



EF ACADEMY - TORBAY

Health and Safety Policy

Persons involved in the development of the Policy

Debbie Chatterton – Deputy Headteacher

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Training undertaken:

First Aid at work

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PAT testing (date tbc)

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FIREWATCH

Health and Safety Policy

Purpose

The “Health and Safety at Work Act 1974” (HASAWA) and other regulations place duties upon employers, employees, and the self-employed to protect everyone involved in, or affected by, work activities.

These duties have been improved in the years since the original Act in 1974 through continuing release of new regulations and approved codes of practice.

The process of development is expected to continue and has been given added impetus through the embodiment into UK law of EC Directives. The “Management of Health and Safety at Work regulations 1999” is a significant example.

This health and safety policy brings together into one document the procedures and guidelines developed within the school, and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Headteacher, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar with, understand, and act upon its requirements.

All employees and contractors have a legal requirement to keep themselves and others around them safe while at work and to comply with statutory duties, and not to recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is issued with the authority of the Headteacher and its requirements are binding upon all employees.

Policy Statement

The School recognises its responsibility for managing, and therefore monitoring our whole safety performance.

This policy explains the arrangements for implementing health and safety within the School, i.e. who does what, and the procedures to be followed which will ensure the health and safety of staff, students and visitors.

The Headteacher of EFIA (here in after called the Headteacher) have a duty to ensure the highest standards of health and safety within the organisation and through its undertakings for its employees, students, non-employees and members of the public are achieved.

The Headteacher recognises and accepts that health and safety is an integral part of the day to day working of the organisation and receives the same commitment as other managerial functions.

Roles and Responsibilities

The Headteacher:

The Headteacher has overall responsibility for the health, safety and welfare of all employees, students, visitors and contractors. The following duties are carried out in partnership with the Health and Safety officer. However, overall responsibility lies with the Headteacher.

The Headteacher has duties, which include activities organised on behalf of the school but being undertaken away from the school site.

The Headteacher will:

- take day to day responsibility for all health and safety matters affecting the school
- ensure effective communication on health and safety matters between the school and the Corporate Safety Advisors
- ensure compliance with health and safety law
- together with school staff, assess and control the risks, from hazards within the school, and any of its activities, wherever they are undertaken
- ensure the provision of equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained
- Ensure that the College has adequate and appropriate First Aid equipment, facilities and appropriately trained First-Aid personnel and for ensuring that the correct First Aid

procedures are followed.

- Maintain first aid and accident reporting systems that are suitable for the school and evaluate the need for health and safety training for school staff and arrange for its delivery
- ensure adequate fire drills are carried out and their results recorded keep the school's health and safety policy under review and bring any amendments to the notice of all staff ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.
- bring to the attention of EFA President any matter of health and safety that cannot be resolved, or is likely to cause imminent danger to any person
- ensure that the school has access to competent health and safety advice
- Ensure adequate training to enable appropriate standards of competence
- Ensure that provision is made available for the maintenance of workplaces and the working environment for employees that ensure that they are safe, without risks to health and adequate facilities are made available for their welfare at work
- Ensure the establishment within the School of appropriate organisational / responsibility and suitable arrangements with which to support this policy.
- Delegates to the Student Services officer responsibility for collating medical consent forms and important medical information for each student and ensuring the forms and information are accessible to staff as necessary.
- Ensure all members of staff are familiar with and aware of all School requirements.

Deputy Headteacher

In addition to the duties listed for the Deputy Headteacher, when acting as Headteacher they will also assume the duties of the Headteacher. It is therefore important that the Deputy Headteacher is fully familiar with all aspects of the school safety policy.

The Health and Safety officer:

The Health and Safety officer is responsible for the day to day application of the Health and safety policy. The HSO will:

- Ensure that all plant, equipment, storage and systems of work are safe and without risk to health and safety
- Ensure the safety and absence of risks to health in connection with the handling, storage and transport of articles and substances
- Provide adequate health and safety information, instruction and supervision to enable appropriate standards of competence
- regularly (at least annually) carry out a First Aid risk assessment and review the school's First Aid needs to ensure that the school's First Aid provision is adequate.
- Take all reasonably practicable measures to eliminate, reduce, isolate or control risks to the health and safety of its employees, students, non-employees and members of the public
- communicate with contractors (or their representative) or any person/company undertaking work on the school site, to ensure their safety
- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained
- ensure equipment and articles are correctly serviced and properly maintained

Staff

All employees are to be familiar with the School safety policy and:

- ensure that they work in ways that are safe and without risk to themselves, the students, other staff, or visitors;
- cooperate with others to ensure health and safety by adhering to advice, instructions and procedures for health and safety;
- report any unsafe practices which come to their notice to the HSO;
- report any unsafe fixtures, fittings or items of equipment which come to their notice*;
- participate actively with the school to improve the standard of health and safety for all

- Be aware of their responsibility to make sure that they are familiar with and aware of all School requirements.
- Observe health and safety requirements
- Be aware that failure to observe health and safety requirements by any member of staff could lead to disciplinary action.

Students

All students are to be familiar with the School fire safety policy and:

- ensure that they work in ways that are safe and without risk to themselves, other students, staff, or visitors;
- cooperate with others to ensure health and safety by adhering to advice, instructions and procedures for health and safety;

Objectives

- a. Compliance with the requirements of The Health and Safety at Work Act 1974 and all other relevant health and safety legislation and approved codes of practice;
- b. A working environment that is, so far as is reasonably practicable, safe, without risks to health and with adequate facilities and arrangements for welfare at work;
- c. A safe place of work, and safe access to and egress from;
- d. Plant, work equipment and systems of work that are, so far as is reasonable practicable, safe and without risk to health;
- e. Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f. Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work;
- g. Necessary safety devices and personal protective equipment and supervision of their use;
- h. Adequate financial provision to meet the approved codes of practice and requirements of all legislation including protective measures identified by risk assessment;
- i. A constant and continuing interest in all aspects of health and safety;
- j. Investigating accidents and hazardous incidents involving or likely to involve personal injury;
- k. To keep and maintain adequate records of accidents and violent incidents and provide appropriate management reports to help identify potential improvements;
- l. Carrying out regular safety inspections;
- m. Risk assessments with appropriate preventative and protective measures to eliminate or significantly reduce workplace hazards;
- n. A smoke-free working environment.

3 Monitoring and Review

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and updated annually to ensure that it reflects revised legislative or organisational changes. A copy of this policy is available to every member of staff.

The policy will be communicated to staff through regular training sessions and induction training.

Arrangements or procedure for ensuring the policy is met:

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1 Administration of Medication

It is recognised that teachers do not have any obligation under their contract to administer medication to students. There is a requirement however under the DfES to assist students with medical needs.

Medicines should only be taken to school when essential; that is where it would be detrimental to a student's health if the medicine were not administered during the school day. Such medicines should be handed in to the appropriate Guidance Counsellor and kept in the secure medical Cabinet in the First Aid room.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescribe instructions for administration and dosage.

Where a student needs prescribed medication the following is assumed:

Most medication prescribed today is three times a day. Students can therefore self-administer medication before school, after school and before bed. Medication should not normally be required during the school day.

However, if medication (such as antibiotics) is required during the school time, parents will be asked to complete a 'request form for self-medication by the student, available from the Guidance Counsellor

No student under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a student should check:

- the students name
- prescribed dosage
- expiry date
- written instructions provided by the prescribed on the label or container*

* It is noted that adrenaline pens include manufacturer's instructions

Parents of students with asthma or eczema requiring medication in school are asked to complete a consent form, available from the Guidance Counsellor. Students requiring inhalers or cream for eczema will then be supervised whilst administering their own medication.

Parents of students who are at risk of life-threatening anaphylactic reactions are required to complete a consent form, available from the Guidance Counsellor, allowing named-trained staff to administer epi-pen treatment in the event of an emergency.

All such medication is kept in the First Aid room.

This policy will be brought to the attention of all parents by inclusion in the Parent/Student handbook.

If a student refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. The procedures may either be set out in the policy or in an individual student's health care plan. Parents should be informed of the refusal on the same day.

The School aims to encourage students with medical needs to participate in safely managed visits. The School will consider what reasonable adjustments it might make to enable students with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include students with medical needs. It might also include risk assessments for such students.

Schools Medical Register

A register is kept of all students in school with specific medical conditions, and this register is available to all staff responsible for student medical care. Other staff are made aware of medical conditions on a need to know basis as decided by the Pastoral Board. A record of all medicines administered to students is kept in the First Aid room.

2 Asthma, Diabetes and Epilepsy

2.1 Asthma

Some students in school have an asthmatic condition, but the school recognises that these students are entitled to participate fully in all aspects of school life, and it is our policy to help and encourage students with asthma to achieve this. The school aims to ensure that the environment is favourable to asthmatics, and to ensure that other students and all staff understand and support asthmatic students.

Details of all of the students in the school who have an asthmatic condition are contained in the school medical register and all staff are made aware of such.

It is recognised that immediate access to inhalers is essential. In the event of an asthma attack, a request for assistance should be sent to the Guidance Office as quickly as possible, together

with the name of the student, the class, the teacher and the place where the attack is happening. A trained member of staff will attend as quickly as possible, with the inhaler.

All staff should be made aware of the location of each student's inhaler and where spare ones are stored i.e. the First Aid Room.

2.2 Epilepsy

This is a tendency to have recurrent seizures of fits, and it affects one in every 200 people. Some seizures involved 'petit mal' which is a brief interlude of unconsciousness. Witnessing a seizure can be frightening if they are convulsive; other students should understand what is happening so as to avoid undue panic. It is the policy of the school that all teachers with known epileptics in their classes should have up to date training in emergency procedures and that these should be written down and available to all adults working with or near the class in question.

3 Accident Reporting

All accidents and near misses must be reported to the Headteacher.

The form should be completed in black or blue ink and be legible. The form must contain the following information:

- student name
- their tutor group number
- the date the accident happened
- the place where the accident happened
- which part of the body was injured (all relevant boxes should be completed)
- what treatment was given (all relevant boxes should be completed)
- the name of the first aider who treated the student
- whether an accident form AR01 REV06 has been completed (see note below*)
- whether a note had been sent home to the Parents or Guardian

4 Auditing of the Safety System

It is a legal requirement that the school's safety system is regularly checked to ensure that it remains up to date and effective.

Our system is audited regularly, at least once every two years. The purpose is to ensure the system remains effective. During the audit, the management procedures and risk assessment systems shown in the safety policy are checked to ensure that they are still put into practice and that all staff are actually aware of them.

As part of the audit, the auditor also walks through all parts of the school to look for failings in the system. This visit also shows if the policy is being put into practice.

If there are not up to date fire signs it will indicate that a fire risk assessment probably has not been carried out.

Looking at the accident reporting forms will show if the Governors actually review them and sign them off during their meetings.

This section of the safety policy should show who carries out this audit and how frequently.

The safety system will be audited every two years, normally during the Spring Term. A report will be given to the Headteacher for action by the Site and Maintenance Manager.

5 Blood – Avoiding Contamination from Blood Borne Viruses

What are blood borne viruses (BBVs)?

BBVs are viruses that some people carry in their blood and which may cause severe disease in certain people and few or no symptoms in others. The virus can spread to another person, whether the carrier of the virus is ill or not.

The main BBVs of concern are:

- hepatitis B virus (HBV), hepatitis C virus and hepatitis D virus, which all cause hepatitis – a disease of the liver
- human immunodeficiency virus (HIV) which causes acquired immune deficiency syndrome (AIDS), affecting the immune system of the body

All staff should be familiar with this procedure before having to handle blood:

- wash hands **first**
- put on disposable gloves
- clean any wound as necessary or ask a first aider to treat it
- dress any wound if necessary
- dispose of the gloves and wipes, and put all contaminated material in a sealed or knotted plastic bag, and dispose of in the main bin
- wash hands thoroughly **again**
- record incident on an accident form

Action after possible infection with a BBV

If you are contaminated with blood or other body fluids, take the following action without delay:

- wash splashes off your skin with soap and running water
- if your skin is broken, encourage the wound to bleed, do not suck the wound – rinse thoroughly under running water
- wash out splashes in your eyes using tap water or an eye wash bottle, and your nose or mouth with plenty of tap water – do not swallow the water
- record the source of contamination
- report the incident to the Health and Safety Coordinator
- Prompt medical advice is important. The circumstances of the incident need to be assessed and consideration given to any medical treatment required. Treatment might be appropriate following infection with a BBV, but to be effective, it may need to be started quickly. Contact the nearest Accident and Emergency department for advice, without delay

Further information on Blood Borne Viruses can be found on www.hse.gov.uk

6 Control of Substances Hazardous to Health

The most hazardous chemicals used in the school are the cleaning chemicals used by the Site Manager, caretakers and cleaners. These are kept **locked** at all times in the cleaners' cupboard when they are not being used. Teachers are **not** to keep their own small stock for their own cleaning jobs.

Chemicals and cleaning chemicals are always stored in their own container with the original label and warnings showing clearly on the container.

Food or drink containers are **never** to be used to store chemicals.
Only small quantities of the chemicals are kept in school at any given time.

All spillages must be cleaned up immediately, and accidents recorded on the accident form as outlined in section 4 Accident Reporting.

As part of Health education, students are taught to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc., and are warned of the associated dangers. Protective clothing is available to all staff when using chemicals.

COSHH assessments are always carried out before chemicals are used, and the user is informed of the dangers and control measures to be in place for that chemical. There are also suitable first aid arrangements for treating chemical splashes.

The Science Department is subject to separate regulations (CLEAPPS) and currently undergo an external review of procedures every two years.

7 Classroom Equipment

All staff in classrooms have a responsibility to ensure that all equipment used by themselves and by the students is reasonably clean, well maintained and safe. If any item of equipment is identified as being unsafe in any way, its use should be discontinued and the Headteacher notified by the appropriate Curriculum Manager using the reporting book located in the Headteacher's Office

8 Conduct and behaviour in and around School

Students are made explicitly aware of how they should behave in and around the School through the use of School and classroom rules. Non-compliance is dealt with in accordance with the School's behaviour policy.

Movement around the School:

- all persons in the building should walk at all times
- doors must be opened with care and caution

9 Contractors on Site

Contractors on site are always supervised by the Site and Maintenance Manager, or designated substitute, who is fully aware of the school's responsibilities regarding contractors.

Checks are made for competence and insurance of all contractors.

Contractors are asked to provide risk assessments for all work undertaken on site.

The following guidelines will be followed:

1 Before any work commenced, a meeting is held on site with the contractor to agree how potential problems will be avoided.

2 When using local contractors, the school's own 'approved list' is used as the source. This ensures that only suitable contractors are brought into the school to perform tasks. There are many advantages in drawing from the approved list:

- the school knows who to call quickly in the event of an emergency
- staff know who to call in the absence of the Site and Maintenance Manager
- the contractor will have been checked beforehand so the school knows it is getting good service
- references will have been taken up and checked

For a contractor to get onto the approved list they should satisfy the following:

- be capable of carrying out the work in a competent manner, either by qualification or experience
- can supply the resources to satisfactorily complete the job, without up-front payment
- able to supply several satisfactory references, which can be checked
- is a member of the relevant trade association
- Has sufficient and up to date Public Liability Insurance. Staff must ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal
- has an up to date and meaningful safety policy
- has documented risk assessments
- agrees to abide by the school's safety policy and rules, in writing

- Clearly states what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

10 Electrical Safety

Most people will be well aware of the dangers associated with electricity and electrical equipment. Electricity is potentially dangerous and must be treated with respect. The Electricity at Work Regulations impose certain duties on organisations to ensure the safety of those who may be affected by it. The following procedure is adhered to in the use of electricity:

All portable electrical appliances will be tested as necessary. The frequency of the tests vary according to the equipment and where/how it is used

Staff are instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.

any faults must be reported to the Headteacher immediately and the equipment taken out of use until it is suitably repaired

no one in school is allowed to work on any electrical circuitry or equipment

All staff must be aware of the dangers of trailing cables. Trailing cables must **NEVER** be allowed to cross walkways

Four way extension blocks should be secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment

The fixed electrical installation should be tested at five yearly intervals.

For further details of Electrical Portable Appliance Testing requirements refer to Section H of the Personnel Handbook on BORIS.

11 Fire Safety

11.1 First Action

IF YOU DISCOVER A FIRE SOUND THE FIRE ALARM AT ONCE

If possible try to extinguish the fire using the appropriate fire extinguisher. However, use your judgement. Never take personal risks. Call the nearest fire extinguisher trained member of staff for assistance.

11.2 Exit Procedure; Please refer to the Evacuation Procedure.

11.3 Fire Drills

Fire Drills are carried out at least once per term. All staff and students must treat the drill with the utmost seriousness, and all instructions above must be adhered to.

At the fire assembly point, all procedures for roll call must be followed as if in the event of a real fire. During the fire drill, it is recognised as good practice to block off one of the escape routes to more closely simulate a fire situation, and this may take place.

The time taken to evacuate the school must be recorded each time there is a fire drill. If it takes longer than the recognised time, the cause/s will be investigated and the Headteacher will consider carrying out the drill again if deemed necessary.

At the end of the fire drill, classes will be instructed by the Headteacher – or in his absence by a Deputy – to return quietly to their classrooms. They will be given feedback about how well they did, and told about any changes necessary if things did not go well. They should be reassured about the need for safety, and for regular fire drills. They will be reminded about the need for self-discipline and that they should be walking smartly and listening at all times.

Any problems or difficulties with procedures after a fire drill **MUST** be reported immediately afterwards.

11.4 Fire Notices and Fire Exits

For classrooms it is the relevant class teacher's responsibility to ensure that:

- a. The fire exit is clear at all times;
- b. The following notices are prominently displayed directly adjacent to the fire exit:-
 - i. fire exit sign
 - ii. blue fire assembly point notice
 - iii. Map showing red route to fire assembly point.
- c. Any missing or damaged notices must be reported to the Site Manager;
- d. Any other adults working in the room are directed to the fire regulations displayed on the wall;
- e. All students are instructed in fire precautions and related safety issues;
- f. All students know where the fire exit is and where the signs are;
- g. All students understand the importance of keeping fire exits clear.

The Site Manager will carry out regular fire safety inspections of the whole school building, and take action as appropriate. He will check fire extinguishers, fire blankets, fire exits (to ensure they are not blocked), and fire doors (to ensure they are in good condition and open easily). This will be recorded in the Fire Safety Logbook.

11.5 Fire Alarm System

An approved contractor on a regular basis tests the electric fire alarm system. Any faults on the systems are reported to the contractor immediately, so that it can be rectified without delay.

Emergency lighting is also regularly tested, and any faults reported immediately. All records of the alarm system tests and fire drills are kept in a log book held in the Main Office.

Fire extinguishers are also serviced regularly. This is also recorded in the log book. Fire exit doors are checked regularly by the Site Manager to ensure that they are in good condition and can be opened easily. All staff have a responsibility to report any faults to Headteacher.

Fire signs are checked regularly by the Fire Safety Manager to ensure that they are visible, complete and compliant with latest regulations. Staff have a responsibility to report missing or damaged signs to the Fire Safety Manager.

All staff, and particularly supply teachers, are made aware of the fire arrangements. A copy of the Fire Safety Policy is displayed on the Staff Noticeboard.

12 First Aid

First Aid should be given whenever possible by a trained person, but this should not prevent any person giving first aid when necessary.

A list of the qualified first aiders is available in strategic places throughout the school and in Appendix A of this document. All staff, including supply teachers are made aware of the first aiders and their location.

FIRST AID EQUIPMENT AND MATERIALS.

The First Aid containers will be marked with a white cross on a green background and are located in the First Aid room, the Science Prep room and the Main office, thereby ensuring a kit on each floor of the building.

The following are recommended by the HSE and will be followed by the school as a minimum requirement. Their contents checked and replenished as necessary every month and a record of such checks must be recorded by the nominated first aider. Only first aid items may be held in a first aid kit. There must not be any creams, lotions, tablets etc. in the kit.

CONTENTS

A leaflet with general First Aid advice.

20 individually wrapped sterile adhesive dressings

2 sterile eye pads

4 individually wrapped triangular bandages

Safety pins

6 medium sizes individually wrapped sterile unmedicated wound dressings
2 large sterile individually wrapped unmedicated wound dressings
10 pair disposable gloves
10 antiseptic wipes
1 conforming disposable bandage
1 triangular bandages
24 assorted adhesive dressings
3 large sterile unmedicated ambulance dressings
2 sterile eye pads with attachments
Safety pins
1 pair rustless blunt end scissors

Portable first aid kits are available, suitably stocked and are taken on all visits away from the school. These must also be checked and records kept of any checks that have been undertaken.

In the event of a more serious injury, such as:

- unconsciousness
- severe bleeding
- object stuck in throat
- deep cut that may require stitching
- suspected fracture
- severe asthma attack
- severe reaction to bites or stings
- swallowing or suspected swallowing of toxic substance

DIAL 999 AND ASK FOR AN AMBULANCE

13 Flammables

It is unlikely that our school should have any quantities of flammables, particularly flammable liquids. Some cleaning items however are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will be kept to a minimum. Where such items are required in the school, they will be stored in a suitable, locked metal cabinet, in the science preparation room.

14 Health and Safety Assistance

To satisfy its legislative requirements of having access to a competent person, the school seeks the assistance of the Health and Safety Team of the Local Authority. This department will provide advice and guidance on health and safety law and what the school needs to do to comply with that law.

15 Ladders and Stepladders and Working at Height

15.1 Extending Ladders

Only the Caretakers, who have received the proper instruction and training, use extending ladders. Roof work, even retrieving balls, is not to be undertaken during windy or severe weather.

16 Manual Handling

Manual handling includes lifting, pulling, pushing, moving and carrying. All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Seeking assistance with the task can often reduce the risks for simple handling tasks.

Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced. This is particularly important where the school has disabled students who may need assistance for certain tasks.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided.

Further guidance on Manual Handling operations can be found in the Personnel Handbook Section H on Boris.

17 Office Safety

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A Display Screen Assessment is carried out by the Line Manager to ensure that office staff are not exposed to risks from repetitive strain injury or work related upper limb disorder. The office staff are involved in the assessment.

There is adequate storage provided for files etc.

Space under the desk and open floor areas are not used for storage.

Guidance on working with Display Screen Equipment can be found on the Personnel Handbook Section H on Boris.

18 Off Site Visits

An off-site visit is any visit where the students are taken away from the school site **Risk Assessment forms must be completed and documented for all off site visits before the visit takes place:** No matter whether the visit for a whole day, half a day, or even if students are only

to be off site for an hour, a risk assessment **must** be carried out. Before a visit can take place control measures must be put in place on the risk assessment form to reduce the risk level to low. If risk levels remain at medium or high the visit must be discussed with the Headteacher immediately. The most likely result will be that the proposed activity is stopped unless the risk can be reduced to an acceptable level before the offsite visit takes place

This process requires that **all staff involved in the visit must make a preliminary visit to observe the venue and its facilities for themselves at first hand.** Copies of RARs are to be forwarded to the Headteacher for each visit that takes place.

The risk assessment process also determines the level of first aid cover for the visit. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment will be completed then reviewed **each term or year as necessary.**

All LA and DfES guidelines must be followed before any off site visits take place. All necessary documentation is to be completed before the visit takes place. **It is the responsibility of each Group Leader to ensure that every necessary check is made.**

Minimum ratios permissible are:

Low risk: 1 adult up to 15 students (min 2 adults per group)

High risk: 1 adult up to 8 students (min 2 adults per group)

Where outside activity providers are used, for example Museum Education providers, teachers have a responsibility to ensure that all facilities and procedures are in line with DfES guidelines. Of course, most will be, but we must all be on guard to expect the unexpected, and to ask the question "What if?"

First aid kits must always be taken on all off-site visits.

Travel arrangements for off Site Visits

Coach Bookings: The Activity Coordinator normally deals with all coach bookings. When making a booking the Activity Coordinator will need to know:-

- the number of students, and accompanying adults, including teachers,
- the times of departure from school, arrival at venue, departure from venue and arrival back at school

Prior to the day, the Main Office must know:

- the students and staff on the trip
- which students and which adults are on each coach (if more than one coach is used)
- the company supplying the coach/es in question

It is essential for at least one teacher in each coach party to carry a mobile phone (fully charged), and for the Main Office to be informed of their mobile telephone numbers. Emergency contact between the school and the off-site party must be guaranteed.

Coach Travel:

- All passengers must wear a seat belt. Supervising adults must ensure that the belts are correctly adjusted to fit each student
- all passengers must remain properly seated whilst the coach is moving or stopped in traffic
- an adult must be seated by each emergency exit
- all adults should be sure as to the whereabouts of emergency exits and fire extinguishers
- students should not sit in the front seats of the coach or in the centre rear seat (facing the aisle)
- supervisory adults must ensure that students behave in an orderly and mannered way at all times
- the group organiser should ensure that no property is left on the coach
- the coach should be left in a clean and tidy condition

19 PE Safety & Procedures

Safety Procedures

‘Exciting and challenging work should be presented to students in such a manner that they are never confronted with unreasonable tasks. Physical Education is by its very nature a challenge to growing students. It presents problems which can be met by a mixture of skill, fitness and personal judgements. Good, vigorous work will not be completely without risk but it should be without unnecessary dangers.’ (Safety in Physical Education – The British Association of Advisors and Lecturers in Physical Education).

‘The Physical Education Curriculum and the extra-curricular programme both require the same *duty of care* of teachers and provide many continuing opportunities to involve young people in safety matters. Awareness of safety is an integral part of the education process and its development will enable greater responsibility to be exercised by students as they mature. The knowledge derived has wide applications outside and beyond school, where the principles of

safe practice are significant in underpinning the tasks and challenges of daily living. Safety is a cross-curricular theme but it will be most effectively demonstrated and applied in the practical areas of learning; nowhere more so than in physical education,'
(Safety in Physical Education – The British Association of Advisors and Lecturers in Physical Education).

Our first priority is to establish a good working relationship with students of all ages where discipline is firm and the students always know exactly what is required of them at any given time. A controlled environment is essential to safe practice. No group is allowed to work in a potentially dangerous field or activity until the teacher is satisfied that he/she has established good discipline.

We try to ensure that no student is given work which is beyond his physical capabilities. Students are encouraged to tell the teacher if he has particular fear of some activity. Consideration is given in particular to any student who is subject to a medical condition which can create difficulties in certain activities. All our work is differentiated and designed for mixed abilities groups. As new activities are introduced the students are shown the potential hazards involved and safe working practice.

No PE group is ever left unsupervised in a potentially dangerous environment.

A well-stocked First Aid Box is maintained for the treatment of any minor injuries. In cases of more serious injury a telephone is readily available if the support of the emergency services is required. A record of all injuries is kept and in every case Parental contact is made.

Whatever activity is being undertaken, it must always be ensured that the appropriate clothing is worn, particularly on the feet. No jewellery or watches are ever allowed to be worn which could cause injury, and the chewing of sweets or gum is strictly forbidden at all times. All PE staff have experience and qualification in the delivery of comprehensive programme that while changing, maximises safety and minimises risk of accident or injury.

20 Pregnant Workers

When a member of staff has become pregnant the member of staff must inform school and an appropriate assessment will be carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

21 Property Maintenance

Although the Site Manager is committed to regular buildings and maintenance checks, all staff are required to be vigilant about the issue of property maintenance. Any defects in the conditions of buildings or grounds should be reported to the Curriculum manager who will log this in the reporting book located in the Site Managers' office.

22 Risk Assessments

Risk Assessments will be carried out by the school to comply with legislative requirements. The risk assessment process will be led by senior school management, but will include as many staff as possible. Risk assessments are carried out by:

- the Headteacher
- the Site Manager
- the group organiser for off-site activities
- the Activity Coordinator
- Curriculum managers

The risk assessment will look the **hazards** encountered, **who** may be harmed by them, **how** they may be harmed and the **control** measures that are in place or need to be put in place. The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary. The review will take place **at least annually** but will also take place if there are changes that require it, such as building work being carried out at the school.

An up to date Risk Assessment Record is held by the Headteacher.

23 Security

It is vital to make the school secure during the day. **Doors should not be left open where this would allow access to any outside visitors.**

23.1 Visitors

- Visitors to the School are directed to the Main Reception
- Visitors, even regular visitors and contractors, must sign the visitor's book at Reception. The school will issue a visitors badge for each visitor
- These must be visible and outside clothing such as jumpers etc.
- If unknown visitors are encountered in the school, or not wearing a valid badge, **refer to the intruder section below**
- Visitors should sign out at the end of the visit

23.2 Personal Property

- Staff are responsible for the security of their own personal items. These can be deposited in the office safe or locked in cupboards during the day
- Students are strongly discouraged from bringing valuables and money into school

23.3 Cash Handling

The largest amounts of cash are likely to be the regular collections of money donated for trips and other school events. These are stored in the school safe. Cash is never stored on the premises for longer than necessary

23.4 Intruders

The school has a clear system for dealing with intruders:

All staff are responsible for upholding the security of the building. Never let any visitor in through a side door. **ALWAYS** direct them to the front door and ask them to sign in and collect a visitor's badge

All legitimate visitors must sign in at the Main Office/Reception and collect and **AT ALL TIMES** wear a visitor's badge in a clearly visible place on their clothing. This will help all staff and students to identify genuine visitors from intruders

Staff encountering any visitor who does not display a visitor's badge should act in a careful manner with due regard for their own personal safety and that of the students in their care.

The following points should be observed:

- o Keep calm. Avoid aggressive or challenging body language
- o Approach slowly
- o Speak clearly but calmly. Smile
- o Ask open questions e.g. "How can I help you?"
- o Keep your distance: stay 4-6 feet way from the potential intruder
- o Listen to the potential intruder; try to direct them to the Main Office/Reception so that signing in procedures can be followed

24 Violence to Staff

For the School to function it is necessary for staff to have contact with members of the public. Whilst contact with members of the public brings with it a threat of violence the chances of becoming a victim of physical attack are very low. The Health and Safety Executive define violence as

"Any incident, in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment."

Home visits by staff should never be made without the consent of the Headteacher. Where a staff visit is deemed necessary staff **MUST** follow the guidance available online through BORIS in Section H of the Personnel Handbook under the section headed Violence to Staff.

All instances of threatening behaviour or acts of violence must be reported in line with the Schools behaviour management policy. In addition staff should complete the Violent Incident/Occurrence Report Form available online through BORIS in section H of the Personnel Handbook under the section headed Violence to Staff.

43 PAT Testing

All electrical equipment in the school needs to be pat tested at least once a year or more depending on the item involved, not doing so could see the item removed or switched off until it is tested.

Appendix A – First Aiders

Su Layfield (Main Office)

Esti Ayo

Bob East (Science)

Maria Long (GC)

Tim Watson (Activities/PE)

Rachel Ripley (GC)

Location of First Aid boxes and Staff responsible:

Main office SL

GC room RR

First Aid room ML

Maintenance office DS

Science BE

Art MT

Prep Classroom Tower DL

Activities Office TW