff are requested to follow guidelines regarding their personal use of any computers, hardware or software that belongs to school. Staff are regularly reminded to safeguard passwords. A loan book must be signed for all temporary loans of school ICT equipment. (See 'Loans Agreement'/Loan Book)

Children are encouraged/taught to use the internet safely as part of their curriculum. There are many resources to support staff in teaching this to pupils of all ages.

Movement of Computer Trolleys and Laptops Trolleys must be moved by adults only. Drinks/Water bottles must not be placed on tables where laptops are being used, or near to desktop computers.

Computers, Whiteboards, Laptops, Printers any cabling /wiring must be tied up at the back of the computer etc - it must not create a trip hazard. Children and untrained staff must not insert or remove any plugs or wires at the back of computers. Any faults must be reported immediately to the ICT co-ordinator. On finding any equipment that staff consider may be faulty, this must be switched off at the mains socket and removed (if applicable) from further access/use. Faults with printers must be reported to the ICT co-ordinator.

## **First Aid**

First Aid Provision

Background

The main legislation relating to First Aid at work is the Health & Safety (First Aid) Regulations 1981 which require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be provided.

The Legislation places duties on Employers for the health and safety of their employees and anyone else on the premises; this includes non-teaching staff, pupils and visitors.

First Aid provision must be available at all times while people are on school premises, and also off the premises on school visits.

A Department for Education booklet on guidance for first aid in schools is available at the following link:

[https://www.gov.uk/.../306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://www.gov.uk/.../306370/guidance_on_first_aid_for_schools.pdf)

What is adequate and appropriate for first aid depends on the circumstances in the workplace and as an employer we need to decide what our first aid needs are.

The minimum first aid provision in the workplace is:

- A suitably stocked first aid box.
- An appointed person to take charge of first aid arrangements. – Site Manager.

It is also important to remember that accidents can happen at any time. Therefore first aid provision needs to be available at all times when people are at work.

### First Aid Training

The school needs to ensure that it has sufficient resources to administer first aid, Teachers are not required to undertake first aid duties however teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Identified staff for training should attend the 4 day first aid course and the supplementary course Paediatric first aid to ensure they are provided with training on resuscitation for all persons.

### What Should I put in the First Aid Box?

There is no standard list of items to hold in the First Aid box. It depends on what we assess our needs are.

### How many First Aiders or Appointed Persons do we need?

There are no defined rules on how many first aiders or appointed persons are needed. This will depend upon the circumstances at each school and the decision on how many are required will derive from your risk-assessed needs.

### What is an Appointed Person?

An appointed person is someone you choose to:

- Take charge when someone is injured or falls ill, including calling an ambulance if required;
- Look after the first-aid equipment, e.g. restocking the first-aid box.

Appointed persons should not attempt to give first aid for which they have not been trained, though short emergency first-aid training courses are available. Remember that an appointed person should be available at all times people are at work on site - this may mean appointing more than one.

What is a First Aider?

A first aider is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. Training organisations running first aid at work courses should be approved by the HSE.

Hygiene and Infection Control

Staff should take suitable precautions to protect themselves against contact with blood or other body fluids, single use disposable gloves should be made available to all persons undertaking first aid duties.

## **Fire Safety**

Fire and Evacuation Procedures

A Fire Risk Assessment, was carried out by the Site Manger in May 2018 and is reviewed annually; latest review Jan 2018 (See Fire Risk Assessment Review Document also Staff and Caretaker Directives as well as Action Plans relating to the Fire Safety Risk Assessment – Appendix A. The Fire Risk Assessment should be subject to a full review when the existing risk assessment is found to be inaccurate or the building has been subject to a significant change. All actions and outcomes are reported to the Governing Body.

ALL STAFF MUST BE AWARE OF THE FOLLOWING REQUIREMENTS

FIRE, EMERGENCY AND EVACUATION PROCEDURES

- At all times fire doors must be unobstructed and closed. “Under no circumstances should fire doors be chained or secured in an open position”. All exit doors should be unlocked when rooms are occupied. Exits must be clearly identified and marked.
- All fire doors must be inspected weekly to ensure that closing mechanisms are in good working order. (As part of the Caretaker’s regular checks).
- All combustible storage must be removed from boiler rooms and rooms where there are electrical appliances. All staff must ensure that paper must not be allowed to collect around computers or other electrical equipment.
- Displays, hangings and mobiles act as dangerous accelerants in cases of

fire. In order to reduce this risk, these must be kept to 'reasonable proportions' (Level 2) and must not be placed across exits.

- All new purchases of soft play equipment must be confirmed as non-combustible and must be clearly labelled showing this.
- On sounding the alarm, the fire brigade must be summoned (Head teacher's authority) and all staff, pupils and visitors must leave the building immediately, closing doors behind them if possible.
- The location of any gas cylinder must be known and the Senior Fire Officer informed on arrival.
- If there is no risk to personal injury attempts may be made to tackle the fire using a suitable extinguisher\*, also switching off power supplies at the mains. \*Only those staff trained to do so are to use any fire fighting equipment.
- At a fixed time each week the alarm will be tested to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order.
- Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure. In every room there will be an instruction chart showing exit routes and line up zones. Staff are to ensure that they remove their Class Attendance List and take this with them to their relevant line up zone where a register will be taken immediately.
- At any time the Head teacher or designated member of staff may require a full evacuation of the entire site. Staff must accompany their children and act immediately as they are directed/ instructed.
- Where children have a Personal Evacuation Egress Plan (PEEP) these must be followed without deviation. Reviewed at the start of every new academic year.

#### IF YOU DISCOVER A FIRE

1. Operate nearest alarm. 2. Go to the nearest telephone and dial 9-999 3. Carry out any previously delegated duties to be done in the event of a fire or go to the nearest line-up point.

#### ACTION ON HEARING THE FIRE ALARM

Teacher or responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out. Instructions are displayed in each room.

- Teachers will do a headcount to ensure all pupils in their class are present.
- Proceed to line-up point.
- Everyone should walk quickly – but not run.
- Keep quiet.
- Do not stop or return for any belongings.
- Office staff will carry out a roll call of all visitors assembled and will notify the Head that all visitors are accounted for (checks will be made from the signing in and out book).
- Office staff will unlock the main side gates allowing direct emergency evacuation if deemed necessary. (See the latest Emergency Management Plan – reviewed annually)
- Once all children and adults in the cohort have been identified as present, The Head teacher or member of the SLT will go round every member of staff for confirmation that all pupils have been evacuated.

## FIRE HAZARDS

Rubbish and Combustible Waste Rubbish and Waste should not be left in the boiler rooms or other storage rooms, in or near escape routes or any passageways. The boilers must be inspected annually. Such materials should be put in metal bins/containers and properly disposed of as soon as possible. Rubbish bins in classrooms must be emptied daily. Paper etc. must not be allowed to collect near computers or other electrical equipment. It is strongly advised that metal bins used for the storage of waste should be kept in a secure/locked area at least 8m from the building.

Fireguards must be used when any form of temporary heaters are in use and should be securely fitted to radiators which children or staff might come in contact with.

Displays or decorations must not be placed near any form of heaters, suspended from any light fittings or cover fire alarm call points. They should not be suspended in any form which may add to any fire hazard.

Smoking is not permitted on any part of the site; inside or outside. This must be adhered to by all staff, parents, visitors and contractors working on site. Smoking may only take place more than 5m from the school premises

## **Legionnaires Disease**

A Water Hygiene Risk Assessment is carried out every 2 years.

Monthly monitoring will be by an approved provider, recommended by the Local Authority.

A Legionella risk assessment is a site-specific document that details the findings of an examination of the entire water system within the building/s. The primary purpose is to identify if there are any parts of the system that might support or enable the growth of the Legionella bacteria and therefore present a risk by contaminating the system.

Appropriately qualified person(s) must carry out Legionella risk assessments. This will usually be a specialist contractor/consultant. In all DMBC managed/supported premises

and those schools using the Corporate Landlord Service (CLS) buy back, the risk assessments will be organised and managed by CLS.

To remain valid, Legionella Risk Assessments must be reviewed at least every 2 years or earlier if required and also updated on a regular basis. In all DMBC managed/supported premises and schools in the CLS scheme, CLS will arrange for Legionella Risk Assessments to be reviewed and updated at appropriate intervals. At premises where the responsibility for maintenance is retained by the school, the Head teacher must make arrangements for carrying out and reviewing risk assessments and all associated works with an approved water hygiene consultant or specialist contractor. The risk assessment must be kept in a secure place, with authorised access by individuals with responsibility for completing the log-book and the site's Premises Manager.

## **Lone Working**

This term is used to define any working practice that involves an employee undertaking their duties not in the presence of, or easily accessible to another employee engaged in a similar undertaking. HSE definition is: "those who work by themselves without close or direct supervision".

Examples may include:

- Late working.
- Site visits (e.g. home visits)
- Weekend working Site manager duties.
- Site cleaning duties.
- Working in a single occupancy office.

When working alone, no job/task must be carried out which may result in a fall from height, electrocution or becoming trapped. The lone worker must have a means of contacting emergency help should they require it e.g. carrying a mobile phone. It is advisable to let someone know if you are working alone e.g. partner and at what time you should be back home. It may be appropriate to inform them at regular intervals that you are safe.

The lone worker must ensure that they are medically fit before working alone. If they feel that this is not the case then they should inform the Head teacher as soon as possible.

Home visits must be done in pairs and may not come under 'lone working'. However, there may be other occasions where it is necessary for a member of staff to visit the home of a family. When carrying out any home-visits, staff must ensure that they are 'comfortable' when entering a home. If a member of staff does not feel safe for any reason during the visit then they must leave the premises immediately and report the matter to the Head teacher.

The member of staff must:

- Carry a mobile phone.
- Leave in the office a list of the homes (and telephone numbers) that they

are visiting with times of expected arrivals at each home and an expected return time to school.

## **Manual Handling**

Staff are often required to lift or move equipment and furniture. In each case it is a matter of judgement as to whether the member of staff feels that the risk to themselves will be small. A member of staff who feels that to lift could result in an injury or harm further an existing problem should call upon other staff or the Caretaker to assist them.

The school will ensure that proper mechanical aids and lifting equipment are available in school and that proper training has taken place to ensure that staff are aware of safe lifting techniques.

Children must also be protected in this area:

- Children who have been asked to move chairs or furniture must only do so with guidance and support from an adult.
- After having been trained to do this safely.
- If supervised by an adult.

Children lifting and carrying PE equipment is covered in the PE guidelines.

## **Noise**

As a simple guide you will probably need to do something about the noise if any of the following apply:

- Is the noise intrusive - like a busy street, a vacuum cleaner or a crowded restaurant - for most of the working day?
- Do you have to raise your voices to carry out a normal conversation when about 2 meters apart for at least part of the day?
- Do you use noisy powered tools or machinery for more than half an hour each day?
- Are there noises due to impacts such as hammering, pneumatic impact tools etc.

Noise can also be a safety hazard at work, interfering with communication and making warnings harder to hear.

## **New and Expectant Mothers**

All visitors and staff, including new and expectant mothers, are considered when carrying out risk assessments. The school also follows advice from the school nurse, HSE or Sefton Health Authority when sharing information regarding contractible illnesses/diseases. Any member of staff who is known to be pregnant is not expected to accompany any farm visits, or expected to lift/carry equipment/resources.

## **Personal Protective Equipment (PPE)**

Personal protective equipment is supplied as requested by the caretaker and staff as required. High visibility and weather protective coats are supplied to the caretaker. Gloves are available for staff emptying the kiln.

## **P.E. Activities (Safe procedures for teaching skills and techniques are outlined in 'Safe Practice in Physical education and School Sport. 2012')**

Staff have agreed a procedure for carrying out regular risk assessments for PE both indoors and outdoors.

Gymnasium Equipment Specialist contractors recommended by the Local Authority will be invited annually to carry out a safety audit of all equipment.

Children should be taught how to carry out and set up equipment safely and efficiently and should be supervised by a member of staff during the task.

Staff should check that equipment is set-up safely and is ready for its specified use. Any concerns about the condition of the floor or other apparatus must be reported to the caretaker. The caretaker is able to carry out some maintenance of PE equipment.

Ropes should not be knotted at the ends as this makes them dangerous and damages the fibres.

Any faults detected in any item of indoor or outdoor equipment should be reported to the PE Co-ordinator or Health and Safety Co-ordinator and marked – UNSAFE. The Caretaker should be called either to remove the equipment or make it impossible to use immediately.

Hazards in the working area (e.g. Tables) should be removed before the lesson begins and the floor must be checked for slippery/wet areas.

Clothing/Equipment for PE (See PE policy) all children must be suitably dressed if taking part in any physical activity. This includes all jewellery removed and appropriate footwear.

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Staff taking the lesson must also be appropriately dressed. If staff are having any physical contact with children (i.e. supporting in gymnastics), then this must be within the Safeguarding Guidelines. (See 'Guidance for safer working practice for adults who work with children and young people' July 2015)

## **Risk Assessments**

Risk assessments should be carried out on a regular basis to assist all staff in recognising potential hazards and taking action to minimise the risk that they cause.

Risk assessments will be carried out:

- Of all after-school clubs.

- Of all offsite visits.
- Of all PE activities.

Risk assessments may be carried out by:

- The Head teacher.
- The Health and Safety Co-ordinator.
- The Site Manager.
- The PE Co-ordinator.
- Any member of the teaching staff.
- Any member of the support staff.
- Nominated Group Leader for visits offsite.

Risk assessments should include the following considerations;

1) The hazard – look for what could be reasonably expected to cause harm. Identify the type of hazard.

2) Decide who may be harmed and how – think about all the people who share your workplace. Could the activity harm anyone?

3) Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done to negate the risk - Identify the degree of harm that could be caused and the level of risk it causes e.g. low, medium or high.

4) Record your findings – write down the most significant hazards and your most important conclusions to show that:

- Proper checks were made.
- Who might be affected?
- Action to negate possible harm or injury any risk assessment needs to be suitable and sufficient it is not expected to be perfect.

5) Review your risk assessment and revise if necessary – if there has been significant change then the risk assessment will require immediate review, otherwise reviews should take place at reasonable time periods.

Visits and Offsite Supervision Please refer to the 'OFFSITE VISITS POLICY' and EVOLVE and see 'our visits'.

Use of the School Minibus Staff may book the use of the school minibus at any time, but only designated/qualified drivers can ever drive the school minibus. (See School Vehicles Policy)

Onsite Risk Assessments Risk assessments should be carried out at least annually in written form, though staff are expected to be constantly vigilant with regard to Health and safety for themselves and on behalf of the children in their care. These must be reviewed as prompted to do so. Staff are able to record any risk assessment that they feel might affect the safety of themselves, any colleagues, children and visitors to the school.

## **Security**

Entry to School, all school entrances, including side gates will be locked by 9:10am. All staff, pupils, parents and visitors must report to the main entrance and identify themselves.

All visitors to school must wear an I.D. badge, as supplied by the school secretary, at all times during their visit.

Staff coming across a stranger without an ID if safe to do so, should challenge the individual regarding the nature of their visit. If staff are in a vulnerable situation they should report any suspicious visitors to the office / reception. The secretary will then summon assistance. Pupils must not challenge 'strangers' but should be encouraged to report concerns to a known, responsible adult.

## **Entrance and Exit to School after 3.30pm**

1. All staff, pupils and parents on the premises to leave via main entrance. (use of code to exit – THIS CODE MUST NOT BE SHARED WITH PARENTS OR CHILDREN.
2. Visitors to school enter through main entrance (controlled from the office)
3. After 5.30pm all visitors, parents and community members must enter and exit via front main entrance which is permanently staffed.
4. Staff on-site after 5.30pm to inform the Caretaker and report when they are leaving.
5. Possible Exceptions - School evening use (meetings, concerts, discos etc).

## **Statutory Inspections**

The following statutory inspections are required: a. Electricity b. Gas c. Extraction Systems d. PE Equipment e. Asbestos f. Fire Extinguishers g. Emergency Lighting h. Alarm Systems i. Water Hygiene j. Machine Guards.

(See appropriate sections and also Site Managers records for reports produced from monitoring and inspections.)

## **Substances**

Any substances used for cleaning and/or maintenance are kept in secure cupboards or storage areas. These carry the signage, "KEEP LOCKED SHUT". The need for such stored materials is kept to a minimum. Materials that may cause harm to children and which children will come into regular contact with e.g. paints, glue are supplied by an approved supplier. All supplies are child friendly i.e. at or below minimum toxic levels. When teaching with such materials, staff will remind children not to put substances into their mouths or to 'sniff/smell' substances.

## **Vehicle/Pedestrian Segregation**

The car park and delivery areas for the kitchen are separate from the main entrance for families and pupils. Delivery drivers are advised to avoid deliveries near the start and end of the school day, however, the caretaker is available at these times if deliveries cannot be avoided and will be responsible for ensuring safety on site.

## **Violence at Work**

HSE definition of violent attacks towards an employee includes:

- Physical attack – actual contact having been made.
- Threat of assault.
- Abusive language or behaviour – including racial or sexual harassment.
- Property attack.

Verbal abuse and threats are the most common.

Any employee can report an incident of violence, abuse or damage to property which they have found unacceptable. “The Directorate recognises that all individuals have varying tolerance levels but it does not expect employees to tolerate unacceptable behaviour because “it’s the job”. Employees should not be deterred from reporting an incident because another adult/employee sees it as trivial.”

## **Working at Height**

Ref: [www.hse.gov.uk](http://www.hse.gov.uk) Keeping Safe When Working At Height – (advice for teachers and classroom assistants)

Always use suitable equipment for working at height e.g. ‘kick step’ type stools, properly designed and maintained low-steps and use poles for opening and closing windows. If you still cannot reach, ask for help from the Site Manager / Caretaker. Step ladders must only be used if they are fully open and are placed on a flat, hard surface. The top step should not be used unless the hand support extends higher than knee level.

Always moves the ladder to where you want to reach – do not lean whilst on a ladder. When using a ladder you must have three points of contact with the ladder at all times.

Around our school there are places where staff may need to reach high up e.g. display boards, but it may be more dangerous to use a ladder. In these circumstances:

- Prepare the display as much as possible before putting them up.
- Chairs, stools, book cupboards and any other school furniture are not to be used for standing on and therefore must not be used for this purpose.
- No child should ever be asked to climb onto a work surface or table etc. in order to reach an item or to open/close windows.
- Always wear suitable footwear if working at height.
- Always be aware of any slippery surfaces, e.g. have appropriate footwear.
- Always think of your own safety and assess the risk of what you propose to do. If you are not sure of your safety in these circumstances, then inform your H&S coordinator/Site Manager.

## **Work Equipment**

Technology, Craft & Design Members of staff must ensure that:

- Children are supervised at all times.
- Protective clothing is worn when appropriate.
- Sharp edged tools are stored so that cutting edges cannot be accidentally touched.
- All tools are returned promptly and safely to their appropriate storage units in the resource area.
- Files and other similar tools must have properly fitted handles.
- Hammer-heads must be checked prior to use.
- Tools must only be used for their intended purpose.
- Staff may use low-temperature glue guns, older children may work with a low temperature glue gun when supervised 1:1 by an adult.
- Children must be taught the correct techniques and procedures for using tools.

Only trained staff may operate the kiln. The kiln safety door and work surface must always be replaced after the kiln has been opened.