



HEREWARD HOUSE SCHOOL

Health and Safety Policy

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Policy ratified by: SMT

Date of publication: 10th September 2018

Date of next review: 1st September 2019

Governor responsible for policy: Alex Jenne

Amendment List

Amendment Number	Date Issued	Amendment
Issue 7	September 2018	Annual Review

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1. Health & Safety General Policy Statement

This policy covers the whole school including our EYFS setting.

This manual contains the occupational health & safety policy for Hereward House School which consists of a general policy statement (Section 1), the organisation (Section 2) and arrangements (Section 3) for carrying out the policy.

It is the responsibility of management to know and understand its contents so that they are able to implement it. The successful implementation of this policy is dependent on the full co-operation of all staff.

It is distributed to all members of staff to enable them to find out about our health & safety management system (i.e. the legal requirements, our company policy and procedures). It is the responsibility of the Head to ensure that employees who do not have access to a computer are provided with a hard copy and complete the signed register held by the Bursar/Health and Safety Officer.

Our School's Aims

At Hereward House we aim to provide a warm, welcoming and safe atmosphere in which every child can thrive and feel comfortable. Whilst embracing the highest academic aspirations for our boys, we believe that a school should not be an exam factory. We strive to create a stimulating, purposeful and happy community, where every child feels valued and secure. We aim to be a school where boys will be encouraged and assisted to develop academically, morally, emotionally, culturally and physically. It is our belief each one should enjoy his school days and reflect upon them with pride, pleasure and affection. We are preparing boys not just for senior school, but for life.

1.1. Scope

This occupational health & safety policy covers all work related activities undertaken at our school and also includes school trips.

We will ensure that this Policy is reviewed after changes to our working practices, legislation, guidance or other factors which may be considered to have an impact. At a minimum there will be an annual review, the responsibility to arrange this is with the Head.



Occupational Health & Safety Policy Statement

Hereward House School recognises the need to protect the health and safety of all who may be affected by its activities. The school needs to make all stakeholders aware of the organisation and arrangements for putting our policy in to practice. It is, therefore, school policy to take all necessary steps to prevent injury and ill health to staff, pupils, visitors, contractors and any third parties, insofar as they come into contact with the school.

In particular, the school has a responsibility:-

- To comply with all applicable legal and other requirements.
- To assess all risks and ensure precautionary measures are in place.
- To provide, where necessary, information, instruction and training on hazards.
- To prevent injury and ill health by providing and maintaining a safe and healthy working environment.
- To make available all essential safety devices and to supervise their use.
- To maintain a constant and continuing assessment of health and safety matters.
- To consult with staff on safety matters and to provide advice and supervision on occupational health.
- To ensure that all accidents, incidents and near misses are reported, logged and investigated to provide a basis for corrective action.
- To ensure that this policy is observed and reviewed as often as may be necessary if the nature of the work that is carried out changes, or new plant or new hazards are introduced into the workplace.

Staff have a duty to co-operate in this objective.

- By working and behaving in a manner which is safe for both themselves and others and only carrying out activities for which they are trained, competent and capable.
- By reporting any potential hazards or defects
- By using the safety devices provided and by meeting statutory obligations.
- By adhering to school health and safety procedures and notices.
- By assisting in the investigation of accidents with the objective of introducing measures to prevent recurrence.

Hereward House School is committed to enhancing its health & safety management systems to reduce adverse health & safety impacts and to assure compliance and continuous improvement in our management system and performance.

Mr P Evans
Headmaster
5th September 2018

2. Organisation

2.1. Resources, roles, responsibility and authority

The school accepts that the responsibility for implementing and controlling matters of health and safety is primarily that of management and that every level of the team must consider the promotion of health and safety to be an essential part of good management equal to that of any other management function. However, all staff have a responsibility to comply with our health & safety management system.

The responsibilities of each group are listed in the sections below.

2.1.1. Governors

Governors

The overall and final responsibility for health and safety within Hereward House School lies with the Governors.

The Governors provide strategic leadership and direction on matters of health and safety to our staff.

The Governors establish and implement a health and safety policy relevant to its activities and ensures that the policy is communicated to staff and others who may be affected by its activities.

The policy is reviewed at least annually in order to consider any changes that may be necessary having regard to its activities as well as levels of health and safety performance.

The Governors are committed to continuous improvement in health and safety performance.

The Governors make available adequate financial and other resources required to implement the health and safety policy and arrangements.

2.1.2. Headmaster

Headmaster

In addition to the Head will:

- Ensure the Governors are aware of their duties and assist them to fulfilling them
- Ensure that health and safety is discussed at board level.
- Ensure there is liaison on health and safety matters between all parts of the school and others who are affected by its activities.
- Ensure that adequate monitoring is carried out to determine the efficiency of the procedures laid down in the Health & Safety Management System.

2.1.3. Bursar

The Bursar is responsible for implementing health and safety at the school as directed by the Governors and Head and will report regularly to the Governors on progress against annual action plans, performance and other key events.

Key health & safety responsibilities:

- Ensure that adequate resources are made available to meet our health and safety obligations.
- Ensure that key health and safety activities are delegated to managers and other functions.

- Provide appropriate information and instruction to staff.
- Ensure work is planned to take into account health and safety issues.
- Ensure that all staff receive appropriate training.
- Monitor and assess risks to health and safety.
- Investigate all accidents/incidents/near misses whether or not resulting in injury
- Understand the company policy for health and safety and ensure it is readily available for staff.
- Set a personal example at all times to the workforce.
- Ensure that competent persons are appointed to assist the school comply with its obligations
- Actively promote the school's commitment to the effective management of health and safety throughout the school.
- Assess staff training needs and arrange internal and/or external course of instruction to ensure work can be carried out safely.

2.1.4. Staff / Employees

Key health and safety responsibilities:

- Inform all staff under their control of the contents of the health & safety manual and any related procedures or instructions.
- Instruct staff on their duties with regard to the health and safety of themselves and others.
- Ensure adequate supply of suitable protective equipment.
- Inform the Bursar / Head of any unsafe practices.
- Ensure that any instructions or procedures are being carried as required by the school.

Section 7 and 8 of the Health and Safety at Work Act 1974 places statutory duties on all employees. In order to meet these requirements, individual employees shall:

- Ensure that they are fully conversant with and follow the arrangements laid down in the school's health & safety manual and any related procedures or instructions.
- By working and behaving in a manner which is safe for both themselves and others and only carrying out operations for which they are trained and capable.
- Follow all instructions as identified by the school, including using all safety equipment and protective equipment provided.
- Report all accidents, near misses, incidents or hazards to the Bursar and to assist in the investigation of accidents with the objective of introducing measures to prevent recurrence.
- By keeping their work place clean, tidy and clear of obstruction.
- Co-operate with the school so far as is necessary to enable duties or requirements imposed on them under the Health and Safety at Work Act & relevant statutory provisions to be carried out.
- Not intentionally or recklessly interfering with or misusing anything provided in the interest of health & safety.

2.1.5. Health and Safety Representative(s)

Within each area of the school a named member of staff is responsible and will be the health and safety representative.

- to make representations to the employer on potential hazards and dangerous occurrences;
- to make representations to the employer on general matters affecting the health and safety at work of the group of employees he represents and, in particular, on such matters as he is consulted about by the employer; and
- to represent the group of employees they represent in consultations at the workplace

2.1.6. Health and Safety Advisor

Employers are required to appoint one or more competent persons to assist them in complying with legal duties. Additionally the law requires employers to consult employees on matters that affect their health and safety. In order to meet these requirements and to ensure high standards in health & safety performance we have appointed Health and Safety Assurance Services Ltd to assist us in our duties.

2.1.7. First Aiders

Employees are selected on the basis of their aptitude, skills, reliability and interest in receiving formal training in First Aid.

Key health & safety responsibilities:

- To be trained and certified by a recognised body and to maintain up-to-date certification.
- To provide first aid assistance in accordance with their training.
- To complete the accident/incident report each time first aid is administered, and provide a copy to the Bursar.
- To review the first aid risk assessment and arrangements and make recommendations as necessary to the Bursar.
- To maintain the first aid boxes.

2.1.8. Senior Fire Warden and Fire Wardens

Members of staff are selected on the basis of their aptitude, skills and reliability to be appointed and trained as the Senior Fire Warden and Fire Wardens.

Senior Fire Warden

The Senior Fire Warden shall take responsibility for the general safety and welfare of staff, pupils and visitors in the event of an evacuation or other emergencies.

- To direct overall operations for the emergency using advice provided by the emergency services.
- To liaise with emergency services and senior management.
- To liaise with security, fire marshals and first aiders during the course of the emergency.
- To arrange for a minimum of two planned fire evacuations per year.
- To hold a fire marshal debriefing meeting to take place immediately following a fire evacuation.
- To record fire evacuations.
- To inform all staff of the reason for the evacuation following the post-evacuation meeting.

Fire Wardens

Key safety responsibilities:

- To inspect designated zones of responsibility, including toilets and cubicles, to ensure they have been fully evacuated when the sound fire alarm is activated.
- To ensure that no personnel remain in any area once the evacuation alarm is activated.
- To report to the Senior Fire Marshal immediately following the inspection who shall record details of the inspection in their report.
- To ensure that a roll call is undertaken.
- To acquaint themselves with the layout of their designated areas and the people working in them and regularly review them to be aware of changes to layout.
- To check that suitable arrangements have been made by the responsible person / host for visitor safe evacuation of disabled people.

3. Arrangements

This section of the manual addresses the individual health & safety arrangements relevant to Hereward House School significant risks. Where relevant, separate procedures / instructions will be produced.

3.1. Accidents, Incidents and Near Misses & Riddor

All accidents involving school staff, pupils or visitors whilst at the school, must be reported as soon as is reasonably practicable to enable investigation to take place and action to be taken to prevent reoccurrence.

All injuries must be assessed by a qualified first aider who will treat the injury appropriately. The accident will be logged in the accident book which should then be submitted to the Bursar for investigation.

Reporting injuries and accidents

In certain circumstances an official report may be required to be sent to the Health and Safety Executive in accordance with RIDDOR legislation. This will normally be completed by the Health & Safety Advisor, to prevent duplication or superfluous reporting.

Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The School is responsible for this, but staff may be asked to assist in the investigation prior to a report being produced.

The School must report accidents which result in:

- deaths;
- specified injuries
- over 7 day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- where there is an accident connected to work activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances); and
- specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

The requirements are found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

3.2. Asbestos Management

Hereward House School has had an Asbestos Survey undertaken and an asbestos management plan in place which is available for anyone likely to be affected. As of August 2018 all asbestos has been removed from the school site.

No work may be undertaken in any area where there is a likelihood of contamination by asbestos. Work may only take place on sites where asbestos material has been completely removed from the work area.

Anyone likely to come into contact with asbestos material as a result of their work, is to be given mandatory asbestos awareness training.

3.3. CDM – Construction (Design & Management) Regulations

Under the Construction (Design & Management) Regulations 2015, the school may be required to assume the role of Client and appoint a Principal Designer organisation or an individual to prepare or modify designs and to plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of a project.

All long term maintenance and any construction will be reviewed to ensure compliance with the CDM 2015 Regs.

3.4. Consultation & Communication

Staff and contractors will be consulted on health and safety by the Bursar. Consultation provides information to staff and contractors and gives opportunity to express their views about the matter in the light of that information. Responses will to be taken into account before decisions are made. Staff and contractors will be consulted in particular with regard to:

- The introduction of any measure at the workplace that substantially affect their health and safety.
- Arrangements for appointing or nominating competent persons to assist in undertaking the measures needed to ensure compliance with statutory requirements, and to implement evacuation procedures.
- Changes to health & safety law, Approved Codes of Practice, formal and other guidance.
- The planning and organisation of any health and safety training the school is required to provide.
- The health & safety consequences of the introduction of new technologies into the workplace.

Staff and contractors are encouraged to raise any health & safety concerns with the Bursar.

Information for Staff

The school is required to provide staff with comprehensive and relevant information on:-

- a) the risks to their health and safety identified by risk assessments;
- b) the preventive and protective measures to be implemented;
- c) the emergency procedures and details of assembly points, and staff affected; and
- d) the risks notified by others which might affect employees

This requirement is fulfilled during the induction training of all personnel, and during regular meetings.

3.5. Contractors & Agency Staff

Contractors and staff must be formally assessed to ensure they are competent to undertake the task for which they are being contracted prior to the work being awarded. Contractors and staff will only be appointed once their competence has been verified by the school.

All contractors are expected to co-operate and assist in the implementation of this policy, while ensuring that their own works, so far as reasonably practicable, are carried out without risks to themselves or others. This includes co-operating with management for health and safety related matters. The School will provide the contractor and staff with information relating to any known hazards in the area(s) they will be working/accessing.

Contractors must submit risk assessments and method statements (safe system of work) which detail the arrangements for safe working before their proposed activities are authorised.

When contractors arrive they must “sign in” at the Reception. Contractors and staff will be allocated to a responsible member of staff (host) who will:

- Ensure that they are supervised throughout the period of their visit and are aware of emergency procedures.

- Ensure that the contractor and staff receive an induction
- Ensure that contractors are made aware of and observe the rules and conditions which apply
- Contractors must provide their own PPE as identified in the agreed risk assessment / method statements.
- Ensure that when they leave site they “sign out” and advise their host that they are leaving.

3.6. Control of Substances Hazardous to Health (CoSHH)

We use a limited number of substances and have reduced or eliminated harmful substances where a suitable alternative is not available. A copy of the Material Safety Data Sheet (MSDS) will be held for every substance identified as harmful. These will be obtained from the supplier or manufacturer. We will review the MSDS to ensure they remain current, usually at the same time as reviewing the main CoSHH assessments. We will ensure all products which fall into the CoSHH regime are subject to assessment.

Storage and use of hazardous material

All hazardous materials will be stored in secure ventilated areas. Care will be taken to ensure that in the event of a spill, hazardous mixing does not occur, for example the mixing of a bleach with an acid.

Maintenance of systems

CoSHH assessments will be reviewed annually unless there is reason to believe they are no longer valid such as an accident taking place, a process or material being changed, etc. Date of review will be recorded on the assessments.

All assessments must be available to staff and contractors undertaking work on our behalf.

3.7. Display Screen Equipment / Computer Workstations

The Health and Safety (Display Screen Equipment) Regulations follow an ergonomic approach for dealing with the risks associated with Display Screen Equipment (DSE), also known as Visual Display Unit (VDU).

The design of all workstations has been made to meet the requirements laid down in the schedule to the regulations. Where staff use a screen for continuous or near continuous spells of an hour or more at a time, more or less daily, we will perform an individual analysis of the workstation (the equipment, furniture and the immediate working environment). Any risk to health will be identified, evaluated and reduced to an acceptable level. Actions taken, and the reasons why, must be reported to staff.

The school is also obliged to give information to users about the health conditions that could arise. This information should be clear and unambiguous with a means of confirming that it has been understood.

These assessments should be reviewed at least annually and must be carried out following a significant change in the workstation.

Eyes and Eyesight Tests

Following an assessment of a workstation and confirmation that the operator (staff member) can be classified as a "user", or where employees transfer to a job involving the use of DSE, users can request an eye & eyesight test. These tests can only be repeated at intervals recommended by the optometrist or doctor who carried out the previous test, except where an employee experiences visual difficulties and has reason to believe that these may be caused by work with DSE.

Should corrective devices (normally spectacles) be required specifically for VDU use the School will provide a “minimum optical device” i.e. a basic pair of glasses.

Any member of staff experiencing difficulties with their VDU workstation must report them to the Bursar who will arrange an assessment.

3.8. Educational Visits

Educational visits must be properly planned and supervised as detailed on the schools Educational Visits procedure. All such visits must be approved by the Head Teacher who will ensure that adequate and appropriate arrangements have been made and that the leader of the party and assistants are sufficiently experienced and responsible. The leader of the party has primary responsibility for the conduct of the visit and must be contactable at all times throughout the duration of the visit. Specific permission from the pupils parent or guardian must be obtained before and pupil leaves on any educational visit.

Planning, Risk Assessment and First Aid

Planning an educational visit must always start with permission being granted by the Head Teacher. A suitable risk assessment must then be prepared which should be informed where possible by a preliminary visit to the location or venue to assess potential hazards. Where outdoor pursuits are a part of the visit then the organisation staffing these activities must provide details and copies of training certificates of all instructors. Adequate provision must be made for First Aid at every stage of the visit and this must include a thorough understanding of any specific medical conditions of pupils and staff.

Educational risk assessment forms are available on the staff drive.

Supervision and Vetting

All teachers and volunteers participating in overnight stays must have an enhanced DBS check. The ratio of supervision to pupils should generally be between 1:10 and 1:12. Under no circumstances should fall below 1:20. On residential visits there must always be a teacher on duty for each floor and the identity of that teacher known to all. Regular role calls must be taken at the beginning, arrival and end of the visit.

Within our EYFS setting this limit must not exceed 1:8. There must be at least 1 staff member with QTS or equivalent. As a rule of thumb 1 QTS staff member and 1 instructor accompanies all EYFS outings. It is essential that at least 1 (and preferably 2) staff members with paediatric first aid training accompany any EYFS outings.

Travel and Emergencies

The type of transport to be used during the visit must be carefully considered and the hazards included in the risk assessment. Advice for pupils on what to do in an emergency or if they should become separated from the group must be given to pupils regardless of their age or experience. An emergency procedure must be prepared for the visit and include contact details and permission for emergency medical treatment if parents cannot be contacted

See our Educational Visits Policy for more details

3.9. Electricity at Work

The Electricity at Work regulations 1989 apply to school premises. They place a duty on employers to ensure, so far as practical, that any electrical installation and all electrical equipment is constructed, maintained and used so as to prevent danger.

Regulations 14 and 16 prohibit working on live circuits unless it is reasonable to do so and unless suitable precautions have been taken to prevent injury; they also require that persons so doing must have sufficient knowledge to prevent danger or must be under competent supervision. The school aims to adopt a 'no living working policy'.

Following the introduction of the Electricity at Work Regulations, the Health and Safety Executive has issued a revised edition of the Guidance Note GS 23 '**Electrical Safety in Schools**' originally published in 1983. The advice given includes the following points that apply to Hereward House.

- The fixed electrical circuits within the school should be inspected and tested at least every 5 years by a competent person and records kept.
- Where wiring is subject to damage and abuse (e.g. surface wiring in temporary classrooms) and in external areas such as outhouses, it should be inspected every 3 years.
- Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied.
- Schools should keep a register of all electrical equipment and it should not be possible for apparatus previously discarded as defective to slip back into use.
- All electrical equipment operating at over 50 volts should be visually checked each term and any defective items rectified.
- Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person each year.

Portable Appliance Testing

At Hereward House annual checks (PAT tests) are carried out on all electrical equipment by an outside company.

Further Advice on Electrical Matters:

Plugs should only be fitted by a competent person. It is particularly important that the plugs used are of good quality and although they are normally supplied with a 13 amp fuse, that the value of the fuse is appropriate to the equipment being used.

Damage to the cable insulation must not be repaired with insulation tape. If sockets or plugs are damaged in any way they must not be used until they are suitably repaired or replaced.

Further Advice and Help - Useful sources include:

- The DfES and HSE websites at www.dfes.gov.uk and www.hse.gov.uk;
- HSE Leaflet GS23 "Electrical Safety in Schools" (this leaflet is no longer available from the HSE but the advice contained in it is still current);
- The CLEAPSS School Science Service contactable on 01895 251496 or at www.cleapss.org.uk;
- The Association for Science Education offers advice to members on 01707 283000;
- Email info@ase.org.uk or at www.ase.org.uk
- NUT document: **Electrical Safety** at www.nut.org.uk/resources/pdf/electrical-safety.pdf)

3.10. Fire

Every member of staff should be given training in the fire procedures on their first day of work. They should also be given a copy of the Fire Emergency Plan (or provided with information on where an electronic copy can be obtained).

Staff are responsible for knowing the action they must take in the event of a fire alarm being activated.

Two planned fire evacuation drills are carried out throughout the year and the evacuation time is measured and recorded.

A fire risk assessment review will be undertaken by a competent person on an annual basis.

3.11. First Aid

A list of qualified first aiders is displayed in Reception.

Staff or pupils requiring first aid treatment should contact their local first aider. If that person is not available they should contact the next nearest by department/floor location.

The policy is that there should be one first aider available at all times e.g. including provision made for holiday cover and sickness. Persons appointed as First Aiders will have completed the relevant training. Normally this qualification is valid for three years after which time the first aider must receive a two-day refresher course to re-qualify.

All accidents even of a minor nature shall be recorded in the Accident Book.

3.12. Gas

Gas Safety Inspections:

The appropriate gas safety inspections are carried out on supply pipework and Bunsen burner points. A pressure test will be undertaken.

Gas Appliances:

All gas appliances are tested annually.

Gas Cylinders:

Gas Cylinders are not allowed to be stored on site.

3.13. Hazards and Defects

All members of staff are responsible for identifying potential hazards (within the building and in the playground) and reporting them to the Bursar, who will report to the Head. The Head Teacher will decide what steps should be taken. The Head Teacher is responsible for arranging remedial works.

All staff are responsible for reporting defects in lighting, heating, ventilation, etc. to the Bursar, who will report to the Head Teacher. The Head Teacher is responsible for initiating the repairs.

3.14. Head Lice

While they are more of a nuisance than a health risk, they can be the cause of much concern to parents, pupils and staff. If a parent reports infestation or if infestation is noticed at school a letter is sent home to all parents in that boy's class. The letter includes advice on treatment. It may be sometimes necessary to send a letter to all parents.

3.15. Housekeeping

Poor standards of housekeeping are the most common cause of injury / damage at work and can create unnecessary fire hazards. All staff must keep their work place clean, tidy and clear of obstruction and report any issue out of their control as soon as possible.

- Storage areas should be defined within the workplace. Requirements should be reviewed periodically and whenever refurbishment or re-location takes place.
- Floors must be cleaned on a regular basis and waste bins emptied daily. Rubbish must be kept in suitable containers and must not be allowed to overflow. Combustible waste should be kept away from sources of ignition.
- Spillages must be cleaned up as soon as is reasonably practicable.
- Large items of rubbish that pose a particular hazard must be removed separately and without delay.

- All staff should be given suitable information on and training in housekeeping arrangements within the workplace and the standards that should be achieved.

3.16. Hygiene

In any situation where large numbers of people work in close proximity there is an ever present risk of outbreaks of certain infectious diseases. The possibility of outbreaks of disease can be minimised by the application of sensible hygiene precautions.

A high standard of personal hygiene is to be encouraged. Failure of pupils to wash their hands after using the toilet is the usual cause of outbreaks of bacillary dysentery and gastroenteritis, while similar lapses by kitchen staff can cause food poisoning cases. Soap, warm water and a means of drying hands must be available in sanitary accommodation and young pupils must be encouraged to use them.

A small proportion of people are carriers of infectious diseases. Many such carriers are unaware of their condition and the only sensible approach is to take adequate hygiene precautions in all cases.

Staff should ensure that any cuts or broken skin are covered with waterproof plasters or other suitable dressing while at work.

Particular care must be taken when dealing with bleeding or other cases of spillage of body fluid:

- Latex gloves are available.
- Keep people away from the area until the spillage has been dealt with.
- Cover any vomit with sawdust, disinfectant spillage powder, cat litter or fine sand. Sweep it up when dry. If the spillage allows carefully pour the disinfectant solution over the area, cover with paper towels and leave for 30 minutes. If this is not an option contaminated surfaces must be cleaned with liberal amounts of disinfectant.
- Individual contaminated paper towels may be flushed down the loo, but if a large quantity has been used they may be treated as contaminated waste.
- Infected waste must not be placed in dust bins. If possible it should be incinerated on site. Where this is not possible the waste must be placed in the appropriate bag or sack and the local authority environmental health department approached to arrange for collection and disposal.
- Smaller quantities of contaminated cotton wool, plaster, etc may be disposed of by flushing down the toilet.
- On completion of work involving cleaning up of body fluids, hands must be thoroughly washed, even though gloves should be worn.

Fears are sometimes expressed by first aiders about the possibility of their becoming infected with HIV when dealing with casualties. St. Johns Ambulance and The British Red Cross have said that the precautions which have long been incorporated into their training have proved to provide protection against blood borne infections. Their advice is:

- i) First aiders should wash their hands before and after giving first aid.
- ii) Open cuts or grazes should be covered with a waterproof dressing (plaster) and disposable gloves should be worn.
- iii) Any splashes of blood from another person on the skin, eyes or mouth should be washed off with copious amounts of water, or soap and water.
- iv) Hands should be washed after first aid has been administered- first with the gloves on and again once they have been removed.
- v) There is no fear of HIV contamination when performing CPR.

3.17. Infectious Diseases

Sensible precautions must be taken when dealing with cuts and spillages of body fluids. Experiments in science lessons involving samples of blood are prohibited.

The School is aware of its duties as regards to reporting certain diseases to Riddor.

When administering first aid it is important to follow general first aid guidelines.

<http://www.chiva.org.uk/publications/schools.html> offers valuable information regarding HIV in schools.

3.18. Kitchen

Pupils are **not** allowed into the kitchen.

Members of staff should only visit the kitchen for specific purposes.

Staff are not allowed to take any supplies from the kitchen or the stores without permission from the Head Teacher, Chef or Bursar.

Kitchen staff are expected to wear sensible/practical shoes for work and are provided with an overall and hat to wear.

Any spillage of food or liquid must be cleaned up immediately and the final floor washing at the end of the day is organized that no one needs walk on wet areas.

In the event of ice and snow, the need to keep access to the kitchen, and from the kitchen to the dustbins, in a safe condition must not be forgotten.

The kitchen is provided with a first aid box.

The kitchen is also provided with the recommended firefighting equipment. The staff are only to use this equipment if trained to do so and feel confident that they are not putting themselves at risk.

Kitchen staff attend training as regards to hygiene, general kitchen standards and the use of hazardous cleaning substances.

3.19. Laboratory

Pupils are not permitted into the Science Laboratory without a member of staff being present.

The Laboratory is to be locked during non-teaching periods.

A Science teacher should always be present during experimental work.

The gas supply to the Laboratory must be turned off at the main tap whenever gas is not in use.

Chemicals and certain glassware are kept in the Laboratory Prep-room. This room is to be locked when not in use. Pupils are not allowed in the Prep-room.

Flammable and oxidising chemicals are kept in a locked cupboard, either in the Laboratory Prep-room or in the Science store room next to the Art Room.

Before carrying out an experiment with or without using chemicals a teacher should be aware of the risk assessments provided for standard experiments. Most of these are indicated alongside the experiments in the Longmans 11-14 series of books.

Science teachers should then write their own risk assessment for the experiment. CLEAPSS Hazcards and handbook are available for reference. (These documents and risk assessments are to be kept in the Laboratory Prep-room.)

Pupils must be briefed before any practical/experimental work is to be undertaken. It is vital that they know of any precautions they should take.

All accidents are to be recorded in the Laboratory Accident Book; this information is then transferred to the Main Accident Book in the Office.

Laboratory Safety Rules (listed below) are posted in the Laboratory and must be adhered to at all times, together with the Fire Regulations.

Laboratory Safety Rules:

1. You may not enter the laboratory unless instructed to do so by a teacher.
2. Never run in the Lab.
3. Never throw anything in the Lab.
4. You must not do anything with equipment or materials unless told to do so by a teacher.
5. During practical work blazers should be removed and placed under the bench, neatly folded, ties should be tucked in and shirt cuffs done up.
6. You must wear eye protection when told to do so and keep it on until told to take it off.
7. When working with liquids always stand up, never sit down. Then you can move away quickly if there is a spill.
8. When heating anything in a test tube do not point the test tube towards yourself or others.
9. Never taste anything or put anything in your mouth. This includes food, drink, fingers and pencils which might have picked up poisonous chemicals from the bench
10. Treat any cut, burn or splash with cold water immediately. After every experiment you should wash your hands.
11. Always watch what you are doing and ask for help when you need it. Report any accidents to the teacher. This includes chemicals in the mouth, the eyes or on the skin- also burns or cuts.
12. Report all breakages to the teacher. Do not attempt to clear them up yourself.

3.20. Legionella

Legionella is a generic term for a type of bacteria which is common in natural and artificial water systems. Legionellosis is the name given to a group of pneumonia-like illnesses caused by Legionella bacteria.

We will control the risk from legionella by:

- Appointment of a competent external contractor
- Identify our risk sources
- Legionella risk assessment carried out as required and that any identified control measures are implemented.
- Ensure that flushing and testing of water outlets is carried out in accordance with our control measures.
- Appropriate records are kept, these will be monitored by the Director responsible for Health and Safety.

3.21. Maintenance of Equipment

All plant and equipment at all work locations shall be inspected prior to use.

All equipment shall meet the requirements of the Provision and Use of Work Equipment Regulations (PUWER).

All lifting equipment shall meet the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER).

The school shall ensure that no equipment or plant is used which has not been inspected by a competent person beforehand. The equipment shall only be used by staff who have received adequate information, instruction and training.

All electrical 230v and 110v equipment used by the company in its offices and on sites shall be subject to portable appliance testing (PAT).

Records of all inspections shall be kept.

3.22. Manual Handling

The Manual Handling Operations Regulations apply to the manual handling of loads i.e. by human effort as opposed to mechanical handling by crane, lift-truck etc. They also apply to the transporting or supporting of a load/moveable object, including a person.

Where it is not reasonably practicable to avoid manual handling operations the regulations require an assessment of risk to be made. The assessment and subsequent action need to take account of the task, load, working environment and individual capability and should be considered together rather than in isolation.

Training in correct lifting technique is provided by Hereward House School as necessary.

3.23. New and Expectant Mothers at Work

Pregnancy should not be equated with ill health, although there may be times when pregnant workers suffer the effects of ill health such as back pain, morning sickness and fatigue.

As pregnancy should be regarded as part of everyday life, the health and safety implications of being pregnant whilst at work or on work premises can be adequately addressed by routine health and safety management procedures.

Many women continue to work while they are pregnant and some work late into their pregnancies. Many also return to work while they are breast-feeding.

When a staff member advises the school that they are pregnant, he/she has a duty to ensure a risk assessment of her work activities is performed and do what is reasonably practicable to control any risk to the health of the mother and child during or after the pregnancy or when breastfeeding.

3.24. Occupational Health and Workplace Stress

Hereward House School recognises that work related stress can be a significant cause of absence and in order to address this have developed a culture whereby employees are encouraged to have regular discussions with the Bursar or Head.

Fit for work

The new Fit for Work scheme in England, Scotland and Wales went live in December 2014. The scheme offers a two stage support system for advice on return to work issues and preventing sickness absence. There is an advice line and a referral assessment service, which enables employers to refer employees to an occupational health professional. More information:

[http://fitforwork.org/Guidance for employees Guidance for employers Guidance for GPs](http://fitforwork.org/Guidance%20for%20employees%20Guidance%20for%20employers%20Guidance%20for%20GPs)

3.25. On-Site Vehicle Movements

Vehicle movements at the front of the School must be managed properly to ensure as far as is reasonably practicable a safe for our staff, pupils and visitors. Where possible vehicles should enter or leave the premises either before or after school hours. Additionally contractors should be encouraged to come to the school outside of term time where possible, or outside of our open hours. Everyone must take care of their own and others' safety and co-operate with the school in meeting its obligations.

3.26. Personal Protective Equipment

Some work activities, despite all other precautions, pose a residual risk to health which cannot be controlled by engineering controls and/or safe systems of work. Where identified through risk assessment there is a need to use personal protective equipment (PPE).

In accordance with the Personal Protective Equipment at Work Regulations the School will provide PPE which:

- is correct for the particular risk involved and for the circumstances of its use
- fits properly and gives adequate protection
- is effective in controlling risk without increasing overall risk
- is compatible with other items of PPE worn
- meets relevant CE standard

Where risk assessment indicates, safety glasses will require to be worn.

Members of staff who use PPE must report to the Bursar any loss or defects in PPE, as soon as possible.

3.27. Risk assessment

The Health & Safety Committee will identify any significant hazards arising from our activities and workplace that we can control and can be expected to have an influence over.

The risk assessment process involves identifying hazards, assessing risks, recording significant findings and working to eliminate or minimise the risks. When conducting risk assessments, we will use the following definitions:

- A **Hazard**: anything that may cause harm, such as chemicals, electricity, working from ladders etc;
- A **Risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

All risk assessments are carried out by following the 5 steps method:

- Identify any hazards
- Decide who might be harmed and how
- Assess the risks and take appropriate action to remove them or reduce them as far as possible
- Record the findings
- Check the risks from time to time and take further steps if needed

And will take into account:

- a) routine and non-routine activities;
- b) activities of all persons having access to the workplace (including contractors and visitors);
- c) human factors (environmental, organisational and job factors, and human and individual characteristics, which influence behavior at work in a way which can affect health and safety)
- d) identified hazards originating outside the workplace capable of adversely affecting the health and safety of persons under the control of the organization within the workplace;
- e) hazards created in the vicinity of the workplace by work-related activities under the control of the organization; (which we may assess as an environmental aspect.)
- f) infrastructure, equipment and materials at the workplace, whether provided by the organization or others;

- g) changes or proposed changes in the organization, its activities, or materials;
- h) modifications to the H&SMS, including temporary changes;
- i) any applicable legal obligations relating to risk assessment and implementation of necessary controls;
- j) the design of work areas, processes, installations, machinery/equipment, operating procedures and work organization.

Some risk assessments cover all our operations or site (e.g. First Aid or Fire), some are department or task specific (e.g. EYFS or Laboratory) and some are assessed individually (e.g. Maternity or Display Screen Equipment (DSE)).

The Bursar will establish and maintain a central Risk Register of our significant hazards and record details of when the risk assessment has taken place and when it is due for renewal.

Assessments will be conducted as soon as the significant hazards are identified and will be reviewed at a minimum of annually. This period may be shortened if it is deemed necessary by changes in legislation, working practice etc. and also after any accident / incident or any audit / inspection findings. Any member of staff can at any time, request a re-assessment of a hazard via the Bursar.

Please see our Risk Assessment Policy.

3.28. Slips, trips and falls

A study of accident reports from schools shows that the most frequent causes of slips, trips and falls are:

- a. Wet floors following cleaning. (Floor washing should be carefully planned so that a minimum number of people will need to use the area before the floor is dry. Warning signs should be put up at the limits of the wet area. Cleaners should work towards the doorway so as to avoid walking on wet areas.)
- b. Wet floors in entrances to the building during inclement weather. (Special absorbent mats designed to stay flat and with bevelled edges, will largely solve this problem, and keep floors in the school cleaner as a bonus.)
- c. Wet floors due to spillage from jugs and kettles. All spillages must be mopped up immediately.
- d. Loose or worn carpets.
- e. Moss, leaves and lichen on external paths and playgrounds.
- f. "Hidden" steps. Where steps are close to doorways, blend into the flooring so that they are not readily apparent, or are in badly lit areas. Warning signs and/or the use of a contrasting coloured paint on the tread edges should be considered.
- g. Loose or missing floor tiles or paving slabs.
- h. Oil or grease spills, particularly in kitchens, workshops and car parking areas.
- i. Use of inappropriate floor treatments (The manufacturers of polishes, etc. will usually give advice on the suitability of their product for a given surface.
- j. Inadequate lighting. Areas outside the building should not be forgotten.
- k. Litter.
- l. Makeshift methods of reaching heights and inexpert use of ladders and steps.
- m. Unsuitable footwear. Trainers or non-slip soled shoes must be worn in the playground.
- n. Telephone and electrical wires lying across walkways.
- o. Objects left in walkways.
- p. Hurrying and inattention. (The traditional rule of "No running in corridors" makes a major contribution to accident prevention in schools).
- q. Desk and filing cabinet drawers left open.
- r. Obscured vision when carrying bulky items.
- s. Badly fitting mats in mat wells in entrances.
- t. Ice and snow. (Access paths must be kept safe by clearing and the use of salt/grit).

Any member of staff recognizing any of these potential hazards in the school has a responsibility to report it to the Head.

3.29. Training

All staff shall receive adequate information, instruction, training and supervision relevant to their role and responsibilities. Training will be updated at regular intervals and whenever required by changes to legislation or working practices.

Contractors are required to demonstrate that their employees, where necessary, have undergone appropriate training and are competent to undertake the specific work activity.

Staff are encouraged to enquire about suitable training where they feel it would be beneficial to them in carrying out their duties.

3.30. Violence towards Staff

Violence of any kind towards staff will not be tolerated.

The School has a behaviour policy which is available to all.

3.31. Visitors

The School is responsible for the safety of visitors on its premises. When visitors arrive they must “sign in” at Reception and will be given a visitor’s badge which must be worn at all times. Visitors will be allocated to a responsible member of staff (host) who will:

- Ensure that visitors remain with the host throughout the period of their visit and are aware of the emergency procedures, site rules and conditions applicable to the nature of their visit.
- Remain with the visitor during any emergency and ensure they are safely escorted to the Assembly Point.
- Ensure that when visitors leave the premises they “sign out”.

3.32. Work at Height

Under current legislation a place is ‘at height’ if a person could be injured falling from it, even if it is at or below ground level. Hereward House School will ensure:

- all work at height is properly planned and organised;
- those involved in work at height are competent;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled; and
- equipment for work at height is properly inspected and maintained.

There is a simple hierarchy for managing and selecting equipment for work at height. Hereward House School will ensure that:

- work at height is avoided where possible;
- work equipment or other measures are used to prevent falls where they cannot avoid working at height; and
- where they cannot eliminate the risk of a fall, work equipment or other measures to minimise the distance and consequences of a fall are used should one occur.

We will try and avoid and minimise working at height where possible, where we cannot, we will ensure compliance through our risk assessment process, incorporating the points above.

We will also ensure that contractors on our sites follow this process.

Appendix A:

Health and Safety General Instructions to Staff

General Health and Safety

- *Accident Books please ensure that you are recording in them. If there is any doubt as to whether an incident should be recorded-record it. Use the main one in the office.*
- *Medical Conditions/Forms; parents may inform you that there is a recent medical problem.*
- *Front Door Closed.*
- *Visitor Tags and signing in.*
- *Boys must not open the main door to let people in.*
- *Mark boys on trips or at matches as absent.*
- *Boys are not allowed in the kitchen.*
- *Fire Exits should be closed when there is no teacher in the room.*
- *Check Windows, Lights, Doors and Fire Exits when you leave.*
- *Please tell UC when you arrive and leave.*
- *Music teachers must sign in.*

Risk Assessments

- *Please make sure they are done, and then handed to UC-before the trip as important contact info is on them.*
- *Please review Risk Assessments after your trip, if nothing needs to be changed, just write N/A or no change recommended and sign it.*
- *Please report anything that you think is dangerous or a hazard, even if you think it is minor. - It may not have been noticed by someone else.*

First Aid

- *If you notice that a first aid box is missing or you would like one somewhere let me know.*
- *Inform me if you need anything extra in the box/kit or if stocks run low.*
- *Spare boxes for outings are under the sink in the staff room. Feel free to take one but please replace it afterwards and let me know if anything has been used.*

Fire

- *The alarm systems: smoke alarm and fire alarm.*
- *Drill early next term.*
- *Fire Doors and classroom doors must be kept shut.*
- *Please ensure that there are no chairs locking Fire Exits during the time that the building is occupied.*
- *The playground gate stays locked; ideally it should be unlocked as it is a Fire Exit. However, I think the general security of the pupils is of greater concern. Please ensure the key is in the correct place.*
- *Recycling Boxes should be emptied every afternoon or when the need arises.*
- *Please ensure that you have a Fire Drill Notice and Fire Procedure Notice clearly on display in your room.*

Appendix B:

FIRE EMERGENCY PLAN

On hearing fire alarm

- All persons should immediately commence evacuation of the building using nearest available safe fire exit.
- All persons should assemble at their designated fire assembly point
- Call the fire brigade using 999
- Persons should be accounted for
- The fire brigade should be met on arrival and details given
- No persons should enter the building until it is safe to do so.

On discovery of fire

- Raise the alarm by operating the nearest fire alarm call point.
- Only tackle the fire using the fire fighting equipment provided **only if safe to do so.**
- All persons should immediately commence evacuation of the building using nearest available safe fire exit.
- All persons should assemble at their designated fire assembly point
- Call the fire brigade using 999
- Persons should be accounted for
- The fire brigade should be met on arrival and details given
- No persons should enter the building until it is safe to do so.

All visitors/contractors should be made aware of these procedures on arrival