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HEALTH & SAFETY POLICY



Document Control

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Health & Safety Policy

1) INTRODUCTION

This is a statement of organisation and arrangements (code of practice) for Manchester Muslim Preparatory School.

The trustees are committed to ensuring a high standard of health, safety and welfare for all staff, pupils, visitors and contractors.

1.1 This statement deals with those aspects over which the Head Teacher has control and covers safety associated with the building structure, plant, fixed equipment and services. It describes how the Head Teacher is discharging her responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

1.2 The aim of the statement is to ensure that all reasonably practical steps are taken to ensure the safety and welfare of all the persons using the premises:

- (a) To establish and maintain a safe and healthy environment throughout the school;
- (b) To establish and maintain safe working procedures among staff and pupils;
- (c) To make arrangements for ensuring safety and absence of risks to health in connection with the use, storage and transport of articles and substances;
- (d) To ensure the provision of sufficient information, instruction and supervision to enable all people working on the site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided;
- (e) To maintain a safe and healthy place of work and safe access and exit from it;
- (f) To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
- (g) To lay down procedures to be followed in case of an accident;
- (h) To provide and maintain adequate welfare facilities.
- (i) Review from time to time;
The provision of First Aid in the school

The emergency regulations and make recommendations for improving the procedures laid down

2) ORGANISATION OF HEALTH AND SAFETY

This section details the structure set up within Manchester Muslim Preparatory School to deal with Health, Safety and Welfare matters.

- 2.1 In accordance with the Education Department's Policy the Trustees are responsible and accountable for ensuring that the provisions of the Health and Safety at Work Acts are complied with.
- 2.2 Within the school the day- to- day implementation of the Health and Safety Policy is the responsibility of the Head Teacher, within the limits that practices which cannot effectively be dealt with by the school will be reported to the Trustees.
- 2.3 All members of staff with a supervisory role including having a duty to ensure that those members of staff for whom they are responsible have read and are following the required safe codes of practice and adhere to the School Health and Safety Policies.
- 2.4 The Head Teacher, Health and Safety Co-ordinator and those with a supervisory function will:
 - (i) Bring these to the attention of all staff and Trustees
 - (ii) Revise the arrangements as necessary
 - (iii) Keep a record of the arrangements
 - (iv) Monitor the arrangements
 - (v) Report to the Trustees regarding the implementation of the arrangements and will ensure that:
- 2.5 set up arrangements in school to cover health and safety legal requirements:
 - (i) Bring these to the attention of all staff and Trustees
 - (ii) Revise the arrangements as necessary
 - (iii) Keep a record of the arrangements
 - (iv) Monitor the arrangements
 - (v) Report to the Trustees regarding the implementation of the arrangements and will ensure that:
- 2.6 The attention of the Trustees or their representative is drawn to any breach of the statutory regulation or unsafe practice which cannot be effectively dealt with by the school.
- 2.7 Staff understood their responsibilities as defined in the School's Safety Document and H & S Policy.
- 2.8 Assistance will be given to the Trustees in making all staff fully aware of relevant Health and Safety legislation, all known hazards that may affect them and Health and Safety training courses provided.



- 2.9 Unsafe practice is discontinued and any equipment that is unsafe is withdrawn from use and reported.
- 2.10 The school premises are maintained to a high standard of good housekeeping, i.e. passageways, particularly fire exit routes should be kept clear and unobstructed.
- 2.11 Any activities carried out in the school comply with established safe systems of work.
- 2.12 Accidents, near misses and dangerous occurrences within the school are reported in accordance with approved procedures.
- 2.13 Approved items of First Aid are made available, properly maintained and all employees are made aware of their location.
- 2.14 All necessary plant, equipment and substances are made available in a safe condition and that safe access to, and egress from, the place of work are maintained, and that defects requiring the Trustees' attention are reported as soon as possible.
- 2.15 Any matter relating to Health and Safety brought to their attention receive appropriate action, either directly or through their representative.
- 2.16 Contractors and their employees working in the premises are made aware of the school's commitment to Health and Safety and the School Safety Policy Document, and must report to Reception, the Head Teacher or her representative before any work commences in order to collect a *Permission to Work Permit*.
- 2.17 That all H & S instructions and advice issued by the Trustees are brought to the attention of all staff.
- 2.18 The Head Teacher recognises that, as she has only limited control over repairs to the fabric of buildings and some equipment, especially electrical equipment which is part of the fabric of the building, that the ultimate responsibility for these must rest with the Trustees.

2.2 THE DUTIES OF ALL MEMBERS OF STAFF

The specific duties of all other staff at school are set out below. (The duties set out below may be altered from time to time in the light of new or revised legislation).

- 2.3 In addition to the duties outlined above every employee has a responsibility to make themselves familiar with the requirements of the



Health and Safety at Work, etc. Act 1974 and other health and safety legislation and codes of practice which are relevant to the work of the department in which they work.

- 2.4 They should take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work; and
- 2.5 Co-operate to enable any duty or requirement imposed on his or her employer or any other persons by or under any of the relevant statutory provisions to be met.
- 2.6 Conform to all instructions, whether written or verbal, given to ensure personal safety or the safety of others.
- 2.7 **All staff** are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- 2.8 Staff should attend training courses designed to further the needs of Health and Safety as required.
- 2.9 They should be aware of the fire evacuation procedure and fire alarms and equipment as per instructions in the Fire Orders which are posted in every room and
- 2.10 Be aware of the locations of the First Aid box nearest to their regular places of work.

In particular all members of staff will:

- 2.11 be familiar with the **H & S Policy** and all safety regulations as laid down by the Trustees and the Health and Safety Policy of the Education Department;
- 2.12 ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
- 2.13 check that all plant, machinery and equipment is adequately guarded;
- 2.14 check that all plant, machinery and equipment is in good and safe working order;
- 2.15 not make unauthorised or improper use of plant, machinery and equipment;
- 2.16 use the correct equipment and/or tools for the job and any protective equipment or safety devices which may be required;
- 2.17 ensure that toxic, hazardous and highly flammable substances are

- correctly used, stored and labelled;
- 2.18 report any defects in the premises, plant, equipment and facilities which they observe using the school reporting system;
 - 2.19 take an active interest in promoting health and safety and suggest ways of reducing risks;
 - 2.20 as part of their lesson planning and preparation undertake an assessment of any potential for risk in the tasks they have set up or the way of working they have adopted and take appropriate steps to eliminate them;
 - 2.21 report any hazard or malfunction to the **H & S Co-ordinator** and write it in the **H&S log book/ maintenance log book**;
 - 2.22 Staff must not stand on any chair of any kind, they must use the step ladders provided;
 - 2.23 use all suitable safety equipment and/or protective clothing as may be provided;
 - 2.24 be sensibly dressed for their particular working conditions, so as to ensure their own safety and the safety of others;
 - 2.25 avoid improvisation in any form which could create unnecessary risks to health and safety;
 - 2.26 maintain tools and equipment in good condition reporting any defects;
 - 2.27 Report all accidents and near misses whether injury is substantial or not.

THE HEALTH AND SAFETY COMMITTEE

The trustees are served by a Health and Safety Committee. The composition of the Health and Safety Committee is as follows:

Mrs Mohamed (Executive Head Teacher)
Mrs Ghafori (Head Teacher)
Mrs Mian (Deputy Head Teacher)
Mrs S. Chaudhri (Health and Safety Co-ordinator)
Mr Sajid Anwar (Caretaker/Site Manager)
Mrs Hilary Stear (H&S Co-ordinator MIHSG)

Meetings will be held once a month except if there is an **emergency**.

The committee is the principle means of managing the co-operation of all staff in Health and Safety matters with regard to the control of risks and compliance with legal requirements. The committee is the forum in which issues of information and concern should be raised and members of staff should consult with the Health and Safety representatives on this committee on any issue about which they are concerned. The committee will as a matter of course -

- review any significant accidents which take place in the school,
- receive feedback on work in progress from the Head Teacher,
- assess the level and demand for training in the school,
- be responsible for assisting the Trustees in the completion of the school's annual safety audit,
- Monitor Health and safety standards in the school.

Furthermore, any actions arising from the Health and Safety Committee will be monitored during subsequent meetings. The committee will meet once a month and report to the Trustees through the Head Teacher.

Items for the agenda should be submitted to the chair of the committee (Mrs Mohamed) two days beforehand.

From time to time matters will arise where it is inappropriate to wait until the next meeting of the Health and Safety Committee. In such cases the matter should be referred immediately to the Head Teacher.

HEALTH AND SAFETY INFORMATION

Provision of First Aid

First Aiders (refer to the updated first Aiders list displayed every floor)

If you need a First Aider, please try to find one in a room closest to you as time is lost in going further and could be vital in some cases.

FIRST AID BOXES

First Aiders have access to first aid boxes in the areas and they will replenish stocks as required.

First aid boxes must be taken on a trip out of school. The number will depend on the type of visit, the number of pupils and the way they are organised during the visit.

3) SPECIALIST ARRANGEMENTS

CLASSROOM SAFETY

Classroom Safety Rules for Teachers

1. All bags and coats must be stored safely to prevent tripping. Aisles and corridors must be kept clear.
2. All movement about the room must be controlled and take account of any hazards present.
3. Before working with scissors or craft knives, teachers must warn pupils of the dangers of their use.
4. Any pupil misusing sharps or behaving in a way that creates a risk to him/herself or others must be removed from the room.
5. In Art, as in Design and Technology and Science lessons, pupils must be reminded of safety rules relating to particular tasks and the use of particular items of equipment before the operation begins. Teachers' schemes of work should make reference to the hazards and associated procedures relating to particular activities.
6. In Physical Education lessons and practices, the procedures detailed by Government in its Health and Safety guidelines should be followed. Pupils undertaking sporting activity must never be left unattended either in the changing rooms or at the site of the activity.

7. Fire orders and escape routes must be on display in every room in the school.

PHYSICAL EDUCATION

All staff are responsible for the safety of the environment in which they work and the pupils with whom they work. The following must be reported to the P.E Co-ordinator and arrangements made to rectify the problem:

- (a) Defects in the equipment
- (b) Concerns over positioning of equipment and general presentation of areas.
- (c) Concerns affecting health and hygiene.

(Minor repairs may be done within the department).

The following must be checked:

FREQUENCY	AREA/EQUIPMENT
Daily	Teaching area
	Gymnastic equipment
	Games equipment
Annually	Gym mats disinfected

Specific safety points to be noted in units of work.

Lessons

- (a) Pupils will be taught safety rules in relation to themselves, others and use of equipment in a variety of activities.
- (b) **Asthmatics** are advised to bring **inhaler** to all lessons and ensure they have them at all times. They must be made aware that they do not have to participate fully if they are unwell or if weather conditions are unsuitable.
- (c) Equipment must not be used without supervision.
- (d) Water or ice must be applied to reduce swelling. In extreme emergency administer first aid - otherwise send a pupil to

find a qualified First Aider.

- (e) During lessons, whilst teaching pupils to develop their own sense of responsibility regarding all safety implications, we have overall responsibility to check on them and react accordingly.

Gym equipment	pupils check, staff check
All games	pupils should be taught to understand that action should be stopped immediately if danger is apparent.
Athletics	respect of all equipment and, throwing implements in particular, must be taught. Throwing events must always be supervised. Careful positioning of equipment is important.

Accidents

These must be recorded in the Accident Book. More serious accidents must be reported immediately and recorded in the school accident book.

RESOURCES WITHIN THE SCHOOL

Resources within the school will be operated in a manner that does not cause Health and Safety risks to the staff working in such Departments or other people who may be affected by such activities.

No person shall operate any machinery unless they have been trained and authorised to do so. Machine guards must always be used where provided and where faults to machines or their guards are missing the machine should not be used until such time as it complies with all Health and Safety Standards.

Flammable liquids must be stored in a metal 'Flammables' cabinet that is clearly marked as such and kept away from all sources of heat and naked flames.

Every effort will be made to reduce noise at source by ensuring that all machinery is kept in a well maintained condition and noise and vibration are dampened by the use of rubber feet and carpeted floors. They will also be

sited in positions where the least number of people will be affected by the noise production.

The level of noise will also be confined to one area by the use of enclosures/partitions.

Resource departments should endeavour to maintain an adequate level of ventilation where possible (i.e. by opening a window). Where natural ventilation is not sufficient (i.e. where there are problems with odour removal, excessive temperature - above 27°C and humidity above or below the prescribed limits), mechanical ventilation will be used. Notwithstanding the requirements for adequate ventilation, a minimum temperature of 16°C will be maintained between 40 - 60%.

FIRE AND EMERGENCY PROCEDURE

It is the duty of all members of staff to carry out emergency procedures.

Note: Review of emergency procedures - from time to time will be necessary for review to be carried out of the provision of first aid in the school and the emergency regulations; where necessary the Head Teacher and the Health and Safety Co-ordinator will make recommendations for improving the procedure laid down.

IN THE EVENT OF FIRE

Fire Drill (staff instructions)

- 1 Please ensure you note the nearest fire exit and route out, especially when teaching in an unfamiliar room or covering for an absent colleague.
- 2 Ensure all pupils leave in silence and in single file and proceed to the playground. Please do NOT chat to pupils as you leave the building.
- 3 Staff should follow the pupils, closing the door. Bags and coats should not be brought. It is important to evacuate the building quickly.

Evacuation procedure:

- **Year 6 go down the main stair case and out through the front exit**
- **Year 5 go out through the staff room and down the fire escape.**
- **Year 4 go down the main staircase and out of the front door**
- **Year 3 down the staff staircase and out of the back door**
- **Year 2 through the back door**
- **Year 1 Reception classroom**
- **Reception go out of the fire exit from their classroom**

- Urdu room/ICT room- down the fire escape through the Urdu room.
 - Library down the main stair case and out of the front door.
 - Hall – all three exits should be used to vacate the hall as quickly as possible.
 - Dining room – out into the playground through exit into the playground.
 - Nursery go out of the fire exit from their classroom
 - Any staff, helpers and pupils in any other part of the building are to use the nearest exit to them. All fire exits are clearly marked.
- 4 Pupils should line up in the designated area outside building.
 - 5 Attendance will be checked by class teachers using the registers. The Secretary/PA/Admissions officer on hearing the fire alarm must bring the class registers, staff/lunchtime staff signing out books, visitors' book, mobile phone and emergency gate keys.
 - 6 The class teachers will notify the Head Teacher immediately if anyone is missing.
 - 7 A record of fire drills will be kept by the Head Teacher and the H&S Co-ordinator

Lunchtime Fire Procedure

- 7 All lunchtime supervisors on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building
- 8 Lunchtime supervisors on duty in the dining area shall evacuate all children from the building.
- 9 Staff members in classrooms where children are engaged in lunchtime extra curricular activities or eating sandwiches shall evacuate all children from the building and ensure on the way out that any toilets are vacated

General

All visitors must sign in and out at the office and wear a visitor's badge.

Signs are to be put on the fire doors, for example 'fire door keep closed'.

Side doors are to be bolted from the inside, for safety reasons.

The same procedure, (as for fire drills), will occur in the event of a bomb scare.

ACCIDENT & NEAR MISSES REPORTING

All accidents, dangerous occurrences and occupational diseases involving an employee, pupil or visitor arising out of the activities carried on within the school premises, must be reported to the Head Teacher or the Health & Safety coordinator and recorded in an accident book. The official accident book must be used which is kept in the Admin Office.

All employees, pupils, visitors, and contractors who sustain injuries must complete an official accident form and obtain the signature of the Head Teacher.

The person who has suffered the injury should be asked to give details to a member of staff who will complete an accident form. It should be done as soon as possible after the accident whilst the circumstances are fresh in his/her memory. If this is not possible because, for instance, the person has reported the accident orally and then gone to hospital for treatment, the written report must be completed by the H & S Co-ordinator or colleague who received the oral report and the information supplemented by any witnesses. When completed the form should be signed by the H & S Co-ordinator and copies forwarded promptly to the Head Teacher and Trustees. A copy must be kept for the school files. The accident log/near miss log should also be completed.

Voluntary staff, parents, pupils and visitors etc. who sustain an accident should be asked to give details to enable the form to be completed on their behalf and then the form should be signed and submitted to the Head Teacher and Trustees as in 2 above.

Using the reporting system any fault in the premises which is the responsibility of the Trustees should be notified to them at once. If the repair is the responsibility of the school then the Head Teacher will decide what emergency action to take whilst for arranging necessary repairs.

Where there has been a near miss, i.e. an incident in which an accident was narrowly averted, this too should be reported and recorded in the near miss log kept at the school reception.

The Health and Safety Co-ordinators will investigate accidents where it is considered that avoidable hazards have been a contributory factor, or where there may have been implications for other schools. All reasonable efforts will be made to prevent a recurrence of such accidents.

NOISE

The school is committed to a policy of reducing the risk of noise-induced hearing damage to the lowest levels reasonably practicable within school.

HEALTH AND SAFETY MONITORING

From time to time young children contract certain illnesses through no fault of their own, for which they have to be excluded from school for a specific period of time. Below is a list of diseases and the time for which they should be kept at home:

Chicken pox	6 days minimum from onset of rash
German measles	7 days minimum from onset of rash
Measles	7 days minimum from onset of rash
Mumps	7 days minimum or until swelling has gone
Whooping cough	21 days minimum from onset of cough
Impetigo	Until skin has healed

Outbreaks of ill health in the school should be reported to the Consultant in Public Health Medicine, responsible for communicable disease control, for appropriate action. See Appendix 3- RIDDOR for further information.

TRAINING

The school will provide information, training and instruction on matters of Health and Safety to enable employees to conduct their work without risks to either themselves or others. The School will also provide training for all levels of management, whereby staff on positions of responsibility are aware of their responsibilities under Health and Safety Law.

HEADTEACHERS/TEACHER TRAINING

The Health and Safety Co-ordinator will arrange to have an Inset at the beginning of every academic year. The Seminar will address current Health and Safety Issues together with the presentation of forthcoming legislation, Codes of Practices, etc., following which there will be an opportunity to present questions and comments.

The Health and Safety Co-ordinator will give presentations to the School management at the request of the Head Teacher and discuss any Health and Safety matter applicable to the school.

Health and Safety information sent to the school is for the attention of the Health and Safety Co-ordinator. These are sent on an ad hoc basis following information received from various sources, e.g. HSE, Trading Standards, Environmental Health Departments, Department of Education, Accident Investigations, etc.

Where specialist Health and Safety training is required for teacher to conduct their work safely, this will be provided by the school. Such training will be on-going. Staff who are involved in food handling will attend training in Basic Food Hygiene.

PREVENTION OF VIOLENCE TOWARDS STAFF

- 1 All working members of staff must feel safe within their working environment and should feel free from the threat of violence. Calm, fair and considered dealings with pupils, parents and visitors will normally result in a positive and helpful working environment for all.
- 2 However, there are circumstances where this is not always possible. Acts of verbal and physical abuse to staff by pupils should be reported to the Head Teacher immediately.
- 3 All visitors to the school should sign in and out and be asked to wear visitor's badge. Persons not wearing such a badge should be asked politely to return to the office. If they do not comply the office will be informed, the caretaker and the Head Teacher consulted.
- 4 All members of the staff should take reasonable steps to avoid any situation which could result in violence. For example, it is inadvisable for staff to be working alone in an isolated part of the building late at night.
- 5 Members of staff and pupils should be vigilant and report suspicious behaviour by any member of the public on or near the school premises to the office.
- 6 During the school holidays the front door will be locked: staff can gain entry by using a digital code.

OBLIGATION OF ALL EMPLOYEES

The Health and Safety at Work, etc., Act 1974 states;

It shall be the duty of every employee while at work:

- (a) to take responsible care for the health and safety of him/herself and of any other persons who may be affected by his acts or omissions at work and
- (b) as regards any duty or requirement imposed on his employer or any other person or under any of the relevant statutory provisions, to co-operate with him/her as far as it is necessary to enable that duty or requirement to be conformed or complied with.

The Act also states;

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any other of the relevant statutory provisions.

In order that the laws can be observed and responsibilities to pupils and other visitors to school are carried out all employees are expected;

- (a) to know the special safety measure and arrangements to be adopted in their own working areas and to ensure they are applied.
- (b) to observe standards of dress consistent with safety and/or hygiene.
- (c) to exercise good standards of housekeeping and cleanliness.
- (d) to know and apply the emergency procedures in respect of fire and first aid.
- (e) to use and not wilfully misuse, neglect or interfere with things provided for her own safety and/or the safety of others.
- (f) to co-operate with other employees in promoting improved safety measures in the school.
- (f) to co-operate with the appointed Health and Safety co-ordinator.

These staff;

- (a) have a general responsibility for the application for the schools safety policy to their own department or area of work and are directly responsible to the Head Teacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Trustees and the Head Teacher including the relevant parts of this statement, shall be observed.
- (b) Shall where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably possible, safety and absence of risks to health in connection with the use, handling and transport of articles and substances (e.g. chemicals, boiling water, duplicating fluid, guillotines).
- (c) shall resolve any health and safety problem any member of staff

may refer to them and refer to the Head Teacher any of these problems for which they cannot achieve a satisfactory solution within the resources available.

- (d) shall carry out regular safety inspections of activities for which they are responsible and, where necessary, submit a report to the Head Teacher.
- (e) shall ensure, as far as reasonably practical, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and to contribute positively to their own safety and health at work.
- (f) shall, where appropriate, seek the advice and guidance of the relevant advisor.
- (g) shall propose to the Head Teacher requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

THE PUPIL

The pupils are expected to;

- (a) to exercise personal responsibility for the safety of self and classmates.
- (b) to observe standards of dress consistent with safety and/or hygiene.
- (c) to observe all safety rules of the school and in particular the instructions of teaching staff given in an emergency situation.
- (d) to use not wilfully misuse, neglect or interfere with things provided for her safety.

VISITORS

Regular visitors to the school and other users of the school should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the Health and Safety arrangements applicable to them through the teacher to whom they are assigned.

Contractors should be made aware of the school's policies and should satisfy the school that they are working in a safe and proper manner in accordance with all statutory and advisory standards.

SUPERVISION OF PUPILS

- (a) Pupils should not arrive at school before 8.30 a.m. They cannot be adequately supervised before this time and should therefore not be on the premises. The school is not responsible for those pupils who arrive before 8.30 a.m.
- (b) Pupils are supervised at break & lunch times in accordance with the duty rota which covers all areas of the school.
- (c) Pupils should move around the building in an orderly fashion, keeping to the left on staircases and in corridors. They should wait outside classrooms before lessons until a member of staff arrives or asks them to enter the room.

SECURITY OF THE PREMISES

Keys

The Head Teacher, the Administration Staff, the Caretaker, and the Deputy Head Teacher are the designated key holders and are responsible for the security of the building.

Keys are also issued to certain non-school persons such as the cleaning staff, and organisations using the school regularly. They are responsible for leaving the building secure. The school gates should all be locked when children are in the playground.

It is the responsibility of all teaching staff to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

Caretaker

It is the responsibility of the caretaker to check weekly that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly
- Before leaving the premises, check:-
 - All the windows are closed

- The doors are locked and secure
- The security alarm is set if he is the last person to leave

BUILDING MAINTENANCE

The school must be maintained in a condition that is safe and without risk to Health and Safety.

The contractors appointed by the Head Teacher/Trustees will monitor the condition of the school premises on a regular basis. They will advise on all matters relating to maintenance improvements and structural changes. Where repairs are needed, care should be taken to ensure that only competent persons are used to carry out such repairs. The advice of the Contractors must be sought where necessary. Clarification regarding all aspects of building maintenance can be obtained from the caretaker. The Building Surveyors will monitor the standards of both Maintenance and repairs undertaken by contractors.

GOOD HOUSEKEEPING

The premises must be kept in a condition that is safe and without risk to health. An essential part of this commitment is the provision of daily cleaning and refuse disposal.

Cleaning should be carried out daily and refuse collection weekly. All refuse must be removed from the school premises daily and placed in secure compound to await collection. It is the responsibility of the contractor to monitor Health and Safety of their own staff. However, all staff and pupils within the school must take responsible care to ensure that their workplace is kept as clean and tidy as possible. Rubbish bins must be used for litter and special items of waste, such as broken glass or needles, must be disposed of safely.

Where further help and guidance is needed regarding the storage or disposal of any items or materials used in school, advice should be sought from the Health and Safety Co-ordinator.

Lights in the classrooms should be switched off when not in use.

GLAZING

The Head Teacher will ensure that all replacement glazing complies with the requirements of BS 6262: 1982 (British Standard for Glazing in Buildings) especially with reference to the provision of toughened glass in doors and side panels below 800 mm and windows below 150 mm from the ground. Staff should report any breakage's to the Head Teacher immediately.

STAIRS AND CORRIDORS

All stairs and doors must be kept free from obstructions and litter at all times. The requirements of the school's fire evacuation procedures must be observed in this respect and complied with under the requirements of the Fire Precautions Act 1971.

Stairs and corridors will be maintained in a condition which is safe and without risk to health. They will also be cleaned on a regular basis in accordance with the 'Provision of Building Cleaning Services' contract by the cleaning contractor. Such contract also contains Health and Safety requirements which must be met by the contractor in addition to such statutory requirements as the health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health (COSHH) Regulations 1988 (see Appendix 2). Only such substances which are contained on the approved list, (available from the Central Client Division), must be used or stored in schools. All risk assessments made under the COSHH Regulations must be made available to the Head Teacher.

Where defects are noted in stairs and corridors, they should be reported in the first instance to the Head Teacher who will consult with the Building Surveyor/Trustees to arrange remedial action as necessary.

Pupil Guidelines

Corridors and stairways offer the most frequent hazard to our pupils. Any poor behaviour in a corridor or on a stairway presents a risk to others in the vicinity. In order to prevent this from happening, all staff must accompany their classes through the corridors.

In addition, pupils will be expected to follow

The Corridor Code:

1. Consideration must be shown for the safety of others on the corridor or stairway.
2. Pupils should walk steadily on the left without running or pushing.
3. The one way system on stairways should be used when it is in force.
4. Schoolbags should be held close to the body. If the corridor is busy, it should be kept in front or behind. Schoolbags should not be swung or thrown with particular care being taken of younger, smaller children whose face may be level with bags.
5. When a teacher or supervisor calls out "Stand still!" pupils must do so at once. It means that to walk on would be to cause an accident.
6. At entrance and exits, pupils should queue patiently and quietly.

TRAFFIC MANAGEMENT

The drivers of all vehicles entering the school premises must observe the local speed limits and rules which apply. They must exercise at least the same degree of care, required by the Highway Code, as the law abiding driver would exercise on the public highway.

Where speed limits exist, it is for the Head Teacher to take action where breaches of such restrictions are noted. Section 2 of the Health and Safety at Work etc., Act 1974 requires safe access and exit from the work place and where pedestrians and vehicular traffic mix closely, extra care must be taken by drivers and pedestrians. Breaches of these rules constitute a breach of the above legislation that may result in prosecution of the offender by the Health and Safety Executive.

Parking on the school site is to be restricted during school hours to employees only. Parking on the school site is a convenience for drivers only to be used when it can be done safely. Where there is a degree of risk involved, such parking should be undertaken outside school premises.

Delivery vehicles and building contractors' vehicles must ensure that when they enter the school premises, they observe the local rules that apply. This is especially important at all time when pupils may be playing on or near to route taken by such vehicles, ie lunch/play times and at the beginning and end of each school day.

Where roads are used, these should be kept free from congestion and unlawful parking. Access for emergency vehicles must be maintained at all times.

It is for the Head Teacher and Trustees to ensure that traffic management systems are adequate.

Monitoring of traffic management will form a part of the Annual Health and Safety Audit.

CONSTRUCTION SITES AND BUILDING WORK

Construction/remodelling the school

All construction work involving the building of the new school or extensions/remodelling of the existing school will be undertaken under the supervision of the site manager by approved contractors.

Before any construction work is undertaken on school sites, the Health and

Safety Co-ordinator will liaise with the contractor, Site Agent, Architect and Head Teacher to establish a safe system of work during the duration of the building work. Points of access and exit, boundaries and fencing, use of school facilities (e.g. Toilets, water, electricity, etc.) and segregation of staff and pupils from the building work will be discussed at such meetings. Any variations from the agreements reached at such meetings must only be carried out after prior consultation with the Health and Safety Co-ordinator.

No member of staff, pupil or any other school visitor may enter any area of building/repair work unless permission from the Site Agent/Foreman has been obtained.

MINOR REPAIR WORK AND MAINTENANCE

All contractors must report to the School Office/Head Teacher upon arrival and departure at the school and inform the School about the work being undertaken. All hazardous areas of Building/repair work must be cordoned off or screened as appropriate to protect the health and safety of others. When contractors are working on roofs, all persons should be prevented from entering any room directly underneath. If any member of staff is concerned about the safety of any building/repair work, such concerns should be made known via the Head Teacher and/or the Health and Safety Co-ordinator, who will carry out investigations and liaise with the contractor.

BOUNDARIES

The school boundaries will be maintained in a reasonable and safe manner in order to ensure the safety of pupils. Boundaries will be inspected formally once every 12 months as part of the school's annual safety audit.

HEATING AND VENTILATION

Normally heating is provided by the central heating system but in certain circumstances it may be necessary to supplement this with portable heaters. Electrical heaters must be included in the annual electrical check of portable appliances. Under no circumstances must portable open-bar electric fires or Bunsen burners be used in the school for heating.

The minimum temperature of 16^oC should be maintained after the first hour from the official starting time of the school day. During warmer weather the temperature should be kept below 27^oC, so far as is reasonably possible. This temperature should not be exceeded for more than 10 days per year. A thermometer is in the Resources for employees to check the temperature.

All through the year, adequate ventilation should be provided for odour removal, replenishment of oxygen and humidity control. When extraction fans are used, it is essential that vents are provided in doors, etc., for the provision of make up air.

GAS AND PRESSURE VESSELS

Where gas is used in school kitchens, there shall be fitted an emergency shut off valve which is readily accessible and easily operated. All pipes must be clearly marked either by using painted yellow ochre or marked in some other acceptable way, e.g. yellow labels with words GAS - clearly illustrated. The Head Teacher and the Caretaker must be aware of the location of the main gas shut off valve.

All gas appliances will be subjected to an annual inspection and soundness test carried out by a competent person.

The Trustees will comply with the recommendations of the publications 'Guidance Notes on the Gas Safety in Educational Establishments' (Publication IM/25 by British Gas and the Department of Education and Science 5/89).

All pressure vessels will be installed, used, tested and maintained in accordance with the Pressure Systems and Transportable Gas Containers Regulations 1989. This is done by an engineer appointed by the Head Teacher/Trustees.

ELECTRICITY AT WORK

The Electricity at Work Regulations 1989 and HES Guidance Note GS 23 'Electrical Safety in Schools' outlines the requirements for electrical safety. The requirements of BS 4163: 1984 'Health and safety in Workshops of Schools and Similar Establishments' will also be adopted.

Before any item of electrical equipment is used, the user should give each item a visual check to ensure there are no obvious defects.

All portable electrical appliances will be checked annually by an electrical contractor using portable appliance tester. Fixed electrical appliances will also be tested on an annual basis using an Earth Loop Impedance Tester, complete with earth lead and probe. The contractor who carried out such tests will also carry out minor repairs where necessary and also take out of service any items which do not meet with safety standards.

Where technical knowledge is needed for the repair of electrical equipment, help and advice must be sought from a professional source. The wiring of plug tops carried out by a competent person and the item included on an inventory of portable electrical equipment to be checked annually by the electrical contractor. (A competent person according to Guidance Note 23 - Electrical Safety in School', is a person who possess sufficiently technical knowledge, experience and skill to be able to carry out a specific task and prevent danger of injury arising during the course of the work or as a result of the work).

Only electrical items which have been approved by the contractors may be

used within the school premises. Portable open-bar electrical fires must not be used or stored in school. If any person is in doubt as to the suitability of any equipment, advice should be sought.

ELECTRICAL AND PORTABLE TESTING AND ELECTRICAL SUPPLY TESTING

This will be carried out in accordance with recommendations made under the Electricity at Work Regulations 1989 Section 4, which states;

'Tests should be carried out to prevent danger, all systems shall be maintained so as to prevent, so far as it is reasonable possible, such danger'.

Checks will be carried out on all portable equipment as follows;

An annual visible audit. All staff have a responsibility to view equipment within their own work area and report any problems in respect to worn wiring, loose connections and operational problems to the Head Teacher who will be responsible to report it to the Caretaker and follow up that repairs have been done.

VISUAL DISPLAY UNIT WORK STATIONS

All new VDU work-stations will comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations, 1992 from 1 January 1993.

FURNITURE AND EQUIPMENT

All equipment purchased for use in the school must be suitable for use at work. If there are enquiries about suitability these should be to the Head Teacher in the first instance.

All items of furniture have a limited life therefore it is essential that regular visual checks are carried out as part of the annual safety audit. All Class Teachers, subject co-ordinators and the Caretaker have the responsibility for carrying out these visual checks.

CLEANERS

COSHH assessments for hazardous substances used by the caretaker are held within the caretakers Health and Safety manual.

MANUAL HANDLING

No person shall undertake any manual handling operation that may cause risk of injury. Manual handling operations are defined as lifting, lowering, pushing, pulling, carrying or moving heavy loads.

Where possible, the need for manual handling should be eliminated, but where this is not possible, the use of mechanical manual handling aids will be considered.

Where manual handling cannot be avoided, as assessment risk will be made of each manual handling operation to establish the degree of risk involved. This assessment will take the following factors into consideration:

- (a) The character of the load
- (b) The working environment
- (c) The capacity of the individual

The assessment will be reviewed and amended when any of the above factors are changed.

The booklet 'Manual Handling', available from HMSO, contains the Manual Handling Operation Regulations, 1992, and associated guidance on all aspects of manual handling (see appendix 4).

SCHOOL VISITS

1. All out of school visits and activities must be approved by the Head Teacher.
2. In order to obtain approval, visit leaders should refer to the 'Educational Visit Policy'
3. Once the various forms have been completed the form should be submitted to the Head Teacher, in sufficient time for the proposed trip to be considered. This should be at least 4 weeks before the date of the outing or 8 weeks in the case of an overnight stay or a continental journey when there is additional information to be gathered and extra forms to be completed. "See Educational Visit Policy"
4. Fieldwork is regarded as a lesson that is taking place off the school site and normal lesson disciplinary code remains in force. In addition the teacher must make particular assessment of any risks associated with the activity and take all appropriate measures to eliminate them.

Code of Practice for Fieldwork

- (i) Pupils must be warned about particular risks (traffic, strangers, etc.) before party leaves school building and reminded again before they begin the activity.
- (ii) Sufficient staff must supervise the activity to ensure pupils' safety.

- (iii) Pupils must never work alone and must be within calling distance of a member of staff or accompanying adult.
- (iv) Pupils and parents must be fully aware of special arrangements relating to the trip.
- (v) Staff must be aware of pupils' medical needs and to have made arrangements to deal with them.

MONITORING THE HEALTH AND SAFETY POLICY

The Head Teacher will monitor the School's Health and Safety Policy through an agenda item at regular meetings. She will delegate responsibility to the Health and Safety Committee for the following elements of monitoring:

- (a) Carrying out Health and Safety Inspections once a term
- (b) Investigation of complaints from staff, visitors and parents
- (c) Checking Maintenance reports
- (d) Monitoring the minutes of the Health and Safety Committee

Report from enforcing authorities (e.g. H. M. Inspector of Factories, Environmental Health Officer, etc.), will be reviewed by the Head Teacher and/or Committee in the first instance.

4) CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practical, that working conditions are safe and that the life of everyone is accident free.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the Trustees or Head Teacher in pursuance of the safety policy should immediately report the circumstances to the Head Teacher. The Head Teacher should then initiate appropriate remedial action.

The document has been read and approved by the following;

Name _____ (for Trustees)

Signature.....Date.....

SUPERVISION OF PUPILS

- (a) Pupils should not arrive at school before 8.30 am. They cannot be adequately supervised before this time and should therefore not be on the premises. The school is not responsible for those pupils who arrive before 8.30 a.m.
- (b) Pupils are supervised at break times in accordance with the duty rota that covers all areas of the school.
- (c) Pupils should move around the building in an orderly fashion, keeping to the left on staircases and in corridors.

EMERGENCY PROCEDURES IN THE CASE OF A FIRE

We hope, of course, that a fire will never take place and it is essential that everyone takes all reasonable steps to ensure that this does not happen. **YOU CAN HELP BY MAKING SURE THAT ALL FIRE DOORS ARE KEPT CLOSED.** This could be vital in stopping the spread of fire.

When the fire alarm sounds, you should:

- 1. Obey without fail the instructions of members of staff.
- 2. Leave the building by the exit identified by the teacher in **SINGLE** file and in **SILENCE**.
- 3. Not bring bags, coats, or any equipment with you. Speed, without panic, is essential.
- 4. Go to the assembly points at the school yard. You should line up in your classes in register order.

OBLIGATIONS OF PUPILS

As a pupil you are expected to;

- (a) To exercise personal responsibly for the safety of self and classmates.
- (b) To observe standards of dress consistent with safety and/or hygiene.
- (c) To observe all safety rules of the school and in particular the instructions of teaching staff given in an emergency situation.
- (d) To use not wilfully misuse, neglect or interfere with things provided for your safety.

Corridor Code:

- 1. At all times show consideration for the safety of others on the corridor or stairway.
- 2. Walk steadily on the left. Do not run. Do not push.
- 3. Use the one way system on stairways when it is in force.
- 4. Keep your schoolbag close to your body. If the corridor is busy, keep it in front of you or on your back. Do not swing it or throw it. Be particularly careful of younger, smaller children whose face may be level with your bag.

<p>5. Do not panic and wait quietly until you are told to return to the building.</p> <p>IT IS ESSENTIAL THAT YOU LEAVE THE BUILDING <u>QUICKLY</u> AND <u>CALMLY</u>. YOU MUST LINE UP OUTSIDE IN SILENCE BECAUSE THIS ENABLES STAFF TO CHECK QUICKLY TO SEE IF ANYONE IS MISSING. ANY TIME LOST AT THIS STAGE COULD RESULT IN LOSS OF LIFE.</p> <p>IF YOU ARE LEAVING THE BUILDING YOU MUST SIGN IN <u>AND</u> OUT AT THE OFFICE. THIS AGAIN HELPS STAFF TO CHECK EXACTLY WHO IS ON THE PREMISES.</p>	<p>5. If you hear a teacher or supervisor call out “Stand still!” do so at once. It means that to walk on would be to cause an accident.</p> <p>6. At entrance and exits, queue patiently and quietly. Keep the school a safe place for us all</p> <p><i>YOUR HEALTH & SAFETY AT SCHOOL</i></p>
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