



Barnet Hill Academy
FAITH • EXCELLENCE • KNOWLEDGE

Health and Safety Policy

01 Sep 2018
v 1.0

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1. General Statement of Policy

1.1 Introduction

The following is a statement of the School's Health and Safety Policy. It is essential that staff, students and contractors are aware of the policy.

1.2 Fire Notices

Fire notices will be displayed throughout the School. Fire drills will take place on a regular basis and these will be logged in the Principal's office. The Health and Safety Manager will ensure that staff and students are familiar with the procedures in the event of a fire and the use of the fire equipment.

1.3 Hazard Procedure

All members of staff will be required to report any actual or potential hazard to the Health and Safety Manager, who will immediately investigate and deal with the problem.

1.4 Safety Inspection

Action must be taken to ensure a safe and healthy working environment. This will be achieved by inspections of the working environment carried out regularly. A record of each inspection will be kept and remedial action taken.

1.5 First Aid

A list of the School first-aiders, together with their contact details and locations is displayed in the School. Please speak to a member of staff, or reception staff if you require further assistance or advice. See separate first aid policy.

1.6 New Hazards

Any new plant, products, equipment or premises will be risk assessed by the Senior Administrator and/or the Health and Safety Manager and the risk assessment implemented before the plant, products, equipment or premises are used.

1.7 Accidents

To avoid accidents the School will take all reasonable practicable steps. In the event of an accident, the first concern will be the care of the person or persons who have suffered injury. The accident will be reported to the persons detailed on the incident report form. The reporter shall ensure that adequate arrangements are made for the care of any injured persons. It will be policy to investigate all accidents, including those not involving injury, and arrangements for the investigation will be made by the Health and Safety Manager who will report the result of the investigation to the Senior Administrator.



1.8 House-keeping

The School attaches importance to the need for good housekeeping practices. It is policy to ensure that floors are kept free of anything that may cause slipping or tripping and that no waste materials which could cause injury if trodden on are allowed to remain where they fall. Items stored on shelves will be stored in such a way as to ensure that they do not cause injury to anyone working in the vicinity or to anyone passing by. Rubbish will not be allowed to accumulate in any working area and passageways will be kept clear at all times.

All staff must wear identity badges at all times whilst in the premises.

1.9 Special Hazards

There are many hazards, which have the potential for harm, injury or damage. The Risk depends on the controls the School has in place for safeguarding health and safety. If you feel that the risk is not adequately controlled then please report to the Health and Safety Manager.

1.10 Offences

The following are expressly forbidden and are offences against the law:

- Any interference with the fire alarm installation or fire fighting equipment
- Any alteration or interference with the electrical wiring of the School buildings without permission of the Principal, the Senior Administrator or the Health and Safety Manager.

1.11 Role of the Principal/Proprietor

The Principal will:

- Ensure that a Health and Safety Manager is appointed who has the appropriate qualifications.
- In the instance where there is no appointed Health and Safety Manager, the Principal will take this responsibility.
- Carry out annual safeguarding audits that include H&S policies and procedures

1.12 The Health and Safety Manager

The Health and Safety Manager will be the focal point for day-to-day references on safety, and give or indicate sources of advice. She/he will act as a source for the retention and dissemination of safety information. The Health and Safety Manager will consult with the Principal or Senior Administrator for health and safety in organizing safety lectures to students and staff. He/she will organize and assess effectiveness of the fire drills and liaise, in consultation with the Fire Authority, on all matters relating to fire precautions.

1.13 The Health and Safety Manager is responsible to the Principal for:

- Monitoring School compliance with all relevant legislation particularly that contained in 'Management of Health and Safety at Work Regulation 1999'.
- Monitoring the general safety programme, the Health and Safety standards within the School.
- Liaising with the local Health and Safety Executive Officers.



- Inspecting the School a minimum of once in three months and at more regular intervals at his discretion where inspection reveals items requiring attention.
- Organizing the checking of the fire drill procedures and keeping a record, checking all fire warning, fire fighting and emergency lighting equipment.
- Initiate first aid if appropriate.
- Keeping up to date records of H&S and fire safety checks, including risk assessments, as required

1.14 Teaching Staff are responsible for:

- Ensuring that the work of the School is carried out in accordance with the School Health and Safety Policy.
- The safety of students whilst they are in their charge, whether in or outside the School.
- Ensuring that clear safety instructions and warnings are given, particularly when practical work involving the use of tools and equipment is carried out.
- Personally following safe working procedures and observing general safety regulations.
- Ensuring that the Management of Health and Safety at Work Regulations are adhered to.
- Reporting accidents immediately and completing the necessary and appropriate accident forms.
- Ensuring that, in the event of a serious accident, nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty.
- Initiate first aid as appropriate.

1.15 Students are responsible for: Students are responsible for:

- As a student at the School you have a duty to take reasonable care of your own health and safety and that of others who might be affected by anything you do.
- You are expected to adhere to safety rules and procedures established in the School's Health and Safety Policy.
- You take the initiative to raise the alarm if you are the first witness of a dangerous situation.

1.16 Accidents and Incidents

Please report all accidents and incidents however minor whilst on the School's premises. This also applies if you '*nearly hurt yourself*' or see something that could harm YOU or someone else.

Reporting near miss incidents could prevent a serious or fatal accident occurring. Such incidents have to be recorded in an official Accident Book. The School has an accident book located in the School office.



1.17. On Discovering a Fire or hearing the Fire Alarm

See the School's full Emergency Plan

In short:

- Leave the building immediately and calmly (no running) using the nearest emergency exit.
- Do not go to any other part of the building for any reason.
- If the alarm stops, continue to evacuate.
- Go to your designated assembly point and do not leave unless you are told to do so by an authorised person.

1.18 Smoking

The School operates a no-smoking policy in its building. There are no designated smoking areas within the building.

1.19 Hazardous Materials Register

The Health and Safety Manager should maintain a hazardous materials register to indicate the whereabouts (if any) of asbestos, lead paintwork, bulk store for flammable liquids, store for radioactive sources etc.

The contents of the register should be made known to the Fire Service and to relevant employees and contractors before they commence any work which might foreseeable affect the hazardous materials and create risks to the 'workers' themselves or others. Where significant risk is identified written risk assessments should be prepared

1.18. Statutory Notices

"Health and Safety Law" posters ISBN 0 7176 24935 are displayed near the entrance to the School.

Current Certificates of Employers Liability Insurance are displayed near the entrance to the School.

1.19. This Policy

- The review cycle in annual however the procedure may be carried out more frequently if deemed necessary
- Where necessary individual areas of the policy may be reviewed and updated
- H&S Manager will keep all staff updated about any significant changes

2. Accident Records and Notifications

The Accident book is available for recording the details of all injuries etc which occur at work. An entry must be completed as soon as possible after any accident occurs.



Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 the Principal must notify the Health and Safety Executive (HSE) as soon as possible by telephone or e-mail. Refer to Appendix B for details.

Reportable diseases include:-

- Poisonings
- Skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections such as leptospirosis, hepatitis, anthrax, legionellosis and tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

Other incidents like misbehaviour or bullying etc will be recorded on incident report forms.

3. New Employees and Visitors Information Instruction, Training and Supervision

1. New Employees

The provision of health and safety information, instruction and training followed by appropriate supervision is essential to safe systems of work and is a requirement of legislation. Training is mentioned in a number of sections of this policy but not all training needs have been identified in the text.

Appropriate induction training shall be provided for all new employees including temporary employees. See check list following.

Thereafter employees must be competent in the tasks required of them or must be adequately supervised by competent persons. Some forms of specific training are required by legislation such as training and certification for persons who use chainsaws. Some forms of training are very strongly advised such as for those who are instructing or supervising high risk sports.

Where the need for further specific training and instruction is identified it must be provided.

Comprehensive training records shall be maintained.

Safety information especially concerning the results of risk assessment shall be provided to employees and others as appropriate.

2. Visitors

In relation to visitors (who may be contractors), sufficient risk assessment, to enable such persons to remain safe whilst on the School's premises, must be carried out in accordance with the requirements of both this policy and the law.

In addition, all visitors will need to be given safety information, for example,

- directions signs from car parking areas and at the entrance to the School



- visitors who will be spending time on the premises unaccompanied by an employee should be supplied with emergency evacuation instructions

Visitor's books should be maintained and visitors should be required to sign 'in' and 'out'.

4. First Aid

Refer to the separate first aid policy.

5. Risk Assessments

The 'Health and Safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies, December 2012' require a broad risk assessment of work and activities. The School will ensure that reasonably foreseeable risks be assessed as well as other risks which are identified by specific health and safety regulations to minimise any risk of harm to themselves, students and staff in school and members of the public.

Risk assessments and procedures will be kept up-to-date and therefore will be reviewed regularly. The school will monitor and evaluate risks and take a whole school approach to assessment and management. We will prioritise risks and consult relevant parties e.g. staff, parents/carers, pupils, outside agencies. The effectiveness of each risk assessment will be reviewed and accordingly revised to reduce risk in future.

Fire Risk Assessments will be carried out by professionals who are qualified to do so. The Fire Risk Assessment will be kept with the Fire Safety Log Book.

5.1 Risk Assessment Procedure

See the separate risk assessment policy.

5.1.1 School Visits

The school has a policy on school visits which should be read by all members of staff. Teachernet has an online handbook Visits - handbook for group leaders which is useful: <http://www.teachernet.gov.uk/docbank/index.cfm?id=2578>

The risk assessment procedures should be considered in conjunction with other policies that have been developed by the School and not in isolation.

6. Emergency Plan

6.1. Introduction

This document outlines the procedures that must be followed in the event of discovering Fire, Smoke or other hazardous/dangerous substance/equipment in the buildings used by the School.



It is the responsibility of all staff and students using the School to be familiar with these instructions and to follow the fire evacuation procedure at all times when an alarm is raised (fire or drill). All Staff members shall receive training on the evacuation procedure.

A copy of this document will be kept in the School's Office and brief evacuation notices will be displayed on every corridor.

6.2. Designated Fire Exit

The Designated Fire Exits are

- For EYFS rooms : doors which open into the playground
- Rooms 11-13 in secondary building : Emergency exit doors which lead to the side entrance
- Primary building, secondary building (remainder of rooms), Rooms 18, 19, 20, 21 : the entrance/exit (i.e. on the ground floor) which lead to the playground.
- Reception Office, Rooms 23 – 27 the exit which leads to the car park

There are 2 Fire Extinguishers close to each exit.

The main Fire Assembly Point is in the upper playground of the school. The second assembly point is at the front of the school in the area in front of the main reception office. Only if the fire is getting dangerously close, should the second assembly point be used. If there is no safe place within the whole premises, then the assembly point is in the front yard of St John's Parish on Algernon Road.

6.3. Action on Discovering Fire or Smoke

Any person discovering Fire MUST immediately and in this ORDER:-

i)

- raise the alarm (i.e. inform all staff and students and anyone else present)
- ring the Fire alarm until the designated fire warden has alerted

ii)

- evacuate the building from the designated exit;
IF the Fire or Smoke is blocking the designated exit, then
- evacuate the building from alternative exit(s), diagrams of the evacuation pathways are installed in each area of the premises;
- Whilst evacuating, the last person should, leaving any rooms and the building, shut any doors behind them.

DO NOT :-

- block the exit, once you are out of the building - go to the assembly point.
Always move away from the building and keep the entrances clear for the Fire Brigade.
- go back into the building until you are specifically told to do so.

IF there is a disabled person who requires assistance, then the Staff Member should evacuate all able bodied students first and then assist the disabled person in evacuation.



It is the intention of the School that all disabled students should have their own personal emergency evacuation plans (PEEP). The aim of the PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information to be able to manage their escape from the School, and also to the School and the Staff concerned the necessary information so as to ensure that the correct level of assistance is always available.

iii)

- ❑ WITHOUT ANY DELAY and from a safe Place, call the Fire Brigade by dialling 999. The Fire Brigade do not resent false call-outs providing the caller had genuine reasons at the time.

iv)

- ❑ IF you feel it is safe to do so, AND you feel confident to use it – then use the appropriate Fire Extinguisher

Prompt use of a Fire Extinguisher can nip a major conflagration in the bud
KEEP YOUR ESCAPE CLEAR - do not have the fire between you and the way out.

v)

- ❑ Take a register of all students at the Assembly Point and ensure that all Students are present
- ❑ In the event that there is 1 or more students missing (or a Staff Member is Missing) make sure that the Fire Brigade are informed – Do Not go back into the building yourself.

6.4. Emergency during Exams

If there is an emergency whilst exams are taking place then

- ❑ The invigilator(s) must inform all pupils in the exam hall to stop writing and leave all their possessions in the same place and leave the premises from the designated exits, QUIETLY
- ❑ Invigilators must inform all pupils that they are not allowed to talk to anyone at any time whilst they are away from the exam hall (including whilst they are walking to/from the exam hall). Failure to comply with result in disqualification.
- ❑ Assemble at the designated assembly point in their own assembly line (i.e. not with their normal classes)
- ❑ If/when it is safe to go back into the exam hall, the invigilator(s) will escort the pupils back to the hall and take a register to account for all pupils
- ❑ Invigilators must
 - must be vigilant in ensuring that pupils do not communicate with anyone whilst away from the exam hall
 - note the time that pupils were told to stop writing and the time when they were allowed to restart and allow the time lost at the end of the designated exam session



- ensure that pupils do not communicate with anyone during the evacuation time
- must alert the exams officer if they feel that they need extra support to monitor pupils whilst away from the exam hall
- must alert the exams officer who will inform the examining body/ies of the need for evacuation

6.5. Fire Drills

Fire Drills will be carried out within the first 2 weeks of each new academic year (to remind the existing students of the evacuation procedure) and to familiarise new students of the evacuation procedure as soon as possible. The Fire Drill will be repeated in the second and third terms of each academic year.

7. Electricity at Work Regulations

The School recognises the importance of these Regulations and undertakes to comply with them fully. The Regulations most appropriate to our activities and premises cover the following:

- All electrical systems shall be constructed and maintained to prevent danger and all work activities shall be carried out so as not to give rise to danger as far as is reasonably practicable.
- No electrical equipment shall be used where its strength and capability may be exceeded so as to give rise to danger.
- Electrical equipment sited in adverse or hazardous environments must be suitable for the conditions as far as is reasonably practicable.
- Live conductors should be, as far as is reasonably practicable, permanently safeguarded or suitably positioned.
- Equipment must be earthed or other suitable precautions must be taken to prevent danger e.g. installation of residual current devices, use of double insulated equipment or reduced voltage equipment, etc.
- Nothing shall be placed in an earthed circuit conductor which might give rise to danger by breaking the electrical continuity or introducing high impedance unless precautions are taken to prevent danger.
- Every joint and connection in a system must be mechanically and electrically suitable for use.
- Efficient means should be installed in each system to prevent excess current which would result in danger.
- Where necessary to prevent danger, suitable means shall be available for cutting off the electrical supply to any electrical equipment.
- Adequate precautions must be taken to prevent electrical equipment, which has been made dead in order to prevent danger, from becoming live whilst any work is carried out.
- No work can be carried out on or near live electrical equipment unless this can be properly justified. If such work is carried out, suitable precautions should be taken to



prevent injury.

- Adequate working space, adequate means of access and adequate lighting shall be provided at all electrical equipment on which, or near which, work is being carried out in circumstances that may give rise to danger.
- No person shall engage in work that requires technical knowledge or experience to prevent danger or injury, unless he or she has that knowledge or experience, or is under appropriate supervision.
- All portable electrical appliances will be tested by an appropriate electrician once a year. Staff using their own personal devices must have their devices PAT tested annually during the school's PAT testing day(s).

8. Gas Safety

Regulations cover the safe use of gas for heating, lighting, cooking and other purposes and include natural gas and liquid petroleum gas (LPG) in both bulk containers and cylinders and the installation, servicing, maintenance and repair of gas appliances and fittings.

8.1 Qualification and Supervision

No person is allowed to work on gas storage vessels or fittings (including appliances) unless they are competent and in membership of a `class of persons` approved by the Health and Safety Executive. This means GAS SAFE registered persons and the employer must ensure that in-house staff or contractors working on gas fittings are appropriately GAS SAFE registered.

8.2 Standards

The Regulations require that installations, materials and workmanship achieve an appropriate standard of safety. Standards will normally be met by using appropriately GAS SAFE registered persons.

8.3 Existing Gas Fittings

No alterations to gas storage vessels or fittings can be made which would adversely affect their safety. This is particularly relevant where alterations to premises are being made. Consideration of gas safety must take place before any alteration work commences and this matter must be included in the risk assessment process.

8.4 Emergency Controls and Procedures

An emergency control device should be provided near to where gas is first supplied into the premises and a notice should be posted adjacent to the control device describing the procedure to be followed in the event of a gas escape. The procedure should be further committed to writing and should be communicated to key employees.

8.5 Maintenance

All gas appliances, installation pipe work and flues must be maintained in a safe condition and tested by a suitably qualified person annually.



9. Substances Hazardous to Health

The Control of Substances Hazardous to Health Regulations 2002 as amended (COSHH) applies to activities where hazardous substances are used and to activities which produce hazardous substances.

The School does expect to have any Hazardous substances in the premises. This section has been written in case the requirement changes in the future (e.g. if in the future the School decides to deliver Chemistry lessons).

(The only substances that maybe considered as Hazardous substances are cleaning maintenance and materials. These will be locked and only used by cleaning staff.)

The Regulations require an assessment of the risks to health associated with exposure to hazardous substances before employees and others (including students) are exposed. Hence a full risk assessments must be prepared before usage of any hazardous materials at the School.

9.1 Hazardous Substances will often comprise:

- Substances classified as being very toxic, toxic, harmful, corrosive, irritant, sensitising, carcinogenic, mutagenic, or toxic to reproduction - these are commonly labelled with a hazard pictogram
- Substances with a workplace exposure limits (WEL)
- Biological agents
- Dust of any kind when in significant quantities in air
- Substances similar to those above.

9.2 Assessment of Risk to Health

The requirement is to make a suitable and sufficient assessment of the risk created by each hazardous substance or area of work involving hazardous substances and of the steps that need to be taken to control exposure. Assessments must be reviewed annually and when previous assessments are no longer valid, for instance after there have been significant changes to the work or the information on the substance has been altered. A form, which can be used for written assessments, appears at the end of this section.

Managers and heads of departments are responsible for ensuring that all the hazardous substances used in their areas of control are identified (inventories can be useful) and assessed. Technical information is available from the suppliers of the substances and this should be obtained and used as the basis for assessment. Workplace exposure limits must be identified and taken into account, as an indicator of risk.

Assessment MUST consider:

- Whether it is practicable to use a non hazardous or a less hazardous substance
- The risks of exposure to the substances e.g. in each particular activity, taking into account the age of user, temperament and understanding of user, the method of use, the quantities, the dilutions, and the locations involved
- Risks associated with storage and spills of substances – spill kits will be needed in some areas.



- Collections of hazard data

9.3 Control of Exposure

As far as possible exposure to hazardous substances must be prevented or adequately controlled by measures other than personal protective equipment. This means the provision of control measures such as adequate cleaning and local exhaust ventilation (LEV), for woodworking machines and for brazing processes and (fume cupboards) for science.

Control measures must be well designed, effective and properly used.

Where tight fitting respiratory protective equipment (RPE) is provided to supplement any control measure, it must be suitable for the wearer (the fit must be tested) and the likely exposure. Personal protective equipment (PPE) must be 'CE' marked, the wearer must be trained to use the PPE, and it must be properly maintained and stored.

9.4 Maintenance of Control Measures

Control measures including PPE must be well maintained.

Engineered controls must be thoroughly examined and tested. In the case of LEV equipment this must be carried out at least once in every 14 months and there must be a visual inspection weekly.

Non-disposable RPE must be inspected once per month, and if appropriate tested, at suitable intervals.

Records of all inspections, examinations and tests should be kept for at least 5 years.

9.5 Monitoring of Employees' Exposure

Monitoring of exposure shall be carried out when it is necessary to ensure that exposure is being adequately controlled. Records of the monitoring carried out shall be kept for at least 40 years in the case of the personal exposures of identifiable employees/others and for 5 years in any other case.

9.6 Health Surveillance

Health surveillance needs to be carried out when there is the likelihood of an identifiable disease or adverse ill health effect occurring and there are valid techniques for detecting signs of the disease or the effect.

Employees should have reasonable access to their health records which shall be kept for at least 40 years from the date of the last entry.

9.7 Information, Instruction and Training

Employees and others exposed to hazardous substances must be provided with sufficient information, instruction and training for them to understand the nature of any risks created by the exposure and, if required, the precautions which need to be taken and how to use any control measures.



9.8 Conclusions

Carrying out the assessment work is a vital part of compliance with the Regulations and the purpose of carrying out assessments is to ensure that sensible decisions are reached about how to remain healthy alongside hazardous substances. The precautions which are to be taken are determined by the nature and the degree of risk in the circumstances of each case. An assessment form follows on the next page.

9.8 COSHH Risk assessment guidance

Risk assessments are most conveniently made on a standard form. See the example on the next page. The procedure is straightforward when you realize that the intention is to protect you and others from risk. The protective measures you need to take will depend on the conditions in your laboratory as well as on your experiment.

The steps in making a risk assessment are as follows.

1. **Write down the chemicals and procedures** you will be using (chemicals used or made, quantities, concentrations, techniques; any non-chemical hazards).
2. Use reference sources to **identify any hazardous chemicals** you are planning to use or make. The appropriate warning symbol should be on reagent bottles and in suppliers' catalogues.
3. **Record the nature of the hazards** involved and the way you might be exposed to the hazard. There are standard reference sources with this information such as the 'Hazcards' published in the UK (except Scotland) by CLEAPSS. You should mistrust much of the information on the internet.
4. **Decide what protective or control measures to take** so that you can carry out your practical work healthily and in safety, in the circumstances in which you will be working.
5. Find out how to **dispose safely** of any hazardous residues from your practical work.
6. **Check your plans** with your teacher or lecturer before starting any practical work.

10. Work Equipment

The School does not expect to have any equipment with dangerous parts in them. This section has been written in case the requirement changes in the future.

All dangerous parts of machinery shall be adequately safeguarded. A machinery inventory shall be drawn up to identify machines/equipment with dangerous parts together with associated safeguards. Regular inspections and tests of safeguards and emergency stop devices and regular maintenance shall be carried out each term and recorded.

10.1 Provision and Use of Work Equipment Regulations 1998

'Work equipment' includes items such as milling machines, woodworking machinery, lawn mowers, laboratory apparatus, portable drills, soldering irons and catering equipment.



Work equipment also covers any equipment provided by employees themselves for use at work.

Managers and Heads of department must:

- Ensure that equipment is suitable for the job it has to do
- Take into account the working conditions and hazards in the workplace when assessing the suitability of and selecting the equipment
- Ensure equipment is used only for operations for which, and under conditions for which, it is suitable
- Ensure that equipment is inspected regularly and maintained in an efficient state, in efficient working order and in good repair
- Give adequate information, instruction and training to users

The equipment must have:

- Protection on dangerous parts
- Protection against specified hazards occurring such as falling and ejected articles and substances, ruptures or disintegration of work equipment parts, equipment catching fire or overheating, unintentional or premature discharge of articles and substances, explosions
- Protection on parts and substances at high or very low temperatures
- Control systems and control devices
- A means of isolation

Plus there must be good lighting, maintenance operations and warning markings. Managers and Heads of Department in control of work equipment must assess the risks posed by the use of work equipment under their control.

New equipment must comply with an appropriate British or CEN Standards.

11. Sports, Games and other Non-Curriculum Activities

It is not unusual for non curriculum sports, games and activities to be inherently hazardous where the risks of injury resulting from inadequate premises, equipment, training or supervision are proportionately large. All those in charge or supervising these should be competent and if necessary holders of recognised qualifications.

Risk assessments for these sports, games and activities and the arrangements for their supervision must always be in writing and be written and approved before the activity commences.

12. Kitchen

The School does not expect to have catering facilities on site. This section has been written in case the requirement changes in the future.

Although Contract caterers may be employed, the School will remain responsible for the kitchen premises and equipment both of which shall be properly maintained.



The school will check that the food is cooked and served by staff who have appropriate food hygiene qualifications.

A food safety hazard analysis must be carried out by kept in the School's office.

The results of food safety audits and the results of health and safety audits (to include premises and equipment standards with particular emphasis on safe guards and safety devices) must be submitted to the employee in charge of the catering operation each term. Obvious defects should be reported as soon as they become apparent using the written defect reporting procedure.

13. Contractors on Site

For any work that the school wishes to be carried out by a contractor, a risk assessment must be carried out by a member of the maintenance staff. Contractors have to follow and therefore must be made aware of the school's rules.

- Contractors must telephone and make appropriate arrangements prior to visiting the school. They must contact the Site Manager and inform him of the number of workers who will be on site. All contractors must report to reception upon arrival and the Site Manager will be informed of their arrival.
- Contractors will work under close supervision of the maintenance staff so as not to endanger the health and safety of students or adults in the school.
- Contractors are obliged to wear necessary protective equipment for the job at hand. It is assumed the contractor has their own safety equipment but must inform the school at the time of quote if they wish the school to provide it. If such equipment is not available then they will not be allowed to work.
- Any equipment that the contractors bring into the school must have been tested for safety and stored in a safe place away from corridors, classrooms or any areas used by adults or students.

If contractors are working near the students' play areas, then all equipment and machinery must be cleared away during play time (or secured using barriers), and the contractors must leave the area.

14. Monitoring and Review

The Principal will:

- monitor the work of those overseeing various aspects of Health and Safety and consult legislation texts and experts as appropriate to maintain high standards of H&S (this may be achieved via consultants e.g. Citation).
- ensure that the school has the appropriate number of staff trained in H&S, fire safety, first aid etc and that they take action to ensure training is refreshed before lapsing.
- identify whether some staff need further training to fulfil their roles more effectively.
- countersign proper training logs that flag up when certain staff need to be trained next and identify who has missed some training owing to absence.
- Inspect the School Premises using the 'Risk Assessment of the Premises' as a summary and record of findings during monthly visits of the premises in the company of the site

manager; Any observations made and follow up actions required will be recorded with the dates when has been taken to reduce the risk.



Principal's monthly meeting with the Site Manager will review performance against H&S procedures and will be recorded in the form in Appendix C. . The Principal/Site Manager will verify H&S records. In each case where H&S procedures have not been followed

- Staff may be provided with relevant training (reminder of the procedures)
- A review of procedures or re-allocation of responsibilities may be undertaken

Any requests for amendment to the H&S Policy should be brought to the notice of the Site Manager and the Principal.



Appendix A : Health and Safety Induction Training – Checklist

Name

Job Description

(Please tick)

Do you know how to
N

Y

| | |
|---|--|
| Do you know how to raise the fire alarm fire alarm in the School premises? | |
| Have you had an explanation of the fire procedure? | |
| Do you know where the designated emergency exit is? | |
| Do you know how to contact a First Aider? | |
| All accidents and near misses which happen at work should be reported. Can you Identify where the accident book is located? | |
| Do you know how to access the health and safety policy? | |
| Is there any job specific health and safety training that is required? If yes please identify it. | |

Signed..... Date.....



Appendix B : The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

RIDDOR is the law that requires employers, and other people in control of work premises, to report and keep records of:

- work-related accidents which cause death;
- work-related accidents which cause certain serious injuries (reportable injuries);
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

What must be reported?

Work-related accidents

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is work-related; and
- it results in an injury of a type which is **reportable** (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

See www.hse.gov.uk/riddor/do-i-need-to-report.htm for examples of incidents that do and do not have to be reported.

Types of reportable injury

Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalping (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day injuries to workers



This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work.

These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc.). For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor.

Contact details for reporting accidents:

| | |
|-------------------|--|
| Telephone: | 0845 300 9923 |
| Fax: | 0845 300 9924 |
| Internet Reports: | www.riddor.gov.uk |
| e-mail: | riddor@natbrit.com |
| Post: | Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG |



Appendix C: Overview of Procedures and Arrangements

| Area to be checked Annually | Person responsible | Further Info | Counter checked by Headteacher/Principal | | |
|---------------------------------|-----------------------|-----------------|--|------|---------|
| | | | June | | Actions |
| | | | Date | Sign | |
| First Aider qualifications | Site Manager | | | | |
| Paediatric First Aiders | | | | | |
| Fire Marshall Qualifications | Site Manager | | | | |
| Site H&S Training | Site Manager | | | | |
| Asbestos Training | Site Manager | | | | |
| Fire Risk Assessment | Site Manager | | | | |
| H&S Audit | Site Manager | | | | |
| Risk Assessment Updates | Site Manager | | | | |
| Electrical Certification | Site Manager | | | | |
| Gas Certifications | Site Manager | | | | |

| Area to be checked Termly | Frequency | Person responsible | Counter checked by Headteacher/Principal | | | | | |
|--|-----------|-----------------------|--|------|-------------------------|------|--------------------------|------|
| | | | Term 1 (Sep - Dec) | | Term 2 (Jan - March) | | Term 3 (April - July) | |
| | | | Date | Sign | Date | Sign | Date | Sign |
| Emergency Procedures | Termly | | | | | | | |
| Security Procedures | Termly | | | | | | | |
| Risk Assessments (fire; premises; on- site and off-site activities) | Termly | | | | | | | |
| Inspection and Testing of Equipment; fire safety checks | Termly | | | | | | | |
| Control of Contractors | Termly | | | | | | | |
| Performance Monitoring and Review | Termly | | | | | | | |

| Area to be checked | Frequency | Person responsible | | | |
|--------------------|-----------|-----------------------|-----|-----|-----|
| | | | Sep | Oct | Nov |
| | | | | | |



| | | | Date | Sign | Date | Sign | Date | Sign |
|--------------------------------|---------|--|------|------|------|------|------|------|
| Minor Accidents Incidents | Monthly | | | | | | | |
| Significant Accident Incidents | Monthly | | | | | | | |
| Security Incidents | Monthly | | | | | | | |
| Administration of Medication | Monthly | | | | | | | |
| Provision of First Aid | Monthly | | | | | | | |
| Inspection of School Premises | Monthly | | | | | | | |

| Area to be checked | Frequency | Person responsible | Dec | | Jan | | Feb | |
|-------------------------------|-----------|--------------------|------------------------------|---------|------|------|------|------|
| | | | Date | Sign | Date | Sign | Date | Sign |
| | | | Administration of Medication | Monthly | | | | |
| Provision of First Aid | Monthly | | | | | | | |
| Consultation and Training | Monthly | | | | | | | |
| Inspection of School Premises | Monthly | | | | | | | |

| Area to be checked | Frequency | Person responsible | March-April | | May | | June-July | |
|-------------------------------|-----------|--------------------|------------------------------|---------|------|------|-----------|------|
| | | | Date | Sign | Date | Sign | Date | Sign |
| | | | Administration of Medication | Monthly | | | | |
| Provision of First Aid | Monthly | | | | | | | |
| Consultation and Training | Monthly | | | | | | | |
| Inspection of School Premises | Monthly | | | | | | | |



Appendix 3: Health & Safety Responsibility

