

Gatehouse School



HEALTH & SAFETY POLICY

About Health and Safety

Health and safety aims to reduce injury and ill-health that arises out of work activities. Workplace injury and ill-health are mostly not the result of unusual or exceptional circumstances.

A comprehensive assessment of potential risks in all areas of the school and in all activities can prevent both injury and ill-health significantly. This is what the Health and Safety Policy at Gatehouse School sets out to achieve.

About this policy

The academic and bursarial departments at Gatehouse School share the responsibility for implementing the Health and Safety Policy of the school specifically in relation to their particular department.

The issues concerned may differ between departments. This policy aims to address the whole range of issues that can arise.

The policy is a working document to help the Senior Leadership Team fulfil their responsibilities. The Bursar will be responsible for revising the policy from time to time and keeping it up to date

The policy contains procedures. It does not include risk assessments. These are filed separately.

Who should read this policy?

This policy should be accessible to all staff at the school. As part of their induction training, all new staff should be shown how to access the manual either as a hard copy or preferably on the school computer network.

- All members of staff should read and note the Health & Safety Policy Statement and Section 2. Key Functions in Health & Safety Management, particularly in relation to their individual role.
- The Senior Leadership Team should read the whole policy and note issues of relevance.
- The Senior Leadership Team should identify relevant sections in the manual that apply to their staff and ensure that risk assessments have been completed for all activities in their department, and that staff have been given the appropriate information and training.
- All staff should be reminded of the importance of reporting hazards, accidents and incidents and be encouraged to do so.

Gatehouse School

HEALTH & SAFETY POLICY

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GATEHOUSE SCHOOL

HEALTH & SAFETY POLICY STATEMENT

Gatehouse School's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such training & supervision as they need for this purpose. We also accept our responsibility for the Health & Safety of pupils, guests, visitors and contractors on the School's premises and for pupils, teachers and others when participating in off-site activities elsewhere.

Gatehouse School is committed to achieving high standards; hence it follows that minimising risk to people and property is inseparable from all other school objectives. The school encourages the active participation of all staff in the achievement of our safety goals. We encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the school and the Works Committee which meets to consider Health & Safety issues on a weekly basis.

The allocation of duties to implement this policy is set out below:

- School Governors provide leadership by developing a culture within the school that incorporates health and safety into all activities.
- The Head, Bursar and Health & Safety Coordinator ensure effective implementation of the policy by making arrangements for the involvement of staff at all levels in health and safety.
- The School's Health and Safety Consultant provides advice and guidance on policy and the effectiveness of School's procedures.
- The Head and Bursar promote a responsible attitude towards health and safety by day-to-day management in accordance with the policy and provide a safe environment for all in their areas of responsibility. They also arrange induction training for new employees, maintain training records and ensure legal compliance with accident reporting procedures.
- The Senior Management Team and Support Staff monitor the ongoing effectiveness of facilities, equipment and systems, including emergency systems to ensure the safety of all at Gatehouse School.
- Staff, pupils, visitors and contractors are expected to take all reasonable care of themselves and for the health and safety of others at Gatehouse School and recognise that controlling health and safety risks is an essential part of everyone's daily life.

Our policy will be kept up-to-date and in line with changes in current legislation. To ensure this, the policy and the way in which it has operated will be reviewed regularly.

.....
Signed on behalf of the governing body.
Dated: 9th June 2015

.....
Mr James Bishop
Bursar
Dated: 9th June 2015

2. KEY FUNCTIONS IN HEALTH & SAFETY MANAGEMENT

School Governors

- Ratify the health & safety policy.
- Monitor health & safety performance by receiving reports from the Health & Safety Coordinator.

Bursar

- Appoint specialist health & safety consultant.
- To review health and safety audits and ensure that corrective action is implemented as necessary within agreed time frames.
- Annual review of health & safety policy.
- Attend weekly Works Committee meetings.
- Arrange annual inspections of water storage tanks
- Arrange annual service of gas boilers.
- Manage day-to-day health and safety matters in accordance with the school policy.
- Ensure the safety policy is understood and implemented by all staff.
- Check that any regular requirements and periodic inspections have been completed
- Arrange for portable appliance testing in accordance with the School's procedures.
- Ensure legal compliance with RIDDOR accident reporting procedures throughout the school.

Health & Safety Coordinator

- Participate in the school Works Committee with specific responsibility for raising Health & Safety issues and ensuring action points are progressed.
- Review all accidents and near-miss incidents.
- Day-to-day management of curriculum based health & safety in accordance with this policy
- Ensure adequate site fire and emergency procedures are in place.
- Arrange for Senior Leadership Team to be informed and trained where necessary.
- Follow up on advice and guidance by the H&S Consultant (Universal Safety Management).
- Develop and assist in the implementation of the Health & Safety Policy.
- Conduct audits and inspections as requested.
- Respond to requests for information or for advice.
- Be responsible for ensuring Risk Assessments are completed in accordance with the separate Risk Assessment Policy; ensure risk assessments are filed and reviewed as necessary.
- Pass information received on health & safety matters to appropriate people.
- Help in accident or incident investigations where requested.

Premises Manager

- Conduct weekly testing of fire alarm and emergency lighting systems
- Day-to-day management of health & safety relating to the school buildings, grounds and equipment.
- Arrange for premises staff to be informed and trained.
- Check procedures are followed in the department.
- Ensure all injuries and other accidents are reported and investigated.
- Provide general Health & Safety induction training for new premises employees.
- Manage COSH records and ensure compliance with all regulations

- Be responsible for the Asbestos Management Plan
- Be responsible for regular water temperature monitoring.
- Report health and safety problems to the Bursar.
- Arrange for the fire alarm systems and emergency lighting to be maintained
- Arrange annual inspection of fire extinguishers.

School Secretary

- Participate in the school Works Committee.
- Record all accidents.
- Supervise Fire Drills and record evacuation times.
- Be responsible for coordinating the School's First Aid provision
- Help in accident or incident investigations where requested.

Other non academic staff

- Check work area is safe.
- Check equipment used is safe before use.
- Ensure protective equipment is used when needed.
- Bring problems to their line manager's attention.

Academic Staff

Head

- Act on directives from the Works Committee within an agreed time frame.
- Pass information received on health & safety matters to appropriate people.
- Bring to the attention of the Bursar any concerns relating to health and safety.
- Review health and safety issues with the Senior Leadership Team.
- Check health and safety procedures are being followed.
- Review accident and ill-health records and near-miss reports and take action as necessary.

Teachers

- Ensure the safety policy is understood and implemented by all pupils within the classroom and department.
- Conduct risk assessments before all practical work and ensure adequate control procedures are in place.
- Review risk assessments on completion of practical work and inform Senior Leadership Team of any hazards not adequately controlled.
- Carry out visual safety checks of classroom/work areas and equipment before use.
- Participate in Health & Safety inspections as required.
- Conduct risk assessments for all Educational Visits and review these following each Educational Visit to ensure lessons learned are applied to future excursions.
- Assist in accident investigation.
- Report any health and safety issues and areas of concern to the H&S Coordinator or Bursar.

All Employees

- In addition to the specific responsibilities detailed earlier in this section all employees of the School must take reasonable care as regards themselves and other persons who may be affected by their actions.
- Wear and use all Personal Protective Equipment and safety devices that are provided by the School for their protection
- Observe all Safety Rules and Regulations both statutory and school and conform to any safe systems of work that may be developed
- Must report all accidents, incidents and damage to their immediate supervisor.

2.1 WORKS COMMITTEE

2.1.1 Overall aims

To act as a focus for Health & Safety issues in the school and to ensure that all members of the school receive sufficient information and encouragement to maintain high standards of Health & Safety.

2.1.2 Terms of Reference

- To monitor the school's overall Health and Safety Policy.
- To review all accidents and incidents with particular emphasis on action to avoid recurrence.
- To monitor accident statistics within the school looking for trends.
- To consider staff health and safety training needs.
- To promote health and safety awareness in the school and examine ways of achieving this.

2.1.3 Composition of Committee

It is important that the committee contains a 'mix' of people covering a spread of department interests. Above all, members should be 'enthusiasts' for health and safety and at all times set a good example to others. The committee shall comprise, but not be restricted to:

- The Head
- The Bursar
- The Deputy Head
- The Health & Safety Coordinator
- The Premises Manager
- The Head of Games
- The School Secretary

2.1.4 Frequency of meetings

The committee will usually meet weekly during term times. Minutes will be taken and recorded.

3. HEALTH & SAFETY RISK ASSESSMENT

3.1 Risk Assessment Policy

The School has a separate Risk Assessment Policy which should be referred to. This can be accessed from the Policies Folder on “Teachers Area” of the school IT network.

A copy of the Risk Assessment Policy is included in Appendix B of this policy.

3.2 Objectives

The objectives set out in the Risk Assessment Policy are:

To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk

That identified control measures are implemented to control risk so far as reasonably practicable.

That those affected by school activities have received suitable information on what to do.

That risk assessments are recorded and reviewed when appropriate

3.3 Specific Risk Assessments

Specific Risk Assessments are carried out by external contractors, on behalf of the School, periodically:

Fire Risk Assessment – annually – by Universal Safety Management

Water Hygiene and Systems – every two years – by Water Monitoring Ltd.

Asbestos Management – every 5 years or as required – by Redhills Analysts Ltd.

Whole School Risk Assessment - every two years – by Universal Safety Management

4. ACCIDENT REPORTING PROCEDURES

4.1 Definition

- An accident is any unplanned event that results in injury or ill-health of people, damage or loss of property, products, materials or the environment or a loss of business opportunity.
- Accident reporting is a formal written procedure, which must follow every accident.

4.2 Accident Reporting

- All accidents, no matter how minor must be recorded in the school accident book/s. It is not necessary for an injury to be sustained by an individual - accidents where property or material damage occurs must also be recorded, as investigation of these incidents can help prevent injuries.
- In the event of death, a specified major injury or a dangerous occurrence (refer 3. below) the Bursar and Head must be notified immediately.
- In the case of minor injuries, property damage or near-miss incidents, it is the responsibility of each employee to complete an accident report if they or one of their staff or pupils were involved in an incident at the school.
- Where an accident involves anyone other than Gatehouse School staff, the School Secretary is responsible for completing the accident report.

4.3 Legal Obligations

Reporting accidents and ill-health at work is a legal requirement. We have legal obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and the subsequent Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment) Regulations 2012 – collectively known as “RIDDOR”.

RIDDOR requires the reporting of work related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents.

Further information and advice about RIDDOR reporting requirements can be found in the HSE Information Sheet EDIS1:

“Incident Reporting in Schools (Accidents, Diseases and Dangerous Occurrences)”

A copy of this document is included of Appendix B of this policy.

RIDDOR reports can, in most cases be filed online at: <http://www.hse.gov.uk/riddor/report.htm>

Fatal injuries and “specified injuries” should be reported by telephoning the

HSE Incident Contact Centre: 0345 300 9923 (open Mon-Fri 8.30am to 5pm).

The list of “specified injuries” includes:

- > 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:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- > any scalping requiring hospital treatment
- > any loss of consciousness caused by head injury or asphyxia
- > any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

4.4 Person responsible

It is the responsibility of the Bursar to carry out the necessary notification immediately, then to complete the RIDDOR form and send to the enforcing authority within ten (10) days of the injury or dangerous occurrence. The Head should be notified immediately of all major accidents.

4.5 Accident Records

From January 2004, the accident records must be compliant with the Data Protection legislation. This ensures that personal details of those injured are protected.

5. SAFETY TRAINING, INDUCTION & EMPLOYEE INFORMATION

5.1 Legal Requirements

Training is a legal requirement in many of the Health and Safety Regulations. Under Section 2 (c) of the Health and Safety at Work etc. Act 1974; there is a legal obligation for all employees to be: -

- Trained and provided with information, instruction and supervision.
- To ensure their health and safety so far as is reasonably practicable.

5.2 Responsibility

It is the responsibility of all levels of management under the guidance of the Head and the Bursar to ensure that all employees receive safety training.

Academic & Support Staff Department Heads are responsible for induction training in all aspects of safety, which must be done on the first day of employment, and for the regular instruction of all employees under their control.

5.3 Health & Safety

The **Bursar** is responsible for arranging specific courses to ensure health & safety training needs throughout the school are met. These will include: -

- First Aid and Emergency Aid.
- Health & Safety Qualifications.
- Fire Safety.
- COSHH.
- Manual Handling.
- Display Screen Assessment.

5.4 Induction training

Induction training for all employees should include:

- How to report Health & Safety concerns
- Fire evacuation procedures
- Where to read the school's Health & Safety Policy
- Any relevant C.O.S.H.H. or other job related safety information.
- Who to go to if First Aid is required.

5.5 Training Records

Proper training records must be produced and maintained for each member of staff and must contain records of induction, refresher and other training and must be available for examination when required.

5.6 On-going Training

Training is an important element in ensuring health and safety at the School and will be conducted on a regular basis. In addition to induction training, The Senior Leadership Team will be expected to arrange on-the-job training on an as needed basis.

5.7 Training Objectives

5.7.1 First Aid

The HSE Guidance Document INDG214:

"First Aid at Work – Your Questions Answered"

provides advice and self assessment criteria regarding the number of first aiders and the training level required. A copy of this document can be found in Appendix B of this policy.

At Gatehouse School it is our policy to have at least two members of staff trained in Emergency First Aid at Work. There is also a requirement with the “Statutory Framework for the Early Years Foundation Stage” for us to have sufficient members of staff trained in Paediatric First Aid to ensure that at least one person who has a current paediatric first aid certificate is on the premises and available at all times when children are present, and must accompany children on outings.

5.7.2 COSHH Training

- The Premises Manager be trained on COSHH assessment.
- ALL USERS of hazardous substances to receive training in safe use of particular hazardous substances used and emergency procedures.

5.7.3 Manual Handling

- The Premises Manager to be trained on Manual Handling assessment.
- ALL those involved in manual handling, where a risk remains despite the implementation of other control procedures, should receive manual handling training.

6. FIRE & EMERGENCY PROCEDURES

6.1 Introduction

- The **Bursar and Premises Manager** are responsible for ensuring that adequate fire and emergency procedures are in place.
- The **Bursar** is responsible for ensuring that Fire Risk Assessments have been completed covering the whole school.
- **All staff and pupils** have a responsibility for their own safety, the safety of their colleagues, guests, visitors and the school's contractors in the event of a fire or other emergency.

6.2 General Fire Precautions

The Regulatory Reform (Fire Safety) Order 2005 requires employers to formally assess the risk of fire to their employees at work as part of the general risk assessment required by the Regulations.

The above legislation requires employers to provide:

- Means of detecting fire and giving warning
- Means of escape
- Means of fire fighting
- The training of staff in fire fighting.

6.3 The School's Responsibilities

- An audible fire alarm system must be installed and must be capable of being heard in all areas of the school.
- All alarm systems (e.g. break glass systems) must be simple to operate, be in a conspicuous position and have clear operating instructions.
- All fire alarm systems must be checked by operation at least once every 3 months. All false alarms must be investigated and the incident recorded.
- All areas of escape must be clearly marked and those exits kept free from all obstruction. No Fire Exits will be locked other than by crash bars and bolts or other similar approved devices.
- Suitable and sufficient Fire Doors must be provided, capable of isolating areas of the accommodation and an Emergency Lighting System must automatically operate during evacuation if the main lighting system fails.
- Portable fire extinguishers of the correct type must be provided throughout all the school buildings. They should only be used in an emergency by those staff that have received training in the practical use of fire extinguishers.
- All equipment/apparatus provided to extinguish fires must be overhauled at least annually. It must be replenished immediately if partially or totally discharged whether by accident or design.
- A comprehensive Emergency Evacuation Procedure must be devised and occupants must carry out regular drills to ensure familiarity i.e. once each term. Copies of the Procedure must be conspicuously posted on Notice Boards.
- The evacuation procedure must include special arrangements for physically disabled or sensory-impaired staff, pupils or visitors to the school.

6.4 Responsibilities of the Senior Leadership Team

- To ensure that all staff are aware of their responsibilities in the event that the school needs to be evacuated.

- Review the findings of the Fire Risk Assessment and take action where appropriate in accordance with recommendations made.
- Ensure all pupils, masters, visitors, staff and temporary staff must be shown where the fire exits are situated.
- Report any faults with fire safety equipment to the Premises Manager immediately.
- Encourage staff to be vigilant in ensuring exit routes are kept free of obstructions.

6.5 Practical Fire Safety and Prevention for All Staff

- All fire exit routes and fire doors must be kept free of obstructions at all times.
- Fire doors must be kept shut at all times and not held open by any means other than where Dorgard units are installed.
- Fire extinguishers and fire blankets must be stored on the correct wall bracket or fire station and not moved to other locations or employed for other purposes, e.g. door stop. They must be at readily accessible heights and conspicuously marked with an unobstructed sign at high level. Fire extinguishers must only be used by those staff who have received training in their practical use.
- Good housekeeping and tidy storage of all materials and waste will reduce the risk of a fire.
- Report any faults on electrical or gas equipment and cease the use of it if there is an obvious or real risk of a fire.

6.6 Fire Training

General Staff training in fire evacuation procedure must include:

- Safe evacuation of pupils from the premises is the priority for all staff
- Keep calm, quiet and do not panic.
- Operate the nearest fire alarm point.
- If possible, turn off the gas or electric supply to all equipment
- Close doors and windows if practicable.
- Do not attempt to extinguish or smother the fire unless it is safe to do so.
- Leave the premises in an orderly manner by the nearest available safe route.
- Proceed to the nominated Assembly Point.
- The Senior person at the incident will take responsibility for reporting any missing staff to the Fire Brigade as soon as they arrive.

Only staff who have received fire training, including practical use of fire fighting equipment, must attempt to extinguish any small fire and then the following applies:

- Personal safety is paramount and no risks must be taken.
- If the fire gets larger, cease any attempts to extinguish it and leave the premises.
- Attempt to extinguish or smother the fire by using only the correct extinguisher or fire blanket. If in any doubt at all, do not attempt to tackle the fire.

All staff should undergo an approved fire-fighting course, which would include practical use of fire extinguishers.

6.7 Fire Evacuation Procedure

Gatehouse School publishes a separate Fire Evacuation Procedure which should be followed at all times. Staff should be aware of this procedure.

A copy of the Fire Evacuation Procedure can be found in Appendix B

7. OUT OF SCHOOL VISITS

Pupils are encouraged to enjoy a wide range of extra-curricular activities at Gatehouse School. A number of these will be conducted offsite and range from day/evening visits locally to trips abroad.

We take note of the HSE Guidance Document:
“School Trips and Outdoor Learning Activities”
a copy of which is included in Appendix B of this policy

Parental Consent

Parents will be made aware of likely risks and their management so that consent can be given or refused on an informed basis. Parental consent will be required for all such activities.

- Overseas trips, trips involving an overnight stay and hazardous activities will require specific consent. Parents will be given full information on the trip / nature of the hazardous activity.

Visit approval

All off-site activities require approval from the Head.

For every educational visit there will be a Group Leader who manages the whole visit and approval will be conditional upon a satisfactory risk assessment and emergency arrangements. Any visit near water additionally requires an alternative plan B to be implemented in inclement weather conditions.

Competence

The Head should set the standards of competence required for each type of visit and approve the assignment of competent staff.

Educational Visits Policy

A separate policy exists which details all the procedures to be followed in respect of planning and participation in Educational Visits.

Review

The Educational Visits Policy and any procedures should be regularly reviewed and informed by good practice.

8. HAZARDOUS SUBSTANCES

8.1 COSHH ASSESSMENT

1. Definitions

- Substances that are 'hazardous to health' include substances labelled as dangerous (i.e. very toxic, toxic, harmful, irritant or corrosive) under other statutory requirements, agricultural pesticides and other chemicals and substances with occupational exposure limits. They also include harmful micro-organisms and substantial quantities of dust and indeed any material, mixture or compound used at work, or arising from work activities, which can harm people's health.

8.2 Assessment

- An assessment is required to identify all hazardous substances, which are used at each location. All cleaning products and other potentially hazardous products are listed on the following page and all hazardous products have been identified.
- All chemicals are purchased from approved suppliers and no other hazardous substances can be used under any circumstances.
- We have endeavoured to find the least hazardous chemical for each specific task - and we will substitute less hazardous chemicals if and when these become available. We rely to a large extent on the manufacturers and suppliers of these products to keep us abreast of new developments.
- The safety data sheets, which are easily accessible at all times, detail specific information about each of these substances. Our policy is to update this information whenever our suppliers provide new information, or whenever a new product is purchased.

8.3 Staff Information

- All staff who use these chemicals have been informed about the hazards - and know where to find information about each product should this ever be required. Staff training is conducted by the suppliers of these products on an annual basis.

8.4 Personal Protective Equipment (PPE)

- PPE (e.g. gloves) will be available for staff. All PPE will be kept in good condition and replaced as necessary.
- Hands should always be washed after using chemicals.
- Any cuts should be properly covered with a blue waterproof plaster, and then rubber gloves worn, before handling any chemical.

8.5 Supervision

- Department Heads must supervise staff especially those who have only recently been trained to ensure:
 - They are using chemicals in the correct way
 - PPE is worn where appropriate

8.6 Pesticide Use

- All pesticides will be safely and securely stored and will be under lock and key except when being manipulated.

8.7 Science Teaching

The Association for Science Education (ASE), publishes a handbook resource specifically for primary schools named "Be Safe". Gatehouse School staff are expected to follow the guidance in this publication a copy of which is available from the School's Science Coordinator.

The school's Science Coordinator, in conjunction with the Health & Safety Coordinator, will be responsible for ensuring that safe practices are adopted throughout the school in all practical aspects of the science curriculum.

9. MANAGEMENT OF ASBESTOS

9.1 Introduction

- Asbestos is no longer manufactured in the UK and is not used in new building materials. However, it has been used extensively in the past for many purposes and may be present in areas such as floor and ceiling tiles, cement cladding, gutters and pipe lagging. The risk from asbestos comes from inhaling its fibres, which can cause cancer in the chest lining and lungs. If asbestos fibres do not become airborne, e.g. if the asbestos is in good condition and not disturbed, exposure does not occur. People in the building and maintenance trades can be inadvertently exposed when working in buildings. This can lead to repeated exposure, which may be high depending in the tools being used.

9.2 Identification

- An inspection or survey of the premises has been carried out by a specialist contractor to establish if there is asbestos, how much and in what condition. All materials that cannot be ruled out will be presumed to contain asbestos. This inspection will be reviewed or repeated at intervals of not less than 5 years or after significant building work or alterations have been carried out.
- Materials may be sampled to establish whether asbestos is present.

9.3 Asbestos Register

- A detailed and accurate record of the findings will be made including, whether asbestos containing materials are present, where they are located, what condition they are in and what type of asbestos is there (if known).
- The Bursar will hold the Register.

9.4 Risk Assessment

- Where asbestos is present or liable to be present a risk assessment will be carried out to produce a ranking of materials that reflects the risk they present to people working on or near them.
- A standardised assessment approach based on that suggested by HSE in MDHS100 will be used.
- The assessment will consider the **hazard** the materials present to human health in terms of their likelihood of releasing fibres into the environments. The potential for fibre release can be determined by these factors (material assessment)
 - Type of material and properties (friability)
 - Type of asbestos used
 - Condition of material or sealant
- The **risk** they present to people working on or near them can be determined by considered these factors
 - Occupant activity
 - Likelihood of disturbance
 - Human potential exposure
 - Maintenance activity

9.5 Management Plan

- The **Bursar** will coordinate with relevant contractor to prepare and implement a plan setting out how the risks from any asbestos found will be managed based on the following.

Good condition
<ul style="list-style-type: none">Monitor condition yearlyEmployees, contractors, and other workers likely to disturb material informed
Minor damage
<ul style="list-style-type: none">Repair or encapsulate materialLabel and monitor condition of material 6 monthlyEmployees, contractors, and other workers likely to disturb material informed
Poor condition
<ul style="list-style-type: none">Remove
Asbestos disturbed
<ul style="list-style-type: none">Remove

- If the assessment indicates that any repair or removal work needs to be done this will be prioritised and carried out by a specialist/licensed contractor.
- Where asbestos-containing material is in a sound condition it will be left in place and labelled as such.
- If asbestos or anything suspected of containing asbestos is found during work in any area where asbestos has not been previously identified work **MUST STOP**. The area will be protected from further damage and a specialist contractor consulted to sample the material and further actions determined on the result of analysis
- Checks will be carried out to ensure that the material remains in a safe condition at a frequency dependant on the likelihood of damage (to be determined for each situation – each term or yearly) and that signs are still present, clear and readable. Records to be kept with the Register.
- Our policy is to review management options in cases of deterioration.

9.6 Information

- Information about the location and condition of asbestos containing materials will be provided to employees, building maintenance contractors, and other visiting contractors including telephone/computer engineers. Where applicable they will be told that there are potential risks to their health if they disturb it and of the possibility of coming across hidden asbestos materials.
- Contractors are not permitted to start work before they are given the relevant information on any asbestos present and are issued with a permit to work.

10. WORK EQUIPMENT

10.1 Definition

Workplace equipment is defined as 'any machinery, appliance, tool or installation for use at work. This includes items such as hand tools, ladders, woodworking machines, power presses and fall arrest equipment.

10.2 Legislation

The two principal sets of regulations covering the safe use of work equipment are the "Provision and Use of Work Equipment Regulations 1998" (PUWER) and the "Lifting Operations and Lifting Equipment Regulations 1998" (LOLER).

- PUWER requires employers to select work equipment suitable for the work it is supposed to do and ensure it is used according to the manufacturer's instructions.
- The regulations also require employers to inspect work equipment where significant safety risks could result from incorrect installation or relocation, deterioration, or as a result of exceptional circumstances.
- In addition, PUWER requires employers to assess all mobile work equipment that is used at a workplace and install appropriate safety devices, such as adequate braking devices, to enable mobile equipment to brake properly on gradients, or protective cages to protect operators in the event of mobile equipment rolling over.
- LOLER applies over and above the general requirements of PUWER in dealing with specific hazards and risks associated with lifting equipment and lifting operations.

10.3 Risk Assessments

It is a requirement under the above regulations to conduct risk assessments for all activities involving the use of work equipment.

10.4 Training and Instruction

It is the responsibility of the school to ensure that work equipment is operated in a safe and correct manner. Managers, supervisors and operators must receive adequate training and instruction on the safe use of work equipment and how to report any defects.

Training will include:

- All health and safety aspects arising from the use of work equipment;
- Any limitations on these uses;
- Any foreseeable difficulties that could arise
- The methods for dealing with them.

In addition to the above, for certain types of machine, specific training requirements exist and guidelines are available. These will be covered in detail in the specific risk assessments.

Training will be provided if there is a change in the working procedures or if any new technology or equipment is introduced into the workplace.

Employee responsibility

Employees, especially machinery operators have a legal responsibility to ensure that work equipment is used in as safe a manner as possible. Machinery operators will be reminded of their responsibility as part of their training.

10.5 Lighting

Another essential requirement in ensuring the safe operation of work equipment is the provision of adequate lighting. The school is responsible for ensuring that lighting in the workplace will be sufficient to:

- Allow people to notice hazards and risks
- Be suitable for the environment and type of work;

- Allow people to see properly and discriminate between colours;
- Not cause glare, flicker or stroboscopic effects;
- Not result in excessive differences in luminance within an area or between adjacent areas
- Be suitably positioned so that it can be maintained or replaced, and disposed of safely.

Emergency lighting

In addition, employers are required to provide suitable and sufficient emergency lighting where a failure in the artificial lighting would put employees at risk. Emergency lighting must also be tested and checked at regular intervals to ensure it works properly – the more hazardous the environment, the more frequently it needs to be checked.

10.6 Ventilation

Good ventilation is also important for a safe and healthy workplace. The school is responsible for ensuring that workplaces are properly ventilated by an appropriate quantity of fresh or purified air so that stale, hot or humid air is replaced at a reasonable rate and that unpleasant smells are minimised.

Where mechanical ventilation systems are installed, these will be regularly tested, cleaned and maintained so that the system remains free of contamination and continues to work efficiently. However, in all cases, workers should not be exposed to uncomfortable draughts – and this applies whether air is supplied through a window opening or by an air conditioning system. This means that the direction of airflow has to be controlled where mechanical systems are used.

11 WORKING AT HEIGHT

11.1 Definition

The HSE defines work at height as work in any place – including at, above or below ground level – where a person could fall a distance liable to cause them personal injury.

In practical terms this covers a wide range of activities, such as:

- Using a ladder to carry out window cleaning, maintenance and other tasks;
- Working on a flat roof, scaffold or from a mobile elevated work platform;
- Working on the back of a lorry or climbing fixed structures to perform maintenance activities
- Working at ground level close to an excavation area that someone could fall into.

11.2 Legislation

The “Work at Height Regulations 2005” (WAHR) came into force on April 6, 2005. The overriding principle of these regulations requires employers to do all that is reasonably practicable to prevent anyone falling.

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height. The school must ensure that:

- Work at height is avoided where possible;
- Work equipment or other measures are used to prevent falls when working at height.
- Where the risk of fall cannot be eliminated, work equipment or other measures are used to prevent accident.

The Regulations require the school to ensure:

- All work at height is properly planned and organised;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is appropriately inspected; the risks from fragile surfaces are properly controlled;
- The risks from falling objects are properly controlled.

11.3 Risk Assessments

It is a requirement under the above regulations to conduct risk assessments for all activities involving work at height.

11.4 Training and Instruction

It is the responsibility of the school to ensure that everyone involved in the work is competent (or, if being trained, is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.

12. MAINTENANCE

12.1 BUILDINGS & EQUIPMENT

- All buildings and equipment will be kept in good repair and condition and service contracts will be maintained for all major items.
- Work equipment must be maintained so that it continues to operate correctly and does not put people at risk.
- Maintenance activities will only be carried out by competent individuals who are trained to do the work and will be carried out in accordance with any manufacturer's recommendation relating to the equipment.
- Copies of all service contracts will be kept and all service visits under these contracts will be recorded.
- Any defects to equipment noted by users should be notified to the Premises Manager
- If a risk of injury exists, use of the equipment must stop.
- It is the responsibility of the individual to ensure classrooms etc. are secured when left i.e. windows shut, lights off.
- Corrective action taken in relation to any defect notified by user, service engineer or as a result of periodic inspection should be recorded. The Premises Manager should take action to stop use if deemed necessary by a competent person following an inspection.

12.2 ELECTRICITY AT WORK

12.2.1 Legislation

The "Electrical Equipment (Safety) Regulations 1994" require that electrical equipment must be safe for humans and domestic animals, but also must not cause damage to property. Electrical equipment that satisfies the requirements of the 1994 Regulations must have the "CE marking" affixed to it.

Electrical safety in workplaces is specifically legislated for over and above the general duty of care owed by employers to their employees and members of the public under the HSW Act. The Electricity at Work Regulations 1989 establishes general principles of electrical safety. The Regulations not only require employers to prevent electric shock, but also have regard to all foreseeable risks. These should include the suitability, design, construction and installation of electrical equipment for specific tasks.

12.2.2 Actions to comply

The School will take all necessary steps to comply with the above Regulations. The School recognises that they have to introduce a formalised system of maintenance for all electrical systems.

- The School will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years.
- The School will prepare an inventory of all electrical apparatus used in the School and this will be routinely inspected and tested and an appropriate register kept. All such apparatus will be visually inspected at the start of each term and any defects rectified. Where pupils bring electrical equipment onto the School premises, the School will write to the pupil's parents to the effect that the School expects all equipment to be to a high standard of manufacture and maintenance.
- Portable Appliance Testing is carried out annually by a suitably experienced external contractor under the supervision of the Premises Manager.

12.3 GAS SAFETY

The gas supply only services the heating system boilers. The gas boilers are maintained in accordance with the manufacturers specification and are serviced annually. Only "Gas Safe" registered contractors are allowed to service the boilers or work on the gas supply.

The gas supply can be isolated from outside of the main building.

12.4 KITCHEN AND CATERING

Gatehouse School does not currently provide whole school catering. However it does have a small kitchen on the first floor which caters for the school's After School Club where a hot supper is provided each day during term time. All equipment in the kitchen is electric, there are no gas appliances.

Electrical equipment is tested annually

A "deep clean" takes place every six months which includes cleaning of the extract fan grease filters.

Food safety and hygiene is managed by the school's chef and is regularly inspected by the local authority's environmental health officers. Results are published on the "Scores on the Doors" website at:
<http://www.scoresonthedoors.org.uk/business/gatehouse-school-kitchen-london-604192.html>

13. LEGIONELLA CONTROL & WATER HYGIENE

13.1 Introduction

- Legionnaires' disease is a potentially fatal type of pneumonia contracted by inhaling tiny airborne droplets containing legionella bacteria. Legionella bacteria are common and can be found in water systems, wet air conditioning plant, spa baths/whirlpools and fountains and water features.
- Water systems must be operated so as not to allow proliferation of the organisms and to reduce exposure to water droplets and aerosol.
- The Approved Code of Practice and guidance, L8 "Legionnaires' disease – The Control of legionella bacteria in water systems" gives practical advice on the requirements to meet regulations such as COSHH 1999 (concerning the risk of exposure to Legionella bacteria) and the Management of Health and safety at work Regulations 1999.

13.2 Identification and risk assessment

An specialist external contractor will be appointed to carry out a Risk Assessment.

13.3 Monitoring of precautions

The contractor will carry out testing of water samples on a periodic basis as identified in the risk assessment. The Risk Assessment will also identify regular maintenance and testing which will be carried out by the school's staff on a regular basis.

Any maintenance issues or shortcomings with equipment or pipe work identified in the risk assessment will be rectified. The Bursar and the Premises Manager will be responsible for ensuring these tasks are completed within a reasonable time scale.

14. MANUAL HANDLING

14.1 Introduction

Manual handling means the movement of a load from one place to another by the application of physical effort, and includes lifting, carrying, pushing or pulling.

Our aim is to reduce the risk of injury to Gatehouse School staff and pupils. Before any manual handling task, the following points should be considered:-

1. Assess the weight of the load.
2. Can manual handling of the load be avoided and mechanical assistance be used instead? This could include the use of a trolley or lift.
3. If not, do you need help moving the load?
4. If more than one person is involved, you must work as a team with one person supervising.

You can reduce the risks of injury: -

- Store loads at waist height
- Use good handling technique (see training notes)
- Use task rotation
- Make the loads smaller and easier to handle
- Do not over-reach or twist when manual handling
- Make sure assistance is available if necessary
- Do not overload rubbish bags
- Make allowance for reduced strength as a result of tiredness, poor health, pregnancy and for young persons
- Check that clothing will not get in the way

14.2 Assessment

Where the risk assessment indicates the possibility of risks to employees from the manual handling of loads, the requirements of the Manual Handling Regulations should be followed.

The Regulations establish a clear hierarchy of measures:

- Avoid hazardous manual handling operations so far as is reasonably practicable - this may be done by redesigning the task to avoid moving the load or by automating or mechanising the process;
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury from those operations so far as is reasonably practicable - particular consideration should be given to the provision of mechanical assistance but where this is not reasonably practicable then other improvements to the task, the load and the working environment should be explored.

A formal assessment is not required for tasks that do not involve a significant risk of injury.

14.3 Guidance On Manual Handling Operations

The normal operation of a school will involve a degree of manual handling of items, the majority of which will be of insufficient weight to need further assessment.

The following guidance should be considered to see if the task could be safely completed within the limits of the advice given. For the purposes of this guidance, the following assumptions have been made and any variance from them will require an allowance to be made:

14.3.1 Working Environment

- Floor surfaces are flat and firm without changes in level
- Adequate space to manoeuvre
- Comfortable working environment
- Sufficient well directed lighting
- Size and shape of the load make it easy to lift close to the body
- The load is on a suitable flat surface

14.3.2 Physical Capability

- Staff are physically fit **with no history of injuries or health problems** that could affect their ability to lift and carry
- The manual handling is being carried out by one person only
- Female staff are not pregnant

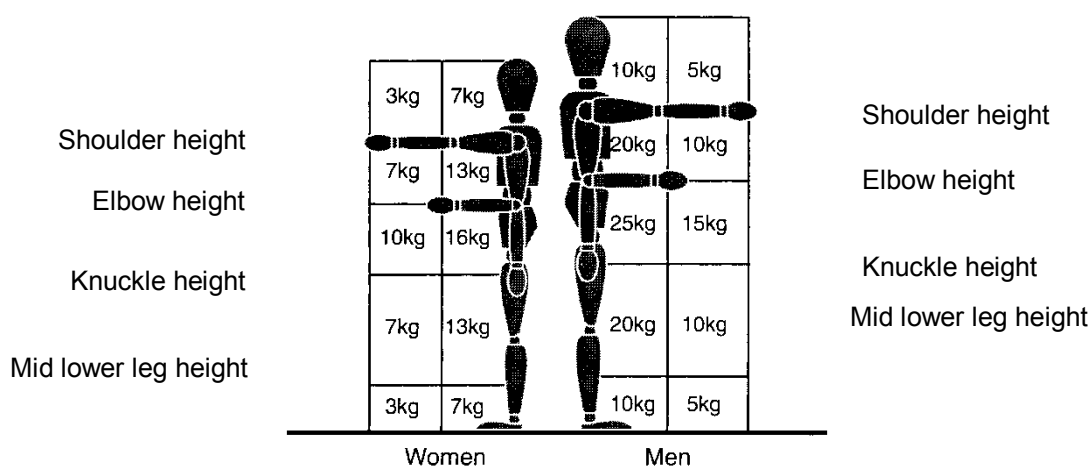
14.3.3 Procedures

- All staff should follow the advice given in this policy with regards to manual handling, lifting techniques and use of equipment

The following diagrams show the official advisory weights that can be lifted or lowered safely for 95% of working people. If the load passes through one or more of the different weight zones, the smallest weight zone must be used.

There is no need for further assessment if the following guidance is complied with:

General Risk Assessment Guidelines



If the manual handling operation involves holding or lifting the load at arms length, the maximum weight that can be lifted must be halved e.g. 20kg down to 10kg.

If the manual handling operation involves turning with the load, the maximum weight that can be lifted must be reduced by 20%, e.g. 20kg down to 16kg.

If the manual handling operation involves team work of two people then the weight that can be safely carried is two thirds of their combined total, e.g. $2 \times 20 = 40\text{kg}$ down to 26kg.

14.4 Training

Appropriate training will be provided to all staff regarding the safe procedures for lifting and manual handling.

15. CONTROL OF CONTRACTORS

15.1 Introduction

It is important that the activities of contractors on site are properly co-ordinated. Many accidents involve contractors and it is essential to consider how their work may affect each other and how they interact with Gatehouse School's activities. There is a need for communication and close co-operation to make sure that all risks associated with the work are covered and all parties meet their obligations.

15.2 Application

- 'Internal contractor' – long-term 'permanent' contractor
- 'External contractor' - other than those above.

This procedure only applies to those carrying out work on the building or equipment.

15.3 Gatehouse School will: -

- Plan work involving contractors.
- Assess the competence of contractors before selection.
- Work with them at any stage when they are on site.
- Monitor and review work carried out by contractors.

15.4 Responsibility

- The Bursar and Premises Manager will be responsible for the operation of this procedure as it relates to building and maintenance works and any cleaning contractors.

15.5 Selection

- The competence of contractors will be checked to make sure proper provision has been made for controlling risks.

15.6 Planning

- A Specific Permit-to-work procedure will operate for more hazardous activities i.e. Hot Work

15.7 Working on site

- A manual signing-in and out records what contractors are on site at any given time.
- Contractors must sign-in and out at Reception.
- Contractors will be assigned a site contact where General Access Permits have been issued and additionally a 'responsible person' in the case of specific permits to Work.
- Contractors will abide by Gatehouse School rules and regulations.

15.8 Keeping a check

- The Bursar and/or Premises Manager will keep track of progress until the job finishes. This responsibility may be delegated this to another site contact but the Bursar or Premises Manager will retain responsibility. For longer jobs the contractor will make contact with the site contact each day to communicate any health and safety issues that arise.

16. FIRST AID

16.1 Definition

First Aid is the first assistance or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance or qualified medical expert.

16.2 Legislation

Employers must inform employees of the first aid provisions, and nominate someone who will be responsible for first aid treatment within the school. The 'nominated person' should also take charge of the situation (e.g. call an ambulance) if a serious injury or major illness occurs.

16.3 Nominated Person

At the school the 'nominated person' is the School Secretary.

16.4 First Aid Boxes

The Health & Safety Coordinator is responsible for the upkeep of first aid boxes and for ensuring that staff know where the first aid boxes are located.

First aid boxes must be located where all staff have access – not locked in an office or cabinet.

16.4 First Aid Policy

The school has a separate First Aid Policy which details all specific and non-specific procedures to be followed. It also includes a schedule of all first aid trained staff. A copy of this policy is included in Appendix B of this policy.

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17. YOUNG PEOPLE AT WORK

An assessment has been conducted to determine whether there are any special risks attached to young people working at Gatehouse School.

The assessment has been based on advice provided by the health and Safety Executive (HSE) in their publication "Young People at Work – a guide for employers". -

The main risks that could affect young people largely relate to their inexperience, lack of awareness of existing or potential risk, and their immaturity.

As we do not employ people below the age of 18 years, the health & safety implications relating to young people are adequately addressed by our normal health & safety management procedures. Should this policy change, we will review our assessment.

18. NEW AND EXPECTANT MOTHERS

18.1 Responsibilities

The Management of Health and Safety at Work [Amendment] Regulations 1994 require employers to carry out an assessment of the risks to the Health and Safety of new and expectant mothers from any processes, working conditions or physical, biological or chemical agents to which they are exposed whilst at work

- A new or expectant mother means an employee who is pregnant, who has given birth within the previous six months or who is breastfeeding [no time limit].
- The School is not required to take any action until the employee has notified them in writing that she is pregnant, has given birth within the previous six months or is breastfeeding.
- Pregnancy should not be equated to ill-health but should be regarded as part of normal life and the Health and Safety implications for the employee can be adequately addressed by normal Health and Safety procedures.
- Employees should be informed of identified risks and what action is being taken to ensure they are not exposed to risks that could cause them harm.
- Where risks are identified and cannot be removed, the risk should be controlled. If there is still a significant risk giving rise to genuine concern, the school should take the following sequential action:
 - a. Temporarily adjust the employee's working conditions and/or hours of work. If it is unreasonable to do this or it does not avoid the risk then:
 - b. Offer suitable alternative work if any is available. If this is not feasible then:
 - c. Suspend her from work for as long as is necessary to protect her safety or health or that of her child. The decision to take this step must be referred to Head or Bursar as the employee would be on paid leave.

18.2 Risk Assessment:

- The main hazards to which the employee is exposed in Gatehouse School are manual handling, extremes of temperature, movement and posture, working with VDUs and general safety matters relating to the premises, e.g. slippery floors.
- Risk assessments for the above hazards have been carried out but day-to-day management of risk can only be undertaken at the workplace and responsibility for ensuring controls are implemented rests with the Head or other member of the Senior Leadership Team nominated by the Head..
- The risk assessments should be regularly reviewed. Whilst many of the hazards are likely to remain constant, the risks to the employee vary at different stages of the pregnancy.

18.3 Generic Assessments:

Manual handling

Hazard	Manual handling where there is a risk of injury, e.g. heavy weights or repeated and continual lifting.
Risk	Muscle strain, ligament damage or posture problems causing foetal lesions and/or likely to disrupt placental attachment.
Remedy	Address the specific needs of the employee and reduce the amount of physical work expected of her.

Extremes of temperature

Hazard	Working in hot and humid conditions or in cold conditions.
Risk	Fainting and heat stress in hot conditions. Impairment of breastfeeding caused by dehydration. No specific problems from working in cold conditions.
Remedy	Reduce the amount of time spent in hot and humid conditions. Provide rest facilities and refreshments.

Movement and posture

Hazard	Fatigue from standing and other physical work. Excessive physical or mental pressure. Working in confined workstation particularly during the later stages of pregnancy. Impairment of dexterity, agility, co-ordination, speed of movement, reach and balance increasing the risk of other accidents.
Risk	Miscarriage, premature birth, low birth weight, anxiety, raised blood pressure, strains and sprains.
Remedy	Ensure hours of work, the volume of work and the pace of work are not excessive. Ensure proper seating is available. Longer and more frequent rest breaks where possible. Adjust workstations or procedures to remove postural problems. Ensure all normal procedures are adopted to reduce the risk of accidents, e.g. preventing slippery floors and stairs by good standards of housekeeping.

Working with DSE

Hazard	Stress and anxiety about the possible effects of radiation emissions from the display screen. Poor workstation layout and poor seating arrangements.
Risk	No proven links between miscarriages or birth defects and exposure to radiation when working with DSE. Posture problems causing foetal lesions and/or likely to disrupt placental attachment.
Remedy	Provision of proper workstation and seating arrangements.

18.4 Senior Management Team Responsibilities

To inform the Bursar when they are informed that an employee is pregnant and when any decision is required to suspend the employee from work for Health & Safety reasons.

To regularly assess the hazards to which the employee is exposed and to do what is reasonably practicable to reduce or remove the risk using the criteria listed above and to record it on the assessment form. A template Assessment Form is included in Appendix A of this policy.

To ensure there are facilities for the employee to rest and to express and store milk if necessary.

To be aware of the following aspects of pregnancy that may affect the ability of the employee to work in a school environment:

Morning sickness	Early morning work
Backache	Standing - Manual Handling - Posture
Varicose veins	Standing - sitting
Haemorrhoids	Working in hot conditions
Frequent visits to toilet	Difficulty in leaving classroom or workstation
Tiredness	Length of working day
Balance	Problems working on slippery floors
Comfort	Problems of working in a small workstation

18.5 Employee Responsibilities

To inform their Line Manager in writing when they know they are pregnant.

To provide the *Certificate of Confinement MAT B1*, confirming the pregnancy when requested in writing to do so.

To co-operate with the Head or designated member of the Senior Leadership Team in carrying out regular assessments.

19. DISPLAY SCREEN EQUIPMENT

19.1 Introduction

The Health and Safety [Display Screen Equipment] Regulations 1992 are designed to protect people, **the users**, who regularly or continually use display screen equipment, commonly known as a VDU.

The user is someone who habitually uses DSE as a significant part of his normal work, depends on it to do his job, has no discretion as to its use, uses it daily for prolonged spells of 1 hour or more and requires a high level of performance and concentration to complete the work satisfactorily.

The main health risks to the user, which can be associated with operating DSE, are physical problems [musculoskeletal, posture, repetitive strain injury], visual fatigue and mental stress.

19.2 Workstations

The workstation where the DSE is used should be assessed and should be suitable for the use.

Display Screen

The characters on the display screen should be well defined, clearly formed, of adequate size with adequate space between them. The image on the screen should be stable with no flickering. The brightness and contrast between the characters should be easily adjustable. The use of anti-glare devices is not recommended.

The screen should swivel and tilt easy to suit the needs of the user; it should be possible to use it on a separate base or table and should be free of reflective glare and reflections.

Keyboard

The keyboard should be tiltable and separate from the screen. There should be sufficient space in front of it to allow a comfortable and supported working position for the users hands and arms.

The keyboard should have a matt surface to avoid glare, and the symbols on the keys should be contrasted and legible.

Work Desk or Work Surface

The work desk should be large enough to allow for the screen, keyboard, related equipment and documents to be arranged to find a comfortable working position for the user. It should have a low reflectance surface.

Work chair

The work chair should be stable and should allow the user to find a comfortable position and to have freedom of movement.

- The seat of the chair should be adjustable in height.
- The back of the chair should be adjustable in height and tilt.
- A footrest should be available if required by the user.

19.3 The Working Environment

The working area should have suitable lighting, which gives an appropriate contrast between the screen and the background without glare or reflection and allows the user to easily read any other documents being used.

The workstation should be positioned where there is no glare or reflection from natural or other light sources. If necessary, windows should be fitted with suitable blinds to reduce this effect.

19.4 The Work Routine

If the use of the DSE involves continual or intense spells of use, the work should be planned so that breaks can be taken or other work carried out away from the screen.

Wherever possible, the work routine should be organised so that the DSE should not be used for continual periods exceeding one hour.

19.5 Eyes and Eyesight Testing

The user of DSE is entitled, upon request, to have an eyesight test. The School pays for the cost of the test.

If the test shows that the user requires 'Special Corrective Appliances' [normally spectacles] to operate the DSE, these will be provided at the School's expense.

19.6 Training

DSE users should be given information and training in the Health and Safety requirements needed to work with DSE in a safe manner. This must include how to adjust their chair and set up the workstation.

19.7 Risk Assessment

A DSE Assessment Form template is included in Appendix A of this policy. The assessment form should be completed in all instances where the DSE is used for 1 continuous hour or more on a daily basis. If any of the questions produces a 'NO' answer, corrective action is required to remove the risk and ideally produce a 'YES' answer.

20. WORK RELATED STRESS

20.1 Definitions

The Health and Safety Executive (HSE) defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”.

20.2 Responsibility

It is the responsibility of all levels of management under the guidance of the **Head** and the **Bursar** to minimise ill-health as a result of work related stress.

This statement sets out our intentions to review the current situation and determine the best way forward for the school.

20.3 Main factors

The main factors (stressors) that can lead to work related stress have been defined by the HSE as:

demands	relationships
control	roles
support	change

20.4 Risk Assessment

To determine if there are problems within the school which are leading to or which could result in work related stress, and to define these problems in detail; senior management within the school will identify those areas considered to have the greatest potential for stress.

Our approach will be to focus on the concerns of the majority of employees. In this way, any actions taken by the school to address issues will have the greatest impact on staff as a whole. However, it is also important to address the concerns of individuals and small groups within the school.

20.5 Consultation

The next step will be to consult with employees to confirm the nature of any problems and agree what action could be taken to reduce stress levels. The exact method of consultation is yet to be decided but may take the form of small groups working on specific issues.

20.6 Action

Corrective action to resolve or deal with problems will then be implemented. Individual issues that have arisen should also be reviewed at this time.

20.7 Feedback & review

Staff response to any changes and corrective action will need to be closely monitored throughout. It is recognised that monitoring stress levels within the staff at the school will become part of the on-going management process.

21. LONE WORKING

Only a small restricted number of staff have access to the school premises outside normal working hours. It is acknowledged that there is potential risk associated with someone working alone on the premises.

The following procedures apply to lone working:

- Lone workers should let their whereabouts be known to others and keep in regular contact.
- If a staff member brings a visitor into the building with him/her, they must be made aware of the exit routes and emergency evacuation procedures.
- Lone workers should keep in range of a telephone or mobile phone with workable signal.
- Working at heights must not be undertaken by lone workers.
- Electrical maintenance/installation work or hot work must not be undertaken by lone workers.
- All persons must make use of control measures and equipment provided to minimise any risks when carrying out work.
- No person should be on the premises alone if they have any known medical conditions that could make it unsuitable or unsafe to work alone.

22. SCHOOL MINIBUSES

22.1 General

The School operates a fleet of minibuses which are used for the transportation of pupils. This use includes:

- Morning pick up from home (or pre-arranged pick up point) prior to the start of the school day.
- Afternoon drop off to home (or pre-arranged drop up point) at to the end of the school day.
- Transportation of pupils to weekly sessions at the local public swimming pool
- Transportation of pupils on educational visits
- Transportation of pupils to sports events
- Transportation of pupils for other curriculum activities
- Use by the Premises Manager or his staff on school business
- Other purposes as authorised by the Head or Bursar

22.2 Legal Requirements

The Bursar will ensure that the minibuses are maintained to a road legal standard, that the Road Fund Licence is paid, each vehicle has a valid MOT certificate and that adequate insurance cover is provided.

A "Section 19 Permit" is required for each minibus.

The Premises Manager will be responsible for ensuring daily safety checks are carried out on all vehicles. Particular attention will be paid to the condition of the tyres and checking all seat belts are in working order.

22.3 Drivers

In most cases a driver will need to hold a D1 entitlement on his/her driving licence to legally be able to drive a school minibus. In some cases and with certain vehicles this is not required and individuals may legally be able to drive a minibus with a standard B entitlement on a UK/EU driving licence.

In all cases a driver must satisfy the Bursar or Premises Manager that he/she is competent to drive a minibus. Where deemed necessary this may include requiring an individual to undergo formal assessment or driver training.

The Bursar will keep a record of all authorised drivers' driving licence details. Where applicable, endorsement details will be shared with the school's insurers.

22.4 Driver's Declaration & Expectations

An individual will be required to complete a declaration form, a copy of which is included in Appendix A of this policy, before being authorised to drive a school minibus. Drivers will be advised:

<ul style="list-style-type: none"><input type="checkbox"/> Not to drive if under the influence of drugs or alcohol<input type="checkbox"/> Not to drive when taking medication that warns the user of drowsiness<input type="checkbox"/> Not to drive when ill<input type="checkbox"/> Not to drive when fatigued<input type="checkbox"/> Not to drive a vehicle that is in an unroadworthy condition<input type="checkbox"/> To report any road traffic accidents you are involved in<input type="checkbox"/> To report any changes to your driving license<input type="checkbox"/> To report any changes to your original/current driver's declaration form held by the School<input type="checkbox"/> To report any DVLA notifiable medical condition<input type="checkbox"/> To carry out pre use checks on the vehicle to ensure that it is safe and legal to use<input type="checkbox"/> To contact the School immediately in the case of a breakdown	<ul style="list-style-type: none"><input type="checkbox"/> To drive with due care and consideration of other road users<input type="checkbox"/> To adhere to the Highway Code at all times<input type="checkbox"/> To drive with the vehicle lights on during the day when there is poor visibility<input type="checkbox"/> To drive within the speed limits<input type="checkbox"/> To plan your journey to allow sufficient time to complete it safely<input type="checkbox"/> Not to use a hand held mobile phone whilst driving<input type="checkbox"/> To use a hands free phone only when it is safe and legal to do so<input type="checkbox"/> To use in vehicle technology only when it is safe to do so<input type="checkbox"/> Keep your eyes on the road whilst driving, and not to be distracted by attempting to eat, drink or read<input type="checkbox"/> To drive defensively and with courtesy to other road users<input type="checkbox"/> To ensure the safety of any occupants by ensuring that seat belts are used correctly
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22.5 Children on Minibuses

The number of children carried on the bus will never exceed the number of seats available. Each child must wear a seatbelt at all times and this must be checked by the driver before departure.

22.6 Luggage and Other Goods

Luggage, sports kit or other items carried on a minibus must never be stored in such a way that it may prevent or restrict access to exits or prevent means of escape in case of emergency.

22.7 Lone Drivers / Chaperones

In some circumstances it may be necessary to have a second adult, or chaperone, on a minibus when transporting children. In other circumstances this may not be necessary. Each situation should be subject to a risk assessment. The main points to consider are:

- the age of the children travelling on the minibus
- any special needs of the passengers
- the length of the journey
- whether the journey is on local roads or partly on dual carriageways / motorways

Where a chaperone is not present a driver should immediately pull safely over to the side of the road and park the minibus before attempting to attend to the needs of passengers.

23. CIRCULATION OF VEHICLES ON SITE

23.1 Parking Area

There is a main parking area just inside the main entrance gates to the school which is fenced off from the main pedestrian entrance and playground. During school term time periods only school minibuses and other occasionally authorised vehicles use this area.

23.2 Playground Area

During school term time periods vehicles are only permitted into the playground are under the following circumstances:

- school minibuses for turning – by authorised drivers who are vigilant for children present in the playground – children are supervised by other staff to keep them away from the minibus whilst it is being manoeuvred.
- authorised contractors vehicles under the supervision of the Premises Manager or a member of his staff

Parking or turning is not permitted in the playground area during school term times between 8am and 5.30pm under any other circumstances. During school holidays or at other times outside of the school day vehicles may be permitted access to the playground but drivers' attention will be drawn to the need to be vigilant for pedestrians crossing the area or emerging from the buildings.

23.3 Parents

Parents do not have vehicular access to the school grounds at any time.

24. MONITORING OF SCHOOL PROCEDURES

1. Introduction

The School's Works Committee has the important task of monitoring the health & safety performance throughout the school. At each Committee meeting, participants will have the opportunity to report on health & safety performance within their area of responsibility.

2. External Audit

Where considered appropriate by the H&S Committee, the school's external H&S Advisor will be asked to conduct a specific topic audit. A full General Health & Safety Audit will be carried out by the school's H&S Advisor every two years.

APPENDIX A

ASSESSMENT FORMS

1. Risk Assessment
2. New and Expectant Mothers Work Assessment
3. Display Screen Equipment Assessment

RISK ASSESSMENT

Area or Activity	
Who might be at risk?	
Contacts	
Description of activity	

Assessment of risk rating

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by multiplying the PROBABILITY by the SEVERITY of the risk. (R= P x S)

PROBABILITY	SEVERITY	RISK FACTOR $P \times S = R$	COMMENTS
1 = Unlikely	1 = Minor injury	1 – 2 Low risk	The School's objective is to introduce controls to reduce the risk for most activities to low.
2 = Possible	2 = >3 day injury or property damage	3 – 4 Medium risk	Additional controls are needed and should be planned. If additional controls require long-term work (> 4 weeks) then short-term procedures should be modified to reduce risk in the interim period wherever possible.
3 = Likely	3 = Major injury or death	6 –9 High Risk	Where risk remains high after exiting controls are considered then the activity should not take place until additional controls have been implemented. I.e. STOP the activity.

HAZARD	WHO IS AT RISK?	Existing Controls (action taken to reduce risk)	RISK RATING			Is the risk adequately controlled? If not list further action required	Date completed
			P	S	R		

HAZARD	WHO IS AT RISK?	Existing Controls (action taken to reduce risk)	RISK RATING			Is the risk adequately controlled? If not list further action required	Date completed
			P	S	R		

Name of assessor:		Date of assessment:		Planned review date:	
People consulted in conducting this assessment		Name:	Position:	Name:	Position:
Date reviewed:	Reviewed by:		Date reviewed:	Reviewed by:	



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- ☐ Manual handling.....
- ☐ Working in hot conditions
- ☐ Standing or sitting for long periods.....
- ☐ Working in a small workstation
- ☐ Working at a DSE for periods of longer than one hour
- ☐ Night work

YES ☐ NO ☐

.....

.....

.....

.....

.....

MONTHLY REVIEW

[illegible]



Display Screen Equipment Assessment

NAME OF USER		WORK STATION IDENTITY		DATE	
-----------------	--	--------------------------	--	------	--

	YES	NO
1. DISPLAY SCREEN		
1.1 IS THE SCREEN CLEAN AND ARE THE CHARACTERS CLEAR AND EASILY READ?	<input type="checkbox"/>	<input type="checkbox"/>
1.2 IS THE IMAGE ON THE SCREEN STABLE AND FREE FROM FLICKERING?	<input type="checkbox"/>	<input type="checkbox"/>
1.3 DOES THE BRIGHTNESS/CONTRAST CONTROL WORK?	<input type="checkbox"/>	<input type="checkbox"/>
1.4 DOES THE SCREEN TILT AND SWIVEL EASILY AND CAN IT BE MOVED?	<input type="checkbox"/>	<input type="checkbox"/>
2. KEYBOARD		
2.1 IS IT A STANDARD KEYBOARD WHICH IS TILTABLE?	<input type="checkbox"/>	<input type="checkbox"/>
2.2 ARE THE CHARACTERS ON THE KEYS EASILY READ?	<input type="checkbox"/>	<input type="checkbox"/>
3. WORK DESK		
3.1 IS THE WORK DESK LARGE ENOUGH TO ACCOMMODATE ALL THE EQUIPMENT?	<input type="checkbox"/>	<input type="checkbox"/>
3.2 IS A DOCUMENT HOLDER REQUIRED?	<input type="checkbox"/>	<input type="checkbox"/>
4. WORK CHAIR		
4.1 IS THE HEIGHT OF THE SEAT ADJUSTABLE?	<input type="checkbox"/>	<input type="checkbox"/>
4.2 IS THE HEIGHT OF THE BACK ADJUSTABLE AND CAN THE BACK BE TILTED?	<input type="checkbox"/>	<input type="checkbox"/>
4.3 IS A FOOTREST AVAILABLE IF REQUIRED?	<input type="checkbox"/>	<input type="checkbox"/>
5. WORKING ENVIRONMENT		
5.1 IS THE ARTIFICIAL LIGHTING ADEQUATE TO GIVE CONTRAST TO THE SCREEN?	<input type="checkbox"/>	<input type="checkbox"/>
5.2 IS THE SCREEN FREE FROM GLARE OR REFLECTION?	<input type="checkbox"/>	<input type="checkbox"/>
6. WORK ROUTINE		
6.1 ARE BREAKS TAKEN AWAY FROM THE SCREEN DURING INTENSE SPELLS OF WORK?	<input type="checkbox"/>	<input type="checkbox"/>



Display Screen Equipment Assessment

7. EYESIGHT TESTS				
7.1 IS THE USER AWARE OF THE EYESIGHT TEST PROVISION?			<input type="checkbox"/>	<input type="checkbox"/>
8. TRAINING				
8.1 DOES THE PERSON UNDERSTAND THE RISKS AND COMPLY WITH INSTRUCTIONS?			<input type="checkbox"/>	<input type="checkbox"/>
9. ACTION REQUIRED? WHAT AND BY WHEN?			<input type="checkbox"/>	<input type="checkbox"/>
ASSESSMENT CONDUCTED BY:		DATE:		
REVIEWED BY:		DATE:		

APPENDIX B

REFERENCE DOCUMENTS

1. Risk Assessment Policy
2. HSE Information Sheet EDIS1 (RIDDOR)
3. Fire Evacuation Procedure
4. HSE Information Sheet : School Trips
5. First Aid Policy

Incident reporting in schools (accidents, diseases and dangerous occurrences)

Guidance for employers

HSE information sheet

Education Information Sheet No1 (Revision 3)

Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

What needs to be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**.

The information sheet includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

- injuries and ill health involving employees (Section 1);
- injuries involving pupils and other people not at work (Section 2);
- dangerous occurrences (Section 3).

Who should report?

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at www.hse.gov.uk/services/education provide information about who the employer is in different types of schools.

Some school employers may have centrally co-ordinated reporting procedures. In others, reporting

may be delegated to the school management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at www.hse.gov.uk/riddor for more detail on the reporting arrangements for self-employed people.)

Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting **fatal and specified injuries only**. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/contact.htm.

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority.

What records must I keep?

You must keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;

- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. **From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them.** Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at www.hse.gov.uk/riddor/report.htm.

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

Reportable specified injuries

These include:

- 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.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See www.hse.gov.uk/riddor for details of the reporting arrangements for self-employed people.)

These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

Section 2: Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting **where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.**

What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Other scenarios

Injuries to pupils while travelling on a school bus

If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.

However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

Incidents involving pupils on overseas trips

RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

Incidents to pupils on work experience placements

If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

Section 3: Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.

Supplementary information

Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers must make relevant health and safety documents available to safety representatives.

This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg232.htm.

Reporting requirements of other regulators

There may be other reporting requirements placed on schools by other regulators in the education sector. The requirements of these other regulators are separate to, and distinct from, the legal duty to report incidents under RIDDOR.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at:
www.hse.gov.uk/pubns/edis1.htm.

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GATEHOUSE SCHOOL FIRE EVACUATION PROCEDURE

1. General information

- When the fire alarm rings continuously the building must be evacuated immediately.
- In the event of a fire, the adult discovering the fire will operate the nearest alarm.
- The Fire Brigade will be phoned by the Headmistress, the Secretary, or any other member of staff who has immediate access to the phone. The Headmistress must be informed immediately.
- If the register is in the classroom when the evacuation has taken place, the Headmistress must be informed immediately.
- If the registers are in the office, they will be taken out to the assembly points by the Secretary. The keys to the church playground will also be taken out to the assembly point.
- At the assembly point the class teacher must call the register and alert the Headmistress if there are any children missing.
- The Premises manager will ensure the main gates are open, ready for the Fire Brigade.
- The Bursar will remove one school bus in the event of a fire.

2. Assembly points

- All assembly points are at the back of **New House** in the playground and all staff should be aware of their specific assembly point.
- New Staff should seek out this information upon arrival. It will also be covered in the induction
- At the assembly point the children should be calm, quiet and be able to follow instructions.

3. Evacuation Procedures

- **Top Floor: Years 5 & 6.** Will exit the building using the stairwell. The side stairs will be used if the stairwell is inaccessible.
- **Nursery:** Staff and pupils must exit the building via the back stairwell. In the event of a stairwell becoming inaccessible or dangerous the front stairs must be used. At the bottom of the stairwell staff and pupils will exit via the Nursery entrance. The Fire Marshall will ensure that all staff and pupils leave this floor and all rooms, toilets and areas are clear.
- **MIDDLE FLOOR: Library, Asc, Music cells 1-5 & Kitchen.** Staff and pupils must exit the building via the front stairwell. In the event of the stairwell becoming inaccessible or dangerous the side stairwell must be used, at the bottom of the stairwell staff and pupils will exit via the back door. Teachers will ensure that all staff and pupils leave this floor and all rooms, Lower Junior toilets and communal areas are clear.
- **GROUND FLOOR: Years 3T, 3D, Reception, Admin Office, Head's office & Gym.** Staff and pupils must exit the building through the front door fire exit. The Secretary will ensure that all staff and pupils leave this floor and all rooms and communal areas are clear. They will then report to the Headmistress. **Premises Manager's office, Year 4C Staff Room Kitchen, Science Laboratory** will exit via front stairwell Nursery Entrance, if this is obstructed, then the fire exit by the Premises Manager's office should be used. **Year 2M & 2V.** Staff and pupils to turn left and exit via the front passage via the under-croft middle fire door exit. If obstructed then the front door located by main reception area should be used. **Year 4M.** Staff and pupils to turn right and exit via the Nursery entrance fire exit. If this is obstructed then the fire exit located by the Premises Manager's office should be used.
- **UNDERCROFT: Art Class.** Will exit via the fire door in the classroom. **I.C.T & Library.** Staff and pupils to exit via the under-croft middle fire exit doors. If obstructed then the Nursery Entrance fire exit should be used. **Music.** Will exit via the fire door in the classroom. If this is obstructed then the Nursery fire exit should be used.
- **NEW HOUSE: Reception.** Staff and Pupils should exit via the fire exit in the class, if obstructed then the through the main exit doors. **Music practice rooms & L.S room.** Staff and pupils should exit through Reception Class door located within the classroom, if obstructed then the exit via the main entrance. **Years 1K & 1B.** Staff and pupils should turn left and exit via the main entrance. If obstructed, the exit in the Reception class should be used.

4. Emphasis to the Children.

- Silence
- Walk
- No-one is to return to the building until the "All Clear" is given.

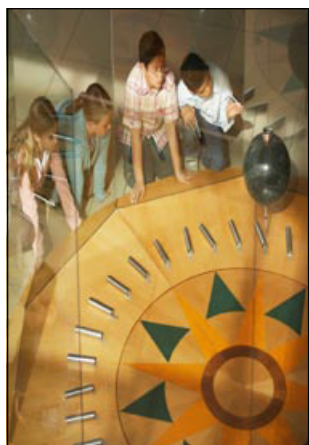
The Teachers' Assistants if present, lead the children and the teachers leave the classroom last, checking to make sure no-one is left inside.

All registers and the visitors' book will be checked in the playground.

This fire drill was revised in October 2013

School trips and outdoor learning activities

Tackling the health and safety myths



Introduction

- 1 School trips have clear benefits for pupils, and large numbers of successful visits and outdoor learning activities take place each year.
- 2 Misunderstandings about the application of health and safety law may, in some cases, discourage schools and teachers from organising such trips. These misunderstandings stem from a wide range of issues but may include frustrations about paperwork, fears of prosecution if the trip goes wrong, and the belief that a teacher will be sued if a child is injured.
- 3 This statement gives clear messages to tackle the myths about bureaucracy and prosecution. However, HSE has no influence on the levels and types of civil claims for compensation that may be made against schools or individual teachers.
- 4 HSE fully supports schools arranging a wide range of out-of-school activities, which can include visits to museums, trips to the countryside or taking part in challenging and adventurous activities. HSE wants to make sure that mistaken and unfounded health and safety concerns do not create obstacles that prevent these from happening.
- 5 This statement provides managers and staff in local authorities and schools* with a clear picture of HSE's perspective on these issues. HSE wants to encourage all schools and local authorities to remove wasteful bureaucracy imposed on those organising trips and activities – so that focus is on how the real risks† are managed and not on the paperwork. Our primary interest is in real risks arising from serious breaches of the law, and any investigations are targeted at these issues.

Recognising the benefit of learning away from the school

Key message: 'Well-managed school trips and outdoor activities are great for children. Children won't learn about risk if they're wrapped in cotton wool.'

- 6 HSE fully recognises that learning outside the classroom helps to bring the curriculum to life – it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. Striking the right balance between protecting pupils from risk and allowing them to learn from school trips has been a challenge for many schools, but getting this balance right is essential for realising all these benefits in practice.

* Overall responsibility for health and safety lies with the employer. Who the employer is will depend on the category of school (www.hse.gov.uk/services/education/faqs.htm).

† The Courts have made clear that when health and safety law refers to risks, it is not contemplating risks that are trivial or fanciful. It is not its purpose to impose burdens on employers that are wholly unreasonable (*R v Chagot* (2009) 2 All ER 660 [27]).

7 Striking the right balance means that:

- schools and staff focus on real risks when planning trips;
- those running trips understand their roles, are supported, and are competent to lead or take part in them;
- the real risks are managed during the trip; and
- learning opportunities are experienced to the full.

8 Striking the right balance does not mean that:

- every aspect is set out in copious paperwork that acts as a security blanket for those organising the trip;
- detailed risk assessment and recording procedures aimed at higher-risk adventure activities are used when planning lower-risk school trips;
- mistakes and accidents will not happen; and
- all risks must be eliminated.

What staff should expect from their schools

Key message: ‘Teachers should expect their schools to have procedures that encourage participation, are proportionate to the level of risk and avoid bureaucracy.’

9 Schools need to ensure that the precautions proposed are proportionate to the risks involved, and that their paperwork is easy to use. They should also take account of the assessments and procedures of any other organisations involved, and ensure that communications with others are clear.

10 The school's arrangements for trips should ensure that:

- risk assessment focuses attention on real risks – not risks that are trivial and fanciful;
- proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed;
- those planning the trips are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more.

What the school, pupils and parents should expect from staff

Key message: ‘Those running school trips need to focus on the risks and the benefits to people – not the paperwork.’

11 Staff running school trips should clearly communicate information about the planned activities to colleagues and pupils (and parents, where appropriate). This should explain what the precautions are and why they are necessary, to help ensure that everyone focuses on the important issues.

12 It is important that those running school trips act responsibly by:

- putting sensible precautions in place, and making sure these work in practice;
- knowing when and how to apply contingency plans where they are necessary;
- heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

If things go wrong

Key message: ‘Accidents and mistakes may happen on school trips – but fear of prosecution has been blown out of all proportion.’

13 HSE works with the police* and others following fatal accidents. If an incident on a school trip leads to the death or serious injury of a pupil, HSE will normally investigate. Most serious accidents on school trips involve underlying management failures and HSE always looks for these underlying causes – see our Enforcement Policy Statement (www.hse.gov.uk/enforce/enforcepolicy.htm). HSE does not investigate incidents in response to civil claims.

14 HSE has brought prosecutions† in rare cases where there was evidence of recklessness or a clear failure to follow sensible precautions. However, it is important that schools and their staff do not interpret this as meaning that to avoid prosecution by HSE they must eliminate even the most trivial risks. Schools and their staff are expected to deal with risk responsibly and sensibly. If things do go wrong during a trip, provided sensible and proportionate steps have been taken, it is highly unlikely that there would be any breach of health and safety law involved, or that it would be in the public interest for HSE to bring a prosecution.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This document can be found online at:
www.hse.gov.uk/services/education/school-trips.pdf.

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* The Work-Related Deaths Protocols describe the arrangements for liaison between HSE, police forces (including British Transport Police), local authorities, the Office of Rail Regulation (ORR), the Crown Prosecution Service (CPS), and the Crown Office and Procurator Fiscal Service (COPFS) following work-related deaths (www.hse.gov.uk/pubns/misc491.pdf and www.hse.gov.uk/scotland/workreldeaths.pdf).

† In Scotland, the Crown Office and Procurator Fiscal Service (COPFS) investigates all sudden and unexpected deaths, with the police and HSE working in partnership under the Work-Related Deaths Protocol Scotland. HSE does not conduct prosecutions in Scotland - HSE reports offences to the Procurator Fiscal and it is for COPFS to make the decision as to whether or not to prosecute. Where reference is made to ‘prosecution’ then, for Scotland, this should be taken to mean ‘recommend’ prosecution.



GATEHOUSE SCHOOL

FIRST AID POLICY

Policy Statement

This policy outlines the schools responsibility in providing first aid to pupils, staff and visitors. As an employer, Gatehouse School has a statutory obligation, under The Health & Safety (First Aid) Regulations 1981, to provide the necessary equipment and facilities to enable First Aid to be rendered to employees if they become ill or are injured at work.

The School also has a clear obligation to ensure that non-employees (specifically pupils and visitors) are considered when the levels of First Aid provision are set. The Health & Safety at Work etc Act 1974, section 3, gives legal duties to ensure the health, safety & welfare of those not in our employ and The Management of Health & Safety at Work Regulations 1999, regulation 3, specifies the requirement to carry out risk assessments, which must include all persons on site.

In addition to the statutory requirements, the Department of Education's Good Practice Guide for Schools sets out minimum levels of First Aid provision expected in educational establishments.

Practical Arrangements

A person with an appointed first aid certificate is available at all times whilst people are on the school premises, and also off premises whilst on school trips.

A suitable equipped medical room / first aid room is available.

Mrs Moll is responsible for the general upkeep of the first aid room and maintenance of first aid kits, and for requesting the purchase of first aid supplies.

Staff Qualified in First Aid

Emergency first aid training is provided for staff on a regular basis and updated every 3 years. If a member of staff has not received training or has an expired certificate, they should inform the admin staff who will organise appropriate externally held training sessions.

A list of staff who have undertaken a Paediatric first aid course is attached as Appendix 1. For EYFS trips and visits at least one paediatric qualified first-aider must accompany pupils.

All injuries will be dealt with by an appropriate person who has received the necessary training.

Recording Accidents

All injuries will be recorded in the school accident book by the person administering first aid and parents will be notified, if appropriate, on the same day.

All injuries on school premises are recorded in a H.S.E. book and kept for 3 years.

Any serious injury or communicable disease will be reported to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995), under which schools are required to report to the Health & Safety Executive (telephone 0845 300 99 23).

RIDDOR reports are to be submitted online if needed. For advice about incidents which need to be reported under RIDDOR refer to the HSE Publication "EDI1" a copy of which is available from the Bursar.

Access to First Aid

First aid boxes are available throughout the school. They are all marked with a white cross on a green background and are checked monthly. They are located as follows:

- 5 in Medical Room
- 1 in Nursery
- 1 In New House
- 1 in each minibus

A first aid box is always taken by the staff if the children use the local park or if they are taking part in a local visit.

Guidance on when to call an ambulance

We will call an ambulance for example in the case of a suspected broken limb, serious head injury, allergic reaction and serious case of asthma, epilepsy and/or diabetes.

Parents will be contacted as soon as we think an ambulance is required.

Medical Conditions

A confidential register of all children with medical requirements is kept by the school secretary. This is to be renewed at the beginning of each school year, and updated whenever necessary throughout the year.

Arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes)

A few examples as follows:

HIV/AIDS

Human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS) cannot be transmitted through normal social contact such as touching, shaking hands and kissing. However, the virus (HIV) is present in the blood and other body fluid of infected individuals, who may appear well and may even be unaware that they have been infected. Staff and children therefore must be aware of the risk of transmission and extreme care should be taken when dealing with all body fluids. The following precautions **MUST** be taken:

Disposable gloves (contained in all school First Aid Kits and available in Medical Room) MUST be worn when dealing with blood or any body fluids

Any items soiled with blood or any body fluids must be double bagged before disposal and placed in the yellow bags kept in the medical room.

Nut Allergy

A small number of children have an allergy to nuts and exposure to them may result in the child falling into **Anaphylactic Shock**.

The names of the children in the school known to be suffering from a nut allergy are displayed on the board in the School Office. Staff must be able to identify these children.

A child who is exposed to nuts may show any number of the following symptoms: swelling of the tongue and lips, hands and feet; difficulty in breathing; headaches, nausea and vomiting; abdominal cramps; loss of consciousness.

The immediate treatment of Anaphylactic Shock is adrenaline given by way of an "Epipen". However a member of staff **MUST** call "999" **AT ONCE** on seeing a child in difficulties. This may be done from any school telephone.

Children with nut allergy who are deemed to be sensible and have been taught how to inject themselves **MUST** carry their "Epipen" with them **AT ALL TIMES**. However, this may not be appropriate for younger children so "Epipens" are kept in the School Office.

Epipens are kept in pupil's classrooms and in the Medical Room, on the shelves next to the sink.

Junior Epipen for children 15-30kg (2 stone 5lbs – 4 stone 9lbs)

Senior Epipen for anyone over 30kg.

All staff have been trained to administer an Epipen.

Procedure for a child with Asthma

All children who have active asthma will have their labelled inhaler kept securely in the medical room.

What to do if a child is wheezy or is finding it hard to breathe properly

If a child is wheezy please ask them to take their blue inhaler. Make sure they are not surrounded by other children and that windows are open to allow more air in. It is essential to stay calm and **if the attack is bad** please get the other children out of the area so they are not upset and so that the sufferer can concentrate on their inhaler. They should sit upright when taking their inhaler and the relief should happen very quickly.

If the wheeziness continues ask another child to get a first aider. Please stay with the child until the first aider gets there as you may be required to call an ambulance.

Procedure for a child with Diabetes

Any child who has diabetes must have some form of carbohydrate/glucose on them or in their folder.

If a child says that they feel "low" (low blood sugar) ask them to eat what they have and send them to a first aider with another pupil to do a test to make sure that the snack has or is working. Please be aware that some children do not realise they are going "low" so it is useful to know what symptoms they may exhibit; this can be individual and parents will advise us. The first aider will pass that information on when she receives it.

Signs

Shakiness
Sweating
Dizziness
Might appear 'drunk'

If you see these signs from a child you know to have Diabetes, call a first aider immediately.
All staff have received training on Diabetes type 1.

For Games Staff

If you know you have a diabetic child in your group please ask them the following before the session begins:

"Have you tested your blood? Have you had something to eat? If they answer no, please send them to do so. Diabetic children should always boost their carbohydrate levels before activities to avoid going "low".

Hygiene Procedures

Spillage kits for bodily fluids, including emergency clean up granules, disposable gloves and aprons are available from the Medical Room.

Storage of Medicine

Medicines are always kept securely stored in the locked first-aid room. Access is limited to school staff who will know the code and pupils are not allowed to enter this room unless accompanied and supervised by an adult. No pupils should be left in the first aid room unsupervised.

Administration of Medicines

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

Only medicines prescribed by a doctor will be administered at school and parents will be required to complete a Medication Consent Form. If this form is not completed, medicines will not be administered. At the end of the school day medicines will only be returned to a responsible adult. The Medication Consent Form will be available on the website and parents of children who travel on the school buses will need to give medication to the drivers with a completed form. At the end of the school day parents should collect the medication from the bus driver.

Records

Written records of all medication administered to every child in the care of the EYFS and whole school are retained.

Appendix 1:

Qualification: Paediatric First Aid (HSE recognised, renewable every 3 years)

Name	Location	Expiry Date
Sue Barry	Nursery	14/02/17
Patsy Baker	Nursery	10/03/17
Sharon Yeomans	Nursery	10/03/17
Karen Cole	Year 3	14/02/17
Suzanne Dickinson	Admin	21/08/17

Qualification: First Aid at Work 3 days (HSE recognised, renewable every 3 years)

Name	Location	Expiry Date
Sue Jeffs	School Office	02/05/2015
Sharon Yeomans	Nursery	02/05/2015

Qualification: Managing Diabetes in Schools (No expiry date on certificate)

Name	Location	Issue Date
Suzanne Dickinson	School Office	September 2013
Elizabeth Kerr	Y4	September 2013
Sylvia Adebibe	Y3	September 2013

1st Aid Courses		Date started	Renewal	Company	
Barry	Sue	14/02/2014	14/02/2017	LBTH	Paediatric
Barry	Sue	24/02/2011	27/02/2014	British Red Cross	1st Aid at
Bignell	Becky	00/00/00	00/00/00		Never Ha
Baker	Patsy	10/03/2014	10/03/2017	LBTH	Paediatric
Cole	Karen	14/02/2014	14/02/2017	LBTH	Paediatric
Dainow	Gordana	04/01/2010	03/01/2013	British Red Cross	Save a Li
Dickinson	Suzanne	21/08/2014	20/08/2017	British Red Cross	Paediatric
Easmon	Norlie	07/01/2014	07/01/2016	British Red Cross	Save a lif
Fellows	Danny	04/01/2010	03/01/2013	British Red Cross	Save a Li
					Children

Gately	Louise	04/01/2010	03/01/2013	British Red Cross	1st Aid - Save a Li
Gorry	David	04/01/2010	03/01/2013	British Red Cross	Children
Hayes	Tom	04/01/2010	03/01/2013	British Red Cross	1st Aid -
Huntley	Tendai	07/01/2013	07/01/2016	British Red Cross	Save a Li
Huntley	Tendai	12/01/2010	11/01/2013	Humber Services	Appointe Save a Li
Jeffs	Sue	04/01/2010	03/01/2013	British Red Cross St Johns	Children
Jeffs	Sue	02/05/2012	02/05/2015	Ambulance	Appointe
Jenkins	Lee	07/01/2013	07/01/2016	British Red Cross	Save a Li Save a Li
Kelly	Michaela	04/01/2010	03/01/2013	British Red Cross	Children Save a Li
Korbay	Sevda	04/01/2010	03/01/2013	British Red Cross	Children Save a Li
Kotzen	Raoul	04/01/2010	03/01/2013	British Red Cross	Children Save a Li
Lenaerts	Marie	04/01/2010	03/01/2013	British Red Cross	Children
Martin	James	00/00/00	00/00/00		Never Ha
Moll	Conti	07/01/2013	07/01/2016	British Red Cross	Save a Li
Mylne	Tom	07/01/2013	07/01/2016	British Red Cross	Save a Li
Pauline	Moisy	07/01/2013	07/01/2016	British Red Cross	Save a Li
Purbrick	Bob	00/00/00	00/00/00		Never Ha
Ralph	Catherine	07/01/2013	07/01/2016	British Red Cross	Save a Li Save a Li
Reidy	Aileen	04/01/2010	03/01/2013	British Red Cross	Children
Robertson	Sue	00/00/00	00/00/00		Never Ha
Ross	Montgomery	04/01/2010	03/01/2013		1st Aid -
Salmon	Grace	07/01/2013	07/01/2016	British Red Cross	Save a Li
Tighe	Fiona	07/01/2013	07/01/2016	British Red Cross	Save a Li Save a Li
Tsatsarous	Lisa	04/01/2010	03/01/2013	British Red Cross	Children
Turner	Christine	07/01/2013	07/01/2016	British Red Cross	Save a Li Save a Li
Williams-Bloomfield	June	04/01/2010	03/01/2013	British Red Cross St Johns	Children
Yeomans	Sharon	02/05/2012	02/05/2015	Ambulance	Appointe
Yeomans	Sharon	10/03/2014	10/03/2017	LBTH	Paediatric

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