




# HEALTH AND SAFETY POLICY & PROCEDURE

Adopted by Netherhall School Governing Body

On: 20<sup>th</sup> August 2020

Signed:  (Jan Clarke, Chair of Governors)

Date by which the procedure was last reviewed: 20<sup>th</sup> August 2019

Anticipated review date: 20<sup>th</sup> August 2021

## Equality Act 2010

Our school is committed to equality both as an employer and a service provider. We welcome our general duty under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations. In addition we recognise our specific duties to publish information every year about our school population; explain how we have due regard for equality; publish equality objectives which show how we plan to tackle particular inequalities and reduce or remove them.

We recognise our duty to ensure no-one experiences harassment, less favourable treatment or discrimination because of their age, any disability they may have, their ethnicity, colour or national origin, their gender identity or reassignment, their marital or civil partnership status, being pregnant or having recently had a baby, their religion or belief, their sexual identity and orientation. We also welcome our duty under the Education and Inspections Act 2006 to promote community cohesion and British values.

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4	B Scott	10/02/13	06/03/2013
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6	D Stephenson	02/16	24/02/16
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8	D Stephenson	2/19	
9	D Stephenson	8/20	



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# **PART 1 - STATEMENT OF INTENT**

1. This Policy is designed to complement the County Council's Health and Safety Policy and that of the Education Directorate and should be read in conjunction with those Policies.
2. The School and its Governors will abide by its duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and will seek to implement the Act in all activities within its control.
3. The School recognises that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end, it will seek to create and maintain a positive health and safety culture that secures the commitment and participation of all employees in attaining the highest standards of health and safety in the workplace.
4. The School identifies health and safety as a primary objective of its activities. To this end, it will endeavour, so far as is reasonably practicable, to conduct its activities without risk to health and safety of its employees and to those who may be affected by its activities.
5. This general statement **Netherhall School** Safety Policy will continue in force until amended.
6. The Policy of **Netherhall School** is to take appropriate steps to:
  - safeguard its employees, young persons, pupils and visitors from injury or ill-health;
  - provide and maintain safe and healthy working conditions including a means of access to and egress from places of work under the Directorate's control, which are safe and without risk;
  - provide adequate welfare facilities;
  - provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work and to that of others affected by their acts or omissions;
  - prevent or contain all forms of loss due to accident, fire or inadequate security.

To this end, the School and its Governors will aim to ensure, via an ongoing auditing, monitoring and inspection programme, that educational premises, plant and systems of work (for which it is responsible) are safe and do not pose risks to health.

# **ORGANISATION AND RESPONSIBILITIES**

## **Management chain for Health & Safety**

Governing Body	LA
<u>Level 1</u> Headteacher	
<u>Level 2</u> Health & Safety Co-ordinator	Business Manager
<u>Level 3</u> Teachers/Non Teaching Staff	Cleaners/Catering Staff/Contractors

## **How functions are allocated**

### **LEVEL 1**

- Take day-to-day responsibility for all health and safety matters in the school.
- Liaise with Governors /LA on policy issues.
- Be a member of school premises sub-committee and ensure policy is activated.
- Ensure that problems in implementing the health and safety policy are reported to the LA.

### **LEVEL 2**

- Review procedures annually.
- Arrange for staff to be informed / trained.
- Check procedures are followed.
- Act on reports from Level 3 within agreed timescale and report problems to Level 1.

### **LEVEL 3**

- Check classroom / work area is safe.
- Check equipment used is safe before use.
- Ensure safe procedures are followed.
- Ensure protective equipment is used.
- Report defects to Level 2.
- Carry out special tasks (e.g. first aid, membership of premises sub-committee).

## **PLANNING FOR HEALTH AND SAFETY**

The School Health and Safety Management Plan drawn up by the Head Teacher and Governors each year, identifies various Health and Safety issues. Key dates, personnel and costs are identified in order to meet specific objectives. The plan includes issues such as equipment repairs and maintenance, planned Health and Safety training, safety policy reviews, risk assessments and actions required following audits, inspections and accidents. A copy of the Management/Development plan is available from the Office.

The Governors (or Health and Safety Sub Committee) will undertake health and safety inspections of the school building and activities on an annual basis. Findings of inspections will be recorded. Any corrective actions required following these inspections will be reported to the Head and either immediate action taken, or issues added to the Health and Safety Management Plan.

## **THE GOVERNING BODY**

The Education Reform Act, 1988 gives Governing Bodies important powers and duties in controlling school budgets and premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular, the Governors are responsible for ensuring a Health and Safety Management System is in place within the educational establishment. Such a system will ensure that:

1. A clear written policy statement is created, and that the policy states the organisation and arrangements for implementing both this and the school Policy. A copy of the school Health and Safety Policy to be forwarded to the Corporate Health and Safety team.
2. They promote and monitor the execution and effectiveness of this Policy, within the resources made available to them, within establishments and operations for which they are responsible.
3. A review of the school's Health and Safety Policy on at least a 2 yearly basis (or more often if the need arises) and a review of performance takes place annually and action on the review's findings, including amending the school Policy, if necessary, takes place.
4. Head teachers of the establishments and operations for which they are responsible are aware of and implement this Policy and that they are aware of their duties and responsibilities under the Health and Safety at Work etc. Act 1974 and its subordinate legislation.
5. Specific duties and functions for health, safety and welfare are allocated to individuals who should receive specific, relevant information and training in order to ensure competence.
6. They ensure that all staff within the establishment for which they are responsible are given the opportunity to receive training on health and safety matters as part of a written staff development programme.
7. All premises, plant and equipment at the establishment for which they are responsible are safe and properly maintained.
8. Information is displayed throughout the school confirming who has specific duties/functions for health, safety and welfare.
9. Everyone is involved in making the Policy work.
10. Personnel have sufficient experience, knowledge and training to perform the tasks required of them.
11. They specify who is responsible, and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
12. Where resources are required in order to implement specific control measures, priority is given to those hazards presenting the highest risk.
13. Everyone has sufficient information about the risks they run and the preventative measures they should take to minimise the risks.
14. There is a visible demonstration of commitment to achieving a high standard of health and safety performance within the School and the development of a positive attitude to health and safety among staff and pupils.
15. Health and safety performance is measured by the use of inspections, checks and the recording of accidents.
16. Proper documented health and safety objectives are established at each relevant function and level within the establishment and that such objectives are quantified wherever practicable.
17. They consult, in the first instance, with personnel in the Health and Safety Team, Children's Services and those in charge of establishments in resolving any health, safety or welfare problems.
18. They consult with properly appointed Union and non-Union staff representatives on issues relating to their members' health, safety and welfare and communicate with such staff representatives the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of staff within the school.
19. They receive and act appropriately upon reports from Headteachers, Children's Services and any other internal or external agencies.



## HEADTEACHER

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

1. Implement this Policy within the establishments or undertakings for which they are responsible.
2. Assist the Governing Body with the production of an internal Policy document stating the organisational and other arrangements for implementing this Policy.
3. Ensure that all members of staff have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work, etc. Act 1974, and its subordinate legislation.
4. Ensure that newly appointed staff (as part of their Induction Programme), temporary staff and young workers receive sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work etc. Act 1974, and its subordinate legislation. Particular attention should be paid to staff who are contracted to work within an establishment but who are not directly employed by the school e.g. adult education providers, catering and learning support staff.
5. Be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice. Any health and safety problems for which they are unable to provide a solution should be referred in the first instance to the Governing Body and/or the Corporate Health and Safety Team.
6. Co-ordinate the implementation of the Governor's health, safety and welfare procedures in the school.
7. Make clear any duties in respect of health and safety that are delegated to members of staff.
8. Stop any practices or the use of any plant, tools, equipment, machinery, etc., he/she considers to be unsafe, until satisfied as to their safety.
9. Put in place procedures to monitor the health and safety performance of the school.
10. Make, or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
11. Put into place and actively monitor, risk assessments and resulting procedures relating to the identification and management of work-related ill-health with specific emphasis on the identification and reduction of work-related stress.
12. To receive and respond positively to health and safety problems reported to them by their staff and to generate co-operation from all employees under their direction.
13. Ensure that all accidents are reported (in accordance with LA requirements), investigated and any remedial actions required are taken or requested.
14. Ensure that procedures and appropriate contacts with external services are established and are in place for all individuals to follow in the case of situations presenting serious and imminent danger e.g. fire, chemical explosion etc.
15. Review from time to time:
  - the emergency procedures
  - the provision of first aid in the school
  - the risk assessments
16. Review regularly, the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers, students and other users of the premises.
17. Ensure that all equipment used in the school is adequately maintained and inspected in accordance with the "Provision and Use of Work Equipment" guidance and procedures contained in the departmental Health and Safety Advice Manual.
18. Report to the Governing Body at least annually on the health and safety performance of the school.
19. Co-operate with and provide the necessary facilities for properly appointed Trade Union Safety Representatives.
20. Consult, as appropriate, with staff on issues relating to their health, safety and welfare, and communicate the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of those staff.
21. Ensure that contractors on the site for which they are responsible are made aware of this Policy and the establishment's internal Policy and that health and safety matters are formally discussed at any pre-contract site meetings.

22. Ensure, as far as is reasonably practicable, that the health, safety and welfare of pupils/students, visitors and members of the public are safeguarded.

### **SCHOOL HEALTH & SAFETY CO-ORDINATOR/BUSINESS MANAGER**

**The School Health and Safety Co-ordinator has been trained in health and safety in order to ensure competence. The School Health and Safety Co-ordinator reports to the Business Manager and has the following duties:**

1. To co-ordinate and manage the annual risk assessment process for the school, including assessments in order to meet the statutory requirements of the Control of Substances Hazardous to Health (COSHH) Regulations (2002), the Manual Handling Operations Regulations (1992), the Personal Protective Equipment at Work Regulations (1992), the Health and Safety (Display Screen Equipment) Regulations (1992) (as amended), the Noise at Work Regulations (1989), the Control of Asbestos Regulations (2006), and to ensure that where control measures are required, requests for funding are fed into the Management System.
2. To identify and manage via the risk assessment process, a whole school approach to work related ill-health, with a particular focus on stress related absence.
3. To ensure the annual general workplace monitoring inspections are carried out.
4. To make provision for the inspection and maintenance of work equipment throughout the school.
5. To ensure adequate records of the above processes are kept on the school premises
6. To advise the Headteacher on situations or activities which are potentially hazardous to the health, safety and welfare of staff, pupils and visitors.
7. To maintain continuing observations throughout the establishment and make relevant comment to the Headteacher, the Head of a Department or a member of staff, as appropriate, if any unsatisfactory situation is observed.
8. To ensure that staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the school generally.
9. To ensure that adequate records are kept of specific health, safety and induction training.
10. To ensure that health and safety advice and information received by the school is disseminated in such a way that all appropriate staff have access to such information.
11. Undertaking any other functions devolved to him/her by the Headteacher or Governing Body.

It is extremely important that co-ordinators are given the required non-contact time in order that they may carry out their duties accordingly.

### **TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

These staff may include Deputy Headteacher(s), Curriculum Co-ordinators, Heads of Year, Heads of Departments, Clerical Managers/Supervisors, Technicians and Site Managers. They will:

1. Have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of the health, safety and welfare procedures and arrangements.
2. Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water and sharp tools).
3. Resolve health, safety and welfare problems members of staff may refer to them, or refer to the Headteacher or Health and Safety Coordinator any problems for which they cannot achieve a satisfactory solution within the resources available to them.
4. Carry out regular health and safety risk assessments of the activities for which they are responsible, ensuring that staff involved in such activities are made fully aware of the relevant control measures, and submit reports to the Headteacher or the School Health and Safety Co-ordinator.
5. In accordance with the school policy carry out risk assessments and monitor outcomes in relation to individual cases of work related ill-health as and when these are brought to the manager's attention or are identified by individual members of staff.
6. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
7. Ensure that all staff under their control are familiar with national and local guidance and Safety Advice Notes, if issued, for their area of work.

8. Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
9. Where appropriate, ensure relevant advice and guidance on health and safety matters is sought either from National Governing Bodies of particular subjects, the Health and Safety Team, Children's Services, or other Officers of the LA.
10. Investigate any accidents that occur within their sphere of responsibility, ensuring that the appropriate recording and reporting procedures are followed.
11. Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

### SPECIAL OBLIGATIONS OF CLASS TEACHERS

The health and safety of pupils in classrooms, laboratories, workshops and physical education areas is the responsibility of class teachers. If for any reason, a teacher considers he/she cannot accept this responsibility, he/she could discuss the matter with the Headteacher or Head of Department before allowing work to take place.

All employees have a duty under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of him/herself and of other persons who may be affected by their work, and to co-operate with his/her employer as regards any duty or requirement imposed on the employer under the relevant statutory regulations.

Class teachers are expected to:

1. Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
2. Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant National Guidelines or Safety Advice Note, if issued, and to ensure that they are applied.
3. Give clear oral and written instructions and warnings to pupils as often as necessary.
4. Follow safe working procedures personally.
5. Require the use of protective clothing and guards where necessary.
6. Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
7. Integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.
8. avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
9. Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.
10. Report any situations which are causing or are likely to cause work related ill-health (e.g. stress) and work with Senior Managers to bring about a successful resolution to issues raised.

# SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed reasonable opportunities to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time. They are also entitled to certain information, for example, about accidents, and to paid time off to train for and carry out their health and safety functions. They are not part of the management structure (unless officially invited to be so) and are not carrying out the duties on behalf of the Headteacher or Governing Body.

## **OBLIGATIONS OF ALL EMPLOYEES**

Notwithstanding any specific duties that may have been delegated to them, all employees must:

1. Make themselves familiar with the contents of this Policy.
2. Keep up-to-date with all current safety requirements and/or safety advice that affects their particular area of work, and seek competent advice if required.
3. Comply with any control measures put in place as a result of Risk Assessments carried out within the educational establishment.
4. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
5. Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
6. Take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety device.
7. Use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
8. Report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation.
9. Co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties.
10. Inform their Line Manager of any shortcomings they consider to be in the School's health and safety arrangements.
11. Exercise good standards of housekeeping and cleanliness.
12. Know and apply the procedures in respect of fire, first aid and other emergencies.
13. Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with the Department on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

## **PUPILS**

Pupils, in accordance with their age and aptitude, are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

## **CONTRACTORS, VISITORS AND OTHER USERS OF THE PREMISES**

Contractors, visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school, including those associated in self-help schemes should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

Where the school buildings are let/rented out to other users, those users should be informed of, and familiarise themselves with, emergency evacuation and accident reporting procedures.

## **HEALTH AND SAFETY ASSISTANCE**

This document outlines the local arrangements we have in place to manage health and safety. We refer to the advice and guidance provided by Cumbria County Council as well as nationally recognised safety standards. These arrangements support our Health and Safety Policy Statement which is displayed in school and available on request.

All staff and any other relevant persons will be made aware of the policy statement and arrangements at induction and following each review. We will also make them aware of any supporting guidance, contacts, systems, relevant risk assessments or training requirements which support these arrangements. All staff will be required to sign a declaration of acceptance following communication of the policy statement and arrangements.

### **ADVICE/GUIDANCE**

#### **Professional Health and Safety Support**

Cumbria County Council's Corporate Health and Safety Team provides our specialist health and safety advisory service. They provide written safety guidance, model policies and template forms via the schools' portal and other supporting systems.

The team can be contacted during office hours at:

Corporate Health and Safety Team  
Cumbria County Council  
Carlisle East Community Fire Station  
Eastern Way, Carlisle  
CA1 3RA

Telephone: (01228) 221616      Email - [healthandsafety@cumbria.gov.uk](mailto:healthandsafety@cumbria.gov.uk)

The lead contacts for schools are:

- **Sharon McCubbin** – Lead Advisor for Children's Services and Schools;  
Email: [sharon.mccubbin@cumbria.gov.uk](mailto:sharon.mccubbin@cumbria.gov.uk)    Telephone: 07825 340570
- **Matt Ellis** – Outdoor Learning and Educational Visits Advisor;  
Email: [matthew.ellis@cumbria.gov.uk](mailto:matthew.ellis@cumbria.gov.uk)      Telephone: 07971 446229

#### **Emergency Out-of-hours Service – Health and Safety**

The Local Authority Health and Safety Team also operates a 24/7 out-of-hours service for emergency advice and support. This can be accessed by dialling 07699 113300 and asking for pager no. 786440. You can then leave a message including your contact telephone number and a Safety Adviser will contact you as soon as possible.

General advice for emergency planning in Cumbria can be accessed from  
<http://www.cumbria.gov.uk/emergency/default.asp>

**Alternatively**

Please call Kym Allen Consultants on 01228 210152

**Further Assistance and guidance can be sought from:**

Health Protection Agency  
Capital Building  
Hilltop Heights  
London Road  
Carlisle, CA1 2NS  
Tel: 01228 538489

Health and Safety Executive & EMAS (Employment Medical Advisory Service)  
Coordinator House  
Ringway  
Preston  
PR1 2HH

# THOSE WITH SPECIFIC HEALTH & SAFETY RESPONSIBILITIES IN SCHOOL

- The Health & Safety Advisor is **Dale Stephenson**
- The Health and Safety Co-ordinator is **Mark Walsh**
- The Health and Safety Governor is **Mike Robertson**
- The person responsible for identifying training needs and arranging for all necessary training is **Ruth Stead (teaching staff) Dale Stephenson (support staff) Brian Taylor (sports centre staff)**
- The Governing Body (or other sub committee) will undertake health and safety inspections within school on an annual basis
- The person responsible for undertaking accident investigations is **Dale Stephenson**
- The person responsible for ensuring that all volunteers who may have significant unsupervised access to pupils are suitably Police Checked is **Cris Kellet**
- The person responsible for maintaining the Ladder register is **Mark Walsh**
- First Aiders are **see Appendix 1**
- **Ian Kirkbride** is responsible for ensuring first aid boxes remain stocked
- **Mark Walsh** is responsible for testing/checking the fire alarm/emergency lighting/fire extinguishers etc. and maintaining the Fire Log Book
- Person Responsible for maintaining defect report book and ensuring defects are repaired, replaced removed etc. is **Mark Walsh**
- The person responsible for undertaking Risk and COSHH Assessments is **Mark Walsh**
- Person responsible for arranging all necessary equipment/services repairs, maintenance and routine servicing is **Mark Walsh**
- The nominated Educational Visits Co-ordinator is **Cris Kellet**
- Person responsible for regularly checking PE and outdoor play equipment is **Ian Kirkbride**
- Person responsible for security and checking of external lighting is **Mark Walsh**
- Specific responsibilities:
  - PE **Neil Fulton**
  - DT / Art **Ruth Stead**
  - Science **Julie Ferris-Worth**
  - Sports Centre **Brian Taylor**
  - Kitchen **Pamela Phillips**
  - Break Times **SLT**
  - Legionella **Mark Walsh**
  - Asbestos **Mark Walsh**

## List of Supporting Roles, Systems and Documents

Everyone has responsibilities for ensuring a positive approach to health and safety in school. The Governing Body and Headteacher have delegated certain specific tasks and roles to support our safety arrangements. There are also key supporting documents and systems to help us manage safety effectively. For ease, a list of these are provided in Part 1, and staff are asked to familiarise themselves with these important contacts and information.

### Archiving and Document Control

Health and safety related documentation will be retained securely and in accordance with Cumbria County Council's Records Retention and Disposal Schedule. This is available on the schools' portal, and a copy is retained by the Business Manager.

Electronic archiving is acceptable.

All documents will be archived accordingly and stored in **Room 711 or the archive store located in the technology area.**

### Data Protection and the Use of Images in School

Please refer to Netherhall Schools Data Protection Policy.

The school recognises its duties under the General Data Protection Regulation (GDPR). Due care will be taken with records management and in the use of any media which clearly identify pupils.

The school will seek parental consent for use of data and images related to a child when a child first starts at school and at least at each change of key stage (or annually).

Photography or filming will only occur with the permission of the Headteacher and under the strict supervision of staff. Where filming or photography is carried out by the news media, children will only be named when there is good reason, e.g. prize winning. Home addresses will never be disclosed.

There may be other circumstances falling outside the normal day-to-day activities in school in which pictures of children are requested. The school recognises that in such circumstances **specific consent from the parent/carer** will be required before the school can permit the filming or photography of children.

*Further guidance and sample consent forms can be found in the Cumbria Schools Safety Advice Notes listed below.*

#### References and Useful Links

*Cumbria Schools Safety Advice Note SAN(G) 21 - Images in Schools – Good Practice*

*Cumbria Schools Safety Advice Note SAN(G) 27 - Use of Camera Mobile Phones in School*

*Data Protection Act: <http://www.legislation.gov.uk/ukpga/1998/29/contents>*



## ARRANGEMENTS

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### COMMUNICATION AND CONSULTATION

The Governing Body will recognise, co-operate and consult with properly appointed Health and Safety Representatives to enable them to fulfil their statutory functions and ensure that effective arrangements are in place for consultation and communication with staff within school. Provision will be made for specific staff safety committees where requested.

Any additions and alterations to the Health and Safety Policy or arrangements will be circulated promptly to staff.

Health and safety will be a standing item on the agenda for staff and relevant Governor level meetings. Staff Representatives will be invited to attend and will report back to their own department or team on issues raised and discussed.

Information and/or advice on matters relating to the health, safety and welfare of employees will be circulated via staff meetings unless it is of immediate importance to any individual employee or group of employees.

#### References and Useful Links

**Cumbria County Council Safety Procedure No. 1 - Information and Communication**

**Cumbria County Council Safety Procedure No. 3 - Employee Consultation on Health and Safety**

*Cumbria Schools Safety Advice Note SAN(G) 29 - Safety Representatives and Safety Committees*

### HEALTH AND SAFETY MANAGEMENT PLAN

The Governing Body will develop a written Health and Safety Management Plan which will be used as a working document. This will be used to record and keep track of planned safety-related actions such as routine maintenance, safety-related training, document reviews and actions from inspections and audits. The plan will include the name of person responsible, priority rating, costs and planned timescales.

#### References and Useful Links

*Schools' Portal > Reference Library > Health and Safety > Health and Safety Management Plan*

### MONITORING, REVIEW AND AUDIT

The Governing Body with the support of the Headteacher will, at intervals that it determines appropriate, monitor and review the school's health and safety management system to ensure its continuing suitability. Relevant staff and other parties will be involved as appropriate. Reviews of specific risk areas may also be undertaken. Reviews shall be documented where appropriate.

The review process aims to identify where changes to policy, objectives and other elements of the health and safety management system are required.

Typical information used in such a review may include the following items:

- a) Accident statistics/trends;
- b) Results of internal and external occupational health and safety management system audits, updated legislative requirements and corrective actions implemented since the previous review;
- c) The findings from premises inspections or other monitoring exercises;
- d) Reports of emergencies (actual or exercises);
- e) Reports from individuals on the effectiveness of the system locally;
- f) Reports of hazard identification, risk assessment and risk control processes.

Typical actions following such a review may include the following items:

- a) Minuted discussions and detail of the review;
- b) Revisions to the Health and Safety Policy and objectives;

- c) Specific corrective or improvement actions with assigned responsibilities and target dates for completion and review;
- d) Areas of emphasis to be reflected in the planning of future internal occupational health and safety management system.

Those undertaking such reviews will report as required following its completion.

#### References and Useful Links

*Templates in the form of termly monitoring checklists and annual Premises Health and Safety Checklist are provided by Cumbria County Council to help break down this process for Headteachers and Governing Bodies:*

*Schools' Portal > Reference Library > Health and Safety > Governors' Monitoring Forms*

## **HEALTH AND SAFETY INSPECTIONS OF PREMISES AND ACTIVITIES**

The Governors (or Health and Safety Sub-committee) in liaison with the Headteacher, Business Manager & Health and Safety Coordinator will undertake a health and safety inspection of the school premises on at least an annual basis. The findings of these inspections will be recorded. Any corrective actions required following these inspections will be reported and discussed with the Headteacher. Where possible, action will be taken immediately, or if planned actions are required these will be added to our Health and Safety Management Plan. Any Health and Safety Union Representative for the school will be invited to attend these inspections.

### **Safety Inspection Regimes**

More frequent safety inspections will be carried out by nominated staff to ensure:

- a) Cleanliness of all workplaces, good housekeeping, the removal of waste, suitable storage of materials, books and files, etc.;
- b) Welfare and sanitary provisions (male/female, children's and disabled toilet facilities) are in good order;
- c) Good condition of premises and equipment, including highlighting defects;
- d) Recording of specific inspections is taking place, e.g. asbestos monitoring, pre-use visual checks of electrical and work equipment, visual inspection of play/gym equipment, vehicle checks;
- e) Supervision of relevant activities is taking place on the school site;
- f) Suitability of on-site vehicle movements (Traffic Management Plans).

### **Defect Identification and Reporting**

Defects can be reported via dedicated email: [maintenance@netherhall.cumbria.sch.uk](mailto:maintenance@netherhall.cumbria.sch.uk) or by telephone, Site Managers on ext 235.

We recognise that defective equipment or dangerous conditions can lead to personal injury or harm. **No defective electrical appliance or lead, and no defective mechanical device or tool that might give rise to danger may be used.**

All defects to equipment or furniture and minor defects to doors, floors, walls etc. are to be reported to Mark Walsh. That person will ensure that the necessary action is taken to rectify each defect without delay. Where the repair of low risk defects is a longer term objective, these will be added to the school's Health and Safety Management Plan.

**All staff are required to report accidents, incidents, near misses, defects and hazards.** If, following their report, they are not satisfied with the actions taken to address their concerns, they may raise the issue through their usual line management route. If the problem remains unresolved, then the issue may be referred to the Headteacher or Governing Body.

### References and Useful Links

**Cumbria County Council Safety Procedure No. 11 – Health and Safety Inspections of CCC Workplaces**

**Cumbria County Council Safety Procedure No. 28 – Building Management and Health and Safety Coordination**

## **External Health and Safety Management Audits**

External audits are independent, unbiased reviews of the school's management system and can be a very useful exercise.

Cumbria County Council's Corporate Health and Safety Team will arrange to carry out a full health and safety management system audit at three yearly intervals. These audits will be carried out by a qualified safety auditor. Following this process we will be supplied with a detailed report containing requirements and recommendations to improve our existing arrangements. Any recommended actions arising from these audits will be addressed by the Headteacher and Governing Body within the recommended timescales and with the support and guidance of the Corporate Health and Safety Team where required.

### References and Useful Links

*OHSAS 18001 - Occupational Health and Safety Management Systems*

*HSG 65 - Successful Health and Safety Management (HSE publication)*

**Cumbria County Council Safety Procedure No. 5 - Measurement, Audit and Review of Performance in the Management of Health and Safety**

## **RISK MANAGEMENT AND RISK ASSESSMENTS**

The purpose of undertaking a risk assessment is to identify significant risks, to document what hazards exist and the measures necessary to control them. Risk assessment allows us to meet the principle requirement of the Management of Health and Safety at Work Regulations and to establish safe ways to work and to protect staff, pupils and workers and any others who may be affected by school activities.

We tailor and adapt the model school risk assessments provided by Cumbria County Council via the schools' portal. For Science, Food Technology and Design Technology we utilise CLEAPSS model assessments and hazards provided at [www.cleapss.org.uk](http://www.cleapss.org.uk).

For Educational Visits and Outdoor Learning we tailor model risk assessments supplied on the County Council's **EVOLVE** system.

Where model risk assessments are used as a basis, we ensure that these are tailored to reflect the actual activities in relation to the school.

Although the Headteacher remains responsible for ensuring development, all staff within school could be involved in the risk assessment process. When relevant, risk assessments will be developed and/or reviewed with the input of affected staff. Development will usually be led by an individual who has received specific training in the theory of risk assessment such as IOSH Managing Safely in Schools, and a teacher/head of department/assistant who has the hands-on experience of tasks being assessed. Where significant risks are identified, appropriate measures and/or safe working practices are introduced to reduce/eliminate such hazards.

Risk assessments will be reviewed at least annually or sooner should circumstances change, to ensure they remain effective. They will be signed and dated by the person undertaking them.

Staff should ensure they are aware of any risk assessments relevant to their roles, and completed risk assessments will be available at all times for staff to view and will be held as working documents.

## **Specialist or Specific Risk Assessments**

In any specialist or subject specific areas, it is expected that the relevant Head of Department or nominated lead will make arrangements for ensuring suitable and sufficient risk assessments are undertaken, in order to comply with relevant legislation and to follow recognised good practice issued by professional and specialist bodies. Specific risk assessments will be undertaken for the following areas where appropriate:

- Science
- Design Technology
- Food Technology
- Art and Design
- Physical Education
- Educational Visits and Outdoor Learning
- Construction Activities
- Cleaning
- Occupational Road Risk/Transport
- Fire
- Legionella
- Risk assessments relating to individual pupils or staff, e.g. Moving and Handling, Young Workers, or New and Expectant Mothers.

Advice will be sought from the Local Authority's Health and Safety Team where required.

## **New and Expectant Mothers - Risk Assessment**

When a member of staff notifies the Headteacher of their pregnancy, relevant risk assessments will be considered and an additional individual assessment carried out to ensure that throughout pregnancy, while at work and on return to work, risks to their health and safety are adequately controlled.

## **Young Persons at Work - Risk Assessment**

Where work placements are provided for young persons at the school, suitable and sufficient risk assessment will be carried out before the placement commences. The exact nature of the duties permitted to be undertaken by the student will depend on age, experience and coursework being undertaken by the work experience student.

A designated member of staff will supervise all work experience students. They will oversee the placement and provide general guidance and advice on school routines, expected standards of behaviour, and duties etc.

The work experience student will effectively become a member of the school staff for the period of their visit. A full health and safety induction will be carried out on day one of the placement.

All work experience students will be provided with their regular times of work. To ensure safety, if work placement students wish to leave the site during break time or lunch breaks, it will be necessary to inform a member of the staff before they leave and to observe signing in/out procedures.

If the school is required to produce a report or record of the experience, this will need to be discussed with a supervising staff member at the start of the visit.

Where the school organises or requests pupils to organise work experience placements, then checks are carried out to determine that the workplace is considered safe for the pupil. Guidance is provided on the schools' portal.

### References and Useful Links

Schools' Portal > Reference Library > Health and Safety > Risk Assessments

Evolve – [www.cumbriaccvisits.org.uk](http://www.cumbriaccvisits.org.uk)

CLEAPSS – [www.cleapss.org.uk](http://www.cleapss.org.uk)

Association for PE – [www.afpe.org.uk](http://www.afpe.org.uk)

HSE Risk Assessment site - <http://www.hse.gov.uk/risk/risk-assessment.htm>

Cumbria Schools Safety Advice Note SAN(G) 09 - Risk Assessment in Educational Establishments

**Cumbria County Council Safety Procedure No. 15 – Risk Assessment**

School's current Risk Assessments

## **SUPERVISION OF PUPILS**

Risk assessment will be used to determine staff ratios for effective pupil supervision. During school hours pupils will not be left unsupervised, including at break times. Any areas that are out-of-bounds, or where there are special hazards, will be drawn to the attention of all relevant persons.

### **Before and After School**

Parents have a legal duty to ensure that their child attends school at the appropriate time and that children are collected from school within reasonable time of the school finishing.

There is no legislation which covers the supervision of pupils before and after school. The school recognises, however, that pupils cannot all be expected to arrive at school at the same time. Differing transport arrangements might mean that there are some early arrivals in the morning and perhaps some pupils waiting for transport after school.

The school's duty of care exists so long as pupils are on the school premises with the school's consent, but it is unreasonable for the school to have to take responsibility for those arriving at school before supervision could reasonably be expected to be in place.

In the case of pupils arriving/leaving on school transport, staff will be available to supervise pupils as they arrive at school. Depending on the age and/or ability of the pupils, supervision may begin when they enter the school grounds. In some cases, however, circumstances may dictate that pupils are collected from the vehicle by a member of staff in person.

Should it be felt that the transport is arriving at the school at an unreasonable time, the County Council's School Transport Team or other transport providers will be contacted to address any issues.

The school website/prospectus outlines when the school will take responsibility for children before school opens and at the end of the day, and reminds parents that before/after then, there will be nobody to supervise pupils. If, for any reason, arrangements have to be changed, parents will be told well in advance.

Younger, i.e. foundation age pupils, will be kept in school and handed over to parents/carers once they arrive. This may also be undertaken for pupils in key stage one but is not a statutory requirement. Any pupils with special educational needs will be considered separately, and risk assessment will be used where necessary to determine the supervision and handover procedure of the pupil concerned.

Pupils who arrive at school knowing that supervision arrangements are not in operation are there at their own risk, and parents will be informed that, during this time, the responsibility for the safety of those pupils rests with the parent/carer. However, should a member of staff be present and a dangerous situation develops, the member of staff will attempt to intervene or to seek assistance as the situation requires.

### **Non-collection of Pupils**

Where a pupil is not collected as part of the normal collection routine, the Headteacher or person nominated by them will contact the parents, carer or other authorised person to collect the child.

The child will not be allowed to leave with anyone other than those named (this includes members of staff).

The child must stay with two members of staff at school until they are safely collected by the parent/carer or social worker.

The protocol below will be followed:

<b>15 minutes after non-collection at the normal time</b>	Call pupil's emergency contact numbers in hierarchical order.
<b>30 minutes after non-collection at the normal time</b>	Continue to make repeated attempts to contact the normal emergency contact numbers provided by the parent/carer.
<b>1 hour after non-collection at normal time</b>	Telephone Children's Services Safeguarding Hub on 0333 2401727 and seek further advice, providing the pupil's name, age and the details of all provided contact numbers.

A full written report of the incident will be recorded and held. Ofsted will be made aware of any serious childcare incidents but usually only if the Police or Children's Services are involved and concerns remain for a child's welfare.

#### References and Useful Links

*Children's Services – Children and Families weblink -*

*<http://www.cumbria.gov.uk/childrensservices/childrenandfamilies/concernedaboutachild/default.asp>*

*School's Child Protection Policy/Safeguarding procedures*

*Working Together to Safeguard Children 2013 -*

*[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/281368/Working\\_together\\_to\\_safeguard\\_children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281368/Working_together_to_safeguard_children.pdf)*

## **VEHICLES/TRANSPORT**

Please refer to Appendix 2 which includes the Transport Procedure.

We aim to ensure that any vehicles accessing and leaving our site do so safely. We will develop traffic management plans as required to organise and minimise risks. We implement risk assessment and control procedures to control the risks to staff driving for work purposes (Road Risk). We liaise with the Local Authority Transport team and providers where required to ensure the safe operation of home to school transport arrangements.

Where we are responsible for transporting pupils during term time, we will employ competent transport contractors and ensure that pupils wear appropriate seatbelts/restraints.

We actively encourage parents/carers to act responsibly when dropping off and collecting pupils and where issues arise we take appropriate action to report and address problems.

#### References and Useful Links

*Cumbria Schools Safety Advice Note SAN(G) 11 – Minibus Drivers*

***Cumbria County Council Safety Procedure No. 25 – Managing Occupational Road Risk***

*Outdoor Education Adviser Panel National Guidance [http://oeapng.info/\(4.5 a-d\)](http://oeapng.info/(4.5 a-d))*

## **LONE WORKING**

The school does not recommend that staff work alone on school premises. However, there might be situations in which people may choose to or find themselves working alone. This might occur, for example, at the beginning and end of the working day, at night or weekends, and could apply to any member of staff or contractor. There is no general legal prohibition on working alone. Where it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up will be put in place. This may apply to the following types of staff:

- Head teachers
- Teachers
- School Support Staff (e.g. Caretakers, School Secretaries and Technicians)
- External contractors (e.g. cleaning staff, maintenance contractors, people making deliveries)
- Education Department Officers

## RISK ASSESSMENT

To assess the additional risks that may be involved in working alone, for example in the office, laboratory/science prep room, and boiler house or at a remote location on the site, the following questions should be considered:

### **Does the workplace present a special risk to the lone worker?**

Lone workers should not be at greater risk than other employees. E.g. there may be some particular feature of the premises layout or day to day organisation that will not be apparent to contract workers or service engineers and it is important to make any such peculiarities or local arrangements known to the person prior to them starting work.

### **Is the person medically fit to work alone?**

Check that lone workers have no medical conditions, which make them unsuitable for working alone. Seek medical advice if necessary. Consider both routine work and foreseeable emergencies, which may impose additional physical and mental burdens on the individual.

### **Is the person competent and experienced enough to work alone?**

Consider whether the person is sufficiently competent and experienced to work alone. Employees that are new to a job, undergoing training, doing a job which presents special risks, or dealing with new situations may need to be supervised or accompanied at first.

### **Is there safe access and egress from the premises for one person? Can one person safely handle all the plant, substances and goods involved in the work?**

Consider whether the work involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for safe running of equipment.

### **Is the person familiar with fire procedures, First Aid and security arrangements and relevant codes of practice?**

Lone workers should know how to get out of the building in the event of a fire or other emergency. They should also know where the nearest First Aid box is located and be familiar with the locking up/security procedures for the building.

Lone workers should be familiar with the relevant code of practice or procedure for the activity they are involved in, e.g. Health & Safety Codes of Practice for Design & Technology and Secondary Science (technicians) and School Caretaking (for Site Managers).

### **Does the lone worker have access to a telephone or radio?**

### **Will cash be handled and is there a risk of violence?**

### **Are persons at risk when leaving the premises?**

Employees working alone (especially when working at weekends or out of office hours) should inform their manager or a colleague, partner or a friend of the likely time they will finish or return.

### **General**

Staff working late should ensure doors are locked, notify someone responsible (i.e. a family member or a colleague) of their presence in school and give an indication of the time they will be leaving and the time they are expected home.

### **Home visits**

Lone working is not permitted and staff attend home visits in pairs and have access to a mobile telephone. A list of the proposed visits is lodged in the school office, so school based staff always know the location of peripatetic workers. Regular contact is maintained between school and staff conducting home visits.

**Lone working is not permitted by the school when working at height, carrying out hot works, e.g. cutting and welding, working in confined spaces, or for the use of potentially dangerous machinery, e.g. lathes, bench saws, chainsaws.**

### References and Useful Links

*Cumbria Schools Safety Advice Note SAN(G) 16 - Lone Working*

***Cumbria County Council Safety Procedure No. 24 – Lone Working***

## MANAGING THE CAUSES OF WORK-RELATED STRESS

The Headteacher and Governing Body will ensure that a 'whole school' risk assessment in relation to stress at work is carried out in line with Cumbria County Council's Management of Work-Related Stress in

Schools Safety Procedure No. 20. Where an individual reports stress-related issues, we will utilise the Individual Stress Questionnaire to identify where further action or support is required.

The school adopts the six key management standards recognised by the HSE as a major cause of stress-related illness and will ensure that:

- a) The Risk Assessment will:
  - consider potential issues for all staff in school, including the Headteacher;
  - consider any recognised guidance from approved bodies such as the HSE, teaching associations and trade unions;
  - be communicated to all staff in school, recognising that everyone has a part to play in solving the identified problems;
  - identify who is responsible for taking action;
  - include review dates to evaluate progress and to develop further actions as necessary.
- b) The results of the whole school risk assessment will be used to develop an Action Plan to tackle any 'whole school' problem areas identified.
- c) We will, through our usual consultation mechanisms, liaise with recognised teaching associations, the Local Authority and trade union representatives on issues relating to reducing stress-related illness. This process will ensure that our staff receive sufficient instruction and/or information to understand how to recognise the symptoms of stress.
- d) We will offer a range of support mechanisms for the individual, including signposting them to support through Occupational Health, their own G.P., or an employee assistance programme.
- e) We will provide support for staff returning to work after sickness absence, including the completion of return to work procedures to identify suitable controls, e.g. consideration of phased return to work where appropriate.
- f) We will ensure that any performance management protocols that operate within school consider the potential for stress.
- g) We will ensure prompt referral to the Occupational Health service in all reported cases of work-related stress.
- h) The Governing Body will follow current policy and procedures for managing staff absence.
- i) The Governing Body will seek further guidance and support where required.

#### References and Useful Links

Health and Safety Executive Website – Stress at Work: <http://www.hse.gov.uk/stress/>

**Cumbria County Council Safety Procedure No. 20 – Management of Stress at Work**

*Cumbria Schools Safety Advice Note SAN(G) 33 - Management of Work-Related Stress in Schools  
Whole School Stress Risk Assessment*

## **HEALTH AND SAFETY TRAINING**

### **Training, Awareness and Competence**

The school will ensure that staff are competent to perform tasks that may impact on health and safety. Competence is defined in terms of appropriate training and/or experience. Training procedures shall take into account differing levels of responsibility, ability, literacy and risk.



Determining the health and safety training needs of the school will be considered in conjunction with staff members. These needs may be identified as part of personal learning and development procedures or through other means such as fulfilling legal obligations (e.g. first aid training), through risk assessment, following accidents or incidents, or following the acquisition of new equipment and machinery.

## **Induction Training**

All new members of staff (including volunteers, students and pupils on work experience) will be given a formal workplace induction and will be encouraged to familiarise themselves with the health and safety procedures and arrangements in school. The school has adopted the Model Health and Safety Induction Profile provided by Cumbria County Council. This will be completed by Dale Stephenson with each new starter/trainee, during the first week of their employment. It is the responsibility of Dale Stephenson & Mark Walsh to ensure that the relevant procedures and documentation have been seen and understood.

## **Health and Safety Training Records**

A formal health and safety training plan is maintained as a working document. This will list all health and safety training that has been carried out. It will include health and safety training provided for those with specific health and safety responsibilities, e.g. Headteacher, Business Manager & Health and Safety Coordinators, such as IOSH Managing Safely in Schools. The training plan will highlight any statutory refresher training that may be required.

### References and Useful Links

*Cumbria Schools Safety Advice Note SAN(G) 12 - Health and Safety Induction Training*

***Cumbria County Council Safety Procedure No. 31 Awareness and Competency in Health and Safety***

## **ACCIDENTS, INCIDENTS, ILL HEALTH AND ACTS OF VIOLENCE**

The Business Manager (Cris Kellet) & Health and Safety Co-ordinator (Dale Stephenson) are responsible for ensuring that the procedures for reporting accidents, incidents and work-related ill health are made known to all new employees at induction. Dale Stephenson will be responsible for ensuring such events are properly investigated, and that a report is made and returned in the manner outlined by Cumbria County Council within its procedures.

Accident statistics are reported to the Governing Body on an annual basis to enable any patterns to be identified and to determine, where necessary, suitable measures to prevent recurrence.

## **Reporting Accidents and Incidents**

**Without exception, all employees are required to report work-related accidents and incidents to their respective supervisors or other responsible persons as soon as possible, providing as much detail and information as possible.**

Anyone who is notified of a serious accident/incident must inform the Headteacher **and** the Corporate Health and Safety Team by the quickest possible means (usually telephone) so that the appropriate support and follow up can be arranged.

The latest version of the Local Authority's Accident/Incident Form must be completed with a copy forwarded to:

Corporate Health and Safety Team  
Cumbria County Council  
Carlisle East Community Fire Station  
Eastern Way  
Carlisle  
CA1 3RA

Completed forms can also be faxed to 01228 226291 or scanned and emailed to healthandsafety@cumbria.gov.uk.

**It is important that the above forms (especially for serious incidents) are forwarded by the quickest possible means and certainly within 7 days of the accident/incident.**

### **Accidents Involving Pupils**

- The 'Pupils' Accident Book' must be completed for all incidents/accidents involving children/pupils. This is located in Main Reception.
- The Local Authority's Accident/Incident Form will also be completed in all but the most minor case of injury. The rule of thumb is to complete one if a parent/carer has to be contacted to collect the child from school to seek further medical advice, they are taken to hospital by staff or ambulance, or if a pupil suffers a blow to the head.
- The form, once completed, should be copied and held in school with the original sent to the Corporate Health and Safety Team.
- The school reports all injuries to parents.

### **Accidents Involving Adults (Staff, Visitors, Contractors etc.)**

- The Local Authority's Accident/Incident Form will be completed in all cases and signed off by the Headteacher. It must be completed in all cases involving work-related ill health (excluding stress) and violence to staff. The Accident book is located in Main Reception.
- The form, once completed, should be copied and handed to Dale Stephenson who will ensure that a copy is taken and the original is sent to the Corporate Health and Safety Team. After each entry is made, the page shall be torn out, placed in a sealed envelope and passed to the Main reception who will file it in a secure/confidential location in line with the General Data Protection Regulations (GDPR).

### **RIDDOR**

- The Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) place a statutory duty on employers to notify the Health and Safety Executive (HSE) of all relevant specified injuries, diseases and dangerous occurrences. Any accident or incidents which trigger RIDDOR reporting requirements **must** be sent to through to the Corporate Health and Safety Team by the quickest possible means.
- Advisors will check all submitted accident/incident forms and will report to the Health and Safety Executive on our behalf. They may contact us for more information or to notify us when RIDDOR reports have been made.

### **Post-incident Investigation and Further Actions**

The Headteacher, Business Manager & Health & Safety Co-Ordinator are responsible for ensuring that all cases of accidental injury, ill-health, violence or dangerous occurrences are properly investigated.

Any investigation made will be proportionate to the seriousness of the incident and will be recorded in writing. It must address the circumstances surrounding any accident/incident in order to try and identify any unsafe conditions or unsafe acts which led to the incident. An investigation may include obtaining witness statements, photographs and other relevant documentation (investigation templates are available to download from the schools' portal). A copy of any completed investigation should be forwarded to the **Corporate Health and Safety Team**, who will ensure it is held with the original accident report. This will also enable them to advise or comment on the proposed measures to prevent a recurrence.

The school's own investigation may be supplemented by an additional investigation by a member of the Corporate Health and Safety Team or enforcement authority (the HSE or Cumbria Fire and Rescue Service, depending on the circumstances).

The immediate post-incident action taken by management to prevent a recurrence will be recorded on the

Local Authority's Accident/Incident Form. They should also indicate where existing risk assessments, plans or procedures will be reviewed.

## **Violence or Aggressive Behaviour towards Staff**

The school takes a serious view of any incidence of violence against its employees and takes responsibility for protecting all of its employees from acts of violence and aggression. Such acts must never become an acceptable hazard of working life.

A system of reporting and monitoring incidents of violence and aggression using the accident/ incident form is adopted so that appropriate action can be taken to improve safety for employees in the workplace.

## **Near Misses**

It is important that near misses are reported. Near misses might be the next injury and as such, particular attention should be paid to reporting them and undertaking any necessary action in order to prevent a further incident. This can be done using the near miss reporting form.

### References and useful links

*Cumbria Schools Safety Advice Note SAN(G) 03 - RIDDOR*

**Cumbria County Council Safety Procedure No. 6 – Reporting and Investigation of Accidents, Incidents, Occupational Ill-Health and Dangerous Occurrences**

<http://www.hse.gov.uk/riddor/>

## **LIABILITY CLAIMS**

Where the school receives a letter of claim or a claim notification form (CNF) in the event of a personal injury, the Business Manager will:

- immediately forward the letter of claim or CNF to the County Council Insurance Section or the Corporate Health and Safety Team, in order that they can acknowledge receipt of the letter of claim or CNF within one business day;
- promptly provide information requested by the Corporate Health and Safety Team, who are required to investigate employee injury claims within 30 business days;
- promptly provide information requested by the Corporate Health and Safety Team, who are required to investigate all other public liability claims (i.e. non-employees) within 40 business days.

The school utilises the assistance of the **County Council's Insurance Section** and will notify them on the day a letter of claim or CNF is received. Email - <mailto:Insurance.Section@cumbria.gov.uk>

### References and Useful Links

*Schools' Portal > Reference library > Administration and Management > Insurance and Risk Management > Liability Claims.*

## **FIRST AID**

All teaching staff act 'in loco parentis' during the time that the school is open for pupils. All injuries, whether to staff, pupils or visitors, must be recorded via the system detailed above using the appropriate report forms. First Aid must be administered by staff members only. Pupils are not permitted to give First Aid.

## **First Aid Facilities**

Our First Aid requirements are based on risk assessment, and include:

Designated workplace First Aiders (names displayed on posters in school). In the first instance all School First Aid requests should be requested through the **main reception**. The Sports Centre will deal with their own First Aid requests.

### **First Aid Boxes**

These are located in the **main reception, Sports Centre, Science dept, Technology dept, main kitchen** and should contain as a minimum:

- a leaflet giving general advice on first-aid;
  - 20 individually wrapped sterile adhesive dressings (assorted sizes);
  - two sterile eye pads;
  - four individually wrapped triangular bandages (preferably sterile);
  - six safety pins;
  - six medium sized (approximately 12cm x 12cm) individually wrapped unmedicated wound dressings;
  - two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
  - disposable gloves
- If at any time these articles are missing or stocks are running low, please inform **Gill Olley** so that replacements can be made available for when they are needed.
- **Gill Olley** is responsible for stocking first aid containers.

There is a designated **room for medical emergencies** which is situated next to main reception. The medical room contains a wash basin and is in close proximity to the toilets.

Travelling First Aid kits are available if required.

### **OFF SITE VISITS**

**The trip organiser** is responsible for ensuring they collect the First Aid bag from reception, to take with them when participating in off site visits. **Main reception** will ensure that the First Aid bag is correctly stocked at all times.

**If there are any concerns about a pupil's health or wellbeing, appropriate action will be taken dependent on the circumstances, e.g. contacting the emergency services or parents/carers to collect the pupil. If parents/carers cannot be contacted, a staff member will take the pupil to the nearest Accident and Emergency department or accompany them in the ambulance.**

### **First Aid Records**

School will record any First-Aid treatment given by First Aiders and appointed persons. This will include:

- the date, time and place of the incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first-aid was given;
- what happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the First Aider or person dealing with the incident.

### **FURTHER ACTION**

If the nature of the injury is serious enough to warrant further attention e.g. contact with parent during school time, use of outpatients department, removed to hospital etc. or if the child has received a blow to the head, then a **P25 Accident Form** must be completed. They need to be completed in duplicate, one copy sent to the Corporate Health and Safety Team, Carlisle and the details entered into the relevant accident book.

## SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Please see Policy – Children with Medical Needs.

The school recognises its duty under Section 100 of the Children and Families Act 2014 to support pupils with medical conditions and maintains a list of pupils with particular medical needs. We operate documented procedures to enable adequate plans and support to be put into place. A list of pupils with particular medical needs is kept in the **Learning Support Department** and on SIMS.

### Administration of Medication in School

We follow national guidance and the advice set out in Cumbria Schools Safety Advice Note SAN(M) 01 - Supporting Pupils with Medical Conditions and Medication in Schools, which is available on request. Where required, anyone requiring medication or medical support in schools will have an individual healthcare plan created with the support of key medical personnel.

## INFECTION CONTROL IN SCHOOLS

If a child is absent through illness, it is the responsibility of the parents to inform the school of the reasons for absence. If no contact is made by 10.00 am, the school will contact the parents. If doubt is expressed regarding a child's health during school hours, parents are contacted and requested to take the child home. If the condition of a child's health gives cause for concern, medical advice may be suggested and a request made that information be relayed to the school as soon as possible. Should there be difficulty in obtaining parental contact and a condition is considered serious, consent has been provided in the Medical Booklet form for hospital treatment to be obtained.

Parents should seek professional medical advice regarding the date a child can return to school without risk of infecting other pupils. If necessary, parents may be notified by letter of any serious threats to the health of pupils.

We display the '**Guidance on Infection Control in Schools and other Childcare Settings**' in school. This provides information regarding the care of children and of adults dealing with 'infection control'. If required, we will seek the advice of Public Health England, PHE Northwest based at:

Lancashire County Council  
P O Box 100  
County Hall  
Preston  
PR1 0LD  
Tel. 0344 225 0562 Fax 01772 251789

Public health advice is also available out-of-hours by using the same number

### References and Useful Links

Public Health England homepage - <http://www.hpa.org.uk/HPAwebHome/>

Public Health England Guide on Infection Control -

<http://www.hpa.org.uk/Topics/InfectiousDiseases/InfectionsAZ/SchoolsGuidanceOnInfectionControl/>

NHS Choices Website - <http://www.nhs.uk/Pages/homepage.aspx>

<https://www.gov.uk/government/publications/infection-control-in-schools-poster>

## CHILD PROTECTION (SAFEGUARDING)

The school has established a separate Child Protection Policy and supporting procedures in line with the procedures and practice of the Local Authority as part of the inter-agency safeguarding procedures set up by the Cumbria Local Safeguarding Children Board (LSCB). <http://www.cumbrialscb.com/>

## FIRE AND EMERGENCY PROCEDURES

Comprehensive arrangements are in place for fire safety and emergencies. We also have separate Fire and Management Policy, a Crisis Management Plan, a Business Continuity Plan, a Fire Risk Assessment and a Premises Fire Log Book.

### Fire Risk Assessment

A documented fire risk assessment is in place, kept up to date and made available to all staff. A copy of this is also held off-site. The risk assessment will be reviewed and updated annually or sooner should there be any significant alterations, incidents or changes in school.

### Fire Safety Coordination

The Health & Safety Co-ordinator will act as the Fire Safety Coordinator and, with the support of all staff, ensure all fire safety checks are carried out. Fire evacuation exercises are held at the beginning of each new term and recorded in the fire log book.

### In the Event of Fire

**Raising the alarm** - any member of staff (or visitor) discovering a fire must raise the alarm using the fire alarm manual call points (break glass points) located around school (where present) and shouting "Fire". **Emergency Services can be contacted on 999.**

**Fire Action Notices** detailing the action to take in the event of fire are displayed next to each fire alarm manual call point. Plans detailing escape routes, location of fire extinguishers etc. are also clearly displayed around the building and within classrooms. These are also intended to provide emergency information for those persons/visitors who are unfamiliar with the premises.

**Assisting vulnerable people/people with disabilities** - where pupils or staff in school have disabilities, e.g. mobility difficulties, visual or hearing impairment, or special needs, Personal Emergency Evacuation Plans (PEEPs) will be developed outlining how they will be evacuated or assisted to evacuate the premises.

Similarly, should there be any disabled visitors to the school, a 'buddy' system will be set up whereby named persons are responsible for ensuring these persons are assisted to evacuate the building quickly and safely.

**Catering** - staff must ensure that, if the alarm is raised, they activate any safety cut-off valves where these are available, and also any electrical or gas equipment that they might be using (if safe to do so), e.g. deep fat fryer or oven, and evacuate the building by the nearest available exit.

**Contractors/visitors** - all contractors or visitors entering the school will be familiarised with the school's fire safety arrangements on signing in. Any outside group hiring the school's facilities will be instructed in the fire procedures and expected fire safety standards prior to using the building.

**Lone workers** - people who might be lone working must be aware of the emergency actions they must take in the event of a fire. Lone working is avoided where possible. Mid-day Supervisor's, cleaning staff and all visitors/contractors must sign in and out at reception. **During school holiday periods, all persons entering the building must sign in and out using the whiteboard located by Ellen Theatre.**

**Assembly points** - children, visitors and staff will gather on the **Tennis Courts** for an evacuation in an emergency. Heads of Year are responsible for taking the class registers/head counts and ensuring all staff are accounted for. Roll call information is provided to the Fire Safety Co-ordinator/Headteacher.

**Lunchtimes** - where an evacuation occurs at lunchtimes, Midday Supervisors/Staff on duty in the canteen are responsible for co-ordinating an evacuation from dining areas, and registers will be taken to assembly points to enable a roll call to be taken.

The Health & Safety Co-ordinator and the Headteacher will take overall control during the evacuation process. Their duties include:

- ensuring the fire and rescue service is called where required;
- co-ordination of people at assembly points;
- ensuring the evacuation is conducted effectively;
- delegating certain tasks to other suitable personnel;
- liaison with the emergency services on arrival and provision of key information requested by the Fire Service, e.g.
  - results of roll call, i.e. has everyone been accounted for?
  - location of fire (if known);
  - types and locations of highly flammable substances;
  - the nearest water supply fire hydrant;
  - provision of information on locations of asbestos;
  - the gas and electricity main shut-off valve locations;
  - the Fire Risk Assessment;
- initiating disaster recovery procedures;
- ensuring that no-one is permitted to re-enter the building until the Fire and Rescue Service have given the 'all clear'.

Fire Warden (class teacher) duties include:

- helping children and others (i.e. visitors) to leave the premises;
- checking their area to ensure everyone has left – undertaking sweeps of classes, toilets, cloakrooms etc.;
- using appropriate firefighting equipment if trained and safe to do so;
- reporting to the Fire Safety Coordinator;
- shutting down dangerous equipment and operating emergency shut-off switches;
- taking the register/roll call for their particular class, and immediately reporting anyone who is known to be off-site or missing to the Headteacher and/or liaising with the Fire and Rescue Service.

**The Reception staff** are responsible for taking the visitors list to the assembly point to ensure that all visitors and contractors are accounted for by way of roll call.

**Alarm Checks**      The alarm is checked by Mark Walsh and a record is held in the the fire log book. This involves a different call point being tested each week with the use of a special key. The fire alarm system (and automatic fire detection)is serviced at least annually by a competent contractor.

## **Escape Routes, Final Exits and Fire Doors**

All escape routes will be kept clear of obstruction and will be clearly marked with green 'running man' signs and directional arrows where appropriate. All staff must be aware of the location of **final exits** and alternative escape routes.

All exits will be readily openable from the inside without the use of a key (e.g. thumb turn locks, push pads or push bar) at all times including outside normal school hours. All exits are operational during evening parental performances and Governor's meetings.

The school operates a formal system for checking **fire doors and fire exit doors** to ensure they remain in safe condition, e.g. they close/meet properly, intumescent strips/smoke seals are in good condition, self-closing devices are operational, final exits can be easily opened without the use of a key etc. **Mark Walsh** is responsible for checking and recording in the fire log book the condition of fire doors and final exit doors and reporting any defects on a monthly basis.

Emergency Lighting is tested termly by **Mark Walsh** and a record is held in the office. Each lighting unit is tested with the use of a special key. The Emergency Lighting must also be tested for a period of 1 hour every 6 months to ensure the batteries are working satisfactorily. The results must be entered in the test record sheets/fire logbook. The Emergency Lighting system is serviced at least annually by a competent contractor.

## **Fire-fighting Equipment**

This equipment must only be used by trained staff to tackle small fires if it is safe to do so and to assist escape from fire. Means of escape must not be compromised when tackling a fire. **Mark Walsh** checks the extinguishers and fire blankets monthly for obvious signs of damage, misuse, tampering etc. Any discharged/faulty extinguishers must be reported to **Mark Walsh** through the Defects e-mail. **Mark Walsh** must inform Cumbria Fire Protection to arrange a replacement/refill.

Extinguishers and location, and their usage can be seen in the Fire & Safety Management Policy.

## **Other Emergencies**

Please refer to the School's Emergency Management & Continuity Plan.

In the event of a major crisis incorporating a power failure, our only means of liaising with emergency services or outside bodies would generally be by mobile phone. Therefore, we hold a simple landline telephone as back up in the event of an emergency which can be kept handy in a cupboard until required.

## **Bomb Threats or Suspicious Packages**

Please refer to the School's Emergency Management & Continuity Plan.

Although very rare occurrences, the school recognises the importance of ensuring that emergency plans and procedures need to be in place for dealing with potential or actual threats.

These will include measures if suspicions are raised by a verbal threat or unidentifiable package/article on the school site. We follow the information set out in the Home Office document, *Protecting Against Terrorism*, which has replaced *Bombs - Protecting People and Property*, and can be found by going to <https://www.gov.uk/government/publications/protecting-against-terrorism>.

## **School Closures - Emergency and Planned**

The Headteacher will be responsible for taking the decision to close the school in an emergency. The school will follow the procedure outlined in **Cumbria County Council's Emergency School Closures Advice** displayed in school. All parents will be contacted by the quickest available means. Should there be no contact available; any affected children will remain in school.

### References and Useful Links

*Schools' Portal > Reference Library > Health and Safety > Fire Safety*

*Schools' Portal > Reference Library > Health and Safety > Emergencies in Schools*

**Cumbria County Council Safety Procedure No. 8 - Fire Safety**

*Regulatory Reform (Fire Safety) Order 2005 – DOE Guidance*

*Fire Risk Assessment in Educational Premises – Free Download*

*School's own Fire Risk Assessment*

*School's own Emergency Evacuation Plan/procedures*

*School's own Crisis Management Plan*

*Emergency Closures Advice for Schools – Health and Safety Team*

*Emergencies and your school – Emergency Planning, Cumbria County Council*

*Guidance notes on suspicious packages – Emergency Planning, Cumbria County Council*



# USE AND CONTROL OF CONTRACTORS AND CONSULTANTS

## Contractor Competence and Compliance

All contractors will be issued with and must comply with the Cumbria County Council's Contractor Health and Safety Code of Practice.

Governors and the Headteacher will ensure all contractors and sub-contractors are properly selected and vetted with regard to their health and safety competence. The selection of contractors will take into account contractor competence, i.e. membership of and accreditation by recognised bodies, liability insurance and other related factors, to ensure health and safety compliance is met. Questionnaires are available to assist in the selection process.

We will where necessary utilise the advice of the County Council's Corporate Procurement Team as there may be appropriate approved suppliers who have already gone through a vetting process.

### References and Useful Links

#### ***Cumbria County Council – Contractor Health and Safety Code of Practice***

## Construction

The Construction (Design & Management) Regulations (CDM) apply to all construction projects where people are at work. Construction has a very broad ranging definition including building, demolition, renovation, redecoration, roof work, rewiring, building, excavation and high pressure cleaning.

Wherever the school organises construction work, it becomes a "Client" under CDM.

Wherever more than one contractor (including sub-contractors) is involved in the construction work or where a notifiable project is undertaken (more than 30 days duration **and** 20 or more people working at any one time, **or** more than 500 person days of construction work), the school informs the County Council Health and Safety Team's Construction HSE Adviser so that expert assistance is available. Early notification will be given to ensure adequate preparation.

The County Council's Construction HSE Adviser is available to support us for other types of construction work on request.

Wherever more than one contractor (including sub-contractors) is involved in the construction work, we appoint a Principal Designer for the design stage and a Principal Contractor for the construction phase of the project.

In the case of notifiable projects, the HSE will be notified using the online F10 notification system.

For all construction work, contractors will be required to meet with the Headteacher, members of the Governing Body and representatives from Cumbria County Council, as appropriate.

Prior to any construction work being carried out the Headteacher will:

- be satisfied with the competence and resources of all Designers, Principal Designers, Contractors, and Principal Contractors (as defined under CDM);
- ensure there are suitable management arrangements for the project;
- allow sufficient time and resources for all stages;
- provide pre-construction information (essential safety information about the site and work) to designers and contractors (through the Construction HSE Advisor where appropriate);
- ensure there are suitable welfare facilities, and the Principal Contractor or Contractor has a Construction Phase Plan in place.

We retain and provide access to the Health and Safety File (required by CDM).

## Control of Contractors on School Sites

The Facilities Manager is the designated person who monitors contractors throughout their time on the premises. When attending the school site, all contractors will be issued with Cumbria County Council's Contractor Health and Safety Code of Practice and the school's Safety Information for Contractors leaflet which outlines the areas of school policy which could affect them. This must be signed by the contractor before they can begin work. Suitable risk assessments must be carried out by the contractor prior to the

commencement of the work, and they must notify the Headteacher of any additional hazards they might create during the course of their work so that the appropriate controls can be agreed.

**Contractors will be referred to the school Asbestos Register**, which highlights the known and suspected areas that may contain asbestos before any intrusive works are permitted to commence.

Children should be excluded from any work sites or areas where work is taking place, including areas where vehicle movements take place.

## Permit to Work Systems

A permit-to-work system is a formal recorded process used to control work which is identified as potentially hazardous. It also ensures a more formal means of communication between site supervisors and operators and those who carry out the hazardous work.

Essential features of permit-to-work systems are:

- the identification of the person who can authorise certain jobs, and any limitations to their authority;
- the person responsible for specifying the necessary safety precautions;
- training and instruction in the issue, use and closure of permits;
- monitoring and auditing to ensure the system works as intended;
- identification of the hazards involved in the work;
- clear identification of tasks, risk assessments, permitted task duration, and supplemental or simultaneous activity and control measures.

Permits to Work will be considered for high risk activities on the school site including:

- hot work - for work of any type where heat is used or generated (e.g. by welding, flame cutting, grinding) or which might generate sparks or other sources of ignition;
- work in confined spaces;
- work on electrical systems;
- roof access and other work at height with significant risk;
- excavations;
- any other work specifically requiring a permit under a written safe working procedure or where potential risks warrant use of a permit.

### References and Useful Links

*Schools' Portal > Reference Library > Health and Safety > Contractors and Construction*

*Cumbria Schools Safety Advice Note SAN(G)18 - Construction (Design & Management) Regulations (CDM)*

*L144 Introduction of the Approved Code of Practice (ACOP) - a free download is available.*

***Cumbria County Council – Contractor Health and Safety Code of Practice***

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Hazardous substances can include cleaning chemicals, adhesives, paints, pesticides, dust, substances used for science or design technology teaching, and biological agents.

We use CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) specialist advice and support in science and technology. CLEAPSS provide COSHH information for the curriculum-based chemicals.

We complete a COSHH assessment for all work involving potential exposure to hazardous substances. Wherever possible, hazardous substances in school should be substituted for substances that are non or less hazardous. Orian are responsible for completing the COSHH assessment for the canteen.

To help us in complying with COSHH we:

- identify all hazardous substances and work involving potential exposure to hazardous substances;
- store hazardous substances securely using appropriate signage;
- store chemicals in suitable containers with contents and hazards clearly labelled;
- segregate incompatible chemicals (e.g. oxidising agents and solvents);
- store hazardous liquids in significant quantities in suitable secondary containment to safely contain any leakage;
- provide suitable Personal Protective Equipment (PPE).

The COSHH assessments are available to all staff using the products to ensure that controls recommended are adhered to when the product is being used/stored.

Manufacturer's Product Safety Data Sheets should be held for all hazardous substances used and stored in school. (Available from our suppliers/internet)

Cleaning and Site Management products are securely stored in a locked cupboard when not in use.

See also Section on 'Asbestos'.

Local Exhaust Ventilation (LEV) in Design Technology will undergo a thorough examination and test at least every 14 months (usually annually) by a competent contractor, in accordance with the COSHH Regulations. Records will be kept on site.

Similarly, fume cupboards in the Science Department will undergo through examination test at least every 14 months (usually annually). Records will be kept on site.

An inventory of all substances used in school that carry an orange hazard symbol can be found in the Site Office.

#### References and Useful Links

<http://www.cleapss.org.uk/>

*Control of Substances Hazardous to Health Regulations 2002 – HSE Guidance*

**Cumbria County Council Safety Procedure No. 10 – Control of Substances Hazardous to Health**

## **WATER HYGIENE MANAGEMENT**

### **Control of Legionella**

The Headteacher acts as the Responsible Person under the Approved Code of Practice on legionella control. We also have support from the Council's Corporate Responsible Person where required. L8 Water Solutions is the contractor who undertakes the water hygiene risk assessment, document and service all aspects of the legionella control requirements.

They carry our water sample tests (both sports centre and school) on a monthly basis then document and recommend as appropriate. Further to this service, we have them carry out a full site legionella risk assessment on an annual basis. The 2015 report had three remedial actions (two of which were medium priority and one low) - all actions were carried out in June 2016.

Our involvement is to ensure that the contract is suitable and being carried out under the terms, agreed. Further involvement is to ensure that the remedial actions, both highlighted by the contractor (monthly) and in the annual report are undertaken in line with the school's serviceable items and reactive / priority maintenance plan.

Water hygiene monitoring will be carried out in accordance with the findings of the risk assessment. Where this is undertaken by a contractor, the contractor will be registered with the Legionella Control Association for the category of work they undertake. Any remedial work will be carried out by a competent person.

The school's Responsible Person reviews recommendations made in risk assessments and monitoring visit reports to identify and authorise required works.

Any infrequently used outlets, e.g. showers, will be flushed through (hottest temperature possible) every week in which they have not been in use. Shower heads will be removed and de-scaled at the beginning of each term. Written records of these checks will be held.

Where outlets are no longer in use, arrangements will be made to remove them and the pipework leading to them.

Water temperatures of nominated outlets/taps (sentinel outlets) are monitored on a monthly basis using a food temperature probe. Records of these checks are kept.

Records will be retained throughout the period they are current and for at least two years afterwards. This includes records of any monitoring inspection, test or check carried out, and the dates, for at least five years.

#### References and Useful Links

*Legionnaires' disease. The control of legionella bacteria in water systems - Approved Code of Practice and guidance [www.hse.gov.uk/pubns/books/L8.htm](http://www.hse.gov.uk/pubns/books/L8.htm)*  
*Cumbria Schools Safety Advice Note SAN(G) 15 - Legionella*  
**Cumbria County Council Safety Procedure No. 30 – Management of Legionella**  
**Cumbria County Council – Contractor Health and Safety Code of Practice**  
*School's Water Hygiene Risk Assessment and maintenance records*

### **Preventing Scalds and Burns**

We will ensure measures are in place to prevent scalds and burns to vulnerable adults and young children from hot water and surfaces/pipes. This includes solutions such as thermostatic mixing valves to hot water outlets used by them, and using low surface temperature radiators or appropriate covers.

#### References and Useful Links

*HSE Guidance on Preventing Burns and Scalds - <http://www.hse.gov.uk/healthservices/scalding-burning.htm>*

### **CONTROL OF ASBESTOS**

Our buildings have been surveyed for the presence and condition of any asbestos containing materials.

Where asbestos is present we hold a register to show its location, condition and any action required to ensure it remains in a safe condition. We also label asbestos materials wherever practical.

At least once each year the asbestos containing materials are inspected by a UKAS accredited contractor (using the County Council's Capital Programme and Property Division whenever this service is offered to us). We also visually monitor and record the condition of materials termly in-house.

We draw to the attention of contractors, staff and other people who might be likely to disturb any asbestos containing materials, the presence of such materials by providing access to our asbestos register.

If we have to undertake refurbishment works, we ensure that further asbestos surveys are carried out where required. Wherever asbestos containing materials are worked on we use licensed asbestos contractors, unless otherwise advised by the Council's Capital Programme and Property Division for some low risk materials.

We advise the County Council's Capital Programme and Property Team of any changes/removals to the asbestos containing materials on site. The school will ensure that the Asbestos Register is updated whenever additional asbestos surveys are undertaken or any asbestos removal, repair or encapsulation work takes place. Each time the Register is updated within school, a copy must be forwarded to the Health and Safety Team, Children's Services, along with copies of survey reports and any asbestos clearance certificates, for inclusion in their central database.

A documented plan will be put in place to ensure that any identified or presumed Asbestos left in place within the school is inspected regularly to ensure there is no deterioration. **Mark Walsh** is responsible for monitoring the condition of known or presumed asbestos on site, and will complete the monitoring form every term.

### References and Useful Links

HSE Asbestos - <http://www.hse.gov.uk/asbestos/>

Cumbria Schools Safety Advice Note SAN(G) 07 - Control of Asbestos in Schools

**Cumbria County Council Safety Procedure No. 29 – Management of Asbestos**

School's Asbestos Survey, Register and Asbestos Monitoring Forms

**Cumbria County Council – Contractor Health and Safety Code of Practice**

## **ELECTRICITY AT WORK**

The school will ensure procedures are in place in line with Cumbria Schools Safety Advice Note SAN(G) 17 – Electrical Safety. In general these are:

- a) All portable electrical appliances are maintained in a safe condition and are inspected/tested by AA Electrical and qualified site staff.. Records are maintained;
- b) Fixed mains wiring is inspected and tested at least every 5 years by an NICEIC or NAPIT Registered Contractor.
- c) Only competent, trained persons are permitted to carry out work on fixed electrical installations (lighting, wiring, etc.). All installation, repair, modification and testing of fixed electrical systems is to be undertaken using competent persons. We ensure that any contractor working on electrical installations or equipment is registered on the Electrical Safety Register for non-domestic work - <http://www.electricalcompetentperson.co.uk/>;
- d) Staff undertake 'before use' visual inspections of electrical appliances;
- e) Electrical equipment is suitably located and we have good cable management so as to prevent electrical risks, slips, trips and falls, and damage to equipment etc.;
- f) Fixed electrical equipment in the canteen is serviced annually by a competent contractor.
- g) All staff to be shown how to use equipment and ensure it is switched off when not in use.
- h) Extensions/Multi-adaptors are not to be overloaded. Advice/permission to run more than one device from a single socket should be sought from the Health & Safety Co-ordinator.
- i) If any fault is detected please label with a warning sign/sticker and report to the Health & Safety Co-ordinator.

### References and Useful Links

<http://www.hse.gov.uk/electricity/index.htm>

Cumbria Schools Safety Advice Note SAN(G) 17 - Electrical Safety

**Cumbria County Council – Contractor Health and Safety Code of Practice**

**Cumbria County Council Safety Procedure No. 12 – Electricity in the Workplace**

Electricity at Work Regulations 1989

School's 5 year Fixed Electrical Certificate

School's Portable Appliance Testing Register

Also see **Defect Identification and Reporting**, page 8

## **GAS, OIL AND BIOMASS**

The school will ensure that appropriate systems and maintenance programmes are in place to ensure that systems, equipment and storage remain in good, safe condition. This will include:

- a) Convector heaters are serviced/cleaned annually by AA Electrical.
- b) School boilers and appliances are serviced annually by a Gas Safe Registered Engineer (gas) or OFTEC Registered Engineer (oil) and records are kept in the Buildings Register;
- c) Mains Gas Installation – This is inspected every 5 years by a Gas Safe Registered Contractor;
- d) Fixed gas equipment in the kitchen is serviced annually by a competent contractor;

## EQUIPMENT AND MAINTENANCE

### Work Equipment - Obligations of Employees

- a) All employees are required to inspect visually their work equipment, to report any faults before use and not to use this piece of equipment if it is deemed unsafe, i.e. checking for cable damage etc.;
- b) All employees are reminded of their obligation to participate in the training when provided to ensure that they understand how to work safely with all equipment that they use, and to work to the guidelines provided in the training and subsequently by their manager;
- c) Any faulty piece of equipment is to be taken out of service, labelled as out of service, and moved to an area where it cannot be used. It must not be returned to normal use unless it has been checked by a competent person and repaired if necessary;
- d) No private equipment is to be used unless it has been deemed safe by a competent person.

### Routine Maintenance and Servicing Requirements

The table below indicates the areas and frequencies of servicing and maintenance for school systems and equipment. Those areas highlighted in BLUE are carried out by school staff. All other servicing and maintenance will be carried out by competent contractors. Records of servicing and maintenance will be filed within our Buildings Register.

AREA	ITEMS	FREQUENCY
<b>Fire</b>	Fire alarm system  Emergency lighting  Fire extinguishers  Battery-operated smoke alarms (if relevant)  Fire drills/practices  Fire doors  Fire log book	<ul style="list-style-type: none"> <li>• Serviced <b>6 monthly</b></li> <li>• Call points tested <b>weekly</b></li> <li>• Serviced at least <b>annually</b></li> <li>• Tested <b>monthly</b></li> <li>• Visually checked <b>monthly</b></li> <li>• Serviced <b>annually</b></li> <li>• <b>Annual</b> clean and battery change</li> <li>• Tested <b>weekly</b> (as fire alarm)</li> <li>• <b>Termly</b></li> <li>• Regular inspection</li> <li>• Kept up to date (all the above should be recorded in your <b>fire log book</b>)</li> </ul>
<b>Electricity</b>	Mains installation (fixed wiring)  Fixed electrical equipment  Electrical heating boilers (if relevant)  Fan convectors (if relevant)  Lightening protection (if relevant)  Water heaters (if relevant)  Portable electrical appliances	<ul style="list-style-type: none"> <li>• Inspected every <b>5 years</b> by registered contractor</li> <li>• Serviced <b>annually</b></li> <li>• Serviced <b>annually</b></li> <li>• Serviced <b>annually</b></li> <li>• Serviced <b>annually</b></li> <li>• Serviced <b>annually</b></li> <li>• Serviced <b>annually</b></li> <li>• Inventory of equipment;</li> <li>• Regular user checks before use ;</li> <li>• All EARTHED equipment to receive Electrical Integrity Test <b>annually</b> (portable appliance testing);</li> <li>• Double-insulated (hand-held equipment) user checks before use, and formal visual inspection 6 months to 1 year dependant on use;</li> </ul>

		<ul style="list-style-type: none"> <li>Double-insulated (not hand-held) user checks before use and formal visual inspection every 2-4 years.</li> </ul>
<b>Gas (or Oil)</b>	<p>Mains installation</p> <p>Gas-fired boilers/heating systems/water heaters</p> <p>Fixed gas appliances</p>	<ul style="list-style-type: none"> <li>Serviced and certificated by Gas Safe Registered Engineer <b>annually</b></li> <li>Serviced <b>annually</b> by Gas Safe Registered Engineer</li> <li>Serviced <b>annually</b> Gas Safe Registered Engineer</li> </ul>
<b>Gas cylinders (LPG)</b>	Gas cylinder regulators	<ul style="list-style-type: none"> <li>Annual safety check</li> <li>Regulators sent to specialist firm for a check every 5 years (good practice)</li> </ul>
<b>Art Equipment</b>	Kilns	<ul style="list-style-type: none"> <li>Serviced <b>annually</b></li> </ul>
<b>Security</b>	Intruder alarm	<ul style="list-style-type: none"> <li>Serviced <b>annually</b></li> </ul>
<b>Water</b>	<p>Water system</p> <p>Infrequently used outlets (showers, hoses etc.)</p> <p>Thermostatic mixing valves</p> <p>Scald risk (pupils/ vulnerable persons)</p>	<ul style="list-style-type: none"> <li>Maintenance schedule as deemed appropriate in water hygiene (legionella) risk assessment</li> <li>Flushed through hottest temp possible (every week not in use)</li> <li>TMV maintenance in accordance with manufacturer's instructions</li> <li>Monthly checks, recorded</li> </ul>
<b>COSHH</b>	<p>Portable/fixed dust extraction/fume cupboards</p> <p>Radiation sources</p> <p>Portable air conditioning units</p>	<ul style="list-style-type: none"> <li>Thorough examination and test every 14 months</li> <li>Records of source history, use and testing in accordance with CLEAPSS L93 guidance</li> <li>Annual Service.</li> </ul>
<b>PE equipment</b>	All PE equipment	<ul style="list-style-type: none"> <li>Serviced <b>annually</b></li> <li>Inspected regularly (informal)</li> </ul>
<b>Outdoor play equipment</b>	All	<ul style="list-style-type: none"> <li>Serviced <b>annually</b></li> <li>Inspected regularly (informal)</li> </ul>
<b>Lifting/handling equipment</b>	<p>Wheelchair lifts and people-lifting hoists and evac. chairs</p> <p>Goods lifts/hoists</p>	<ul style="list-style-type: none"> <li>Thorough examination and test every 6 months</li> <li>Thorough examination and test every 12 months</li> </ul>
<b>DT equipment</b>	<p>Workshop machinery</p> <p>Portable/fixed dust extraction</p> <p>Kilns</p>	<ul style="list-style-type: none"> <li>Inspected annually</li> <li>Thorough examination &amp; test every 14 months</li> <li>Inspected regularly (informal)</li> <li>Serviced <b>annually</b></li> </ul>
<b>Working at height</b>	Ladders/stepladder/scaffolds trestles	<ul style="list-style-type: none"> <li>Formal inspections every <b>6 months</b> (recorded on Ladder Register)</li> <li>Regular inspections (informal)</li> </ul>
<b>Vehicles</b>	Minibuses	<ul style="list-style-type: none"> <li>Staff training records</li> <li>Vehicle log book</li> </ul>

		<ul style="list-style-type: none"> <li>• Maintenance records</li> <li>• MOT Certificates</li> <li>• Tail lifts – thorough examination and test every 6 months</li> </ul>
<b>Kitchens</b>	<p>Fixed gas equipment, i.e. ranges, fryers etc.</p> <p>Fixed electrical equipment, i.e. mains cookers etc.</p> <p>Oven canopies</p> <p>Pressure cookers, ‘Espresso-type’ coffee machines, pressure steamers, steamer ovens</p>	<ul style="list-style-type: none"> <li>• Serviced by Gas Safe Registered Engineer <b>annually</b></li> <li>• Serviced <b>annually</b></li> <li>• Cleaned professionally at least <b>annually</b></li> <li>• Annual safety checks (unless items are in regular use, in which case it might be appropriate to make more frequent formal examinations)</li> </ul>
<b>Science</b>	Autoclaves and pressure cookers	<ul style="list-style-type: none"> <li>• Annual safety checks (unless items are in regular use, in which case it might be appropriate to make more frequent formal examinations)</li> </ul>
<b>Asbestos</b>	Known or presumed asbestos containing materials	<ul style="list-style-type: none"> <li>• Visual recorded inspections (termly)</li> <li>• Formal inspection by UKAS accredited contractor (annual)</li> </ul>

#### References and Useful Links

#### **Cumbria County Council Safety Procedure No. 17 – Provision and Use of Work Equipment**

School’s Equipment Maintenance Schedule and records

School’s Health and Safety Management Plan

Also see **Defect Identification and Reporting**, page 8

### **USE OF DISPLAY SCREEN EQUIPMENT (DSE)**

The school ensures that all staff classed as ‘users’ of DSE equipment:

- Have access to a safe workstation that meets the minimum requirements of the Health and Safety (Display Screen) Regulations;
- Undertake an annual DSE self-assessment;
- Can request a paid eyesight test and payment for the cost of single vision spectacles if these are required for DSE work.

The Health and Safety Coordinator will undertake an assessment of the user status of all staff in relation to Display Screen Equipment. All staff who have been identified as being ‘users’ will complete the DSE users self-assessment form, from SAN(G)13 on an annual basis. The results are collated by the Health and Safety Co-ordinator who makes recommendations to the head and governors. Any recommendations that cannot be dealt with immediately will be incorporated within the School Health and Safety Management Plan and equipment and resources are purchased, if necessary.

#### **Interactive white boards**

The use of projectors by staff and pupils in school is increasing. The specific safety issue focused on here is the damage to the eye that the very bright light emitted by the projector can cause.

These will be fixed and used in accordance with the manufacturer’s instructions. Staff should ensure that they familiarise themselves with the relevant user guidance. All display screens and interactive whiteboards must be shut down when not in use, rather than being left on standby, both to save energy and reduce the risk of fire.



When using any form of data projector, the following guidelines should be adhered to:

- Never stare directly into the projector beam.
- Keep your back to the beam as much as possible, and avoid standing facing into the beam for more than a few seconds at a time (the use of a stick or laser pointer is helpful in this regard).
- Always step *outside* the projector beam when turning to face the class for more than a few seconds.
- Teachers should ensure that pupils are always adequately supervised whilst the projector is operating, and have been trained to follow safe routines of projector use.

Projectors should ideally be located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector.

In order to minimise the lamp power needed to project a visible presentation, use window blinds to reduce ambient light levels.

#### References and Useful Links

#### **Cumbria County Council Safety Procedure No. 16 – Display Screen Equipment**

*Cumbria Schools Safety Advice Note SAN(G) 13 - Display Screen Equipment in Offices*

*HSE Website - <http://www.hse.gov.uk/msd/dse/>*

## **INFORMATION TECHNOLOGY (IT)**

The following precautions are taken in relation to IT:

- The layout of equipment will be appropriate with sufficient room for each student;
- IT rooms will be kept in good condition and tidy with no trailing leads;
- Seating will be suitable, i.e. height and comfort adjustable for individual users;
- Lighting levels will be adequate for the types of activities undertaken;
- Heating levels and ventilation will be adequate;
- Combustible items in the IT workroom will be stored appropriately;
- The server unit is housed appropriately, e.g. where it cannot overheat, away from combustible materials, wires kept tidy etc.;
- If laptops are provided to pupils for use outside of school, we ensure that pupils are provided with information on the safe and proper use of laptop computers. We will make available separate keyboards, mice and monitor-raisers.

#### References and Useful Links

*Cumbria Schools Safety Advice Note SAN(G) 20 - Safe Use of Laptop Computers*

*School's Internet Use and E-Safety policies*

## **PHYSICAL EDUCATION (PE) AND PLAY EQUIPMENT**

The '*AfPE Safe Practice in Physical Education*' guidance will be followed. The Headteacher must ensure that the school declares its own practices, which will eliminate foreseeable risks. The Head of PE is responsible for ensuring the safe practice is realistic and working day to day. The Head of PE will ensure that staff have had relevant training in any specialised activities (e.g. climbing, trampolining etc). Records will be kept of qualification and renewal dates.

Pupils will be instructed in safe movement of equipment where they undertake this task. Staff will supervise the erection and dismantling of PE equipment and not allow children to do this on their own (unless their age and capabilities allow). The teacher in charge will ensure that there are sufficient children involved in moving the equipment to avoid any strain or discomfort, and will themselves assist in the actual process of erecting and dismantling.

Risk assessments will be undertaken for all PE activities and suitable control measures implemented.

Clear written guidance, rules and procedures for use of equipment will be provided.

There will be adequate supervision of activities, and staff will be competent to lead activities in their given

areas of expertise.

We ensure there is adequate storage for equipment. PE mats are held in a fire resistant store with doors kept locked when not in use.

Jewellery is not permitted to be worn during any form of PE or movement exercises. There is clear guidance within the School Prospectus concerning appropriate clothing and footwear for physical activities.

## **Inspection of Play/Gymnasium Equipment**

Regular inspections will be made of halls, floors, gyms and equipment.

Inspections and maintenance programmes will cover the whole play area and not just the play equipment or the impact-absorbing surface.

PE Equipment will be inspected before use, and outdoor fixed play equipment will be inspected regularly by staff to identify obvious hazards that can result from vandalism, wear, or weather conditions (e.g. broken parts, broken glass, exposed foundations, slippery surfaces).

More detailed inspection to check the operation and stability of the equipment and also look for evidence of wear will be carried out by staff every one to three months, or as indicated by the manufacturer's instructions. An inspection record will be kept.

Equipment will also be formally inspected at least annually by a competent contractor in accordance with the manufacturer's instructions to establish the overall condition of the equipment, foundations and surfaces. The level of competence of the person carrying out the inspection will vary with level of risk associated with the complexity of the equipment.

If at any inspection equipment is found to be in need of repair, it will be removed, replaced or repaired immediately. If this is impractical, steps will be taken to ensure that it presents no danger to children by immobilisation, or erecting protective fencing. The repair will then be completed as soon as possible.

### References and Useful Links

*Safe Practice in Physical Education and School Sports – (AfPE Book) <http://www.afpe.org.uk/>*

*Cumbria Schools Safety Advice Note SAN(PE) 1 – Safety in Physical Education*

*BS EN 1176:2008 1-7 - Playground Equipment*

*BS EN 1177:2008 - Impact Absorbing Playground Surfacing Safety Requirements and Test Methods*

*Also see **Defect Identification and Reporting**, page 8*

## **SCIENCE/DESIGN TECHNOLOGY**

- All Science/Design Technology activities will be risk assessed and suitable controls implemented to reduce risk to an acceptable level prior to the activity taking place. Both departments will utilise the guidance and model risk assessments produced by CLEAPSS. Specific risk assessments will also be undertaken where required. All completed risk assessments will be made available for staff to view.
- Control measures put in place following the assessment of risk will be monitored to ensure they remain effective. A system for monitoring the effectiveness of controls will be devised locally. A formal procedure for the review of risk assessments will be implemented to ensure they are reviewed at least once per year or where there is reason to suspect they are no longer valid.
- Levels of supervision will be adequate for the number of pupils in class.
- Clear working procedures for the use of equipment will be written down and brought to the attention of staff and pupils, and adequate safety signs, notices and 'Do's and Don't's' displayed.
- Fume cupboards and other Local Exhaust Ventilation will be subject to thorough examination and test at least every 14 months (usually annually) under COSHH Regulations, by a competent person appointed through the County Council Insurance Section.
- Any autoclaves or pressure cookers in use will be subject to an annual inspection by a competent person appointed through the County Council Insurance Section.

- Regular inspections will be made of laboratory and workshop storage and prep rooms.
- All workshop machinery will be serviced at least annually and records will be held.
- Safe working distances will be physically marked at ground level around machinery.
- Staff will be adequately trained in the use of all workshop machinery.
- 240 volt equipment will be wired into the mains and not plugged in. Socket outlets used by pupils will be protected by RCD's. No multi-way adaptors will be in use.
- Adequate arrangements will be in place for the disposal of waste, dust. The dust bucket (LEV) will be easily accessed and moved and will be emptied regularly before its gets too full and is heavy.
- There will be adequate storage arrangements made for dangerous substances, e.g. flammables, radioactive sources and bulk acids.
- Spillage retention carriers will be used when transporting chemicals.
- Services, gas, electric and water will be capable of being isolated individually in each workroom.
- Each room will have its own power supply with a key switch (can be in an adjoining office), i.e. electrical/gas supplies will be capable of being isolated in every room.
- Emergency stop systems will ensure power can be turned off to ALL machines and socket outlets.
- Safety checks on gas equipment/supplies will be undertaken on an annual basis by a Gas Safe Registered Engineer.
- There will be suitable arrangements for the storage of gas cylinders.
- First aid boxes will be located in appropriate locations, and eye wash facilities will be available.
- Separate hand washing facilities will also be available with a supply of soap and towels located in biology labs.
- There will be adequate lighting in workshops, i.e. minimum 500 lux at machinery. Emergency lighting will be available in the event of power failure.
- Workshops and laboratories will not be used as pastoral bases.
- Prep and store rooms will be kept locked when DT & Science staff are not present.
- Additional science and/or design technology health and safety procedures will be provided where required.

#### References and Useful Links

*Cumbria Schools Safety Advice Note SAN(DT) 01 - Design Technology Class Sizes, Room Sizes and possible effects on Safety*

*Cumbria Schools Safety Advice Note SAN(Sc) 01 - Science Class Sizes, Laboratory Sizes and possible effects on Safety*

*British Standard BS4163:2007 – Health and Safety for Design Technology in Schools and similar Establishments*

*DfES Building Bulletin 81 – Design and Technology Accommodation in Secondary Schools*

*CLEAPPS Guidance - <http://www.cleapss.org.uk/>*

## **IONISING RADIATION**

We have radiation sources at the school, and **Chantelle Satterthwaite & Richard Horton** are trained as a competent Radiation Protection Supervisor to ensure the safe storage, handling, use and disposal of any radioactive materials approved for use in school and used on the school site.

The Radiation Protection Supervisor liaises with both the Corporate Health and Safety Team's Radiation Protection Officer and the independent Radiation Protection Adviser appointed through the CLEAPSS Radiation Protection Advisory Service.

We will manage radioactive sources fully in line with the CLEAPPS Guide L93 – Managing Ionising Radiations and Radioactive Substances in Schools, etc. In particular:

- a) Radiation sources will be approved for use in educational establishments;
- b) Radioactive sources will either be stored in a steel cupboard fixed securely in place, or in a strong steel container (that is recognisable after a fire or other emergency) kept in a fixed, locked cupboard or drawer which has no access via an adjacent cupboard or drawer. The outside of the cupboard or drawer (and the separate steel container, if used) will be marked with the appropriate warning sign;
- c) An inventory of radioactive sources will be held in the Science Department;
- d) Cumbria Fire and Rescue Service will be informed of the location of stored radioactive substances;
- e) Records are kept of inspections and leak tests;
- f) A monitoring record will be completed annually;

g) Regular checks will be made to ensure that radioactive sources have been returned to the store.

### References and Useful Links

<http://www.cleapss.org.uk/>

*CLEAPPS Guide L93 - Managing Ionising Radiation and Radioactive Substances in Schools, etc*

## **FOOD SAFETY ARRANGEMENTS**

### **General Food Hygiene Standards**

Netherhall School aims to provide the highest standard of food safety and hygiene. In particular, we will ensure that the food and drink prepared and sold on our premises is both safe and wholesome. We will ensure that legal requirements relating to food safety and hygiene will be complied with fully.

We will provide hygienic premises and ensure hygienic equipment is provided for the safe preparation of food. Orian is our catering contractor.

We will ourselves, or through the use of a carefully selected contractor, put in place documented food safety management procedures based on the principles of HACCP (hazard analysis and critical control point).

Any employee involved with the handling and preparation of food will hold, as a minimum, the CIEH Level 2 Award in Food Safety or equivalent, renewed at intervals not exceeding three years.

Employees are reminded that they have a responsibility to co-operate with their superiors in creating and maintaining a hygienic environment, avoid placing themselves & other at risk and, adhering to the school hygiene food safety policy & procedures within.

### **Food Technology**

Suitable controls to reduce risks from food technology activities to an acceptable level will be implemented. In particular:

- Gas appliances will be serviced every year by a Gas Safe Registered Engineer, and current records/certificates will be held on site;
- Electrical appliances used will either be included in the school's portable electrical appliance testing, or if mains wired eg electric cookers, will either be serviced annually or included in the 5 years mains electrical installation inspection.
- All emergency gas and power cut-off switches will be easily identified and accessible, and staff will be made aware of the location and operation of the main cut-offs;
- Ovens will only to be used by adults or pupils supervised appropriately for their age and ability;
- Pressure cookers will be subject to an annual insurance inspection;
- The number of pupils using particular pieces of equipment will be limited to prevent crowding/accidental pushing;
- Documented procedures will be brought to the attention of anyone who may be required to use equipment;
- Oven gloves/cloths will be available and used;
- Cooker guards and hob covers will be used appropriately;
- Equipment will be sited so that draughts from windows and doors do not interfere with the safe working of the equipment;
- Equipment, materials and tools will be regularly inspected and appropriately maintained;
- Food stuffs will be stored hygienically i.e perishable items stored off the floor and food/equipment shelving sealed, clean and wipeable.
- An adequately stocked first aid box (including blue plasters) will be easily accessible;
- Appropriate fire fighting equipment including appropriate fire extinguisher(s) and fire blanket will be located in the workroom;
- Passageways will be kept free for safe movement;
- Coats and bags will be stored outside the food preparation area;

- Floors will be kept clean and dry with 'clean as you go' practices adopted;
- Spillages will be cleared up immediately and the area dried with paper towels or similar.
- Completed risk assessments will be made available for staff to view.

## SECURITY OF PERSONS AND PREMISES

The school operates internal procedures to ensure the security of staff, pupils and the premises. The Health & Safety Co-ordinator will ensure that systems are in place for checking external lighting, panic alarms and security alarms. Any faults will be reported and recorded in the defects book for action.

Security arrangements will consider the need for following:

- Security alarm with record book to log settings (externally monitored);
- **Mark Walsh** is responsible for regularly checking external lighting, panic alarms and burglar alarms. Any faults will be recorded in the defects book for action.
- Perimeter fencing – Please see security risk assessment as part of the security policy.
- Window restrictors to prevent falls;
- Installation of CCTV and alarm on site.
- Cash handling procedures – All money collected in school must be promptly dispatched to the finance office where it will be locked in the safe until it can be banked.
- Use of toughened glass and safety glazing;
- Visitors & contractors must report to sign in and out at the main reception, and wear an identification badge whilst on site.
- Controlled access systems;
- Duty security personnel – the building must be checked by the last person leaving, ensuring all windows and outside doors are secure. This is the Facilities Manager's responsibility who has access to a mobile phone for use in an emergency.
- Routine security checks by competent site staff.
- Emergency arrangements - intruders and security emergencies. Please see Business Continuity Policy & Security Policy
- Formal security audits of premises.

## WORK AT HEIGHT

Wherever possible, work at height will be avoided. Where it cannot be avoided, suitable equipment and procedures will be put in place to minimise risk.

Ladders and stepladders will only be used for jobs of short duration where there is no suitable alternative access. Staff using ladders and stepladders will be trained in their safe use.

Ladders and stepladders will not be used by pupils.

The only ladders and stepladders approved for use will be those constructed and marked to EN131, or to BS 1129:1990 Class 1 or BS 2037:1994 Class1.

Ladders and stepladders will be subject to routine checks to ensure they remain in a safe condition.

Please refer to Appendix 3 -Working at Height procedure.

### References and Useful Links

*HSG33 - Health and Safety in Roof Work (free to download)*

*Cumbria Schools Safety Advice Note SAN(G) 19 – Working at Heights*

*<http://www.hse.gov.uk/pubns/books/hsg33.htm>*

*The Work at Height Regulations 2005 (as amended) (free to download) -*

*<http://www.hse.gov.uk/pubns/indg401.htm>*

*HSE Safe Use of Ladders and Stepladders (free to download) -*

*<http://www.hse.gov.uk/falls/ladders.htm>*

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE will be provided where risks cannot be fully controlled in other ways. Staff can request PPE through the Health and Safety Coordinator.

PPE will always be suitable for the task and the user.

Re-usable PPE will be subject to periodic inspection to confirm its continued suitability, and where appropriate, subject to routine maintenance.

Staff must use PPE as instructed, and report any defects or other problem promptly to the Health and Safety Coordinator.

### References and Useful Links

HSE - <http://www.hse.gov.uk/toolbox/ppe.htm>

## SMOKE FREE POLICY

Our school operates a complete smoke-free policy which applies at all times. (See Appendix 4 ). Smoking is NOT permitted in any part of the schools premises, including within buildings, within the entrance area to the school, or on land adjacent to the school building (car park, garden areas, walkway etc.) where this forms part of the school premises. This also applies to any vehicle being used for school business.

The school's disciplinary procedure will apply for dealing with employees who breach the smoking ban at work.

These rules apply to employees, parents, visitors, members of the public, contractors and others working in or using the school's premises or vehicles. This will be clearly advertised and visitors to the school will be informed of it.

Pupils breaching smoke-free rules will be dealt with according to the school's behaviour policy.

### References and Useful Links

**Cumbria County Council's Smoke Free Workplace Policy**

*School's Smoke Free Workplace Policy*

## MANUAL HANDLING AND LIFTING

The school will undertake manual handling risk assessments for all hazardous manual handling tasks that cannot be avoided. This includes the handling of people as well as objects.

Training in correct lifting techniques will be provided for all persons involved in significant handling tasks.

We will ensure that children are supervised when carrying equipment such as PE mats or furniture and they are instructed how to do so safely.

For further information please refer to Netherhall's School Manual Handling Procedure (Appendix 5)

### References and Useful Links

*Manual Handling Operations Regulations 1992*

*Cumbria Schools Safety Advice Note SAN(G) 23 - Manual Handling*

**Cumbria County Council Safety Procedure No. 19 – Manual Handling Operations**

*Basic Manual Handling Awareness Training and Moving and Handling Training for staff is available through the County Council's Learning Support Team (tel. 01900 706090 for details).*

## **EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES**

The school uses the EVOLVE online system ([www.cumbriaccvisits.org.uk](http://www.cumbriaccvisits.org.uk)) for educational visits approval. The Council's Outdoor Learning and Educational Visits Advisor assesses and approves school visits involving adventurous activities, residential stays and trips abroad, as well as providing advice to the school.

The school adopts the National Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom (<http://oeapng.info/>).

The Educational Visits Co-ordinator is **Cris Kellet**.

Please refer to the EVC Policy.

## **BEHAVIOUR MANAGEMENT AND POSITIVE HANDLING**

The school considers the safety aspects which could arise in relation to behaviour. A Behaviour Management and Positive Handling Policy for the school is held separately and can be provided on request.

## **STAGE AND PUBLIC PERFORMANCES**

All of our school performances are for the benefit of parents, grandparents and friends of the school only. No admission charge is ever made. Therefore, performances at our school are NOT Regulated Entertainment so are not licensable as defined by the Licensing Act 2003. A Premises Licence is therefore NOT required.

Please contact the Licensing Officer at Allerdale Borough Council for any queries.

In the case of stage blocks/modular staging, the stage is put together following the manufacturer's instructions. Pupils are permitted to assist, but are supervised at all times and given suitable safety instructions.

Fixed stages are maintained to a safe standard and regularly inspected to identify hazards and prevent accident and injury.

### **General Precautions**

Supervisors of performances and rehearsals are made aware of general emergency evacuation procedures and will ensure that suitable safety instructions are provided to audiences prior to the rehearsal or performance.

Supervisors will ensure that the set-up for performances and rehearsals employs suitable safety measures, especially in relation to the physical safety and ability of persons involved, and to include manual handling tasks, work at height, lighting and special effects, e.g. use of dry ice and smoke machines. Smoke machines must only be operated by a competent person. Gloves & PPE will be worn when handling dry ice. Working at height is only to be carried out on safe and stable structures. If required, a safety harness will be worn.

Where strobe lighting is employed this will be kept to a minimum, and clear signs will be displayed at all points of entry indicating that strobes will be used.

Any specialist equipment will only be used by experienced qualified personnel.

All electrical equipment will be used in accordance with the manufacturer's instructions and visual user checks will be made. RCD (Residual Circuit Devices) will be used where required.

Good housekeeping will be maintained to remove combustible items to minimise the risk of fire.

Where supervisors suspect a person is under the influence of alcohol they will not allow them to take part in any dangerous activity, such as operating electrical equipment/sound gear.

### **Rehearsal**

Supervisors will assess to the best of their ability, the safety risks and appropriateness of excessive physical activity, dancing, warm up exercises, within each particular setting with particular regard to:

- a) Size of rehearsal space –Lighting

- b) Obstacles - Size of Group
- c) Floor and floor covering - Fitness and health of Group

Supervisors are at liberty to, and indeed must, exclude certain persons from warm up exercises and games, excessive physical activity, where it is felt that:

- a) The fitness/ health of the member would be a danger.
- b) The frame of mind of an individual would make them a danger to themselves and others.
- c) The apparel of the member is particularly dangerous.

The director during rehearsals should ask, where he / she feels it is dangerous, members to remove jewellery.

No one should be compelled to take part in physical warm up exercises.

#### **Backstage / technical aspects.**

- a) The stage manager will be under the general guidance of the floor manager
- b) Students must not be allowed to operate "technical equipment" without the supervision of a suitably experienced person.
- c) It is the responsibility of the stage manager, through his team, to ensure the stage/ backstage area is free from unnecessary, dangerous obstacles, sharp edges, trailing wires and so on. Where obstacles cannot be removed the stage manager must point out the problem to performers and the rest of the stage crew.
- d) Where toxic substances are being used, such as paints and glues, the stage manager must make sure those using them are aware of the risks associated, and must be aware of the correct safety procedures.

#### References and Useful Links

*General school Evacuation Plans and Fire Risk Assessment held separately.*

<http://www.hse.gov.uk/electricity/index.htm>

*Cumbria Schools Safety Advice Note SAN(G) 17 - Electrical Safety*

*Cumbria Schools Safety Advice Note SAN(G) 32 - Noise*

*Cumbria Schools Safety Advice Note SAN(G) 19 - Working at Height*

*Cumbria Schools Safety Advice Note SAN(G) 23 - Manual Handling of Loads*

*Cumbria Schools Safety Advice Note SAN(G) 26 - Fire Risk Assessment in Schools*

**Cumbria County Council – Contractor Health and Safety Code of Practice**

**Cumbria County Council Safety Procedure No. 12 – Electricity in the Workplace**

*School's 5 year Fixed Electrical Certificate*

*School's Portable Appliance Testing Register*

Also see **Defect Identification and Reporting**, page 8

*Control of Substances Hazardous to Health Regulations 2002 (COSHH) - (smoke machines, paints and solvents etc.)*

#### **TREES ON SCHOOL SITE**

CAPITA have undertaken tree surveys in all Cumbria Schools on behalf of the Local Authority.

A copy of the Tree Survey Report is held in school (replacement copies are available from Rob Sim of CAPITA, Tel: 01768 812362).

All recommendations made within the survey will be undertaken or programmed into the School Health and Safety Management Plan depending on the risks.

Ideally any contractor that undertakes work on trees should be a member of the Arboricultural Association but whichever contractor you choose to carry out the remedial works must be COMPETENT.

We contact our local district council before any SIGNIFICANT work is undertaken on our trees.

**All trees on site are fully inspected on an annual basis as per the recommendations within the tree survey document. Additionally Site Managers regularly inspect trees and carry out remedial work as required.**

**Re inspection by County Council appointed inspector carried out January 2017.**

#### References and Useful Links

<http://www.trees.org.uk/>



## **ANIMALS IN SCHOOL**

Animals can play an important role in the education of children. Children can learn about their needs and characteristics. Before animals are allowed in the school, suitable and sufficient risk assessment will be carried out, including any planning which needs to be considered for pupil or animal welfare. We will ensure that any animals kept by the school will be cared for in line with the appropriate welfare requirements.

Recognised publications and guidance (e.g. CLEAPSS guides) will be used to determine suitable animals, inform risk assessments, and will be available when keeping animals in school.

### References and Useful Links

<http://www.cleapss.org.uk/>

## **WORKPLACE ENVIRONMENTS**

A safe and healthy workplace environment will be maintained at the school.

### **Heating**

A comfortable working temperature will be maintained of at least 16°C. In the event of the need for portable heating or cooling, any equipment provided to achieve this will be suitable for use, free from defects, and safely sited so as not to create additional hazards.

***Radiant heaters will NEVER be used.***

### **Lighting**

The school will be lit by natural daylight wherever possible. Where artificial lighting is employed, this will be in good repair and suitable for the tasks being undertaken.

### **Noise**

Children will be kept at least two metres from the front of loudspeakers used for discos.

### **Welfare Facilities**

Suitable welfare facilities will be maintained in a safe and clean condition for all staff and pupils.

Staff – Separate provision is made for male and female staff and the provision is separate from that made for the pupils.

### **Ventilation**

An adequate supply of fresh air will be maintained. Where possible this will be from natural ventilation from windows.

### **Access and Egress**

We will implement inspection procedures, defect reporting and extra attention during inclement weather. We will bring our winter gritting plan to the attention of staff, pupils and parents/guardians to ensure safe routes are followed during periods of snow and ice.

### **Outdoor Working**

Appropriate measures will be taken to avoid the effects from working in inclement weather and in hot sun. We ensure that we follow the latest health and safety advice in respect of skin protection and prevention of ill health. Please see Appendix 6.

### References and Useful Links

*The Workplace (Health, Safety and Welfare) Regulations 1992 ACOP -*

*<http://www.hse.gov.uk/pubns/books/l24.htm>*

*NHS Sun Safety Advice - <http://www.nhs.uk/Livewell/travelhealth/Pages/SunsafetyQA.aspx>*

*Cancer Research Sunsmart Website - <http://www.sunsmart.org.uk/>*

*<http://www.hse.gov.uk/pubns/indg147.pdf> - Health risks from working in the sun HSE Guidance*

## **ENVIRONMENTAL PROTECTION**

Steps are taken to minimise the risk of environmental pollution, including liquid spillages, smoke and environmental noise.

All cases of environmental pollution by overflow or spillage are to be recorded and reported. The Accident Form P25 is suitable for this until it is replaced.

Causes of environmental pollution include: -

- a) Overflow of oil containers.
- a) Overflow of sewage tanks including slurry tanks.
- b) Spillage of 20 litres or more of any chemical covered by COSHH
- c) Noise

In the event of the need for portable heating or air conditioning units, the following guidelines must be closely adhered to:

- a) The heater should be checked for defects before children are allowed into the room.
- b) The immediate surrounding area should not be used: in fact barriers should be erected.
- c) Children should receive detailed instruction as to their movements within the vicinity of the heater.
- d) Under no circumstances is a child to be asked to switch on, or off, the heater.
- e) Under no circumstances is a child to be asked to move a heater.
- f) Under no circumstances are articles of any kind to be placed, stored or left on the heater.

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## **SUNSMART POLICY**

[www.sunsmart.org.uk](http://www.sunsmart.org.uk)

Please see the Sunsmart Policy as Appendix 6

## SCHOOL CLEANING

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THIS SECTION ONLY APPLIES WHERE CLEANING STAFF ARE EMPLOYED DIRECTLY BY THE SCHOOL (AS OPPOSED BY EXTERNAL CONTRACTORS SUCH AS CLIENT SERVICES).

- **Appropriate risk assessments will be undertaken for cleaning activities, the working environment and machinery.**
- **Portable electrical appliances must be included in the school's portable appliance testing programme.**
- All cleaning staff should receive training/instruction in at least the following:
  - Health and Safety Induction
  - Use of machinery/equipment
  - Control of Substances Hazardous to Health
  - Manual Handling etc.
- All accidents and incidents involving cleaning staff will be recorded in the MAIN school accident book.
- There will be an appropriate defect reporting procedure in place.
- Equipment, materials and tools will be regularly inspected and appropriately maintained.
- Staff will be made aware of the location of the mains services.
- Fire exits will be unobstructed.
- Cleaning staff will be made aware of what to do in the event of fire i.e. how to raise the alarm, evacuation procedures etc.
- Cleaning staff will participate in fire drills.
- All equipment **MUST** be switched off after use and returned to the locked store.
- The use and storage of cleaning chemicals will be subject to a COSHH Risk Assessment which is reviewed regularly and disseminated to relevant staff.
- Warning signs will be displayed when wet mopping for example to warn others that floor may be slippery.

*Note: The Health and Safety Team have produced a Cleaning Health and Safety Reference Manual for SCHOOL EMPLOYED Cleaners that can be used as a source of reference. Also enclosed within this manual is a sample Cleaning Staff Handbook that schools might find useful. The rear of the reference manual contains a set of 'generic' risk assessments relating to cleaning activities that can be adapted and personalised to reflect the activities of school cleaners. **Copies of the manual are available free of charge from the Health and Safety Team.***

**List of First Aiders**

<b>Certified First Aiders</b>				
<b>NAME</b>	<b>Date Qualified</b>	<b>Expiry Date</b>	<b>Date of re-training</b>	<b>Department</b>
Sarah Scott	January 2018	January 2021		Science
BAILEY Mark	June 2018	June 2021		Deputy Head
FREELAND Chris	June 2018	June 2021		ADMIN
FULTON Neil	June 2018	June 2021		PE
Chantelle Rathbone	June 2019	June 2022		Science
WASSELL Lee	June 2019	June 2022		HoY/Geog
HOLLIDAY Leah	TBC	TBC		Head of Pastoral
HOLLIDAY Lee	TBC	TBC		PE
Emily Lloyd	June 2019	June 2022		Science / DofE
OLLEY Gill	June 2018	June 2021		ADMIN
Marianne O’Hea	June 2019	June 2022		Student Support
Mary Shield	June 2019	June 2022		Student Support
Courtney Casson	June 2019	June 2022		Student Support
Ian Kirkbride	June 2019	June 2022		Site Management
Jay Norris	June 2019	June 2022		Science / DofE
<b>SPORTS CENTRE</b>				
TAYLOR Kirsty	01 June 2017	01 June 2020		SPORTS CENTRE
TAYLOR Tracy	01 June 2017	01 June 2020		SPORTS CENTRE
SADLER Yvonne	01 June 2017	01 June 2020		SPORTS CENTRE
SCOTT Thomas	31 May 2017	31 May 2020		SPORTS CENTRE
SCOTT SARAH	24 January 2017	24 January 2020		SPORTS CENTRE

## **TRANSPORT PROCEDURE (use of minibus, private car or external contract).**

### **REFERENCES**

The Safe Operation of Minibuses

Cumbria Schools SAN (G) 4 Guidelines for schools using Adults Other than teachers

Cumbria Schools SAN (G) 11 Driving a Minibus – new laws

#### **Private cars**

- a) Private cars are to be used to transport pupils ONLY when the owner of the car has a valid driving licence and an insurance policy, which covers the carriage of children for school activities i.e. business use.
- b) Where possible, children should sit in the rear of the car.
- c) Seat belts are to be worn at all times.
- d) Any child under 12 years and 4ft 5 in will need to use a booster cushion, and those under 25kg in weight must use a booster seat. Procedures must be in place to ensure that this occurs i.e. school to keep a supply of booster cushions or procedures to ensure parents supply these when required.
- e) Children should alight from the car on the kerbside, not the roadside.
- f) Within a normal 4/5-seater vehicle, no more than 3 children should be carried.

#### **Business Insurance**

Any staff member who uses their own vehicle/car on school business (for example administrative staff who drive to the bank to deposit school money or staff attending work related training courses) should have personal business insurance on their car insurance schedule. A system has been developed whereby this can be monitored.

#### **Minibus**

**The school does not own a minibus, mini buses are hired from the local brokerage who are responsible for all maintenance and weekly checks.**

DRIVERS:

- a) must have received training from a competent body;
- b) hold a full current driving licence ;
- c) be over 21 years of age.
- d) must **NOT** have more than one endorsement. (3 points). County Council procedures do not allow anyone with more than 3 points (one endorsement) on their driving licence to drive a minibus (school owned or hired). A programme has been devised to ensure that the licences of staff who drive the minibus can be monitored.

PASSENGERS:

- a) no standing passengers may be carried.
- b) all children will wear a seat-belt.

ACCIDENTS :

If an accident occurs on the road, and this involves personal injury to a domestic animal, or to property on or adjacent to the road, the driver must:

- a) stop;
- b) give the following particulars to any person reasonably requiring them:
  - Name and address,
  - Name and address of the vehicle owner,
  - The vehicles registration number.
- c) If, for any reason, he cannot comply with b) above, report the accident to the police as soon as possible and in any case within 24 hours.

#### **Coach Hire**

All coaches hired for school use must be fitted with seat belts. Local firms are contracted:

**Messengers, Reays, Hensons, Cumbria Community transport, Neds Travel, Hobans.**

'Swimming buses' and school transport park **in the Sports Centre car park or the bus bay** for the loading and unloading of children.

For the purpose of school excursions, the buses arrive and depart before and after school hours to prevent traffic hold ups outside the main gates. Cars are discouraged from parking near the school on excursion days.

### **Booster Seats**

Booster seats/cushions will not normally be required on the school minibus/hired in minibuses unless children under 12 years of age and under 4ft 5in in height are required to sit in seats parallel to the driver. Where children sit BEHIND the driver, booster seats/cushions will not be required. Home Office advice states that children under the age of ten years **must not** sit in the front seat of any hackney taxi or private hire vehicles. A private hire vehicle would include private taxis and some minibuses covered with this type of licence.

Any child of 11 years who sits in the front seat must of course have a booster seat if they are under 135cm (4ft 5in) height.

Where private vehicles are used to transport children, then any child under 12 years and 4ft 5 in, will need to use a booster cushion, and those under 25kg in weight, must use a booster seat.

The school owns a couple of booster seats for use in private cars should a child need to be transported by a staff member to a sporting event or to hospital for example.

Appendix 3

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## **WORKING AT HEIGHTS**

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### **REFERENCES**

Cumbria Schools SAN (G) 19

### **PROCEDURES**

- a) **Ladders/step ladders are only to be used when there is no other alternative, i.e. using a scaffold.**
- b) **Risk assessments must identify the most appropriate equipment for access to heights and working at heights.**
- c) **Ladders are only to be used by adults and stepladders used by pupils only under the DIRECT supervision of an appropriate adult.**
- d) **Stepladders should be spread to the fullest extent and properly levelled for stability. They are placed on a level surface and work is not carried out from the top platform.**
- e) **Lone working at heights is NOT permitted. There must always be two responsible adults present when working at heights.**
- f) **Staff will be trained in the correct selection and use of a ladder or steps.**
- g) **Ladders will only be used when there is no other alternative, i.e., using a scaffold.**
- h) **Ladders will only be used for jobs of short duration; must be fixed, tied or footed; must be used at the correct angle – 1 foot out for every 4 feet of height; must rest against firm, solid surface, supported by the stiles only. If appropriate, ladders must extend at least 1m above the landing place.**
- i) **Extending ladders must overlap by at least 3 rungs.**
- j) **Falls from ladders are often a result of oil, grease or mud on the rungs causing the user to slip. Check ladders and the soles of shoes are clean before use.**
- k) **Stepladders must have handholds if the top step is being used to stand on.**
- l) **Users of ladders must not overreach, carry heavy items or long lengths of material.**
- m) **Adequate precautionary measures must be taken when working on electrical equipment. Metal ladders should not be used.**
- n) **Ellen Theatre scaffold must only be used by trained staff, any students accessing scaffold as part of course must only do so under strict supervision by staff.**
- o) **Wooden ladders must never be painted. Cracks, splits, warping or mechanical damage can result in ladders breaking during use.**
- p) **Barriers and signs will be used to alert others to the use of ladders. Adequate arrangements will**

- be made before using ladders or steps behind doors.
- q) All ladders and steps will be formally inspected at least every 6 months and records kept on the Ladder Register by Mark Walsh / Ian Kirkbride and any repairs carried out immediately or item labelled and taken out of service.
- r) All staff are responsible for checking any step ladders before each use.

The essentials for good ladder storage are:

- Ladders and stepladders should be stored where they are protected from continual exposure to bad weather.
- They should be kept in a well-ventilated area.
- Timber ladders and stepladders should not be stored in boiler rooms or adjacent to radiators, steam pipes or other sources of heat, so as to avoid deformation.
- It is important that the ladder is well supported throughout its length to prevent weakening of the joints. They should not be hung so that the weight is carried by the rungs, but should be stored on edge clear of the ground in racks or wall brackets (horizontally).
- Stepladders may be stored vertically.
- Access to ladders and steps should be appropriately maintained. They should be secured in some way to avoid use by inappropriate persons i.e. trespassers for example.

Appendix 4

## **POLICY FOR A SMOKE FREE SCHOOL**

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### **1. Aim**

To create a smoke free environment at **Netherhall School**

### **2. Objectives**

- To provide a smoke free school environment for everyone.
- To provide young people with a consistent message regarding tobacco and drug use and appropriate role models.

### **3. Rationale**

- Smoking is the single most preventable cause of premature death and ill health in the UK.
- Second Hand smoke – ‘breathing other people’s tobacco smoke causes at least 1,000 people to die a year. It has been shown to cause lung cancer, heart disease and cause the onset of asthma, chest and ear infections and cot death in children. It also leads to over 50 children being admitted to hospital per day. 80% of smokers take up the habit as teenagers with 450 children starting smoking every day. (ASH)
- The Government’s ‘Choosing health – making healthy choices,’ places restrictions on smoking within the workplace.
- The school, under the Health and Safety at Work Act (1974), has a duty of care to provide a healthy working environment.
- Everyone has the right to a smoke-free environment.
- Schools have a major role to play in health education and prevention.
- Young people need to receive consistent messages and require non-smoking role models within the school. It has been shown that the biggest factor affecting youth smoking is prevalence of adult smoking and young people’s exposure to seeing smoking. (ASH, 2004)

### **4. Restrictions on smoking within the workplace**

- Smoking will NOT be permitted in any part of the schools premises, including kitchens, within the entrance area to the school or on land adjacent to the school building (car park, garden areas, walkway etc.) where this forms part of the school premises.
- The enforcement of this total smoking ban will be the responsibility of all designated responsible persons within the school. The school’s disciplinary procedure will apply for dealing with employees who breach the smoking ban at work. Employees who raise genuine concerns about breaches of this policy will be protected from victimisation.
- This policy applies to employees, parents, visitors, members of the public, contractors and other working in, or using the school’s premises or vehicles. This policy will be clearly advertised and visitors to the school will be informed of it.

- Staff are authorised to ask non-employees who breach the policy to leave the premises.
- The smoking policy will apply to all activities held in the school including before and after school sessions and any meetings organised which are attended by school employees as part of their work and/or visitors to such meetings/events.
- Employees should avoid being seen smoking in public in sight of pupils, parents and visitors in order to reinforce a comprehensive approach.
- Non-compliance by pupils will be dealt with in conjunction with the school's disciplinary procedure and overall Behaviour Policy.

**5. Designated smoking areas**

- There will be NO designated smoking areas provided within the school premises.
- All smoking areas/rooms will revert back to smoke free rooms, under the Workplace (Health, Safety and Welfare) Regulations 1992.

**6. Facilities for Smokers**

No facilities for smoking in the workplace will be provided although support will be given to smokers to assist them to stop smoking. (See paragraph 8)

**7. Vehicles**

- The smoking ban will apply to all school owned/hired/leased vehicles. No-one will be allowed to smoke inside any school owned/hired/leased vehicles.
- Employees are asked to refrain from smoking in their own vehicles, when used on school business and when carrying passengers.

**8. Help with smoking cessation**

The school will support employees in school wishing to give up smoking by advertising and promoting external smoking cessation services and through regular health promotion activities. The school will be provided, on request, with a specifically designed information pack designed to support school staff. Resources will also be available to educate pupils and free specialist advice regarding health promotion activity will be provided. These are available by contacting the Corporate Health and Safety Team 01228 221616

**9. Education and Publicity**

Suitable posters and No Smoking signs will be displayed in school areas to create a positive visual message which supports a smoke free working environment.

**10. New buildings**

This policy will apply equally to all future premises at the design stage of any new building, and refurbishment or relocation project.

**11. Appointments**

This school is a No Smoking School and this should be made clear within all its appointments procedures, staff handbooks and school prospectus.

**12. Links**

- **Health and Safety**  
The above policy on smoking at work forms part of the School's Health and Safety Policy arrangements.
- **Healthy Schools**  
The policy was developed in line with recommended good practice from the Healthy Schools initiative.
- **Drug Education**  
Cigarettes contain tobacco which is a drug thus linking the Schools Smoke free Policy to drug education and opportunities within the DFES guidance.
- **Cumbria County Council and Children's Services Directorate Policy**



## **MANUAL HANDLING**

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### **REFERENCES**

Manual Handling Operations Regulations 1992  
Cumbria Schools Safety Advice Note SAN (G) 23  
CCC Safety Procedures 19

### **PROCEDURES**

Staff are made aware of the risks involved with everyday lifting, carrying and moving, through the information provided by the Health and Safety Team. This information is given to all staff, including Support and Cleaning.

The School and the LA comply with the Manual Handling Operations Regulations 1992 and the Management of Health and Safety at Work Regulations 1999 recognising that this represents a minimum standard. These regulations cover the transporting or supporting of any load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. A 'load' is defined as a discrete moveable object, e.g. a person, animal or material supported on a shovel. N.B. An implement, tool, or machine is not considered to constitute a load when being used for its intended purpose.

The Regulations require the following measures to be considered in this hierarchy:

1. avoid hazardous manual handling operations so far as is reasonably practicable;
2. assess any hazardous manual handling operations that cannot be avoided;
3. reduce the risk of injury so far as is reasonably practicable.

N.B. In extreme cases it may be necessary for a particular member of staff to be taken off duties that involve manual handling.

### **Responsibilities:**

The Headteacher is responsible for:

- 1) identifying staff who are deemed to perform manual handling operations.
- 2) undertaking (either personally or by delegation) a risk assessment considering the task, the load, the environment and the individuals who carry out the task itself. In their role of assessor the person must be competent and more specifically:
  - be familiar with the Regulations and ensure that they are adhered to;
  - have a knowledge and understanding of:
    - a. the body and how it works (in relation to manual handling),
    - b. correct lifting techniques,
    - c. the requirements of the regulations, guidance and forms to be used,
    - d. the work process.
  - be given sufficient time, assistance and support to enable them to complete the assessment;
  - consult with the user when assessing their work routine;
  - **be aware of their limitations when carrying out assessment and to call upon further expertise and additional sources of information when appropriate;**
  - draw valid and reliable conclusions based on the assessment of risk;
  - make a clear record of the assessment and process this information promptly using agreed procedures.
- 3) monitoring and reviewing assessments at regular intervals and certainly on a maximum of a one year cycle. The frequency of the reviews will depend on the level of risk associated with a particular situation and should be no less than annually. A review should always be conducted immediately if there is:
  - a reason to believe it is no longer valid;
  - a major change to the work practice;
  - a major change to safety equipment provided;
  - a major change to the nature of the load;
  - a substantial increase in the amount of time performing manual handling operations;
  - a substantial change in other task requirements, e.g. more speed or accuracy;

- if the workplace is relocated;
  - if the environment is significantly modified;
  - if there is a serious incident, accident or trend.
- 4) investigating any health problems reported to them or identified in staff. The manager must ensure that staff are not given tasks that are outside their capability.
  - 5) providing users with information regarding:
    - the arrangements for reporting any health hazards;
    - the arrangements for the organisation of the daily work routine;
    - any action taken as a result of the assessment they have participated in.
  - 6) arranging for the training of users in the correct techniques for manual handling operations.
  - 7) planning the activities of staff to ensure that their work is interrupted by breaks or changes in activity that reduce the risks associated with the work. Such breaks or changes in activity should be:
    - taken before the onset of fatigue, as the timing is more important than the length of break;
    - included in work time;
    - reducing the workload;
    - preferably short and frequent;
    - engaging the user in tasks which do not involve manual handling;
    - taken at the discretion of the user if this is possible.
  - 8) Such breaks or changes in activity should not:
    - lead to an increased compensatory pace of work;
    - involve further manual handling operations.

**Users must:**

- use the lifting/moving equipment provided in accordance with agreed methods of working and any training received;
- report to management any musculo-skeletal pain or fatigue which may be associated with the work;
- assist with the manager/assessor in the assessment of their work.

**Health and Safety Training:**

Training must be provided for staff on the healthy and safe way to perform manual handling operations.

Assessors also need to be trained in order that they:

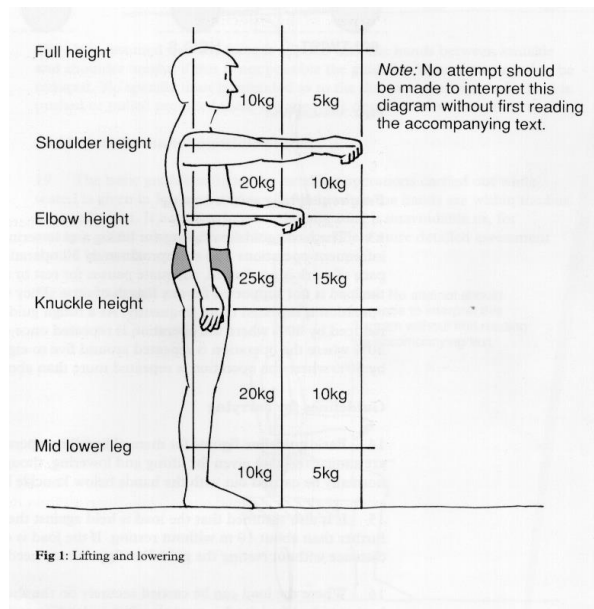
- can suggest strategies on how to avoid hazardous manual handling operations so far as is reasonably practicable;
- can assess any hazardous manual handling operations that cannot be avoided;
- can suggest strategies on how to reduce the risk of injury so far as is reasonably practicable.

Health and Safety training must be given at the same time as staff are trained how to perform manual handling and should include reference to:

1. The user's role in prompt and accurate recognition of hazards. This should cover both the absence of desirable features and the presence of undesirable ones, together with information on health risks and how problems may be manifested. The physical effects of incorrect lifting techniques relevant to the working environment should be covered.
2. User initiated actions and procedures which bring risks under control, i.e.
  - a. *the importance of good lifting and lowering techniques.*

**Schematic for Lifting and Lowering from different heights — Gender Dependent**

This diagram shows the weights an ordinary healthy man should be able to lift (healthy women can lift on average two thirds of these weights) without significant risks to their health



- b. *the importance of using appropriate safety equipment and machinery correctly.*
  - c. *the need to take advantage of breaks and changes of activity.* Regular changes in activity and/or short rests should be used to reduce muscle fatigue and tiredness.
3. Recognition and reporting of health problems (temporary or not) that may affect their ability to carry out manual handling tasks.
  4. The user's contribution to assessments.

Once training has been given staff should initially be supervised closely to ensure that it is implemented.

Children are supervised when carrying equipment such as PE mats or furniture and are shown how to do so, safely, before an activity takes place.

*Basic Manual Handling Awareness Training for staff will be available from the Learning Support Service in the future – details to follow).*

**SUNSMART POLICY****Why is sun protection important for young people?**

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged. Sunburn in childhood can double your risk of skin cancer. You will not see the damage immediately because skin cancer can take years to develop. But young people who are exposed to the sun now are storing up problems for the future.

**Our five key Sun Smart skin cancer prevention messages are:**

- Stay in the shade 11am -3pm
- Make sure you never burn
- Always cover up - wear a t-shirt, hat and wraparound sunglasses
- Remember children burn more easily.
- Then use factor 15+ sunscreen.

We get around 80% of our sun exposure by the age of 21 and much of this exposure occurs when at school. We have a responsibility to ensure that pupils are protected from the harmful effects of the sun as much as possible during the school day. Although fair skinned people are more at risk from sun damage, sun protection is relevant to both fair and dark skinned children.

**Our Strategies include:**

- PROTECTION: providing an environment that enables students and staff to stay safe in the sun
- EDUCATION: learning about sun safety to increase knowledge and influence behaviour
- COLLABORATION: working with parents, governors and the wider community to reinforce awareness about sun safety and promote a healthy school.

**EDUCATION**

- It is important to raise awareness of why we need sun protection to encourage students to change the way they behave in the sun.
- Sun protection is incorporated into curriculum for all ages
- Teachers are instructed in the importance of sun protection
- Sun protection is actively promoted to students in other ways (e.g. assemblies, workshops, talks)
- Parents are informed of the importance of sun protection

**PROTECTION**

We consider sun protection when planning all outdoor activities from April to September (the sun is most dangerous at this time of year).

**Shade**

- Trees have been planted to provide long-term shade
- Shade structures provide long/short-term shade
- Seats and equipment are moved to shady areas
- Organised activities make use of the shade available

**Timetabling**

Outdoor activities and events are planned outside of 11am – 3pm where possible

In the summer term morning break is extended and lunch breaks shortened to avoid the midday sun

**Clothing**

- Students are encouraged to wear wide-brimmed hats when outside
- Students are encouraged to wear tops that cover their shoulders (vests and strappy tops are

discouraged)

- Students are allowed to wear UV protective sunglasses
- Teachers and assistants also wear suitable hats and clothing

### **Sunscreen**

- Sunscreen is the last line of defence. But it is useful for covering exposed areas of skin when shade and protective clothing are not practical e.g. during outdoor swimming, PE lessons and school excursions.
- Students are allowed to bring in their own personal supply of sunscreen
- Only factor 15+ sunscreen is used in school
- Teachers remind students to reapply sunscreen regularly, particularly at midday
- There is a school stock of sunscreen for pupils who forget/cannot afford their own

At **Netherhall School** we want our staff and students to enjoy the sun safely. We will work with staff, students and parents to achieve this through:

### **Parents can help by:**

- encouraging their family to use sun protection at home
- sending their child to school with a wide brimmed hat
- providing sunscreen for their child to use in school