

# Heritage Park Primary School

## Health and Safety Policy



<b>Approved by:</b>	Full Governing Body
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## **Heritage Park Primary School** **Health And Safety Policy**

### **Introduction**

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Heritage Park Primary School is effectively discharging their statutory duties by preparing a written Health and Safety Policy and sharing it with all stakeholders. We recognise that the Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. This policy will be reviewed annually to ensure all references and information are up- to-date and accurate.

In order for Heritage Park Primary School to discharge its statutory duties, staff are required by law, to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. Heritage Park Primary School encourages all staff to inform management of any areas of the Health and Safety Policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.

Heritage Park Primary School will participate in Health and Safety audits, both internal and external, to ensure high standards are maintained. Advice, based on these audits, will be acted upon promptly. External advice will be sought as required but Heritage Park Primary School retain responsibility and accountability for the health, safety and welfare of the staff and others who may be affected by any acts and/or omissions made by the School, including the implementation of risk control measures.

### **Health and Safety Policy Statement**

The following is a statement of the School's Health and Safety Policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Heritage Park Primary School to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff working for the School and other persons who may be affected.

We acknowledge that the key to successful health and safety management requires an effective policy, organisation and arrangements. The Headteacher will implement the School's Health and Safety Policy and recommend any changes to meet new circumstances. The School recognises that successful health and safety management contributes to successful performance and will allocate adequate finances and resources to meet these needs, doing all that is reasonably practicable to prevent personal injury and damage to property. The School aims to protect everyone entering school from any foreseeable hazard or danger.

All staff have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or

omissions. We are committed to continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The School will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing staff of the correct procedures needed to maintain a safe working environment. We will provide, so far as is reasonably practicable, safe places and systems of work, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

### **Environmental Statement**

Heritage Park Primary School is committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements. We will consider the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to, wherever possible:

- Minimise the use of energy, water and natural resources
- Minimise waste through prevention, re-use and recycling where possible
- Dispose of waste safely and legally
- Avoid the use of hazardous materials, where practical

### **Food Safety Statement**

Staff have a statutory duty to take care of themselves and others who may be affected by their acts or omissions. To enable these duties to be accomplished it is the School's intention to ensure that responsibilities for food safety matters are effectively assigned, accepted and fulfilled at all levels within our organisation.

As far as is reasonably practicable, we shall ensure that:

- Adequate resources and systems are provided to ensure that proper provision can be made for food safety
- Risk assessments are carried out and periodically reviewed
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health
- The provision and maintenance of all machinery and equipment to ensure it is safe and without risk to health or food safety
- The working environment of all staff is safe and without risk to health or food safety and that adequate provision is made with regard to the facilities and arrangements for their welfare at work
- The place of work is safe and that there is safe access to and egress from the workplace
- All food prepared or stored on the premises complies with all food safety requirements and is of the nature, substance and quality demanded

## **Health & Safety Responsibilities**

The Governing Body will ensure that:

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- The organisational structure is appropriate in order to manage health and safety.
- The same management standards are applied to health and safety as to other management functions.
- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.
- All health and safety issues raised by employees are recorded and investigated.
  - Health and safety is a key topic on the agenda of each governing body meeting.
  - The policy is reviewed for compliance with the objectives for health and safety.

The Head Teacher will ensure that:

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The organisational structure is appropriate in order to manage health and safety.
- The same management standards are applied to health and safety as to other management functions.
- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Qualified first aid personnel and facilities are provided.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and

that relevant employees are informed of the significant findings of the assessments.

- All health and safety issues raised by employees are recorded and investigated and any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely for the organisation.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the organisation.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All food hygiene procedures are carried out in accordance with statutory legislation and health and safety and food safety issues raised by employees are recorded and investigated.
- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- All employees fully understand the arrangements for the implementation of the health and safety policy.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- Suitable training is identified and provided and full written records are maintained.
- The organisation's health and safety policy, organisation and arrangements are reviewed.
- Risk assessments are compiled within the workplace.
- The organisation's fire safety arrangements are implemented.
- All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Records and statistics of all accidents and incidents that occur within the organisation are compiled.
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- Daily checks are made to ensure that the room and all play equipment are in a safe and clean condition.

The Health and Safety Representative will ensure that:

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- The same management standards are applied to health and safety as to other management functions.
- All health and safety issues and food safety issues raised by employees are recorded and investigated.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.

### **Fire Responsibilities**

The Head Teacher will ensure that:

- All staff receive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure
- A register of staff is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll
- The requirements for employee training in fire safety are adhered to
- A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook
- Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

### **General Responsibilities**

As employers we have a duty to all who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Management will ensure they:

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees
- Provide a safe place of work with adequate facilities and safe access and



egress

- Provide adequate training and information to all employees
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner

### Employee's Responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

- Every employee has a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of themselves and any other person who may be affected by their acts or omissions at work
- In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life-saving equipment, signs or fire-fighting equipment
- Employees also have a duty to assist and co-operate with Heritage Park Primary School and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to:

- Always follow safety rules, avoid improvisation and comply with the health and safety policy
- Only perform work that they are qualified to undertake
- Always store materials and equipment in a safe manner
- Never block emergency escape routes
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment
- Always wear suitable clothing and personal protective equipment for the task being undertaken
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to:

- Utilise all items that are provided for safety and comply with all safety instructions
- Report to management anything that they may consider to be of any danger
- Advise management of any areas where protection arrangements require reviewing.

### Sub-Contractors/Self Employed Personnel Responsibilities.

Will be made aware of the School's health and safety policy, safety rules and:

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation and will comply with all instructions given by management
- Will co-operate with the School to ensure a high standard of health and safety on

- all contracts with which they are involved
- Will comply with signing in and out procedures

### Employee Information

Information regarding health and safety law is provided in a number of ways:

- Employees are provided with a copy of the Health and Safety Policy and staff handbook.
- The approved poster “Health and Safety Law – What You Should Know” is displayed on the premises.

### **Access and Egress**

Safe access and egress includes movement of persons, equipment and vehicles into, around and out of the School.

### Associated Hazards

- Slips, trips and falls
- Falling objects
- Vehicle movement
- Uneven, worn or damaged surfaces including interior floors and external paths and parking areas, where applicable
- Obstructed floor, e.g. furniture, equipment. trailing cables, loose flooring coverings
- Opening in the floor/ground
- Unsuitable/insufficient lighting
- Breaches of security.

### School's Responsibilities

The Head Teacher will ensure that:

- A risk assessment is carried out for safe access, egress and movement within and around the premises and grounds
- Suitable control measures are implemented to minimise harm, and staff and visitors are informed of the applicable procedures
- Suitable security measures are provided to prevent unauthorised access to the premises
- Arrangements and procedures are in place to ensure pedestrian safety and pedestrian/vehicle segregation where possible
- External public areas, paths and car parks are maintained in a safe condition
- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately
- Floor coverings/walkways are in good condition and free from slipping, fall and tripping hazards
- Reasonable steps are taken to prevent slips, e.g. not over-buffing floors, removal

of algae, applying de-icers/grit in winter, supplying and installing slip resistant surfaces.

- Cables are positioned away from pedestrian routes or suitable cable covers are provided
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk e.g. kitchen and laundry are met
- Suitable covers are provided and placed over any openings in floors/in grounds, or suitable safety fencing (rigid material – flexible chains not acceptable) is placed around such openings
- Materials and liquids are stored correctly and spillages or leaks are cleaned up immediately
- Regular cleaning is undertaken and good housekeeping is maintained
- Waste is correctly and regularly disposed of
- Staff wear appropriate footwear
- Lighting is sufficient to enable safe and easy access in the workplace and that it is regularly maintained
- All contractors are closely monitored to ensure that they do not hinder safe access/egress of staff and other personnel when working at the premises.

All staff and pupils should:

- Remain vigilant and immediately report any suspected breaches of security
- Report to management, any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken
- Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems
- Keep areas clean and tidy and not leave trailing cables, rubbish or any other trip hazard that arises from work activities
- Wear appropriate footwear
- Take care when walking around the School premises.

**Accident Reporting**

Description

There are many hazards present in all Schools. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all staff together with the information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant or equipment. A 'near miss' is any incident, accident or emergency which did not result in an injury.

School's Responsibilities

Head Teacher will ensure that:

- Suitable procedural arrangements are made in order that all accidents and

incidents occurring on the premises or associated with business activities are adequately recorded

- Where necessary, they notify the relevant authority, e.g. OFSTED, of any accident, dangerous occurrences and work related ill-health incidents
- Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury
- All staff are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention within the School
- A nominated person notifies the Health and Safety Executive (HSE), using the appropriate online RIDDOR reporting form via [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm), of any relevant accident, dangerous occurrence and/or instance of work related ill-health that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre can alternatively be contacted on 0845 300 99 23 if there is a work related accident where:

- A member of staff, or a self-employed person, working for or on behalf of the School is killed or suffers a specified injury (including as a result of physical violence)
- A member of the public, e.g. a pupils, or other person not at work is killed.
- RIDDOR reportable instances include the following. This list is not exhaustive and The Head Teacher will seek further guidance, support and clarification from Peterborough City Council and their external Health and safety advice line as required.

#### Death

- Workers and non workers who have died of a work related accident.

#### Specified Injuries

- Fractures, other than to fingers, thumbs and toes
- Amputations
- 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:
  - cover more than 10% of the body, or
  - cause 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 which:
  - leads to hypothermia or heat-induced illness, or
  - requires resuscitation or admittance to hospital for more than 24 hours.

#### Over Seven-Day Injury

This is an injury, which is not major but results in the injured person being away from

work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

#### Occupational Disease

- Severe cramp of the hand or forearm
- Occupational dermatitis, asthma or cancer

#### Dangerous Occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.:

- Collapse, overturning or failure of load bearing parts of lifting equipment
- Electrical short circuit or overload causing fire or explosion.

#### People Not at Work

- A member of the public or person who is not at work has died
- A member of the public or a person not at work has suffered an injury and is taken from the scene of the accident to hospital for treatment to that injury.

In addition The Head Teacher will ensure that:

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation
- The risk assessments will be reviewed and, if necessary further control measures will be introduced
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

#### Staff Responsibilities

Any staff who are involved in, or aware of, an accident must follow the accident reporting procedure and inform the School, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

#### **Administration of Medicines**

##### Description

Many pupils will need to take medication, or be given it at some time in their academic life. For most pupils, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion. In some cases there may be a long term need for pupils to take medication. To allow pupils to take or be given medication minimises the disruption that could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

##### Associated Hazards

- Unauthorised access to medicines
- Mal administration of medicines
- Medicines allergies.

### School's Responsibilities

The Head Teacher will work in partnership with parents, pupils and professionals to ensure that pupils who require medication during teaching time are able to receive it in a safe and secure environment that enables them to continue to make progress at throughout the day. A policy for administration of prescribed medicines is available on the school website.

## **Alcohol and Drugs Misuse**

### Description

There is evidence that the effects of drinking or drug use or abuse can reduce personal performance and potentially increase absence rates. In all jobs safety is paramount, and any form of drug or alcohol related problem is a serious matter and in some circumstances may be a criminal offence. The scope of this policy extends to alcohol, illicit drugs or substances and over-the-counter or prescription medication if abused or taken in an irresponsible manner.

### Associated Hazards

- Impairment of co-ordination
- Inability to drive or use equipment safely
- Lack of awareness, judgement and sense of danger.

### Head Teacher Responsibilities

Head Teacher will:

- Seek to identify problems at an early stage and thus minimise the risk posed to the health and safety of staff, pupils and others
- Ensure that appropriate arrangements are in place to minimise the likelihood of alcohol, drugs and substance abuse occurring
- Recognise that drug and alcohol problems are medical conditions that are potentially treatable
- Treat all information in the strictest of confidence.

### Disciplinary Procedures

- If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance it may be dealt with in accordance with our disciplinary or capability procedures
- Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal.

### Staff Responsibilities

All staff should:

- Not attend for work at any time whilst under the detrimental influence of alcohol or drugs
- Seek help voluntarily if they recognise they have an alcohol or drug related

problem

- Advise the Head Teacher if they are aware that a colleague has an alcohol or drug related problem that is affecting their work.

## **Body And Fashion Jewellery**

### **Description**

The wearing of body jewellery and fashion jewellery in school could lead to injury or ill health.

### **Associated Hazards**

- Infection/cross infection
- Injury to the wearer (i.e. rips or tears) or to others
- Entanglement in equipment or clothing.

**Note:** the list of hazards associated with the wearing of jewellery is not exhaustive.

### **Head Teacher's Responsibilities & Duties**

Head Teacher will comply with statutory duties in respect of health, safety and welfare and in particular, fulfil obligations to take effective measures to control and monitor the wearing of jewellery, in particular body piercing practices.

Head Teacher will ensure that a risk assessment identifies:

- Persons at risk (staff, pupils and others)
- Significant risks arising from the wearing of jewellery
- The appropriate controls to be implemented.

Where this policy conflicts with the cultural beliefs of the wearer, the risks arising from the wearing of jewellery will be effectively controlled, to reduce them to the lowest practicable level.

In addition, the School will manage risks further by:

- Providing advice and guidance on the wearing of both fashion and body jewellery in the School
- Developing safe systems to cover the wearing of both fashion and body jewellery
- Ensuring that staff and pupils follow instructions at all times, in accordance with the guidance provided
- Regularly monitoring and reviewing the effectiveness of these working arrangements
- Confirming that jewellery, when worn, complies with standards of good hygiene

## **Blood Borne Viruses (BBV)**

### **Description**

Head Teacher recognise that there is a potential risk of staff and pupils coming into contact with Blood Borne Viruses (BBV) such as hepatitis and Human Immunodeficiency Virus (HIV). To reduce the risks posed by these viruses we will assess the potential for exposure and introduce controls to reduce the risk.

### **Associated Hazards**

- Direct contact with infected blood or saliva
- Contact with clinical dressings
- Needlestick injuries.

#### Head Teacher's Responsibilities

- Completing a risk assessment to identify the potential for contact with BBVs. This includes First Aid Contact and accidental contact with bodily fluids
- Ensuring that spillages are isolated and then cleared by a responsible and authorised person using suitable personal protective clothing to prevent any direct skin contact or splashes, etc
- Providing First aider's with information about dealing with spillages and discarded needles
- Ensure that disposable gloves are available to protect against possible contamination when handling an injured person
- Allowing the use of syringes within the workplace only for medical reasons and store safely (staff using syringes at work for any other reason than for treatment of a medical condition will be subject to disciplinary action)
- Taking all suitable precautions to secure the safety of staff who have been diagnosed with a BBV and those staff working in close contact with the affected person
- Treat any information that has been given by an staff in respect of a BBV condition in complete confidence.

#### Staff Responsibilities

- Immediately report to the office staff any spillage of bodily fluids and arrange for suitable isolation and cleaning in line with their level of training
- Report to management in confidence, if they become aware that they are a carrier of a BBV, if it is relevant to their employment.
- Wear appropriate protection, e.g. gloves, when completing First Aid or Intimate Care duties.

### **Bomb Threats**

#### Description

The receipt or setting down of explosive or other potentially dangerous devices is a hazard in all premises. The aim at all times is to ensure that effective procedures are in place which are clearly understood to ensure, so far as is reasonably practicable, the safety of all persons on the premises.

#### Associated Hazards

- Fire and explosion
- Fatalities/major injuries.

#### School Responsibilities

Head Teacher will take appropriate measures it feels adequate to control the threat posed, by:

- Implementing precautions and procedures when dealing with bomb threats
- Ensuring that all staff and pupils are aware of their roles and receive the



- necessary training and clearly understand the procedures for a bomb threat
- Co-ordinating and directing staff, pupils and others, including visitors, in the event of a bomb threat
- Reporting all bomb threat incidents to the police
- Drawing up a clear and accessible list of actions to take on receipt of a call, ensuring that it can be printed off and fixed to walls or desks, so that staff and pupils can see it instantly
- Rehearsing bomb threat procedures as part of evacuation procedures.

#### Staff Responsibilities

- All staff must know what to do in the event of a bomb threat and take appropriate action
- All staff must participate in bomb alert training and evacuation
- All staff must never compromise the security of the building in any way.

### **Child Protection**

#### Description

Child abuse is a global phenomenon. It occurs in all countries and within all societies and involves the physical, sexual, emotional abuse and neglect of children. It is nearly always preventable.

#### Statutory Definitions For Child Abuse For Entry Into The Child Protection Register Are:

- Neglect:- the persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold, starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development
- Physical injury:- actual or likely physical injury to a child or failure to prevent physical injury (or suffering) to a child including deliberate poisoning, suffocation and Munchausen's by proxy
- Sexual abuse: actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature
- Emotional abuse:- actual or likely severe adverse effect upon the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection.

#### Associated Signs Of Abuse

Beyond the obvious signs of physical abuse, such as bruising, staff are instructed to look for signs of emotional or sexual abuse, such as:

- Sudden changes in behaviour and/or deterioration of performance
- Difficulty in trusting or defiance of others, excessive anxiety or low self-esteem
- Knowledge of sexual matters beyond what would be expected
- A strong need for affection, sometimes expressed in physical terms
- Frequent aches and pains possibly arising from psychosomatic illnesses.

There are, of course, many other signs of abuse, but it must be understood that the presence of such symptoms does not necessarily denote the presence of abuse – they can be due to many other causes.

### Head Teacher's Responsibilities

Head Teacher will seek to inform and raise awareness of child protection issues and will ensure that staff are trained in the requirements of reporting any suspicion of abuse and how to initiate the correct procedure, including any investigation and reporting to the relevant authority.

In all suspected cases of child abuse, when such a matter is reported, a nominated person will talk to the child concerned and on the basis of the conversation and any other evidence presented, will decide on what further action should be taken.

If pupils speak to staff and make accusations of abuse, these shall be believed at the time until a proper investigation can be made.

### All staff will:

- Report any suspicions or conversations that indicate abuse has taken place
- Alert the Head Teacher if they think that someone is acting in an unsafe manner, or in ways that may be misconstrued

### **Cleaning and Disinfection**

#### Description

Everyone involved in the School must be committed to ensuring that satisfactory standards of hygiene are achieved. Cleaning schedules will be developed and are necessary to ensure that premises and equipment are cleaned effectively and if necessary, disinfected.

#### Associated Hazards

- Chemical storage and handling
- Mixing of chemicals in different containers
- Slips, trips and falls
- Dermatitis.

### Head Teacher's Responsibilities

Head Teacher has responsibility for formalising cleaning within the School, therefore cleaning schedules have been compiled which outline:

- What needs to be cleaned e.g. floors, facilities, work surfaces, equipment etc
- Who is to undertake the cleaning processes e.g. kitchen staff, cleaners etc
- The frequency of cleaning procedures to be undertaken e.g. daily/weekly
- How the cleaning process is to be undertaken e.g. whether equipment needs to be moved in order to undertake the cleaning procedure
- What chemicals/disinfectants and cleaning implements are to be used e.g. brushes, shovels, hoses etc.
- Train and supervise inexperienced staff until they are competent to undertake the activity safely on their own
- Undertake suitable and sufficient risk assessments for the relevant work activities
- Ensure chemical data sheets are available at all times.

### Staff Will:

- Co-operate with the School in relation to maintaining a clean and tidy

environment

- Follow training, guidance and instruction to prevent injury or ill health
- Make use of any personal protective equipment provided
- Report to the School any hazardous or dangerous situation
- Co-operate with management arrangements for health and safety
- Ensure suitable signs are displayed where necessary.

## **Construction, Design and Management (CDM) Responsibilities (Schools)**

### Description

The Construction (Design and Management) Regulations (CDM) cover a very broad range of construction activities such as building, civil engineering, engineering construction work, demolition, site preparation, site clearance, renovation, decoration, installation, maintenance, and dismantling of structures

Under the CDM Regulations, legal duties apply to clients, designers, and contractors for all construction projects even for simple, short duration work. However, for those projects that are likely to take more than 30 days or involve more than 20 sub-contractors at one time or more than 500-person days of construction work, additional management duties are imposed, and projects are notifiable to the regulators. CDM Principal Designers and Principal Contractors must be appointed for notifiable projects.

Associated Hazards Include:

- Slips, trips and falls
- Fire and explosion
- Vehicular movement
- Falling objects
- Manual handling
- Excavations
- Hazardous substances.
- Asbestos (pre-2000 build)
- Security – (school open – segregation children to works in progress)
- Working at height
- Scaffolding

### Clients Responsibilities

Clients are defined as companies, organisations or individuals for whom a construction project is carried out including local authorities, partnerships, school governors, charities, insurance companies but excluding domestic clients.

For all Projects, Clients will:

- Ensure that designers and contractors are competent and adequately resourced
- Provide information ('Pre-Construction Information') including site rules and details of site hazards, to those planning or bidding for the work
- Where important information is not available, take reasonable steps to acquire such information including construction drawings, plans, manuals, survey reports and location of utilities
- Ensure that the project is planned and managed suitably for its duration
- Facilitate good communications, cooperation and co-ordination between

- project members
- Allow sufficient time and resources for the design, planning and construction work to be done properly
- Ensure that adequate welfare facilities are arranged
- Ensure that structures constructed for use as a workplace conform to the requirements of the Workplace (Health and Safety and Welfare) Regulations.

For Notifiable Projects:

Where projects are likely to Take More Than 30 Days or Involve More than 20 sub-contractors at any one time or more than 500 Person Days of construction works:

The Client Will Undertake the Following Additional Duties:

- Appoint a competent and adequately resourced CDM Principal Designer prior to detailed design of the structure - scope of works
- Appoint a competent Principal Contractor
- Provide information ('Pre-Construction Information') as early as possible to the CDM Principal Designer relevant to the health and safety of the project
- Ensure that work does not start before the welfare facilities and the Construction Phase Plan are in place
- Agree the format of the Health and Safety File with the CDM Principal Designer/Principal Contractor and retain the file for future access after completion of the project.

## **Contractors**

### Description

A contractor is anyone who is undertaking work on our behalf but is not a direct employee. Contractors, including self employed workers, may be employed to undertake a variety of jobs on our behalf including maintenance, repairs, installation, construction, window cleaning, engineering. Work undertaken for a client by a contractor is usually covered by a civil contract. Whilst it is good practice for health and safety requirements to be written into such contracts, health and safety responsibilities are defined by criminal law and cannot be passed on to another by a contract. Thus, in any client/contractor relationship, both parties will have duties under health and safety law. Contractor's activities may put the School's staff and pupils at risk.

### Associated Hazards

- Movement of site traffic
- Excavations
- Working at height
- Manual handling injuries
- Hazardous materials/substances.

### Head Teacher's Responsibilities

Head Teacher will ensure that competent contractors are selected and appointed having regard to:

- Hazards on site
- Site rules and safety procedures
- The need for and selection of protective clothing
- Any special equipment required
- Information, instruction and training

- Time when the contractors will undertake the work on School premises.

Other issues to be addressed are to:

- Ensure that risks associated with the work are assessed and suitable controls are in place
- Manage, supervise, co-operate with and co-ordinate contractors when on site
- Ensure that contractors provide and use safe plant and equipment and all necessary personal protective equipment, PPE
- Include contractor's operations in all safety audits/inspections, paying special attention to access and egress
- Inform staff whenever, and where, contractors are working in their particular area
- Ensure contractors are segregated from pupils, wherever possible, and if this is not possible ensure that pupils remain under the direct supervision of staff
- Ensure compliance with current legislation regarding any requirements to check criminal records/barring of contractors undertaking work during any time that the School is open and where contractors could be alone with pupils
- Check that work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

#### Contractor's/Sub-Contractor's Responsibilities

All sub-contractors undertaking work on behalf of the School:

- Must accept responsibility for complying with the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions in respect of the work comprising the contract
- Must provide suitable and appropriate supervision to plan, control and monitor their operations having carried out risk assessments for the work
- Must agree risk assessments and any method statements with the Head Teacher before work commences
- Must inform the Head Teacher of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place
- Shall undertake electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations and industrial guidance
- Must ensure plant and machinery brought on site is fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER)
- Must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure plant
- Must report all accidents to the Head Teacher immediately so that they can record the incident in the accident book.

#### Staff Responsibilities

Staff will:

- Immediately report any unsafe practices or concerns to the Head Teacher.

#### **Control Of Substances Hazardous to Health (COSHH)**

### Description

Using chemicals or other hazardous substances at work may put people's health at risk, thus, the School is required to control exposure to hazardous substances to prevent ill health. The aim is to protect both staff, pupils and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (as amended) (COSHH).

Hazardous substances include: -

- Substances used directly in school and work activities (e.g. chemicals, paints, adhesives, cleaning agents)
- Substances generated during work activities
- Naturally occurring substances (e.g. dust)
- Biological agents (e.g. bacteria and other micro-organisms).

Effects from hazardous substances can range from mild eye irritation to chronic lung disease or even death.

Associated health issues may include: -

- Skin irritation
- Asthma
- Losing consciousness
- Cancer
- Infection from bacteria and/or micro-organisms.

N.B. This list of hazards is not exhaustive.

### Head Teacher's Responsibilities

Heritage Park Primary School recognises its responsibilities in the provision of a safe environment in relation to the management of potentially hazardous substances and shall:

- Identify and list those hazardous substances that are used or stored within school premises
- Identify all activities likely to produce or generate hazardous substances
- Obtain hazard data sheets from suppliers or other sources
- Identify who may be affected e.g. staff, pupils, contractors, public
- Appoint a competent person to complete and record the COSHH assessments and review the assessment regularly if it is deemed to be no longer valid.
- Provide training in safe use of substance
- Report any harmful exposure to the relevant authority

Where reasonably practical, the school will prevent exposure by:

- Changing the process so that a hazardous substance is not required or generated
- Replacing the hazardous substance with a less hazardous substance
- Using the substance in a safer form.

If prevention is not practicable, the school will control exposure by: -

- Total enclosure of the process or partial enclosure and extraction where applicable

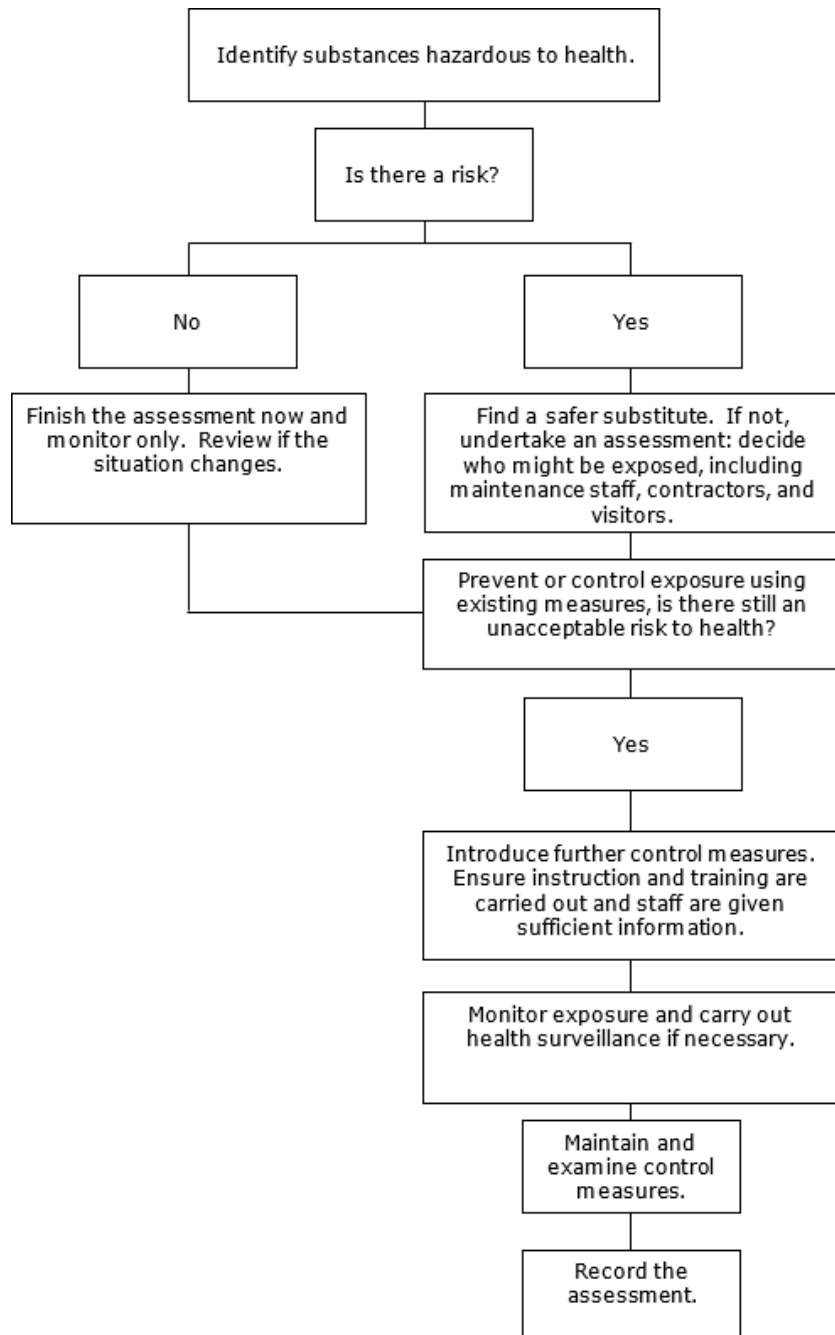
- Using a system of work and handling that minimises leaks, spills and escape of the hazardous substance
- Providing suitable storage and transport facilities for hazardous substances; following manufacturer's guidance and ensuring containers are correctly labelled
- Determining the need to monitor exposure or if health or medical surveillance is required
- Ensuring that control measures (e.g. ventilation and extraction) remain effective by inspection, testing thorough examination (where relevant) and maintenance of plant and equipment
- Provide staff with suitable personal protective equipment (PPE) and respirable protective equipment (RPE) as required by risk assessment and ensuring that they are trained to use and handle the equipment. Where RPE is used, ensure that face fit testing is undertaken
- Ensuring emergency procedures are in place and that arrangements to dispose of waste are implemented
- Recording the findings in a COSHH assessment and reviewing the assessment regularly or if is deemed no longer valid
- Providing a copy of each relevant COSHH assessment to those persons considered at risk
- Preparing and implementing, by a competent person, a suitable and sufficient risk assessment that complies with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace
- Providing information, instruction, training and supervision in the safe use and handling of hazardous substances
- Regularly monitor compliance to the control measures implemented.

#### Staff Responsibilities

All staff have responsibilities under COSHH Regulations, and are expected to: -

- Take part in training programmes
- Observe container hazard symbols
- Practice safe working with hazardous substances following training provided
- Report any concerns immediately
- Wear, use correctly and maintain any personal protective equipment provided and respirable protective equipment (RPE)
- Return all hazardous substances to their secure location after use
- Observe all control measures correctly.

#### COSHH Assessment Flow Chart





## **Design And Technology lessons**

### **Description of activity**

The purpose of design and technology (DT) teaching is to encourage pupils to apply their knowledge and understanding to develop ideas, plan, produce products and evaluate them. Pupils design and make products using a range of materials including electronics, graphics and resistant materials (wood, metal, plastics, etc).

Due to the nature of these activities the School utilises a variety of equipment ranging from small hand tools through to larger items of equipment and machinery.

It is our policy to ensure that staff have a safe place in which to work and that pupils have a safe place in which to develop their skills.

### **Associated Hazards**

- Contact with moving parts
- Entanglement
- Ejection of materials
- Kickback and snatching
- Dust and other hazardous substances
- Slips trips and falls
- Fire.

### **Employer's Responsibilities**

- Suitable storage is provided for hand held tools
- Machinery and work equipment meets regulatory requirements for safety and is positioned securely
- Suitably qualified teaching staff are appointed
- Suitable and sufficient risk assessments for the classroom activities are undertaken
- Safe working procedures are developed and implemented
- Suitable personal protective equipment (PPE) is provided for issue to staff and pupils
- A suitable standard of supervision of pupils is maintained, in accordance with the findings of risk assessments
- Arrangements are monitored and reviewed regularly.

### **Staff Will:**

- Comply with this policy and follow the associated procedures for their areas of work and responsibility, including checking equipment before use
- Not interfere with any safety device used on equipment and check all guards before the equipment is used
- Provide adequate supervision in class, proportionate to the age and ability of individual pupils and the task being undertaken
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use
- Wear, and ensure that pupils wear, any personal protective equipment (PPE) provided
- Maintain the working area immediately around machines in a good condition and free from obstruction or build up of waste materials including shard,

wood shavings, dust etc

- Remove from use, and report any faulty equipment
- Isolate machinery prior to accessing any moving parts or blades

***Note: Staff are reminded that, if they find any defects, faults, hazardous or dangerous situations with work equipment, then they must:***

- Stop the work safely
- Isolate the equipment
- Report the defect.

Equipment that has been identified as “Unsafe to use” should be labelled as such and taken out of service.

## **Disciplinary Rules**

### Description

Head Teacher believes that health and safety is a critical factor that needs to be taken into account when running the School. To enable the Head Teacher to control safety, a number of safety rules have been established. Failure to comply with these rules may result in disciplinary action.

### Head Teacher's Responsibilities

All staff may be dismissed for gross misconduct if, after investigation the Head Teacher believes that they have acted in any of the following ways:

- Deliberately breaking any written safety rules
- Removed or misused any piece or item of equipment, label, sign or warning device that is provided by the School (or its agents) for the protection and safety of staff, pupils and any other person affected by the School
- Used a naked flame in a non-designated area.

### Failed To Follow Established Procedures For The Use Of:

- Flammable or hazardous substances
- Toxic materials
- Items of lifting equipment
- Plant or machinery
- Behaved in any manner that could lead to accidents or injury, including horseplay, practical jokes etc
- Undertook any action that could interfere with an accident investigation.

### Staff Responsibilities

- Co-operate with their employer and conduct themselves in a way that does not create risk of harm to themselves and others
- To not misuse or interfere with anything provided for health, safety and welfare
- To report any identified hazards to the Head Teacher
- To comply with clearly indicated and specific safety rules
- To wear safety clothing or equipment provided

## **Display Screen Equipment (DSE)**

### **Description**

Display Screen Equipment (DSE) based work can potentially have serious effects on health.

DSE users can experience a range of physical and psychological health problems including eyestrain, blurred vision, headaches, and musculoskeletal problems including repetitive strain injury (RSI) and work related upper limb disorders (WRULD).

Problems are caused by a combination of badly designed jobs, equipment and work environment. However, most of these conditions are preventable by giving attention to the way in which work is organised, and providing appropriate equipment and workplaces.

### **Associated Hazards**

- Musculoskeletal injuries
- Repetitive Strain Injury (RSI)
- Work related upper limb disorders (WRULD)
- Visual fatigue
- Stress.

### **Head Teacher's Responsibilities**

Head Teacher is committed to ensuring that persons within their area of control are not subjected to adverse health effects from the use of display screen equipment and for compliance with the arrangements stated within the policy. For the purpose of this policy, a user is defined as someone who has to use DSE equipment for a significant part of their working day and has little freedom to organise their workload.

In consultation with staff, the Head Teacher will fulfil the School obligations by:

- Identifying all DSE users in line with the regulations
- Reducing the risk associated with DSE use to the lowest practicable level
- Ensuring the risk assessment process is systematic, appropriate, comprehensive and carried out with the involvement of staff and supported by trained assessors
- Providing suitable work equipment and arrangements for regular breaks
- Ensuring that all DSE users receive sufficient information, instruction and training relating to risks to health and how these can be avoided
- Reviewing software to ensure suitability for the task and providing additional training as necessary

Where a user raises a matter related to health and safety in the use of display screen equipment, the Head Teacher will:

- Take all necessary steps to investigate the circumstances
- Ensure appropriate corrective measures are taken
- Advise the user of the actions taken.

Heritage Park Primary School will undertake a general risk assessment for all computer rooms to identify any safety issues. All cables will be secured under desks in cable management solutions in order to reduce any trip hazards.

All windows will be protected from excessive glare by either installing blinds on the windows.

Staff responsibilities:

- To inform the Head Teacher in confidence as soon as possible if a health problem arises through the use of display screen equipment
- To work in accordance with any advice or guidance given by the School
- To familiarise themselves with the contents of the relevant risk assessments.

## **Doors**

### Description

All doors within the School will be designed, installed and maintained, so that staff, pupils and visitors can utilise them without risk of injury.

### Associated Hazards

- Fire/Products of combustion
- Slips, trips and falls
- Object movement
- Struck by moving object
- Entrapment.

### Head Teacher's Responsibilities

The Head Teacher will ensure that:

- All doors are designed so that staff, pupils and visitors can utilise them safely
- A general workplace risk assessment is undertaken which considers safe access/egress within the premises
- Automatic door closers are fitted where required
- Wherever possible, fire doors are hung so that they open outwards as this improves egress in emergencies and for moving and handling
- Where necessary vision panels are provided
- Where necessary, fire doors are fitted with electromagnetic door catches that ensure the doors close automatically on activation of the fire alarm
- Fire doors are marked with suitable signs e.g., "Fire door – keep closed" or "Fire door – keep locked shut" as appropriate
- Fire exit doors are marked with suitable signs e.g. "Fire Exit" and "Push bar to open" as appropriate
- Anti finger trapping devices are installed where necessary and completely cover the gap that is created on the hinge side of a door when it is in the open position

### Staff Will

- Not chock or wedge fire doors open
- Report any damage to doors, fixings or signs to the maintenance department
- Report any accidents or near misses

## **Education Premises Management**

### **Description**

The School premises are constantly monitored by Heritage Park Primary School and the School caretaker to ensure it complies with the Education (School Premises) Regulations 1999, which stipulate minimum standards for such premises. School's are also covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment.

Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

### **Head Teacher will ensure that:**

- A suitable supply of water for domestic purposes including drinking water, toilets, urinals, sinks and showers are constantly provided and maintained
- Water temperatures supplied to communal outlets should not exceed 43C
- There is adequate drainage system for hygiene purposes and disposal of water, which is thoroughly checked and maintained both internally and by and a specialist contractor where necessary
- Load bearing structures are capable of sustaining and transmitting any dead or imposed loads and where necessary consultation with construction professionals
- Suitable security arrangements, including adequate locking and alarm mechanisms are in place for the school grounds and buildings, also considering the entire perimeter of the grounds and visitor activities
- Appropriate letting arrangements to third parties are organised to ensure that the health safety and welfare of the pupils are safeguarded both in and out of School opening hours
- Suitable arrangements are in place to ensure access is kept clear, also considering the movements of those who may be less able bodied
- Appropriate medical and washing/changing facilities for pupils who fall are always available and maintained
- Catering suppliers provide adequate facilities to ensure hygienic preparation, serving and consumption of food and regular inspections of food hygiene standards will be carried out
- Classrooms and other parts of the School are maintained in a tidy, clean and hygienic state with regular, formal monitoring and standards of cleaning
- Good sound insulation and acoustics allow effective teaching and communication in relevant classrooms
- Lighting, heating and ventilation in classrooms and other areas of the

School are satisfactory and follow the Education (School Premises) Regulations 1999.

- Furniture and fittings are appropriately sourced designed for the age, needs and activities of all pupils at the School
- Flooring conditions are monitored to ensure they are in good condition by carrying out regular visual checks and implementing plans for necessary repairs / replacements
- Play equipment is monitored daily with any deficiencies reported to the appropriate body and repairs carried out as necessary.
- Regular checks and repairs are carried out to the School to ensure buildings are resistant to and protected from penetration by rain, snow, wind, moisture or lighting

Staff will:

- Comply with the Health and Safety Policy and follow any associated protocols and procedures for Premises Management
- Report any defects or repairs that they come across in the School to Head Teacher
- Carry out any inspections of the premise or equipment at required timescales as defined by the Head Teacher

## **Electricity**

### Description

The safe management of electrical installations and equipment is essential to our business. It is therefore imperative that electrical systems and equipment are designed, constructed, selected, maintained and used with care. Not only is there a potential for harm, but loss of power supply could impact our ability to conduct business and force temporary closure.

### Associated Hazards

- Direct or indirect contact with live parts, causing shock, burns, heart fibrillation and tissue damage
- Faults that could cause a fire due to equipment overheating
- Fire or explosion where electrical arcing could be the source of ignition
- Contact with overhead lines.

### Head Teacher's Responsibilities

With regard to fixed installations Head Teacher will: -

- Consider the design, construction and selection of electrical equipment for use in the workplace
- Ensure that electrical installations and equipment are installed, maintained and inspected in accordance with the IET (Institution of Engineering and Technology) Wiring Regulations
- Review recommendations made by inspecting engineers
- Exchange safety information with contractors to enable compliance

- with the company's health and safety arrangements
- Identify all main circuit breakers/isolators to ensure relevant persons understand how to isolate the equipment or building services safely in the event of an emergency
- Promote and implement a safe system of work such as a lock-off procedure for isolation of electrical supplies during maintenance, inspection and testing
- Where it is considered necessary, ensure that the design and construction of structures and systems include protection against lightning
- Monitor the condition of electrical equipment, plant and accessories and take appropriate action to prevent danger if faults are identified
- Provide appropriate work equipment such as 110v plant and power tools for harsh environments
- Ensure that staff who carry out electrical work are trained and competent to do so
- Provide suitable personal protective equipment as necessary, maintain it in good condition and replace damaged or lost items as necessary
- Ensure that tools and equipment meet relevant standards, are CE and UKCA marked and are suitable and adequate for electrical working
- Maintain secure access to electrical cupboards and fuse boards and keep the areas free of flammable or combustible materials.

#### Portable equipment and testing

Definition - Equipment, which is not part of a fixed installation but is able to be connected to a fixed installation, or a generator, by means of a flexible cable via a plug and socket assembly. This includes equipment that is either hand-held or hand operated while connected to the supply, or is intended to be moved while connected to the supply.

The Head Teacher is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Equipment will be marked to identify the date tested. The results of inspections shall be logged and records made available for inspection. Any defective equipment will be removed from use until it can be repaired/replaced, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

On occasion, we may hire-in equipment from a reputable supplier. This equipment must be treated the same as company equipment and not subjected to abuse or neglect.

#### Staff Responsibilities

Staff have a responsibility for: -

- Co-operating with management arrangements for electrical safety

- in the workplace
- Visually checking equipment before use for any obvious defects such as cable or casing damage or scorch marks
- Reporting any defects, faults or dangerous activities
- Using equipment only in line with the manufacturers operating instructions e.g. jet washer used with additional RCD or RCBO protection
- Complying with safety rules and use work permits/lock out procedures as applicable
- Not bringing personal electrical equipment onto company premises without prior authorisation from management. If allowed, any such equipment must be tested in accordance with company procedures.
- Gaining permission before using extension leads or adaptors.
- Switching off any non-critical equipment when not in use.
- Not attempting repairs to electrical appliances or circuits unless qualified to do so.
- Exercising caution when placing drinks near to appliances or power outlets.

## **School Emergency Plan**

### Description

As part of our overall Health & Safety Management Plan we will create not only a safe working environment but provide a suitable and sufficient means of controlling emergency situations, e.g. rescuing or retrieving persons who may become unavoidably trapped, collapse of a structure or uncontrolled release of a substance etc.

### Associated Hazards

- Fire and explosion
- Flooding
- Asphyxiation
- Working at height or in confined spaces
- Hazardous substances
- Collapse of structures and excavations
- Bomb threat
- Spillage.

### Head Teacher's Responsibilities

- Undertake risk assessments for significant workplace activities and develop emergency plans and procedures before work commences
- Assign responsibilities for controlling and dealing with emergencies ensuring that responsible people are trained and competent in their role
- Where applicable, liaise with Principal Contractors, Client Representatives, Safety Representatives, external emergency services, and local authorities, regarding the emergency plans
- Provide clear systems for contacting the emergency services



- Provide information, instruction and training to staff and contractors on the emergency arrangements including escape routes, muster points and shut down procedures etc
- Make arrangements to recover and treat injured people
- Undertake emergency practice drills
- Ensure that any equipment used as part of the emergency plan such as first aid, fire-fighting, fire detection, alarms, gas release detection, communication systems, lighting, signage and rescue equipment are maintained and that persons are trained and competent in using such equipment
- Ensure that emergency routes are clearly defined, kept clear, well-lit and that there is suitable access for emergency services
- Investigate all emergency situations
- Develop a strategy for dealing with the media.

#### Staff Responsibilities

- Co-operate and follow directions of responsible persons in order to comply with the emergency procedures
- Attend training in the actions to be taken in the event of an emergency
- Raise the alarm on discovering an emergency situation
- Only use emergency equipment if you have been trained and authorised to use such equipment
- Report immediately any faults, damage to emergency equipment or concerns with emergency plans.

### **Events Safety**

#### Description

The health and safety arrangements for events organised at the premises may need to vary according to the nature of the event. Therefore, robust planning and management are fundamental to ensuring safety at each event.

#### Associated Hazards

- Poor venue design such as marquees, fencing
- Lack of staff/volunteer/contractor competence
- Delivery, installation or removal of equipment and services
- People management
- Traffic management
- Medical emergencies and major incidents
- Waste management.

**Note: food safety may need to be considered.**

#### Head Teacher's Responsibilities

The Head Teacher will ensure that:

- A plan is produced that describes how the School will manage the event safety, who has specific responsibilities and how these will be carried out

- The Head Teacher ensures sufficient numbers of staff and parents/guardians are available. Team members will have a level of competence appropriate to the nature and size of the event
- Suitable and sufficient risk assessments are completed and shared
- Contractor or sub-contractor companies are vetted in accordance with the School's arrangements for control of contractors
- Contractors or sub-contractors are competent in managing their own safety on the site
- Volunteers and contractors are aware of the legislation, regulations and guidelines affecting the provision of services such as catering and stewarding
- Arrangements are in place for the supervision, support and monitoring of volunteers, and other workers where necessary
- Suitable and sufficient site services and welfare arrangements are in place
- There is liaison, if deemed necessary, with the relevant local authority and emergency services representatives and they are provided with sufficient information to enable their understanding of the nature of the event.

#### Staff Responsibilities

- Comply with the arrangements put in place for the event.
- Report any unsafe situations or acts to the person in charge at the event.

### **Fire**

#### Description

It is the responsibility of Heritage Park Primary School to ensure that all staff, pupils, visitors and contractors are protected from the risks of fire. In order to achieve this, appropriate fire prevention, precautionary and evacuation measures shall be taken in compliance with the relevant fire legislation and recognized good practice standards.

#### Associated Hazards

- Flames and heat
- Smoke and toxic fumes
- Reduced oxygen
- Collapse of buildings.

#### Head Teacher's Responsibilities

The Head Teacher will ensure that:

- All staff receive training to ensure that they are fully aware of all the

arrangements in place to facilitate a safe evacuation

- A fire risk assessment for the school is undertaken (and regularly reviewed) which clearly sets out identified control measures
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).
- A register of staff and pupils is kept up-to-date and will be taken to the fire assembly point in the event of an evacuation
- It takes account of people with disabilities when determining fire safety arrangements and evacuation procedures for buildings under its control
- A fire logbook is kept up-to-date and that it is available, on request, to the enforcement agencies
- The fire alarm and all associated equipment is tested in line with current guidance and tests are recorded in the fire logbook
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept
- A fire evacuation drill is carried out each Term and details recorded in the fire logbook
- Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the enforcing authorities
- A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors will be unlocked and available for use at all times when persons are in the building. All fire doors will be closed at all times and not wedged open.

### Staff's Responsibilities

All staff are required to:

- Practice and promote fire prevention
- Raise the alarm on discovery of a fire
- Report any concerns regarding fire safety to management, so that any shortfalls can be investigated and remedial action taken
- Receive basic training in the action to take in the event of fire

- Follow instructions and training in relation to fire safety in the workplace
- Co-operate with management arrangements for fire prevention in the workplace
- Accept individual responsibility to take reasonable care for the health and safety of themselves and for any other person who may be affected by their acts or omissions.

Heritage Park Primary School does not expect staff to fight fires, however, extinguishing action can be undertaken if it is safe to do so and you have been trained. On no account should a closed room be opened to fight a fire.

## **Fire Action**

### **If You Discover A Fire**

- Immediately operate the nearest alarm call point or notify the senior person present
- Attack the fire (only if trained and if safe to do so) with the appliances provided. **Do not take personal risks.**

The senior person present will call the fire service immediately by:

- Using the phone to dial 999
- Giving the operator the telephone number and asking for the fire service.

When the fire service reply, give the response distinctly:

- Give the company name and location (as per Fire Action Notice / Fire Plan) to the operator from which the call is being made
- Do not replace the receiver until the fire service has confirmed the details.

**Call the fire service immediately to every fire or on suspicion of a fire.**

### **On Notification Of A Fire**

- The senior person present will take charge of the evacuation and ensure that everybody is accounted for
- As soon as the alarm is heard, all non-essential personnel and visitors will leave the building by the nearest available exit and proceed to the nominated fire assembly point as identified on the fire action notices
- Remaining personnel will proceed with the phased evacuation of young people to an area of safety.

The senior person present will liaise with the fire officer in attendance, and arrange such assistance as the fire service may require.

**Use the nearest available exit.**

**Do not stop to collect personal belongings.**

**Do not re-enter the building until told to do so by the Senior Fire Officer.**

**In the event of a fire, the safety of a life shall override all other considerations, such as saving property or extinguishing the fire.**

## **First Aid**

### **Description**

Staff and pupils can sustain an injury or become ill and it is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential, it can save lives and prevent minor injuries becoming major ones.

### **Associated Hazards**

- Bodily injuries: blows, impact, crushing, stabs, cuts, grazes, scalds, falls from height
- Illnesses: asthma, diabetes, epilepsy etc.

### **Head Teacher's Responsibilities**

Carry out a first aid risk assessment to identify:

- The level of First Aid cover required, e.g. 'First Aiders' (i.e. those who have either a First Aid at Work or Emergency First Aid at Work certificate) or 'Appointed Persons'. Consideration will be given to cover annual leave, sickness etc
- First aid equipment and facilities
- Emergency procedures
- Ensure staff are aware and kept aware of the first aid arrangements for each area
- Provide the minimum numbers of first aid personnel at all times
- Display the names and photos of trained First Aiders and the location of first aid kits
- Regularly monitor the contents of first aid kits and replenish stock
- Provide training and refresher training of First Aiders and Appointed Persons
- Dispose of contaminated waste properly
- Communication of above to all new and existing staff
- Ensure suitable grab bags are available to take out onto sports fields during events and in case of an accident.

### **First-Aiders Are Responsible For**

- Undertaking an appropriate training course and, if required, attending refresher courses annually
- Ensuring that their First Aid at Work or Emergency First Aid at Work Certificate is kept up to date
- Assessing the immediate situation where first aid is being applied, acting without placing themselves or others in danger and making the area safe
- Administering first aid as required and within their capabilities. Where there is any doubt, manage the situation while waiting for medical assistance to arrive.

### Appointed Persons Are Responsible For

- Calling for the appropriate medical assistance
- Keeping first aid signs up to date and legible
- Ensuring first aid kits are checked regularly and contents are in date
- Notifying the designated person if there are any entries in the accident book.

### Staff Responsibilities

To reduce the risks of suffering personal injury or delay in getting treatment, staff must:

- Co-operate with the School arrangements for first aid
- Know what the procedure is for summoning help
- Follow any guidance or instruction given, to prevent injury or ill health
- Report any hazardous or dangerous situations.

## **Gas Safety**

### Description

Every year, a number of people die from carbon monoxide poisoning caused by gas appliances or flues which have not been installed properly or maintained. When gas does not burn properly, carbon monoxide is produced, which is poisonous.

### Associated Hazards

- Tiredness
- Drowsiness
- Headache
- Stomach pains
- Nausea
- Chest pains.

### Head Teacher's Responsibilities

- That suitable and sufficient risk assessments are undertaken for gas safety
- Gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations
- That gas installations are maintained in a safe condition by carrying out annual safety checks and regular maintenance
- That portable and transportable gas appliances are inspected and tested frequently as required (the frequency will depend on the environment in which the appliance is used and the conditions of usage)
- Safe systems of work for maintenance, inspection or testing are promoted and implemented
- Monitoring of gas inspection, design and installation work, and the gas safety management system is carried out by competent persons

- Contractors and persons who carry out work on gas installations and appliances are competent to do so
- Safety information is exchanged with contractors ensuring that they are fully aware of (and prepared to abide by) the School's health and safety arrangements
- Detailed records required by the regulations and in relation to the above are maintained.

#### Staff Must:

- Co-operate with management arrangements for gas safety
- Not carry out repair work to gas appliances unless competent to do so
- Follow any training, guidance and instruction given to prevent injury or ill health
- Report any hazardous or dangerous situation.

### **Hazard Reporting**

#### Description

A hazard is something that has the potential to cause harm, ill health or injury. The associated risk is the likelihood that a hazard will cause harm, during the course of the work activity, and the severity of any potential injury.

#### Associated Hazards

- Tripping on trailing wires or loose floor coverings
- Faulty electrical fittings
- Unguarded edges
- Obstructed emergency exit routes.

***Note - This list of hazards is not exhaustive.***

#### Heritage Park Primary School Responsibilities

- Heritage Park Primary School accepts that some of its activities could, unless properly controlled, create hazards to staff and pupils. To reduce the likelihood of injury or loss we will take all reasonable steps to reduce the risks to an acceptable level.
- Consequently, Heritage Park Primary School will inform the Head Teacher of likely hazards by means of risk assessments, information, instruction, training, documentation and signage in order that control measures are implemented to protect all pupils.
  - To aid the recording of hazardous situations Heritage Park Primary School have implemented a hazard reporting procedure for staff, this will encourage safety awareness in the school. By encouraging the workforce to use these systems, accidents should be reduced which will lead to a safer working environment. In turn, this should improve the attitude of the workforce towards safety.

***Hazard reporting includes 'near miss' reporting. Near misses are hazardous***

***incidents with the potential to cause an injury or damage, e.g. employee tripped over a trailing cable but no actual injury occurred.***

#### Staff Responsibilities

- All Staff should use the hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the school, this is to be done verbally and in writing using the forms provided.
- When a hazard has been identified, it must be reported immediately to the Headteacher. It is their duty to assess the situation and introduce the necessary control measures, so far as reasonably practicable, to prevent injury or unsafe conditions.

#### Health Conditions

##### Description

Heritage Park Primary School is aware that people who have underlying health conditions may not wish to reveal their health problem. However, workplace adjustments can only be made if the individual is willing to let them as the employer know about the condition. Such conditions could include but not be limited to Diabetes, Epilepsy and Asthma (including Occupational). Disclosure should help the individual in their job and facilitate help and support from management and colleagues.

##### Employer's Responsibilities

Heritage Park Primary School will:

- Carry out a risk assessment of each job (including lone working) to determine whether there are any significant health and safety risks, considering individual circumstances
- Ensure all staff complete a health screening questionnaire on starting with the School
- Introduce the appropriate control measures to remove the risk or manage it
- Meet the cost of making reasonable adjustments, depending on the nature of the adjustment
- Permit staff with an underlying health condition to liaise with Heritage Park Primary School and organise their work area and work time accordingly and in line with guidance/supervision, except in exceptional cases where it is operationally impossible
- Allow more time and greater flexibility for induction training and choose the location for this carefully
- Establish procedures for dealing with the underlying health conditions in conjunction with any affected staff



- Allow agreed leave for counselling, supervision, management sessions or treatment, in line with our Discretionary Leave of Absence policy
- Identify any specific training needs of the individual
- Make provision for staff with underlying health conditions within the arrangements for first aid, fire and emergency evacuation. This may include appointing another individual to ensure affected staff are supervised through evacuation, e.g. through creation of a PEEP.

#### Staff Responsibilities

- To co-operate with the employer in relation to health and safety arrangements
- Notify the employer of any prescriptive medication, general sale medication or pharmacy medicines that would affect the ability to work safely e.g. drowsiness
- Follow any training, guidance and instruction
- Report any accident or incident to the employer.

**Note: The following list is not exhaustive.**

### **Information, Instruction, Supervision and Training**

#### Description

Preventing accidents and ill health caused by work is a key priority for Heritage Park Primary School. Health and safety information, instruction, supervision and training helps the school to ensure all staff and pupils are not injured or made ill by any activities that they do; promotes a positive safety culture, where safe and healthy working becomes second nature to everyone; and enables the school to meet its legal duty.

#### School's Responsibilities

- Consult with relevant persons to identify the information, instruction, supervision and training required for the school, taking into account the level of skills, knowledge and experience needed, the risks identified in the workplace and any relevant, specific individual needs
- Undertake a training needs assessment for all staff and provide the necessary training identified
- Provide and prioritise information, instruction, training and supervision based on risk assessment and ensure that any high risk needs are met first
- Ensure that the demands of the job do not exceed an employee's ability to carry out the work, without risks to themselves and others
- Determine the most suitable method for delivery of the information, instruction and training, including the use of internal and external providers
- Assess the suitability of the information, instruction, supervision and

training and its effect on staff to enable changes, modifications or additions to be made if required.

Relevant information, instruction, supervision and training will also be provided: -

- On recruitment/induction
- When moving persons to another task or promotion
- When the workplace environment, process, equipment or system of work is changed
- If a review of risk assessments, safe systems of work and training needs determines a refresher program is required.

The Headteacher will document and maintain records of all information, instruction and training provided.

All staff will:

- Co-operate with the School in relation to all training aspects
- Attend any training courses that are identified as necessary
- Follow training, guidance and instruction to prevent injury or ill health
- Use protective and safety equipment provided
- Report to their line manager any hazardous or dangerous situations
- Co-operate with management arrangements for health and safety.

## **Kitchen Safety**

### Description

Due to the nature of the School we utilise a variety of equipment for the preparation, storage and distribution of food. It is our policy to ensure that these areas are safe and without risks to the health and safety of staff and pupils, those accessing the kitchen and those we are providing food for.

### Associated Hazards

- Machinery safety
- Slips and trips
- Cuts
- Manual handling
- Occupational dermatitis and asthma
- Burns and scalds.

### Head Teacher's Responsibilities

- Suitable and sufficient risk assessments for the associated work activities are undertaken
- Safe systems of work are developed, implemented and staff trained
- Equipment meets regulatory safety requirements and is positioned securely
- A competent person maintains work equipment on a regular basis
- There is enough room in the kitchen for persons to move around safely

- All walls, ceilings and doors are of a suitable construction and finish to be easily maintained
- To prevent the entry of insects and dust into the room
- Where necessary, mechanical local exhaust ventilation is provided to remove excessive heat from the kitchen
- Slip resistant floors are provided that are made of durable non-absorbent material and do not have any crevices, so that effective cleaning is possible
- Suitable personal protective equipment (PPE) is provided, as specified in the risk assessments, free of charge
- Staff are trained in the safe use of equipment
- Arrangements are monitored and reviewed regularly.

All relevant staff will:

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility
- Not interfere with any safety device used on equipment and check all guards before the equipment is used
- Report any faulty equipment or missing guards to management
- Any food or drink that is accidentally spilt will be cleaned up immediately and the appropriate warning signs displayed in prominent positions
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use
- Wear any personal protective equipment (PPE) provided and carry out good personal hygiene
- Ensure external doors are kept closed at all times

## **Ladders and Stepladders**

### Description

Over a third of all reported falls from height incidents involve ladders or stepladders, many injuries are caused by inappropriate or incorrect selection and use of equipment.

### Associated Hazards

- Failure of the ladder itself, causing persons or equipment to fall
- Items falling from the ladder
- Users over-reaching or over stretching from the ladder
- Overloading of the ladder
- The ladder slipping and falling due to not being correctly secured
- Faulty, damaged or poorly maintained equipment
- Inappropriate use of ladders
- Manual handling when using ladders.

### Employer's Responsibilities

Work at height should be avoided where possible. Where this is not possible then all reasonable actions will be taken by Heritage Park Primary School, through consideration of the working at height hierarchy, to ensure ladders are the most appropriate means of working at height. Heritage Park Primary School will, in consultation with staff and their representatives:

- Carry out a risk assessment of work activities involving the use of ladders
- Take all necessary measures to reduce any risks found as a result of the assessment
- Design the task so that 3 points of contact can be maintained whilst climbing the ladder and at the work position. Brief periods where a handhold is not maintained can be justified (e.g. when starting a screw), otherwise alternative measures will be required to prevent or reduce the distance of a fall, such as a work restraint harness
- Ladders should only be used on firm, level ground and clean and solid surfaces which are free from loose material, enabling the feet to grip properly. Shiny surfaces can potentially be slippery even when not contaminated
- Ensure that when new ladders are purchased that they conform to EN131 Professional standard and are suitable for the task required
- Ensure the maximum load capacity is not exceeded (i.e. through consideration of the combined weight of the user, equipment and any materials being carried)
- Risk assess ladders conforming to older standards (purchased prior to January 2018). Ensure that adequate checks have been completed and, where ladders are no longer suitable for use, they must be replaced with ladders conforming to the newer EN131 Professional standard
- Ensure domestic ladders are not be used for work purposes
- Ensure that all ladders supplied are of good construction, sound material and are suitable for the tasks to be performed
- Ensure that all ladders used are clearly identified, regularly inspected and maintained
- Formal, detailed inspections should be carried out and recorded by a competent person. The frequency of said inspections will be determined by risk assessment (e.g. considering the frequency of use, environment in which they are used and the potential for damage).
- Maintain a records system, which identifies each ladder and logs each inspection, repair and maintenance procedure undertaken
- Provide appropriate information and training to staff who use ladders, including additional information and training where the ladder is used in a high-risk environment or in a way which increases the risks involved

- Ensure ladders are stored in a way that does not lead to warping, defects or reduction in strength
- Implement a reporting system, so that any concerns, problems, risks or defects encountered while using the ladders can be reported to a responsible person and the appropriate action taken
- Ensure that ladders are secured when not in use to prevent unauthorised use
- Ensure stability devices and other accessories are included in pre-use checks and maintained in accordance with manufacturer's instructions
- Ensure the working area is secure to prevent collisions with vehicles, pedestrians or moving objects such as doors and windows. If necessary, barriers, cones or, as a last resort, a person standing guard at the base may be required.

#### Safe Use of Leaning Ladders

- Leaning ladders should be appropriate for the job, not exceed 9 metres in length and comply with British/European standards.
- Ladders purchased should conform to EN131 Professional standard
- Domestic ladder equipment should not be used
- Leaning ladders must be undamaged and free of paint or any other coating which could hide cracks or splits
- Leaning ladder stiles must be undamaged and unbent and wood should be free of warping or splitting
- Metal ladders must be free from corrosion, sharp edges or dents and rungs free from distortion
- Footpads must be in good condition
- Leaning ladders should have slip-resistant rubber or plastic feet
- Leaning ladders must be free of missing/loose rungs
- Leaning ladders should be regularly inspected and defective ladders removed from use
- If ground conditions are poor, ladder feet should be tied into stakes in the ground, with a large flat wooden board as a base
- During use, leaning ladders should extend at least 3 rungs (1 m) past the landing point or above the highest rung on which feet rest
- Leaning ladders should be positioned one metre out at the base for every four metres in height
- Leaning ladders should be secured at the top or, if this is not practicable, should be secured near the bottom, weighted or footed to prevent flipping. Footing should be considered a last resort.
- Leaning ladders should have a strong upper resting point (i.e. not glazing or plastic gutters) – a stability device may be required to ensure an adequate upper resting point

- The overlap for extendable leaning ladders should be up to 5m closed length 2 rungs, 5-6m closed length 3 rungs, and over 6m closed length 4 rungs
- There should only be one person on the ladder at any one time
- Staff should be trained to transport tools in a shoulder bag or wear a tool belt. Consider the use of a gin wheel or other lifting equipment
- Staff should be fully trained in ladder use
- Never use ladders in strong winds or within 6 horizontal meters of overhead power lines (unless it has been made dead or protected with insulation)
- Do not move or extend the ladder whilst it is in use.

#### Safe Use of Stepladders

- Stepladders should be of robust construction and in good condition, any replacements purchased should conform to EN131 Professional standard
- Stepladders should not be used to access another level, unless they have been specifically designed for this purpose
- Any retaining cords or straps must be of equal length and in good condition
- Any metal braces between the legs must be locked into place
- Legs of stepladders must be opened fully when in use
- All legs need to be firmly and squarely placed on a solid level surface
- The stepladder should be positioned close to the work to prevent over- stretching
- The stepladder should be placed at right angles to the work if the work could cause sufficient force to make the stepladder unsuitable if used sideways
- The top tread should not be used unless it has been designed as a platform with a secure handhold
- When in use, the knees should be kept below the top of the steps for support and stability
- Only one person should use the stepladder at any one time.

#### Staff Responsibilities

Staff will:

- Follow instruction, training and information provided by the employer on the safe use of ladders
- Check whether the type of work activity requires the use of a ladder; establish whether the ladder is suitable for the task and match the ladder to the job. Work should not commence if a point of work risk assessment deems a ladder unsuitable for the task, until further

- instruction from a supervisor or line manager is sought
- Ensure the ladder is in good condition; check that it has been inspected and stored correctly; any repairs have been carried out correctly; that it has been regularly maintained and that it is free from defects, of good construction and of sound material
- Carry out visual inspection prior to use, following an event which may have caused damage to the ladder and when moving to a different environment (e.g. from a dirty area to a clean area)
- Avoid holding items whilst climbing (e.g. use a tool bag or belt)
- Do not use defective ladders and report any defective ladders to the employer immediately
- Make use of any personal protective equipment provided by the employer
- Avoid over reaching through proper positioning of the ladder. Staff naval/belt buckle should remain within the styles
- Always grip the ladder and face the rungs while climbing or descending. Never slide down the styles
- Advise the employer of any health issues, which may affect the ability to work at height.

## **Legionella**

### **Description**

Legionellosis is a collective term for those diseases caused by legionella bacteria including the most serious, Legionnaire's disease as well as the less serious Pontiac fever and Lochgoilhead fever. Legionellosis can affect anyone who inhales small droplets of water (aerosols) from water systems, e.g. showers that are contaminated with legionella bacteria. The Health and Safety Executives (HSE)'s Approved Code of Practice defines the following responsibilities:-

### **Duty Holder**

A Duty Holder may be:-

- The Head Teacher, where the risk from their undertaking is to their staff or others
- A self-employed person, where there is a risk from their work activities to themselves or others
- The person in control of the premises (or systems in connection with work), where there is a risk from the systems in the building e.g. where a building is let to tenants but the landlord keeps responsibility for its maintenance.

### **The Responsible Person**

This is the person(s) appointed by the Duty Holder, to help them carry out the risk assessment and the day-to-day operational procedures to control the risks from Legionella bacteria. They will have sufficient authority, competence and

knowledge of the water systems and installation.

#### The Risk Of Someone Contracting Legionellosis Depends On:-

- **The presence of Legionella bacteria:** the conditions that encourage Legionella bacteria to multiply include poorly maintained systems, ineffective control measures, presence of rust, sludge, scale, etc. and water temperatures between 20 – 45 deg C
- **The means of creating and disseminating breathable aerosols,** e.g. from spas, showers, taps, fire sprinkler systems, water jets, hose pipes, fountains and hot water systems, etc
- **The person:** The disease/fever can affect anyone however some people are at higher risk than others e.g. those people over 50, smokers, heavy drinkers, diabetics, those with respiratory problems and immune system impairments.

#### Duty Holder's Responsibilities

- A suitable and sufficient risk assessment is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and water systems under their remit
- A Responsible Person is appointed to help the Duty Holder manage the day-to-day operational control procedures
- Steps are taken to check that equipment supplied for water systems are designed to minimise the growth of legionella bacteria and are installed in compliance with relevant water related regulations
- Persons working with water systems are appropriately supervised and have been provided suitable information, instruction and training including the significant findings of risk assessments
- The risk of Legionella is eliminated where reasonable practicable through improved engineering design of water systems, e.g. by removing dead legs or removing unused showers where water can stagnate
- Regular cleaning, treating, maintaining and operating of water systems at predetermined intervals
- Regular monitoring, inspecting, testing e.g. water temperatures and Legionella bacteria levels, if needed and review of the water system's control measures, risk assessments and the Written Scheme to check their effectiveness
- The risks from scalding are minimised.
- Records are kept of the:-
  - Appointed responsible people for conducting the risk assessment, managing and implementing the Written



- Scheme
  - Significant findings of the risk assessment
  - Written Scheme and its implementation
  - State of operation of the water system (working or not)
  - Results of any monitoring, inspections, tests or checks carried out including dates.
- Where relevant, the requirements of the Reporting Injuries and Dangerous Occurrences Regulations, RIDDOR is complied with.

### Staff Responsibilities

Staff must:

- Co-operate with management arrangements for the control of Legionella in the workplace
- Follow any information, training and instruction given by the School to prevent ill health
- Report to the Heritage Park Primary School any disease diagnosed as Legionnaires' Disease
- Report to the School management any hazardous or dangerous situations.

### Lighting

#### Description

Providing adequate lighting levels to enable people to work is a basic necessity. Good lighting that considers physiological and psychological needs of staff and pupils will create an environment that is welcoming, energising and productive.

#### Associated Hazards

- Bodily injuries
- Slipping/falling over
- Electrical hazards

#### Head Teacher's Responsibilities

To safeguard staff, pupils and visitors from the potential hazards presented by inadequate lighting, Heritage Park Primary School will:

- Carry out an assessment of lighting in the workplace to determine whether it is suitable. This will take into account staff and pupils with visual limitations
- Take any necessary measures to remedy any risks found as a result of the assessment
- Ensure that work is carried out in natural light wherever possible
- Take precautions against excessive glare
- Ensure that lights are positioned to avoid risks to health and safety (fire etc)

- Ensure that supplementary lighting is provided, as necessary
- Ensure that safe access is provided in order to clean or replace the lights or windows
- Develop safe systems of work for such cleaning or replacement.

The following recommended standards will be adopted by Heritage Park Primary School:

- Outdoor lighting, especially where personal security is an issue - 20 lux, constantly maintained
- Work requiring limited perception of detail - 100 lux
- Local lighting at individual workstations - 200-500 lux with no sources of glare (i.e. direct sunlight, unshaded light-bulbs etc)
- Staircases and escalators - 300 lux, lit to provide good contrast between the treads and risers of the steps
- Storerooms - 300 lux
- Crossing points on traffic routes - 300 lux, constantly maintained.

### Emergency Lighting

Emergency lighting will be provided to illuminate an escape route in an emergency evacuation (escape lighting), or to allow continued working or help evacuation of areas deficient in natural light, should the normal lighting fail (standby lighting).

Escape lighting will be provided to:

- Clearly indicate the escape route
- Allow safe movement along the route and through exits
- Ensure fire-fighting equipment, call-points and other emergency gear can be readily located and any instructions seen.

Escape lighting should come on within five seconds of the failure of normal lighting, and provide at least 1-lux luminance at floor level. While this will seem 'gloomy', it is sufficient for safe movement during an emergency. The aim is to provide a similar level of lighting as moonlight.

The area immediately outside the final exit should be illuminated, to help dispersal of those leaving the premises in a hurry during night-time hours. For most purposes, a back-up lighting duration of between one and three hours should be satisfactory.

### All staff will:

- Report any defective lighting
- Report any discomfort experienced as a consequence of lighting in the workplace
- Co-operate with management arrangements for workplace lighting.

### **Maintenance**

### Description

Every year, there are a number of accidents arising from the use of work equipment, including machinery. Many are serious and some are fatal.

By using safe, well maintained equipment, operated by adequately trained staff, accidents and associated financial costs can be reduced or prevented. Maintenance also includes cleaning and adjusting.

### Associated Hazards

- Scheduled maintenance not being undertaken as required or breakdown maintenance inadequate, leading to unrevealed failures of safety critical items
- Human error or incompetence of maintenance staff
- Poor communication between maintenance staff and other staff

### Head Teacher's Responsibilities

- Undertake suitable and sufficient risk assessments, identifying how equipment should be isolated prior to carrying out any maintenance work
- Implement the appropriate measures for the protection of anyone undertaking maintenance operations when the assessment has indicated that the task involves significant risk to health or safety
- Ensure that all work equipment is maintained and kept in good working order and where necessary, a written maintenance log kept up-to-date
- Ensure that all persons who maintain, supervise or manage maintenance work are competent to do so
- Establish safety rules for how maintenance tasks are performed
- Ensure that all staff are fully aware of reporting procedures so that a responsible person can be informed of any problems or implement any necessary remedial action
- Seek assurance of exclusivity of control if the machinery must be energised during adjustment, unjamming or other maintenance
- Supply all necessary personal protective equipment that is required to be worn when the maintenance work is being undertaken
- Ensure that lockout procedures are in place, which require that all sources of electrical, mechanical, hydraulic or pneumatic energy are isolated from the machine by physically locking out and applying warning signs or tags
- Ensure that maintenance staff are trained and qualified to use the lockout procedure.

### Relevant staff will:

- Follow instruction, guidance and safe systems of work in respect of machinery maintenance

- Notify the maintenance department of any problems or hazards on a machine, such as an unguarded part

## **Manual Handling**

### **Description**

Manual handling injuries can occur wherever people are at work. Manual labour, awkward postures, manual materials handling and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

### **Associated Hazards**

- Heavy, unstable or unpredictable loads
- Restrictive working environment
- Uneven or wet floors
- Poor manual handling technique.

### **Head Teacher Responsibilities**

- Manual handling operations that present a risk of injury are identified
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation
- Those operations that cannot be avoided are assessed using an ergonomic approach that considers the Task, Individual capacity, Load and Environment (TILE) elements to determine the level of risk. The assessment will be recorded to show that it has taken place and to allow for easy review if circumstances change
- Measures required to eliminate the risk, or reduce it to the lowest level that is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work
- Any new work that might involve manual handling operations is assessed and safe systems of work are implemented before the work commences
- Suitable, fit for purpose equipment including personal protective equipment (PPE) is provided, where necessary, to minimise harm from manual handling tasks
- Annual reviews of assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed
- Incidents that result in musculoskeletal injury to staff are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents
- Staff recruited to posts involving manual handling are suitable for the

work they are required to undertake, that job descriptions sent to applicants for employment include details of manual handling tasks where these are part of requirement of the post, and that staff in post continue to be suitable for the work

- Suitable information, training and supervision is provided for all relevant staff engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed
- Sufficient information about loads and environment is given to other staff who have control of workers on the premises and to self-employed contractors that will enable them to meet their responsibilities under the regulations

All staff involved with manual handling activity should:

- Not undertake a manual handling activity when a reasonably practicable alternative exists
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be reported immediately
- Assist and co-operate with the process of the assessment of risk
- Assist the Headteacher with the implementation of training, attend training sessions as required and should apply the knowledge gained from training to their daily work
- Report all accidents, injuries and near misses involving handling activities – however trivial
- Inform the School if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition
- Not undertake any manual handling operation that they believe is beyond their capability
- Report any unsafe systems of work.

## **Missing pupils**

### **Description**

Pupils may go missing when supposed to be at the School or when on School trips. This could be for a number of reasons and it is essential that appropriate action is undertaken that identifies and minimises the risks to the pupils.

All incidents will be monitored to help address any causes and potential problems. It is essential that each incident is fully investigated to establish cause and that issues are addressed in such a way as to minimise the likelihood of recurrence.

### **Associated Hazards:-**

- Physical attacks
- Verbal abuse
- Injury to pupils
- Abduction.

#### Head Teacher's Responsibilities:

The Head Teacher will ensure that:

- A robust policy is developed and implemented in respect of missing pupils
- The policy will include arrangements for both in-School and for School outings.

#### In School:

- The member of staff who has noticed the missing child will inform the nearest member of the School leadership team
- Staff will promptly but calmly round up all pupils to a pre-arranged area
- Staff will count and name check all the pupils present against the register
- At the same time, all other available staff will conduct a thorough search of the premises and immediately notify the SLT member if the child is found
- A thorough check of all exits will be made to make sure all gates/doors were locked/bolted
- Boundary checks will be made by the Caretaker (if on site) and most senior staff
- Staff will begin a search of the area immediately
- A sufficed number of staff will remain to supervise the other pupils
- The parents should be notified if the child has not been found within 10 minutes of the initial missing report
- The Head Teacher or next in line on site will decide at which point the police need to be contacted
- A note should be made of what the child was wearing and of any distinguishing features for disclosure to the police or other agencies.

#### School Outings:

- The visit leader must ensure the safety of remaining pupils
- One or more adults should immediately start searching for the child
- The visit leader should contact School to alert them
- If the child is not found within 5 minutes the visit leader must contact police by phoning 999
- The visit leader should then alert the School that the police have been contacted and the School will make arrangements to notify parents
- Parents are requested to bring with them a recent photograph of their child

- A note should be made of what the child was wearing and of any distinguishing features for disclosure to the police or other agencies.

#### Staff Responsibilities:

The Head Teacher will ensure that:

- Registers of pupils attendance are maintained for both School and School outings
- All staff are familiar with the arrangements in the event of any missing pupils.
- The class teacher or visit leader will enact the School policy in the event of any missing pupils.

All staff will comply with the policy arrangements for missing pupils.

### **New And Expectant Mothers**

#### Description

Heritage Park Primary School is committed to protecting the health and safety of all new and expectant mothers. The phrase “new and expectant mother” means an employee who is pregnant, or who has given birth within the previous six months or who is breastfeeding. “Given birth” is defined as having delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child.

#### Associated Hazards

- Physical agents (e.g. standing for long periods of time, movements and posture)
- Biological agents (e.g. infectious diseases)
- Chemical agents (e.g. medicines and drugs, chemicals used in learning activities)
- Working/study conditions (e.g. workload, stress, violence).

#### Head Teacher’s Responsibilities

To safeguard the health and safety of new and expectant mothers, Heritage Park Primary School will:

- Consider, in general workplace/curricular activity assessments any risks to the health and safety of female staff of childbearing age and, in particular, risks to female staff, who are new and expectant mothers
- Encourage staff to inform the School, as early as possible, if they become pregnant, are breastfeeding or have given birth in the previous six months
- Once notified, carry out a ‘new and expectant mother’ risk assessment in conjunction with the staff, reviewing the general risk assessments as part of that process, to identify any significant risks that need to be

controlled or eliminated to ensure a safe working environment for the staff and her unborn baby

- Regularly review the 'new and expectant mother' risk assessment, taking into account any additional or heightened risks that may occur at different stages throughout the pregnancy and after return to work/the School. Incorporate into the assessment any advice provided by the staff member's GP or midwife
- Provide information, including the results of risk assessments, instruction, training and supervision to, and monitoring of, all new and expectant mothers
- Arrange for frequent rest breaks to be taken by the new or expectant mother
- Provide appropriate facilities for expectant and breastfeeding mothers to rest  
e.g. rest room equipped with a comfortable chair
- Allow the new or expectant mother to temporarily change her working conditions or hours of work, if necessary, to minimise the risks.
- If, despite all practicable measures being taken, Heritage Park Primary School considers that there is an unacceptable risk to staff, who is new or expectant mother, or her unborn baby, Heritage Park Primary School will take all reasonably practicable steps to find suitable and appropriate alternative work for her. If none is available, the employee will be medically suspended from employment in accordance with the terms of the Employment Rights Act.

#### Staff responsibilities

- Report to the school as soon as pregnancy is confirmed
- Follow advice and information given by the School in relation to safe working practices
- Report any hazardous situation to the School so that arrangements for the appropriate remedial action can be taken
- Co-operate with arrangements for health and safety and use all protective and safety equipment provided by the School.

#### Pandemic Management

Where unprecedented situations, such as the Covid-19 pandemic occur, the School will:

- Undertake a risk assessment reflecting all areas of School activities in line with government guidelines and review as necessary in line with lessons learned and changes in government guidelines and legislation
- Inform staff and others as necessary, of the contents of the risk



assessment

- Undertake audits and inspections where appropriate to check on compliance with the risk assessment
- Undertake staff health screening and return to work health checks where required by the relevant employment laws and risk assessment
- Consult with and provide information, instruction and training appropriate to the tasks to be completed to allow staff to undertake their work safely
- Provide adequate information as to entry requirements and safe working procedures to those who may enter the premises, such as visitors
- Comply with the requirements of legally mandated government testing schemes and contact tracing
- Ensure that any pandemic procedures are compatible with existing infection control procedures, where established
- Provide suitable equipment to continue to operate such as cleaning equipment and PPE.

Staff Will:

- Comply with the contents and controls detailed within the School risk assessments
- Comply with workplace procedures designed to mitigate against the effect of pandemics on the workplace, such as Covid-19
- Take care of themselves and others in the workplace where activities give rise to the potential for spread of infection
- Comply with the relevant Government guidelines and legislation in relation to their fitness to attend the workplace
- Follow any appropriate isolation/quarantine procedures which may be introduced in line with government guidance on travel
- Report any concerns or issues relating to non-conformance with pandemic controls to the person responsible
- Comply with testing requirements of the government and / or employer where there is a requirement to do so in line with legislation and / or risk assessment
- Notify their employer immediately should they be required to self-isolate in line with government and / or School requirements.

## **Personal Hygiene – Food Areas**

### **Description**

Personal hygiene is an important part of food hygiene and applies to every person who works in food handling areas. Personal hygiene includes personal cleanliness and the use of suitable protective clothing. If personal hygiene rules are not applied, food may be exposed to the risk of contamination.

### Head Teacher's Responsibilities

All food handlers will be supervised and instructed and/or trained in food hygiene matters to an appropriate level. The aim is to ensure that people have the practical skills and knowledge needed for their particular job. To enable Heritage Park Primary School to prove due diligence we will:

- Ensure all staff working in food preparation areas wear suitable, clean clothing that should be changed and laundered regularly
- Provide sinks or other washing facilities that are suitable and sufficient for any necessary washing of food and equipment used in the business
- Provide a separate wash hand basin together with adequate supplies of hot and cold water, soap, nailbrush and adequate hand drying facilities, in or adjacent to the food preparation area
- Make available suitable facilities for storage and disposal of refuse
- Fit screens to windows, doors and other openings used for ventilation purposes to prevent entry by insects where they overlook or are close to refuse storage areas, or where there is a particular risk of ingress by pests
- Install suitable and sufficient lighting and ventilation.

### Food Handlers' Responsibilities

All staff must comply with the following:-

- Hands must be washed thoroughly, before starting work, before handling food, after using the toilet, after handling raw foods or waste, after every break, after eating and drinking, after cleaning, and after blowing your nose
- Hair must be tied back and preferably covered
- Food handlers must not spit, sneeze or cough over food
- Food handlers must not smoke in a food preparation area
- Cuts and sores must be covered with a waterproof (preferably highly visible) dressing
- Jewellery must be kept to a minimum when preparing and handling food – a plain wedding ring and sleeper earrings are acceptable.

### **PERSONAL PROTECTIVE EQUIPMENT:**

The School acknowledges that PPE forms the last level of protection within the hierarchy of controls, and will ensure all other practicable controls are in place. It is, however, recognised that PPE is often required to bolster other controls. As such the School will:

- Assess the risks and provide the appropriate PPE to workers.
- Maintain, clean and replace PPE as required.
- Provide storage for PPE when it is not being used.
- Give training and instruction to workers on its use and how to look after it.
- Monitor use and condition of PPE.

All PPE is provided free of charge and is expected to be kept in a good condition by the workers using it.

**Worker Duties:**

- Make full and proper use of all PPE that has been issued to them
- Inspect all PPE before use to ensure that it is suitable, clean and undamaged and report any defective PPE to the employer
- Report any discomfort or ill health experienced as a consequence of wearing the equipment
- Not undertake any work unless the correct equipment is being worn
- Store PPE securely at all times and in line with instructions.

**Pest Control**

Description

Pests can be divided into three groups - rodents, insects and birds. They can enter the building via open doors and windows as well as gaps in building structures, looking for warmth, food and shelter. Unfortunately they can spread disease, viruses, bacteria and parasites so any infestation requires urgent action. Pests also cause damage to premises and equipment by their habits, for example burrowing and gnawing.

Associated Hazards

- Bacterial contamination (bacteria on the pest or in droppings)
- Physical contamination (droppings, eggs, hair and dead bodies)
- Cross contamination (bacteria left on surfaces and utensils)
- Chemical contamination (poor and uncontrolled use of insecticides)
- Damage to premises.

Head Teacher's Responsibilities

- Pests cannot gain entry to premises by ensuring that all holes around the premises i.e. around pipes, areas of access to roof voids and wall cavities will be filled
- Premises are kept clean and in a good state of repair, including pipes and drains
- The exterior of the premises is kept clear of overgrowing vegetation
- All spillages and food debris are cleared away immediately to ensure that a good standard of housekeeping is achieved at all times
- Where required, the services of an approved company providing pest control measures are taken as soon as possible following evidence of infestation
- Any pesticides used are approved for use under the appropriate legislation and appropriate assessments carried out for their use

**All staff will:**

- Ensure cleaning schedules are followed and premises are kept clean/tidy
- Ensure all spillages and food debris are cleared away immediately to

- ensure that a good standard of housekeeping is achieved at all times
- Not allow waste receptacles to overflow, especially those in external areas
- Inform the Head Teacher of any evidence of infestation
- Not interfere with any measures taken by the School to control pest infestation.

## **Physical Education Classes**

### Description

Physical Education (PE) includes a wide variety of indoor and outdoor activities, each having an inherent element of risk. Experienced in a safe and supportive environment, PE contributes to a pupils' physical development and well-being. Teachers, and others in positions of responsibility, should ensure that planning and implementation of PE activities includes consideration of safety as an important element. This applies to all activities within the School curriculum, to extra-curricular activities during or outside normal School hours and whether undertaken on or away from School premises.

### Associated Hazards

- Slips, trips and falls
- Falls from height
- Missiles
- Moving and handling apparatus
- Defective equipment
- Failure to consider existing medical conditions
- Behavioural issues
- Inappropriate clothing or footwear.

### Head Teacher's Responsibilities

The Head Teacher will create a risk assessment to reduce the risks associated with PE activities. This will reflect the School's specific needs in respect of its programmes and premises.

In addition, the Governing Body will ensure that:

- PE teachers have the skills, knowledge, understanding and expertise necessary to effectively and safely plan, deliver and evaluate a programme of activities to a class or group of young people in methods approved through regular and accepted good practice
- Where there are specific National Governing Body Certificates available for certain sports or activities, teachers planning or supervising these activities are certificated as appropriate. Examples of such activities include swimming, gymnastics, trampolining, contact sports and aspects of outdoor and adventure activities
- Where adults other than teachers are used to support the delivery of

physical education, ensure stringent checks are made in compliance with current legislation regarding any requirements to check criminal records/barring list

- PE equipment is selected which is suitable, by design, construction or adaptation, for its intended purpose in its particular place of use and is suitable for the process and conditions of use
- PE equipment is subject to proper maintenance, carried out by persons competent for the work. The complexity and frequency of maintenance will vary with the type of equipment and its conditions of use
- All facilities and equipment are regularly maintained and inspected with records maintained. Competent contractors to inspect PE equipment at least annually
- Suitable storage facilities are provided for PE equipment
- Arrangements are in place to enable pupils to learn how to move and handle equipment safely, according to their age and strength
- Suitable first aid arrangements are in place, including procedures for contacting the emergency services
- Arrangements are in place to ensure that the School is notified of any pupils with medical conditions which may affect their ability to safely participate in PE activities
- For activities away from School premises, procedures to address the needs of injured pupils, those that may have fallen ill and the remainder of the group are anticipated and included in PE risk assessments.

Staff will:

- Comply with this policy and follow the associated protocols, procedures and safe systems of work
- Ensure that School clothing and footwear is appropriate to the activity and the environment in which the activity is taking place
- Provide adequate supervision in class, proportionate to the age and ability of individual pupils, the activity being undertaken, location travel distance and weather conditions
- Ensure that the area in which activities are carried out is thoroughly inspected prior to commencement of the activities. Any unanticipated hazards which haven't been considered as part of relevant risk assessments, and therefore aren't adequately controlled, must be reported to a responsible person immediately and the activities should not take place until the area has been deemed safe
- Carry out pre-use visual checks of equipment to identify obvious defects - this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed

- Carry out, at least on a weekly basis, a general inspection of the PE equipment and keep records of all inspections and any resulting action necessary
- Immediately remove from use and report any faulty equipment
- Ensure that unsafe behaviour by pupils is discouraged and dealt with appropriately and proportionately.

## **Risk Assessment**

### Description

In many premises there are risks, which may affect the health and safety individuals within the building. There is an absolute duty on employers to 'conduct suitable and sufficient risk assessments' in the workplace, under Regulation 3 of the management of Health & Safety at Work Regulations. A properly conducted risk assessment is an important step in protecting all staff, pupils and the School, as well as complying with the law. In many instances, straightforward measures can control risks, and whilst the law does not expect Schools to eliminate all risks, they are required to protect people so far as is reasonably practicable.

### Associated Hazards

- Physical, chemical and/or biological agents
- Working conditions and processes
- Manual handling activities
- Exposure to infectious diseases
- Work-related stress
- Long working hours
- Workstations and posture
- Other workplace hazards.

### Head Teacher's Responsibilities

The Head Teacher will ensure that:

- Any person undertaking risk assessments are competent to do so, having undergone suitable training in the risk assessment process
- All hazards with the potential to cause harm are identified
- The probability and severity of potential injury or damage is evaluated
- Staff are provided with any additional training identified within the risk assessment process as being a necessary control measure
- Risk assessments are reviewed annually, where they are no longer valid, or where there has been a significant change in work activities or processes
- Records are kept of all the significant findings of the risk assessments and identify anyone who may be at risk
- Appropriate health surveillance is provided where there is an identifiable disease or potential adverse health condition related

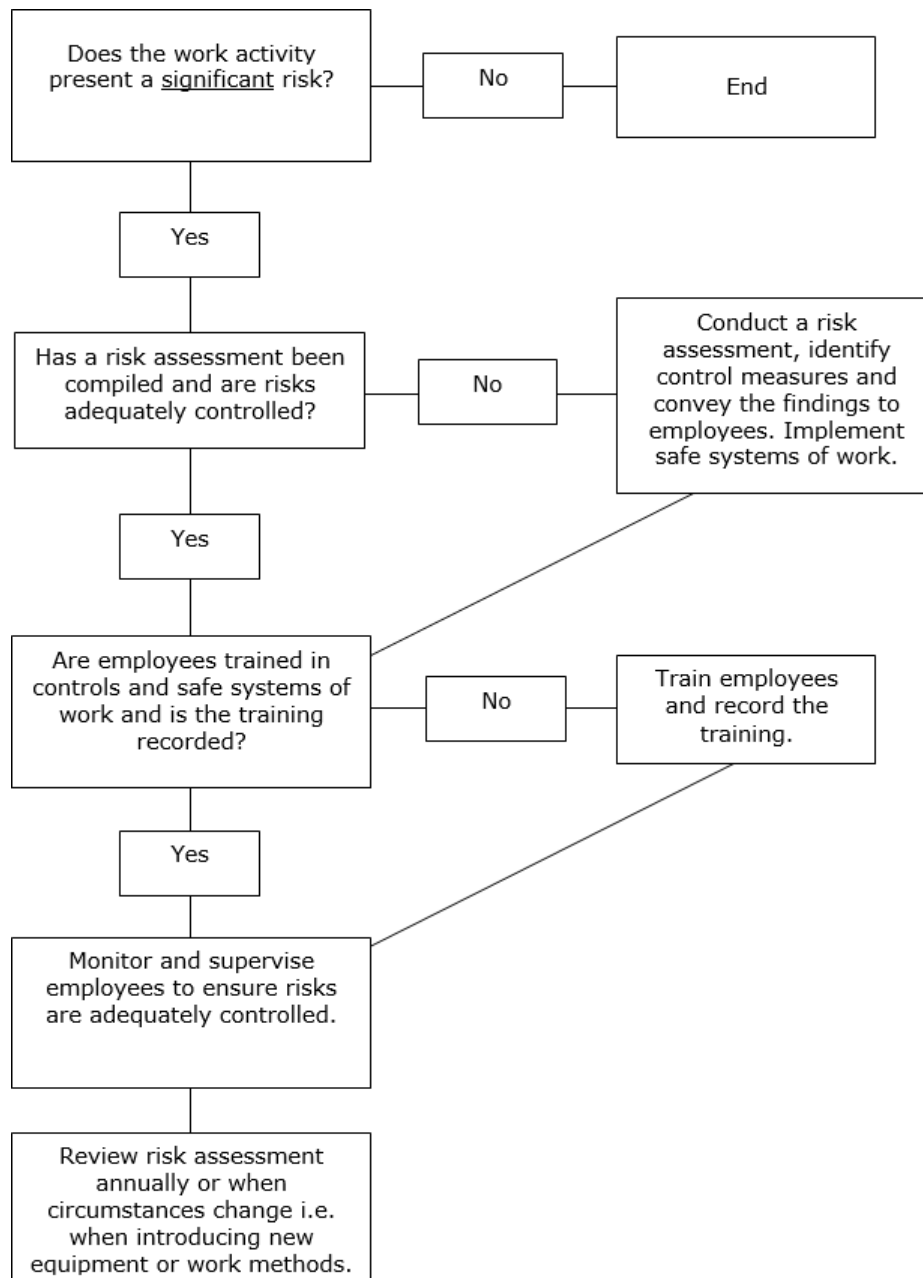
to the work activity

- Anyone undertaking work activities on the School are provided with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

All staff must:

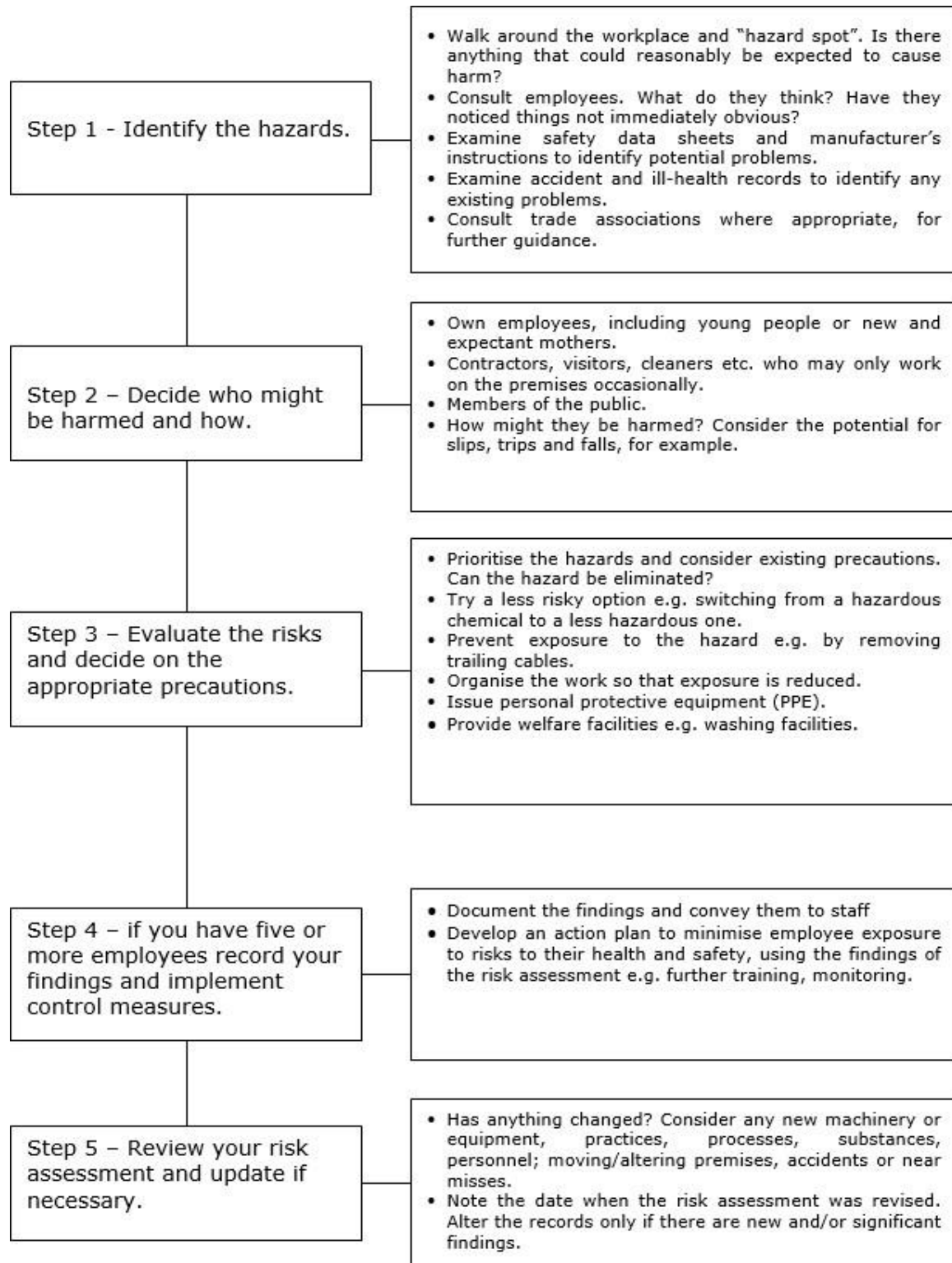
- Co-operate with management arrangements in respect of workplace risk assessments
- Follow any training, information, guidance and instruction given by the School
- Comply with any control measures laid down within risk assessments
- Report any hazards or defects to the School management team immediately
- Make full and proper use of any PPE provided.

**Risk Assessment Flow Chart**





## Risk Assessment Process



## **Educational Outings**

### **Description**

Educational visits form an important part of the School curriculum and are designed to stimulate the mental, emotional and physical development of the pupils as well as facilitating deeper and more practical understanding of curriculum subjects.

It also forms an important part of enabling pupils to learn to understand and manage the risks that are a normal part of life.

### **Associated Hazards**

- Lack of suitable and sufficient risk assessment, leading to unanticipated risks and adequate controls not being implemented
- Insufficient records collated of those approved by parents to attend the outing and a register of their attendance during the trip
- Outings being planned and facilitated by staff who have not been suitably trained and are therefore unaware of relevant safety considerations and implications
- Poor pre-checking of contractors involved in the outing. This may include the vetting of travel operators, voluntary support staff and activity facilitators
- No suitable contingency plan in place to cover traffic, toilet breaks, first aid/medication issues, individual's behaviour, refreshments or unforeseen circumstances
- No consideration or implementation of safeguarding provisions
- Lack of appropriate insurance to cover the planned activities.

### **The Head Teacher will ensure that:**

- There is suitable planning, management, risk assessments, approval and evaluation of School visits and that pupils safety is paramount
- There will be suitably trained teachers and volunteers (Adults other than teachers – AOTT's with DBS where appropriate) in place and, although there is no legal requirement, will consider the role of an Educational Visits Co-ordinator (EVC) as best practice, to liaise with the local authority's Outdoor Education Adviser to help colleagues in School's to manage risks
- Planning of School visits involves guidance and support from those with specialist competence and expertise, especially in relation to higher risk activities
- Suitable insurance will be in place for all School trips
- Suitable transport will be used with risk assessments and emergency procedures in place for first aid, breakdown of transport, missing pupils and gathering emergency contact details
- Relevant information about precautions associated with School trips is communicated to staff, pupils and parents, where appropriate

- Any accidents, or incidents are recorded and investigated.

#### Teachers and staff will:

- Follow the associated protocols and procedures on School outings
- Ensure suitable planning, management, risk assessments, approval and evaluation of School visits, with consideration of pupils' safety being paramount.
- That suitable transport will be used with risk assessments and emergency procedures in place for first aid, breakdown of transport, missing children and emergency contact details are available
- That licenses will be checked of adventure activity providers to ensure they comply with the Adventure Activities Licensing Regulations 2004.
- Suitable supervision will be in place with consideration of the age, sex, behaviours, safeguarding and medical/dietary needs of all pupils
- Parental consent will be obtained as appropriate for School trips
- Record and investigate all accidents and incidents.

### **Stress**

#### Description

Stress is not a weakness and can affect anyone. Heritage Park Primary School recognises that there is a difference between pressure and stress at work and that taking action to reduce the risk of ill-health, because of work-related stress, leads to the creation of a good working environment and a healthy workforce.

The Health and Safety Executive has defined stress as 'the adverse reaction a person has to excessive pressure or other types of demand placed upon them'. Work-related stress can be tackled by School and its staff working together to identify sources of stress and how those can be managed.

Sources of stress can include:

- Demands of the role, leading to an unmanageable workload
- Being under challenged or having no autonomy, leading to a lack of job satisfaction or low esteem
- Environmental factors, such as noise, temperature, exposure to violence or aggression
- Lack of support from management or colleagues
- Organisational changes and how those are communicated and managed
- Relationships and being subjected to unacceptable behaviours, such as bullying.

#### Employer's responsibilities

Heritage Park Primary School will:

- Carry out a risk assessment in conjunction with staff to identify sources of stress and the associated risks and gather information, such as

completed health questionnaires, sickness absence records and exit interview notes to assist in this process.

- Take steps to reduce the risks from work-related stress, as far as is reasonably practicable.
- Put in place a system so that staff can raise, with their line manager, a health and safety representative or colleague, if they are experiencing work-related stress or have any concerns about their work environment or instances of unacceptable behaviour.
- Consult with, and communicate to, staff over any proposed changes to their work patterns or proposed changes to the working environment.
- Encourage staff to develop new skills to help them achieve their goals.
- Provide staff with access to support, such as and Employee Assistance Programme/counselling service, advice or training to help reduce work-related stress.

### Staff responsibilities

Staff will:

- Follow Heritage Park Primary School reporting procedures if they are experiencing work-related stress. It will be beneficial to do this at an early stage, to prevent a situation from getting worse
- Contribute to the development of any work-related stress risk assessment carried out by the employer
- Read all communications from the employer that concern work related changes and the reasons behind those
- Attend any counselling or stress management training sessions provided by the employer.

### Violence And Aggression

#### Description

Heritage Park Primary School recognises the difficulties in managing violence and aggression at work and aims to put in place steps to identify and minimise risks to support staff and monitor incidents to help address any potential problems.

The Health and Safety Executive's definition of work-related violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. All staff whose job requires them to deal with the public can be at risk from violence.

#### Associated Hazards:

- Physical attacks
- Verbal abuse
- Low morale
- Stress

### Head Teacher's Responsibilities

- Carry out a risk assessment in respect of the potential for violence and aggression in the School. This will be undertaken in consultation with staff and their representatives, where appropriate
- Provide instruction and training regarding violence at work to staff on induction and during other workplace training sessions
- Record all physical and verbal threats to staff
- Classify all incidents in accordance with HSE's guidelines, using headings such as place, time, type of incident, potential severity, who was involved and possible causes. The School will investigate all complaints, which relate to violence at work
- Ensure risk assessment is undertaken which takes into account the level of training and information provided, the environment and design of the job. The significant findings of the assessment will be recorded
- Report any violence and aggression to the Police at the staff request
- Establish monitoring arrangements and if a violent or aggressive incident occurs, risk assessments will be reviewed immediately to take into account the circumstances surrounding the incident to prevent or minimise the risk of a further occurrence.

#### Staff Will:-

- Attend appropriate training sessions if they are deemed to be at risk at work from violence or aggression
  - Report any incidents of violent or threatening behaviour to the Head Teacher, outlining who has been involved along with details of the situation that lead to the incident occurring
- Co-operate with management arrangements for dealing with violence and aggression at work.

### **Waste Disposal**

#### Description

This arrangement covers the general waste generated by the School in carrying out its activities but not those related to the disposal of waste food.

#### Associated Hazards

- Buildup of combustibles presenting a fire hazard
- Health hazard due to possible vermin infestation
- Poor housekeeping presents a tripping hazard.

#### Head Teacher's Responsibilities

- Identify all waste that has the potential to be removed from the premises
- Establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely
- Confirm with the waste disposal companies the specific items which can or cannot be placed in the receptacles provided
- Provide suitable waste collection receptacles dependent upon the waste to

- be disposed and where relevant label or sign the receptacles to easily identify the disposal of waste
- Ensure that any chemical waste or unknown substances are stored in their original containers until an authorised waste disposal company can remove them from the School premises
- Maintain any copies of waste transfer notes on site for a minimum of two years for future reference
- Instruct all staff in the correct disposal of waste and maintain records of instruction and training on file.

### Staff Responsibilities

- To dispose of waste as instructed
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal
- Not to climb onto skips or other waste receptacles
- To inform management if waste receptacles are full and need emptying
- Not to remove items from waste receptacles and take or use for personal use.

## **Welfare**

### Description

The provision of welfare in the School should be taken seriously.

Welfare provisions will be provided for those people who are not staff but may use the premises on an infrequent basis e.g. visitors and contractors.

For disabled persons it may be necessary to specifically make parts of the School accessible for their use e.g. toilets, washbasins, doors, passageways etc.

### School's Responsibilities

We have responsibility to assess and provide, adequate welfare facilities for staff, pupils and other persons using the premises and take account of the general working environment to include:-

- Ventilation
- Indoor temperature and the impact of working in hot and cold environments
- Lighting
- The provision of adequate room and space in which to complete activities
- The safe and frequent removal of waste and the cleaning of the premises
- The provision of suitable workstations and seating for the activity being undertaken.

Assessing the safety requirements of the School with regard to:-

- The position, integrity and visibility of transparent windows, doors, gates etc
- The safe use and maintenance of lifts and equipment to move persons
- Sanitary conveniences and washing facilities
- The provision of potable drinking water
- Accommodation for clothing and changing facilities
- Providing suitable facilities to rest, drink and eat meals away from sources of contamination.

### Staff and pupils Responsibilities

The welfare facilities provided and maintained by Heritage Park Primary School are for the benefit of all staff, pupils and visitors. Staff and pupils have a responsibility to use the facilities in a proper manner and not damage or misuse any equipment that is provided.

Personal responsibility should be taken for clearing your own waste and cleaning any utensils when eating or drinking on the premises. Any damage or defects should be reported immediately to enable attention and repair.

### **Work At Height**

#### Description

Falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury. A place is at height if a person could be injured falling from it, even if it is at or below ground level. Work includes moving around at a place of work, but not travel to or from, a place of work.

#### Associated Hazards

- Falls from equipment and structures
- Falling objects.

#### Head Teacher Responsibilities

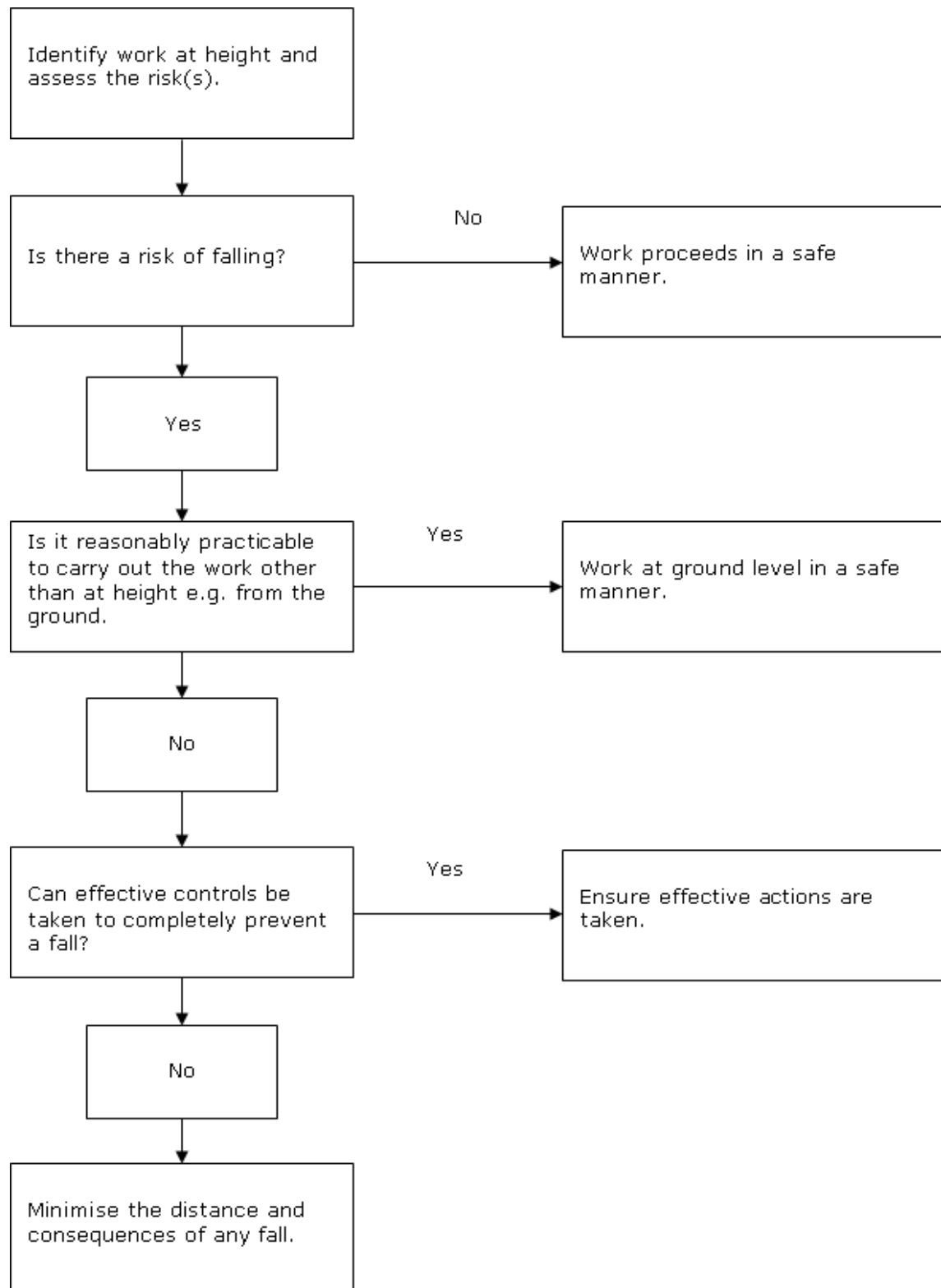
To prevent exposure to the hazards associated with work at height, the Head Teacher will:

- Comply with the Work At Height Regulations and will ensure work is properly planned, supervised and carried out by competent persons
- Avoid work at height where possible
- Conduct a risk assessment to identify the hazards and the controls necessary to complete the job in a safe manner
- Do all that is reasonably practicable to prevent anyone falling
- Ensure that all work at height is properly planned and organised
- Ensure that all work at height takes account of weather conditions that could endanger health and safety
- Ensure that those involved in work at height are trained and competent
- Ensure that the place where work at height is done is safe
- Ensure equipment for work at height is properly inspected
- Ensure the risks from fragile surfaces and/or falling objects are properly controlled

#### All Staff will:

- Comply with training for working at height
- Only use the height access equipment identified in the risk assessment
- Make use of any personal protective equipment provided by the School
- Follow safe systems of work devised by the School
- Report any accidents, incidents and near misses to the School.

## Work At Height Flowchart





## **Young Persons**

### **Description**

Most young people cannot wait to get their first job, be it a paper round, shop work or dog walking. But some young people may be unaware of the hazards the workplace may hold.

There are specific legal requirements and restrictions, on those who employ young people (and even more so, children). A young person is defined as anyone under 18 years old. A child is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (often referred to as the minimum school leaving age (MSLA)).

Under health and safety law, employers must assess the risks to young people before they start work/work experience and tell them what the risks are.

After leaving school a Young Person must:

- Stay in full time education e.g. college, or
- Start an apprenticeship or traineeship, or
- Spend 20 hours or more per week working or volunteering while in part time education or training.

### **Associated Hazards**

Some young people may be at particular risk because of:

- Their lack of awareness
- Unfamiliarity with their surroundings
- Being physically or psychologically less suited to certain tasks
- Their lack of skills and training.

### **Employer's Responsibilities**

Heritage Park Primary School will complete a risk assessment specifically relating to the employment of young people before employing them. The risk assessment will give particular consideration to the:

- Immaturity and inexperience of the young person and any consequential lack of awareness of risks
- Health & safety training to be given to the young person
- Extent of exposure to any chemical, biological or physical agents
- Nature and layout of the work area
- Types of equipment, methods of use and work activities to be undertaken.

Where a Child or Young Person is on work experience, communicate the findings of the risk assessment, together with protective and preventative measures to be taken, to a person having parental responsibility or rights for the child (e.g. parent or guardian, etc.) and to the school/college/training provider where applicable.

If young people were considered in previous risk assessments then there will be no requirement to repeat the process, except as part of the normal review/revision of risk assessments.

In addition, Heritage Park Primary School will ensure that young people are not exposed

to risks at work that arise because of their lack of maturity or experience and any consequential lack of awareness of potentially dangerous situations. A young person will not be expected to do any of the following:

- Work beyond their physical or psychological capabilities
- Perform work which involves harmful exposure to radiation
- Perform work which involves risks to health from noise, vibration or extreme heat or cold
- Perform work which involves harmful exposure to any agents which can chronically affect health, including those with toxic or carcinogenic effects or those causing genetic damage or harm to an unborn child.

Heritage Park Primary School will also:

- Ensure adequate training and supervision is provided to enable the young person to undertake their job safely
- Provide and train in its use, whatever personal protective equipment is needed to safeguard the employee e.g. ear and eye protection, helmet and footwear etc.
- Introduce health checks if there is a danger of ill health arising from the work.

### Staff Responsibilities

Staff must:

- Co-operate with management arrangements for young people in the workplace and report any hazards to the employer
- Follow any guidance, information, instruction and training given by the employer.

Young people must:

- Ask the employer or senior member of staff if unsure about anything
- Make full and proper use of all PPE that has been issued to them
- Not undertake any tasks unless they have been trained
- Report any hazards or defects to the employer or a senior member of staff.