



## Health and Safety Policy October 2015

Written by		Signed
Uploaded		
Date approved by Governing Body		
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## STATEMENT OF INTENT

The aim of the policy is to implement the provision of the Health and Safety at Work Act.

The governing body acknowledges its responsibilities as a Foundation School as laid down by the Department for Education.

The governing body notes the provisions of the [Health and Safety at Work Act 1974 \(section 2\)](#), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons in his or her employment are not exposed to risks to their health and safety. The governing body also notes the provisions of the [Health and Safety at Work Act 1974 \(section 3\)](#), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety.

Further, the act also requires that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The governing body acknowledges its responsibilities under the [Management of Health & Safety at Work Regulations, 1999 \(section 3\)](#), which states that it is the duty of every employer to make a suitable and sufficient assessment of the risks to the health and safety of his/her employees to which they are exposed whilst they are at work.

The governing body accepts that, as the employer, it has the responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The governing body is **committed** to:

- a) Providing a safe and healthy working and learning environment for pupils, staff and visitors.
- b) Providing adequate resources for the school to meet its health and safety needs and responsibilities.
- c) Providing adequate and competent supervision of all school activities, both internally and externally.
- d) Providing suitable and sufficient health and safety training for personnel to carry out their health and safety responsibilities as assigned in the organisation section of this policy.

- e) Achieving continuous health and safety improvement through effective:
- Policies.
  - Organisation.
  - Planning and implementation.
  - Measuring and monitoring
  - Reviewing H&S documentation and procedures on a regular basis.
  - Auditing of the school's health and safety management systems and performance.
- f) Responding to internal and external changes that may affect the school's health and safety arrangements.

The governing body believes that only the adoption of safe systems of work (SSoW) and good professional practice by every individual can ensure everyone's personal health, safety and wellbeing at school. The governing body will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual *conduct* and *vigilance* **at all** times.

### **Health and safety responsibilities**

**The Governing Body** has strategic responsibility for health and safety within all areas of the school's undertakings and has the responsibility of ensuring that health and safety performance is monitored regularly using audit and inspection. The governing body is responsible for ensuring that advice from competent health and safety advisers is available on health and safety matters in order to comply with regulatory controls.

**The Head Teacher** has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings and will ensure that health and safety policy and procedures are put in to practice by their incorporation in the day-to-day running of the school. The Head Teacher is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.

**School Business Manager and Site Manager** are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Head Teacher or governing body and detailed in the organisation section of the policy. Departmental leads are also responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls within their departments.

**All employees** are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

The governing body will review this policy statement if there is any significant change due to incident, change in legislation or local changes which may affect the health, safety and wellbeing of pupils, staff, visitors and contractors or at least annually and update, modify or amend it as it considers necessary.

Signed \_\_\_\_\_ (For the governing body)

Date \_\_\_\_\_

Signed \_\_\_\_\_ (Head Teacher)

Date \_\_\_\_\_

## ARRANGEMENTS

# **1 GENERAL PRACTICES APPLYING TO ALL STAFF AND FOR PUPILS OR VISITORS IN THEIR CARE.**

## **1.1 Supervision of Pupils**

The school Supervision Ratio policy must be followed in order to ensure the safety of pupils.

## **1.2 Visitors**

All visitors shall be directed by clear signage to the Reception and must report to the School Office, (except for parents bringing or collecting children to school).

There will be an appropriate arrangement for the signing in and out of visitors, noting vehicle registration number as appropriate, and for visitors to wear an identifying badge. This is important for reasons of security and fire safety. Contractors will be expected to also read and sign the Asbestos Register before carrying out alterations to the fabric of the school buildings. Visitors will be escorted to their destination by a member of school staff. No visitor shall be allowed access to the school building alone.

Where deemed appropriate, a visitor safety induction will be delivered upon arrival at the school premises. The induction will briefly cover, fire alarms, fire extinguishers, fire exits, location of first aid resources and a brief on any particular hazards present which have the potential to cause harm to the visitor.

Where visitors are contractors, the Site Manager will request full risk assessments and appropriate COSHH assessments from the principle contractor for all hazardous plant, material and chemicals brought on to the site. At the same time, the Site Manager will do the same for the contractors with respect to risk and COSHH assessments associated with the school environment.

## **1.3 Fire Safety**

### ***ACTION IN THE EVENT OF FIRE***

A fire alarm system has been installed throughout the school with break glasses at various points. Instruction on what to do in the event of finding or suspecting a fire, or what to do on hearing the alarm, will be given for new members of staff during their induction training, and thereafter annually to all staff through mandatory fire training. A record of fire training for each member of staff will be kept. Instruction will also be given on the evacuation procedure to be followed in the event of a school fire and the location of the assembly point. All staff will also be made aware of the location of the break glasses and given instruction on how and when to use the different types of fire extinguisher and the fire blankets.

A fire risk assessment is a legal requirement under the [Fire Order 2005](#) and must be carried out by all schools. Repton Manor Primary School will use the KCC ELS "*Fire Safety Log Book for schools and colleges*"<sup>1</sup> to log fire procedures such as drills and training.

**(a) Fire Instructions**

1. Fire Instructions are posted at the following locations throughout the school :

- Every room to the external fire escape .
- Both Halls

Staff will also receive Fire Procedure Guidelines during their induction. **All staff must make themselves conversant with the position of Fire extinguishers and Fire Exits within the school.**

2. The names of school fire wardens should be known by staff. The names of the fire wardens can be found in ...The main office.....

*Repton Manor Primary School Fire Main Wardens are:*

- *Mike Smith*
- *Matt Rawling*
- *Sarah Moss./ Jackie Chambers*

3. Emergency Exits, Assembly Point and Assembly Point Instructions are clearly identified by safety signs and notices located at :

- All external fire exits
- Group rooms
- Admin

4. Fire alarm call points are located throughout the school and appear similar as displayed:



5. Corridors and fire exits **must** be kept clear from obstruction.

6. Fire doors **must not** be wedged open.
7. Staff must ensure there is no risk from sun rays being magnified and focused onto combustible materials near windows.

**Assemble at the assembly point and do not re-enter the school building until instructed it is safe to do so by the Head Teacher/ Site Manager or Nominated Officer of Fire (NOF).**

**Report any use of fire appliances to the Site Manager.**

***Never take any personal risks.***

#### ***(b) Fire Alarms***

1. Instructions to employees are posted at:
  - **Main Reception**
  - **Staff room**
  - **All class rooms**
  - **Entrances & Exits.**
2. The Alarm may be raised by any competent person within the school.
3. Regular testing of fire alarms will occur on a weekly basis.
4. The *KCC ELS* Fire Log Book will be kept by the Site Manager in the site managers office. The result of each test will be properly recorded in the Fire Log Book and be available for a visiting Fire Officer or Health and Safety Inspector.

#### ***(c) Fire Drills***

1. Fire drills will be carried out at least three times a year at the discretion of the Site Manager in conjunction with the Head Teacher. Planning will include taking in to account external conditions e.g. rain / wind / ice and snow which may present hazards to staff & children when evacuated outside of the main school building. This must be clearly communicated to staff to prepare the children and prevent confusion and delay.
2. A record of the drill must be kept in the *KCC ELS* Fire Log Book in the Site Managers office.

#### **(d) Fire Fighting**

1. Staff are actively *discouraged* from tackling fires on school premises and should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. **There should always be a clear escape available.**

Ensure the alarm is raised BEFORE attempting to tackle a fire.

**(NB: Pupils will have been taught “Get out; stay out; call the Brigade out”).**

The school houses **Foam** and **CO<sub>2</sub>** fire extinguishers throughout the building and staff must *be aware* of the incidences when such extinguishers should be used. Clear instructions for use are displayed next to all extinguishers.

All fire extinguishers are inspected annually for suitability and condition and checked at regular intervals for functionality. Such inspections are recorded and records kept by the site manager. *Any fire extinguisher which has been used, damaged or which is visibly loose if wall mounted should be reported to the Site Manager.*

#### **(e) Fire Hazards**

1. **Storage, Handling, Storage and Disposal of Flammable and /or Volatile Substances**

Refer to the [Control of Substances Hazardous to Health Regulations 2002<sup>2</sup>](#), in section 3.6, which identifies the need for assessment for substances that are hazardous to health and/or whose risks need to be controlled.

All flammable substances will be stored away from children, sources of heat and ignition and in a designated “Flammables Cabinet” with free air flow.

[Refer to section 3.5 of the policy for COSHH considerations.](#)

2. **Material Safety Data Sheets (MSDS) or (‘Hazard sheets’) for Chemicals and flammable substances.** These will be kept by Site Manager in the Site Managers Office and should be accessible by all staff. Regular annual checks should be made to ensure that information held on substances is current.

3. ***Advice may be sought from the County Fire & Rescue Service on 01622 774191.***

4. ***Fire hazards are reduced by the carrying out of regular routine inspections.***

The schools health and safety team shall ensure that regular spot checks for fire hazards are undertaken on premises a Quarterly Full Fire Audit is undertaken by the Site Manager or an appropriately qualified H&S advisor.

***(f) Maintenance of Fire Precautions.***

The school will ensure regular checking and maintenance of the following items /features:

1. Emergency lighting and other emergency equipment.
2. Fire extinguishers.
3. Fire alarms.
4. Fire doors.
5. Boiler House fusible link and fuel shut-off mechanisms (if fitted).
6. Fire Safety Signs and identification of escape routes.
7. A "***Fire Risk Assessment***" will be carried in accordance with an appropriate H&S adviser and be reviewed annually or after any fire incident, change in statutory legislation, recommendation or local change to the school environment.

*\* The school will ensure that records are kept of such checks and maintenance performed.*

#### **1.4 Bomb Alerts**

The school will follow procedures as given in the "***Emergency Planning Guidelines for Kent Schools***".

Advice is also available from the KCC Insurance and Risk Manager (01622 694632) or the ELS Health and Safety Unit (01622 694476).

#### **1.5 Other Emergency Procedures**

- (a) The school will hold appropriate Emergency Procedures as drawn up with the KCC Emergency Planning Unit (tel: 01622 694803).
- (b) The school will have procedures for alerting parents to collect children (for example in the event of severe weather). See “Emergency Planning Guidelines for Kent Schools”.
- (c) The school will complete a thorough risk assessment prior to school closure.

#### **1.6 First Aid/Illness** (See also 1.7 below)

- (a) The school will have an appropriate number of designated and trained First Aiders and/or Appointed Persons. Their names, locations and telephone numbers will be as named in Appendix 3. These Names will be posted at appropriate places within the school to ensure ready assistance.

*These locations are:*

- Main Office
- 
- 
- 

*The Schools named First Aiders/Contact Numbers are:*

- 201 Claire Saxby
- 214 Mike Smith
- 
- 

- (b) The school will hold an appropriate number of First Aid boxes, First aid Instructions and Instructions for the logging of treatments. The Head Teacher will ensure that all parents/carers are informed or any first aid treatment administered to a pupil.

*First aid boxes are located at:*

- Every class room
- Main office

- (c) The school will follow the procedure for completion of incident/accident records in accordance with the **KCC Accident Form HS157** (See 1.8 below).
- (d) If the First Aider and / or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). If the injured person is a

pupil then they will be chaperoned by an agreed member of staff until a Parent or other family member can attend. The school will act in the interests of the injured party and seek to preserve their health, safety and wellbeing as priority in line with the *First Aid at Work regulations, 2013*. The school will ensure that the child's parent/s will be contacted at a safe and appropriate time when the injured party has been deemed safe / stabilised and not at risk of harm or injury.

- (e) The school will follow the procedure for reporting of injuries as described in 1.8 below:
  - (i) removal of injured person(s) to hospital (normally by ambulance) and
  - (ii) in the case of reportable incidents report to the HSE online at [www.hse.gov.uk](http://www.hse.gov.uk).
  - (iii) In the case of fatal and major injuries **only** telephone HSE immediately on **0845 300 9923**, (See guidance in 1.8).
- (f) Parents will be invited to complete the Consent Form for medical treatment in accordance with school policy and the document in 1.7 below.

### **1.7 Administration of Medicines/Medical Treatment**

See additional school policies.

### **1.8 Accident Reporting and Recording**

All accidents, including "near misses" must be reported immediately and entered into the **KCC Accident Book** on KentTrustWeb and the **Accident/Incident Report Form HS157** (Oct 2009) which is located in the School Office/ Head's office. This book will be checked by the Headteacher every month and a report made to the Governors, as necessary. The Head or a member of the school's management team must investigate all accidents immediately and, in the case of any accident or incident to staff and significant injury to pupils, will submit an Accident Report Form HS157 to the Area Office. A **KCC Accident**

**Investigation Form HS160**, may be used to assist with an investigation.

Certain types of accidents that arise from work (school) activity are reportable to the HSE. Examples include pupils or other non-employees taken to hospital and major injury to employees. Both categories require immediate notification to the HSE by telephone.

A copy of **form F2508** should also be faxed to the Health and Safety Unit on 01622 694500.

The **Forms HS157** and **F2508** and the results of an investigation to prevent recurrence (e.g., on **Form HS160**) should be forwarded to the Area Education Officer, ELS Health and Safety Unit and, if a claim is possible, the Insurance & Risk Manager at Sessions House.

## 1.9 Blood Spillages

Blood spillages of any nature should be reported immediately to the Site Manager, Head Teacher or duty first aider. Only trained first aiders (EFAW) [Emergency First Aid at Work](#) and persons HSWA and COSHH trained are responsible for the cleaning of blood spillages. Personal Protective Equipment (PPE) should be worn when dealing with any kind of blood spillage. Dependent upon the size and nature of the spillage the following steps should be taken:

- I. First and foremost ensure the wellbeing of the person who has suffered blood loss
- II. Ensure that persons in the immediate vicinity are made aware
- III. Segregate the area to prevent contact with bodily fluids
- IV. Ensure full PPE are utilised (Non-Latex Disposable gloves are acceptable) but eye protection should also be available.
- V. Use absorptive granules e.g. (SpillPak) and or paper towels to absorb the spillage
- VI. Use a suitable disinfectant *such as Milton* to clean the surface. Dispose of as clinical waste as per regulations.
- VII. Record the incident via common school mechanisms

Under the Personal Protective Equipment at Work Regulations 1992, every employer shall ensure that suitable protective equipment is provided to their employees who may be exposed to a risk to their health and safety while at work in school.

Biological material and chemicals present on the school premises are potential hazards and can be spread via the following routes:

- Inhaling aerosols (airborne droplets), dust or harmful gases / vapours.
- Hand to mouth contact.
- Inoculation via cuts, abrasions or puncture.
- Liquids splashing onto mucous membranes and into the eyes.

To prevent these occurrences staff should be provided where reasonable practicable with the following: -

- Disposable, **latex-free**, powder free Nitrile gloves, which **should (as far as reasonably practicable)** conform to the Personal Protective Equipment 89/686/EEC directive. They should also where possible comply with:

BS EN 374-2  
2003



BS EN 374-3  
2003



(Low Chemical)

- Plastic Aprons
- Goggles

## 1.10 Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment in line with the [Electricity at Work Regulations 1989](#) and the [Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#).

All staff are required to report to the school office/Site Manager any damaged electrical apparatus or wiring - including portable equipment and permanent wiring at the **very first instance of it becoming obvious**.

Staff must not attempt any repairs unless the Headteacher is satisfied that they are competent to do so and have training records to that note. Personal mains-powered electrical equipment must not be brought in to the school unless it has been subjected to the same tests as school equipment and ratified by

the Site Manager and Head Teacher as fit for purpose. (See 2.10).

## **1.11 Housekeeping**

### ***(a) Cleanliness (See also 1.13)***

The school buildings will be cleaned by Ashford Cleaning Company Ltd Contract Cleaning Agency, supplemented as necessary by pupils/staff as part of practical lessons (for example, after craft work and cookery). Cleaning associated with the provision of school meals will be undertaken by the Catering Contractor as specified in the appropriate contract.

The surrounds to the buildings will be kept clean by the Site Manager who will follow the provisions laid down in the “**Caretaker Risk Assessments**” on KentTrustWeb (1<sup>st</sup> published Sep 2005, rev. Dec 2011).

### ***(b) Waste Disposal***

Normal, small amounts of clinical waste can be disposed of as ordinary household waste i.e. placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.

Large amounts of Hazardous Waste such as spilt blood and subsequent waste generated (e.g. absorbent towels, granules), sanitary towels, disposable nappies, incontinence pads and chemicals used throughout the school as necessary will be removed by a specialist contractor who will require the school to sign a 'Duty of Care' consignment Note to state that the waste will be disposed of in a properly managed way. ([See also COSHH Regulations 2004](#)).

### ***(c) Stacking and Storage***

Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.

### ***(d) Pedestrian Routes***

Stairs, Corridors, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables).

### **(e) Classrooms**

Teachers will be alert on a daily basis to the following and will report any hazards to the Headteacher. Teachers have a responsibility to:

- Check that classroom and work area is safe.
- Check equipment is safe before use.
- Ensure safe procedures are followed.
- Ensure any accidents are reported and recorded.
- Ensure protective equipment is used.
- Ensure health and safety issues are reported.
- Ensure guidelines and training are followed.

### **1.12 External Access**

The children's and parent's access routes and common areas shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for children's pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

### **1.13 Moving and Handling**

Musculoskeletal Injuries can be caused by incorrect moving and handling of objects, (which need not be large or heavy), or people. Such items may have a moving centre of gravity or be unwieldy in terms of shape.

Generic Risk Assessments for manual handling tasks are undertaken and staff engaged in the specified activities will be required to adopt the particular safe working practices outlined, after the appropriate training. All staff should be made aware of these risk assessments and understand the risk controls in place.

The risk assessor will take in to consideration the following when carrying out the assessment:

### **1.15 Outside Play Equipment**

The external play equipment will only be used when supervised. Such equipment will be checked daily by Site Manager for any apparent defects, and particularly for contamination by animals in areas covered by bark chippings or soft sand. An annual independent inspection will also be carried out. Full equipment risk assessments will be carried out and held by the School Site Manager.

## **2 MORE SPECIFIC/FOCUSED/PARTICULAR ARRANGEMENTS**

### ***2.1 Inspection of Premises, Plant and Equipment***

The Headteacher will arrange for regular visual inspection of the premises, plant and equipment each term.

These routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Headteacher/deputy head using the checklists. If the Professional Associations have appointed Health and Safety Representatives, they may be involved in inspections, investigations, etc.

Access to store rooms, boiler rooms, tank and plant rooms should also be checked, including ladders or other equipment. These should also be suitable for the use of caretaking staff.

Where damaged asbestos is encountered or suspected, procedures as laid down in Asbestos guidance will be followed as appropriate. Asbestos Register is kept in reception. Refer also to Section 3.7 below.

### ***2.2 Control of Dust and Fumes***

All practical equipment will be installed and used as recommended. *Repton Manor will undertake regular inspection and testing of fixed fume extraction systems at least every 14 months as per COSHH Regulations. (Schools will be responsible for mobile fume extraction plant).*

### ***2.3 Bank Runs***

The school will have a Generic Bank Run Risk assessment which is accessible for all staff and will be reviewed regularly

Arrangements will be reviewed with the Headteacher from time to time so that the day, time, route etc., are varied as much as possible and money banked frequently. The member of staff involved will report to the headteacher/business manager when he/she has returned from the bank.

## **2.4 Physical Education and Games**

These activities will be conducted within the recommendations of BAALPE "**Safe Practice in Physical Education and School Sport**" (2004 edition).

## **2.5 Electrical Plant and Equipment**

The schools site manager will arrange for all portable electrical equipment to be pat tested annually and a record kept in the site managers office. Warning "Electric Shock" signs are displayed in ICT area. The Site Manager will ensure all fixed wiring will be inspected every five years on behalf of the governing body.

No machine may be used unless appropriate training or refresher training has been satisfactorily completed.

## **2.6 Activities Outside the School Site**

Approval must be gained for some categories of Offsite Visits. The school will have an appointed Educational Offsite Visits Co-ordinator who has undergone training by the Outdoor Educational Unit at Swattenden.

# **3 MISCELLANEOUS PROCEDURES**

The following should be followed as and when appropriate:

## **3.1 Stress**

The school will have a Generic Stress Risk assessment which is accessible for all staff and will be reviewed regularly. Where a stress risk assessment highlights the need for further action by the Head Teacher or other nominated staff member, a personal "managers" risk assessment will be undertaken which will add more granularity in terms of detail and support available for the affected person.

Counselling arrangements can be made via the Headteacher/Personnel Officer. He/she will contact the Schools

Personnel Services (in the case of staff) or the Educational Psychologist (for pupils). KCC's 'Supportline' counsellors can be contacted by telephoning 01732 526910.

The KCC "***Managing Stress at Work***" document is available on KentTrustWeb. All schools should carry out a stress risk assessment for staff.

### **3.2 Alcohol and Drugs**

The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, this must be reported to the Headteacher. Further advice, including the current KCC "***Drugs and Alcohol Policy***" can be obtained from the Schools Personnel Service (regarding staff) or the Kent Drug and Alcohol Action Team on 01622 221676 (regarding pupils).

### **3.3 Home Visits**

The school will have a Generic Home Visit Risk assessment which is accessible for all staff and will be reviewed regularly

Home visits shall only be made in consultation with the Headteacher and will follow guidance given in KCC ELS "Lone Working Policy" (Sep 2010) available on KentTrustWeb.

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

Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the [Health and Safety \(DSE\) Regulations 1992](#)

#### **WORKING WITH VISUAL DISPLAY UNITS (VDUS)**

All procedures, which entail prolonged use of VDUs shall have a risk assessment carried out under the [Display Screen Equipment \(DSE\) Regulations 1992\(as amended in 2002\)](#) to minimize the risk of injuries associated with such activity.

VDU workstation checklists issued by the HSE can be obtained by the Site manager and filled in by the workstation user. The form is then returned to the Site manager who will then fill in a Management assessment if any issues have been identified in the staff members assessment.

Follow up action is then requested as applicable and may be referred to the Resources committee as appropriate should significant funding be required. These assessments should be filled in once and then do not need to be repeated unless there is an issue

or change of workstation. DSE assessments should be reviewed after any incident and also on a 2 yearly basis.

### 3.5 COSHH

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (the “COSHH” Regulations). Guidance on COSHH procedures will be found on KCC SafetyNet.

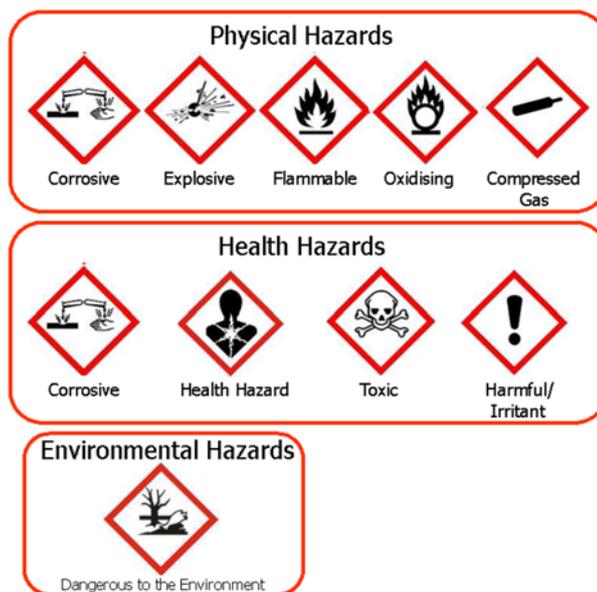
Care will be taken in ordering supplies of hazardous substances and contractors will be asked to refrain from their use if safer alternatives are available. Where hazardous materials must be used, only the smallest practicable quantities will be brought onto the site, where they will be stored securely under the personal responsibility of a member of staff or contractor. If the substances have been brought on to site for a specific "one-off" purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely following the MSDS and local procedures for waste management. The substances as supplied by the current “**KCC County Supplies Catalogue**” will have been vetted for safety and should be safe when properly used.

Regular checks will be made by the Headteacher to ensure that no substances have been brought on to the site without his/her prior knowledge. Particular attention will be paid to cleaners' stores, technology areas and, if appropriate, site manager's stores and kitchens.

**Safety Data Sheets** for approved chemicals and cleaning agents used by site manager may be obtained from the supplier.

### Chemical Hazards in the School

Chemicals used in the school for activities, in day to day school operation or in the cleaning of school areas present varying degrees of hazard. The type of hazard presented by a particular chemical preparation must be indicated by a warning symbol as described in “The Chemicals (Hazard Information and Packaging for Supply) Regulation 1994”, otherwise known as CHIP 4. These symbols cover the following categories of hazard: -



The School has a duty under COSHH (Control of Substances Hazardous to Health) Regulations 2002 to carry out risk assessments to remove, or if this is not possible, minimise all risk from the health hazards, and thereafter to train staff in the handling of such substances to prevent exposure.

Contractors who bring in chemicals on to the school site must coordinate **directly** with the Site manager and Head teacher with regards to volume, hazard, storage, MSDS and risk assessment of such chemicals. Any paperwork to be retained by the school in the site managers office.

It is the responsibility of the contractors to present updated MSDS's and new chemicals/substances to the site manager and or head teacher at the earliest possible notice.

Additional regulations also exist that apply to Scheduled poisons, Carcinogens, and Radioactive substances.

Material Safety data sheets (MSDS) are provided by suppliers, as required by the CHIP 4 regulations, the 2010 CLP regulations (Classification, Labelling and Packaging) and the 2007 REACH regulations (Registration, Evaluation, Authorisation and Restriction of Chemicals) which provide full details of the hazards associated with chemicals / substances supplied for use within the laboratory.

### Protective Clothing and Equipment

Accidental exposure when handling chemicals usually occurs in one of two ways:

- 1) Direct contact with the skin, eyes or mucosa due to spillage or splashing.

2) Inhalation of fine powders, fumes from volatile liquids and gases.

Either type of exposure can lead to injury at the site of contact or the absorption of poisonous or toxic substances.

To prevent injury, all staff **must** make full use of the protective equipment provided and have reviewed all associated risk assessments.

### **Storage of Chemicals**

Stock solutions of chemicals must be stored in the purpose built flammable/chemical cabinets, be clearly labelled and away from access to children. The cabinets should be lockable and the key should be held in a central location available to all staff who may require access.

No more than 500 mL of strong acids, alkalis and flammable liquids are to be used as working solutions in the school, and the school stocks of such chemicals **must** be kept in steel, acid or flammable liquid cabinets.

**Do not** store flammable liquids in domestic refrigerators/freezers as they do not have spark-proof controls.

Chemicals should never be stored alphabetically in close proximity as this can lead to potentially dangerous reactions, for example hydrogen peroxide and ferrous sulphate, hydrogen peroxide and lead salts, sodium nitrate and sodium thiosulphate.

Never store chemicals in direct sunlight or near to a source of heat.

Hazardous chemicals, i.e. those that have a hazard symbol on them (see diagram above), must not be placed on shelves that are above eye-level.

Staff / Contractors should **not** leave chemicals out and around in the school or in store cupboards / side rooms or next to sinks, but return them to their appropriate cabinet or shelf immediately after use.

Flammable liquids must be stored in fire resistant cabinets. In all cases volumes must be kept to a minimum and containers sited well away from any heat source out of direct sunlight and clearly labelled.

All container tops must be secure.

The schools H&S Governor will carry out an annual COSHH audit of contents which will be made available to the head teacher, site manager and governing body.

### **3.6 ASBESTOS MANAGEMENT**

The Asbestos Register will be held at the Reception for visiting contractors to read and sign. This is irrespective of whether or not asbestos is known to be present in the school. The location of asbestos containing materials will be drawn to the attention of a contractor working on the fabric of the building at the planning stage. All staff who deal with contractors will understand their responsibilities with regard to the management of asbestos.

The school will carry out a specific risk assessment where Asbestos is present and this will be presented to contractors who may undertake works that may interfere with the buildings structure in order to protect themselves, staff and pupils. Where possible such works should be carried out during times when the school is empty. The risk assessment will be kept in the Site managers office.

### **3.7 WORKING ALONE**

Lone workers are those who work by themselves, without close or direct supervision, in a wide range of situations throughout the school.

All of the schools teaching team should be made aware of the potential risks associated with lone working.

Specific and timely *risk assessments will be carried out* to minimise those risks. Adequate precautions and safe systems of work are put into place following a risk assessment so that staff are not adversely affected by lone working.

Where necessary panic alarms can be issued upon request

### **3.8 RISK ASSESSMENTS**

Risk assessments shall be undertaken and recorded for all tasks with a possibility of significant risk in line with the *Management of Health & Safety at Work Regulations 1999*. The responsibility for

ensuring that risk assessments are carried out rests with the Headteacher. The Headteacher may request advice or support in reviewing and or carrying out such risk assessments from the Site Manager or a suitably qualified H&S professional.

The results of the risk assessments must be brought to the attention of those employees to whom they relate and they must be stored in a location that all staff are aware of and have access to:

*Risk Assessments are kept :In the site managers office also electronically*

### **3.9 TRAINING**

The responsibility for safety training and/or refresher training rests with the employer and is delegated to the Headteacher and Governing Body. The Headteacher is responsible for ensuring that he/she is sufficiently trained and that appropriate staff receive the necessary training.

Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff need some understanding of health and safety issues. Even if they do not go on specific courses, information can be cascaded down from others who do know. Staff will be expected to have knowledge on what to do when an accident or violent incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling.

The Headteacher is responsible for keeping records of the training which has been undertaken and having a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

Periodic examination of training records of all staff will be made by the Headteacher and, if training needs are identified, then appropriate training should be provided. This may be particularly urgent for those who need to work with dangerous parts of machinery, handle dangerous chemicals or undertake risky processes.

### **3.10 VIOLENCE AGAINST STAFF**

In line with Health and Safety legislation, risk assessments must be performed in those areas where school staff come into contact with members of the general public. The area/situations most likely

to be affected by this are the school office staff, staff on school gate patrols, staff at parent evenings and staff in offices with parents/foster parents and / or carers.

In addition, training must be given to those staff at risk to enable them to deal with the situations that might arise and the reporting thereof.

### **3.11 MANUAL HANDLING**

All staff receive manual handling training at induction and are then required to complete regular annual updates to maintain their knowledge. The Head Teacher, Site Manager or suitably qualified H&S professional will act as the manual handling assessor, who carries out assessments and annual reviews.

The assessor is also available to advise on implications of new procedures or problems which may arise from time to time, advice should always be sought where a change in procedure is planned as there may be cost implications if additional control measures are required.

Manual handling assessments are reviewed annually.

All procedures that entail lifting and/or carrying must have a risk assessment carried out under the [Manual Handling Operations Regulations 1992](#), to identify the risks involved and to ensure that these risks are minimised as far as possible.

School health and safety representatives will receive training in order to carry out assessments as appropriate.

Staff must seek guidance before attempting to lift or move any heavy or awkward items.

### **THE CO-OPTED GOVERNOR FOR HEALTH AND SAFETY**

The schools governor responsible for health and safety will liaise regularly with the schools management team and governing body in relation to all aspects of health and safety which apply in the school. The governor will carry out 4 annual H&S inspections spread throughout the year. The governor will:

- a. Ensure that the inspections are thorough and cover most if not all aspects of the schools H&S management system.

- b. Liaise with the Site Manager to arrange inspections and give plenty of notice.
- c. Provide a report on the inspection (format to be agreed) which will be sent to the Chair of Governors, Head Teacher and Site Manager.
- d. Ensure that the H&S policy is fit for purpose and ensure its update and review as appropriate and annually.
- e. Provide H&S advice to the School Management team as and when deemed appropriate by the Head Teacher and Chair of Governors.
- f. Report back to the Governing Body via the Resources team.

## **LIST OF HEALTH AND SAFETY DOCUMENTS**

A set of the following documents may be kept at Repton Manor Primary School for ease of access and quick reference for staff and visitors. The content of the folder is not designed to be static and may be updated from time to time as appropriate.

They can be located in the Site Managers office and on-line unless stated otherwise.

### **[National Regulations, Guidelines and Approved Codes of Practice](#)**

#### ***The Control of Substances Hazardous to Health Regulations 2002***

#### ***Waste Management: The Duty Of Care: A Code Of Practice***

Department of the Environment: Environmental Protection Act 1990

***The law on VDUs. An easy guide (HSE)***

***Work with display screen equipment (HSE)***

Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the H&S (Miscellaneous Amendments) Regulations 2002

***Manual Handling Operations Regulations 1992*** (as amended) - Guidance On Regulations HSE

***Manual Handling (HSE) – a brief guide***

***Personal protective equipment at work - Guidance On Regulations***

Personal Protective Equipment at Work Regulations 1992 - HSE

***Workplace health, safety and welfare - Approved Code Of Practice***

Workplace (Health, Safety and Welfare) Regulations 1992 - HSE

***Management of Health & Safety at Work - Approved Code of Practice & Guidance***  
(Management of H&S at Work Regulations 1999)

***Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998***  
Approved Code of Practice and guidance (HSE) - On-line only

***A Step-by-Step Guide to COSHH Assessment***

HSE booklet HS(G) 97 - On-line only

***Successful Health & Safety Management***

[HSE HSG 65](#) Second Edition 1997

***Working with VDU's (HSE)***

***Working with Substances Hazardous to Health – A brief guide to COSHH***

***The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995***