

#### **4.5 FIRE AND EMERGENCY PROCEDURES**

Please see separate Fire Evacuation and Lockdown Procedures, and Fire Risk Assessment on Sharepoint

- The emergency procedures documents are the responsibility of the Finance and Resources Director
- These must be regularly reviewed and tested (at least once per term)

#### **4.6 SUBSTANCES HAZARDOUS TO HEALTH (COSHH) AND THEIR USE/STORAGE AT SCHOOL**

- Provide a list of the hazardous substances including cleaning materials used
- List of activities where COSHH might apply e.g. cleaning products
- Completing of COSHH Assessments
- Material Safety Data Sheets
- Personal Protective Equipment (PPE) and Clothing
- Storage of hazardous substances and signage.
- The school maintains an asbestos log which is kept and maintained by the Estates Manager

#### **4.7 SECURITY OF PERSONS AND PREMISES**

- Security of Premises:
- Perimeter Fencing/Exterior lighting
- Burglar Alarm
- Use of toughened glass and safety glazing
- Identification of visitors
- Signing In/Out procedures
- Control of Access
- Security Personnel on duty
- Reception/waiting areas
- Security Assessments of premises
- Installation and use of CCTV.

#### **4.8 SAFETY IN KITCHENS**

- Safety of students/employees/kitchen staff
- Food Hygiene
- Responsibility for maintenance of premises and equipment
- Restricted access
- First aid arrangements, including accident/incident reporting
- Safe systems of work
- Lifting and handling of heavy and hot loads, liquids etc
- Safe use of machinery, equipment and appliances within the areas
- Removal of waste
- Pest control
- Use of knives
- Condition of workplace, including floors etc.

#### **4.9 CONTRACTORS AND THE CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS (CDM)**

- Contractors are required to provide completed risk and other assessments including method statements before works are allowed to commence {Construction (Design and Management) Regulations}
- Works are planned well in advance (where applicable) and Health & Safety issues have been addressed
- Contractors are controlled and managed on site
- Contractors are required to address the following:
  - Protection of children
  - Segregation of building works where possible
  - Safe use and storage of any machinery brought onto site
  - Guarding of site and machinery
  - Restricted Access to unauthorised persons including children

#### **4.10 THE SAFE USE OF PESTICIDES**

- Limiting the use of pesticides and where appropriate using environmentally friendly and safer products
- Ensuring that all pesticides used have been approved and have a recognised product number that has been awarded by DEFRA
- Only competent, trained persons, employees etc. are allowed to use and apply pesticides and should hold certificates of competence to that effect and be authorised
- Safe systems of work in place for;
  - Handling and Storage of pesticides
  - Application of Pesticides
  - The use of Personal Protective Clothing and equipment
  - Disposal of surplus and unused Pesticides and containers
  - COSHH Assessments
  - Protection of employees, users, children, public and others.

#### **4.11 ASBESTOS**

- The management of asbestos in the workplace and premises including the identification and marking of known asbestos and its location (asbestos register)
- Monitoring of the condition of known asbestos in the workplace/premises including the removal or encapsulation of damaged unsealed asbestos etc
- When asbestos removals are to take place ensuring that:
  - All work is undertaken and carried out by competent persons
  - Using only HSE approved Asbestos Removal Contractors
  - Records of Asbestos to be maintained at the workplace/site.

#### **4.12 ELECTRICITY AT SCHOOL**

- Ensure all portable electrical appliances are maintained in a safe condition and have been tested by a competent person e.g. electrician



- Logging of all tests on portable electrical appliances in Electrical Appliances Log Book
- Testing of fixed installations by competent persons
- Undertaking daily visual inspections of electrical appliance before use
- Implementing good cable management so as to prevent slips trips and falls and damage to equipment etc
- Providing and using a Residual Current Device (RCD) where applicable.

#### **4.13 EQUIPMENT AND MACHINERY**

- Safe guarding of machines
- Undertaking a Machinery/equipment inventory
- Provide work equipment that is safe and properly maintained
- Safe use of machinery
- Carrying out risk assessments where appropriate
- Providing adequate training for employees on work equipment, machinery etc.

#### **4.14 STORAGE OF FLAMMABLE LIQUIDS AND BOTTLED GAS**

- Containing and controlling the amount held in storage
- Safety and Security of storage of flammable liquids and bottled gas
- Providing a list of what is in storage
- Where and how is it stored
- Who has access and is access restricted to others e.g. students and visitors
- Providing appropriate signage

#### **4.15 SAFETY SIGNS**

- Displayed on each level of the premises, workplace
- Signs comply with current legislation
- Are recognisable and easy to understand.

#### **4.16 SWIMMING POOL**

- Swimming instruction will be by fully qualified instructors who have certificates of the Amateur Swimming Association or the Swimming Teachers' Association. They will be fully competent to affect a rescue from the water and trained in modern methods of resuscitation. An accompanying teacher who has no swimming teaching qualifications may supervise a group of children in the water provided an instructor, qualified as described, is on the poolside at all times and supervising the teacher
- The instructor should be in a position to see all the children all the time and be in a position to carry out any necessary rescue procedures immediately. The instructor should not enter the water except in an emergency
- The group of children under instruction should be counted before and after the session

- It is essential that there are always two adults present at the poolside, both supervising the swimming and one of whom is qualified as described
- Under no circumstances should children who are not fit to swim on that day be allowed to enter the pool
- In the case of children with special educational needs, the class size may need to be reduced to take account of their age, intelligence and experience.

#### **4.17 SPORTS FACILITIES AND ACTIVITIES**

- Equipment and premises - safety of use, clear written guidance and procedures
- Supervision of activities
- Rules for staff and other users of sports equipment and facilities
- Large P.E. apparatus is checked for safety annually. It is overhauled or removed from use as necessary
- Training of employees.

#### **4.18 MANUAL HANDLING AND LIFTING**

- Recognising what needs to be lifted, handled, carried etc. i.e. persons, static loads such as furniture etc
- Identification of suitable persons to carry out the task
- Undertaking Manual Handling Assessments
- Training in correct lifting techniques
- Safe systems of work.

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

- Undertaking DSE Assessments
- Eye tests provision including the cost of basic corrective appliances i.e. spectacles
- Safe place of work, ergonomics including posture considerations etc.

#### **4.20 SAFE USE OF VEHICLES**

- Speed restriction signs displayed
- One-way traffic system
- Segregation of vehicles and pedestrians
- Clearly marked parking bays and areas
- School minibuses and coaches to be fitted with audible reversing alarms
- Care whilst driving especially where children, elderly are present
- Vehicles are road worthy, are taxed, insured and have a valid MOT etc.
- Strictly-enforced rules of travel are applied when using any motor vehicle:
  - Each child is allocated a seat of his/her own
  - Standing is not permitted when the vehicle is in motion
  - Supervising adults will also be seated



- Ensure that drivers on school business have a valid driving licence for the categories of vehicle concerned.

#### **4.21 ACCESS EQUIPMENT AND WORKING AT HEIGHTS**

- Visual inspection of steps, ladders and scaffold before use to ensure safety and integrity
- Access to and work on some areas e.g. roofs and windows will be subject to a separate risk assessment and method of work statement
- Access to equipment, high levels to be restricted to unauthorised and untrained persons.

#### **4.22 GOOD HOUSE KEEPING**

- Clean and tidy premises
- Maintenance programmes and procedures in place to deal with repairs, etc
- Immediate clean-up of spills
- Litter-free zone
- External areas, grounds, play areas and equipment are safe for use
- Promoting and maintaining a safe and healthy working environment.

#### **4.23 COMMUNICATION**

- Providing employees with information about the general duties under the Health & Safety At Work Act and specific legal requirements relating to their work (see Health & Safety Law Poster)
- Employees will be given information about substances, plant, materials, machinery etc. which they come into contact with
- Discussing with contractors before they start work on site, how they plan to do their job, whether they need the organisation's equipment to help them, whether they can operate in segregated areas or when the school is closed down and if not what hazards do they create for employees and vice versa.

#### **4.24 TRAINING**

- Training employees to enable them to work safely and carry out their Health & Safety responsibilities
- Supervising employees as far as necessary for their safety - especially young workers, new employees and employees carrying out unfamiliar tasks.

## Chapter 2 Planning and Implementing

### **5.0 Introduction**

The Board of Governors requires mechanisms to be in place to provide assurance that policy requirements are being introduced, maintained and effectively implemented to provide high standards of environment and safety performance.

### **6.0 Planning To Achieve Performance**

- Managers shall adopt a systematic and planned approach to implementing environment and safety management systems that meet the obligations placed on them. They shall demonstrate high standards of environment and safety performance, based on legislation, the requirements set by the Governors and the environment and safety objectives and targets set by capability requirements. The steps to achieve this are generic with the degree of rigour and techniques applied, shall be proportionate to the risk.
- Risk management requirements shall be set in accordance with the generic principles below and measured for consistency.

### **7.0 Risk Management**

Risk assessments are a key ingredient of a sound Health & Safety policy. The School's approach to environment and safety risk management shall be based on principles of:

- Clear ownership of risk
- Clear delegation of authority
- Proportionate risk management and control measures in accordance with section 8
- Appropriate monitoring, inspection and audit
- Common policies and standards
- Transparency of risks
- Auditable trail of decisions.

### **8.0 Environment and Safety Risk Assessments and Their Management**

- Environment and safety risk assessments are required by law or by specific requirements for workplaces, processes and activities. The responsibility for completing assessments and implementing controls falls to managers and teachers as part of their normal duties. Most risk assessments will be straightforward in nature, concerning workplace risk assessment. However, there may be instances of complex risk where it



will be necessary to request assistance from specialist safety advisors. The outcome of the process shall be the identification and implementation of adequate control measures to minimise harm to people and the environment. Significant residual risks, or where adequate control cannot be achieved, shall be fed into the reporting system for action at the appropriate level.

- The degree of rigour applied by duty holders to the management of environment and safety risks shall be proportionate to the magnitude and complexity of the individual situation. Five steps shall be applied by duty holders to ensure effective management:
  - **Risk Identification** – A variety of mechanisms exist to identify, at all levels, risks to the achievement of objectives and outputs. There must be a clear description of what the activity leading to the risk is and the threat it poses to the objectives and outputs
  - **Risk Assessment** – Identified risks shall be assessed in terms of likelihood of them occurring and the consequences against objectives and outputs. Consideration shall include the potential people affected or the likely extent of environmental damage. This shall be translated into an indication of the relative importance of the risk to enable consistent comparison and prioritisation
  - **Risk Management** – For effective management of the risk, an owner, with the authority to determine the degree of mitigation they wish to apply to ensure the tolerability of the risk, shall be identified
  - **Risk Reporting** – The risks identified details of the owner and control measures in place shall be compiled on an environment and safety risk register. Risks requiring further mitigation shall be included in relevant task
  - **Risk Review** – Mitigation measures must remain effective; if they become degraded the likelihood of the risk coming to fruition will increase. To prevent this, managers shall assure themselves periodically that mitigation measures remain proportionate and effective.

## 9.0 Objectives

- The results of the external audit form the basis of the plan whereby required actions are prioritised and implementation is managed and monitored by the Health & Safety Committee and reported to the governors
- In addition every department head is responsible for Health & Safety in their area and department and also for raising any significant issues through the management structure and the Health & Safety Committee such that all items to be addressed are prioritised and converted into an action plan

## 10.0 ACTION PLANS AND TASKS

- As described above issues to be addressed are identified and prioritised and converted into action plans which are managed and monitored by the Health & Safety Committee
- This will also include any issues that emerge from departmental risk assessments as well as risk assessments carried out for specific purposes or areas
- It is a key role of the Health & Safety Committee to ensure that proper processes are being undertaken so that all items that are required to be addressed are actioned in a prioritised manner and completed within a reasonable period of time according to their level of priority.



## Chapter 3 Measuring Performance

### 11.0 MEASURING PERFORMANCE

- It is essential that effective mechanisms exist to feedback performance information for review in the continuous improvement cycle. Effective feedback is to be encouraged to ensure that environment and safety policies, standards, arrangements and regulations remain effective and that opportunities for improvement are identified and taken.
- All school departments shall measure how effectively environment and safety requirements have been implemented and risks are controlled across their area of responsibility to contribute to the school picture. This shall include how well the environment and safety culture is being developed and the currency of standards and best practice. There are a wide range of techniques that can be applied to measuring performance. These fall into two broad categories; active and reactive. The techniques outlined below shall be considered as the basic minimum for application.

### 12.0 ACTIVE MEASUREMENT AND MONITORING

- Active Measuring techniques give feed-back on performance before accidents, incidents or ill health occur and provide a firm basis for decisions to be made about improvements in risk control and the environment and safety management system. They are aimed at monitoring the design, development, installation and operation of management arrangements, risk control strategies and workplace precautions.
- The key to effective active measuring is the quality of plans, performance standards and specifications that have been established to provide a yardstick against which performance can be measured. Techniques employed shall be proportionate to the department hazard and risk profile. Active measuring techniques employed by the School are to include:
  - Routine procedures to monitor achievement of specific objectives and targets contained in management or action plans (e.g. quarterly or monthly reports or returns).
  - Periodic examination of returns and records by the Health & Safety Committee to check that systems relating to the promotion of the environment and safety culture are complied with. Other periodic examinations will be through regular review of management performance; risk assessment and recording of training needs and delivery of suitable training.

- The systematic inspection of premises, plant and equipment by teachers, supervisors, maintenance staff, management, safety representatives or other employees to ensure the continued effective operation of workplace precautions and any operating constraints.
- Environmental monitoring and health surveillance to check the effectiveness of health control measures and to detect early signs of harm to health.
- Systematic direct observation of work and behaviour by first line management to assess risk control strategies and associated procedures, rules and constraints, particularly those directly concerned with risk control using observational checklists.
- The operation of audit systems relating to environment and safety.
- Compilation and consideration of regular reports on environment and safety performance by the Health & Safety Committee, to include progress against the relevant risk registers.

### 13.0 REACTIVE MONITORING

- Reactive measuring techniques and systems are triggered after an event and provide opportunities for the School to check performance, to learn from mistakes and to improve the environment and safety management system and risk control. Where appropriate, this feedback shall be reported to the relevant regulators. The results of reactive measurement entered on our Accident and Incident Management system shall be used to identify trends, areas of specific weakness and information relevant to claims against the School. The Health & Safety Committee will evaluate available information and data on accidents, incidents, occupational ill health and other evidence of deficient environment and safety performance.
- Reactive measurement techniques to be employed include:
  - Accident and incident reporting and recording to cover all environment and safety related incidents
  - Ill health data where related to occupational causes
  - Claims data, including claims settled with payment



- Reporting the outcomes of accident and incident investigations conducted
- Inspection reporting
- Details of enforcement action from external regulators, including improvement and prohibition notices and, where relevant, prosecutions.

## Chapter 4 Audit and Review

### 14.0 AUDIT

- Audit is an essential part of the School's environmental and safety management system. A useful definition of audit in this context is "the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total environment and safety management system and drawing up plans for corrective action". It, therefore, involves making judgements about the adequacy of performance. Audit shall aim at establishing that:
  - Appropriate management arrangements are in place and effective
  - Adequate risk control systems exist, are implemented, and consistent with the hazard profile of the organisation
  - Appropriate precautions are in place and effective
  - Audits will be conducted by external consultants every 3 years
  - In addition, the Health & Safety Committee will carry out such sample testing as is required in order to ensure that actions being undertaken to address the prioritised list per the action plan are proper and valid

### 15.0 REVIEW

- Reviewing is the process of making judgements about the adequacy of performance and taking decisions about the nature of the actions necessary to remedy deficiencies and maintain continuous improvement. Internal reviews of performance shall be undertaken at all levels within the school. Information may be taken from the activities undertaken to measure performance, including the outcomes of audits and more informal assurance. Review of performance against targets, objectives and performance indicators must consider how well the School is achieving the performance levels that it has set itself at all levels.
- Review shall also consider progress in management of the School's environmental and safety risks. The feedback of information on successes and failures shall be a continuous process, including identification of remedial actions, shortfalls in policies, standards, arrangements, etc and for revision of objectives and targets.



## Chapter 5 Glossary of Health & Safety Terms

<b>Accident</b>	An undesired event resulting in death, injury, damage to health, damage to property or other form of loss
<b>Allergen</b>	Substance causing an allergic reaction in a person who is sensitive to that substance
<b>Appointed Person</b>	A person who has been nominated to take charge in the event of an accident or illness (and support designated first aiders if present) and has been trained in basic lifesaving first aid techniques (See Designated Person)
<b>Approved Code of Practice</b>	A code of practice, associated with specific regulations that has been approved by the Health & Safety Commission. A Code of Practice is seen as the accepted standard and can be used as evidence in a court of law. It is not mandatory to follow a Code of Practice but, to be acceptable; any alternative must be demonstrated to be of equal measure or better.
<b>Asbestos</b>	Hydrated magnesium silicate in fibrous form
<b>Carpal Tunnel Syndrome</b>	A chronic disorder of the hand and wrist possibly resulting from repetitive work involving repeated wrist flexion or extension
<b>Chronic</b>	Occurring over an extended period of time
<b>Code of Practice</b>	Rules established by regulatory bodies or trade associations, which are intended as a guide to acceptable behaviour. As such they do not have the force of law behind them
<b>Common Law</b>	Source of law that is not written in statute but which has been developed through judicial precedent. A breach of common law could result in a criminal offence or a civil action for damages.
<b>Competent Person</b>	A person who is appropriately trained, qualified, experienced and skilled to undertake specific Health & Safety duties without risk to their own safety or that of others

<b>Compliance</b>	The act or process of fulfilling requirements
<b>Control of Substances Hazardous to Health</b>	Regulations promoting safe working with potentially hazardous chemicals
<b>Designated Person</b>	A person who has been designated as a first aider at work and has been trained to have the knowledge and confidence to deal with any first aid emergency (See Appointed Person)
<b>Display Screen Equipment</b>	Any alphanumeric or graphic display screen regardless of the process employed to display the information. Typical examples include computer monitors and microfilm viewers
<b>Employment Medical Advisory Service</b>	Part of the Health & Safety Executive, offering advice on work related health issues and on people with health problems returning to work.
<b>Ergonomics</b>	The application of information about human characteristics to design applications, e.g. equipment, tools, work tasks, with the aim of improving safety and efficiency
<b>Fatigue</b>	Transient reduced ability to work as a result of previous activity, resulting in reduced efficiency
<b>Fires</b>	<p><b>Class A</b> - Fires in ordinary combustible materials such as wood, cloth, paper, etc.</p> <p><b>Class B</b> - Fires in flammable liquids and liquefiable solids or electrical fires</p> <p><b>Class C</b> - Fires involving gases.</p> <p><b>Class D</b> - Fires involving combustible metals such as potassium or sodium</p> <p><b>Class F</b> - Fires involving cooking oils or fats</p>
<b>Fire Prevention</b>	Precautions designed to avoid an outbreak of fire, reduce the potential for fire to spread and safeguard persons and property in the event of fire
<b>Flammable Gas</b>	Gas that when mixed with air forms a flammable mixture at ambient temperature and pressure



<b>Flammable Liquid</b>	Liquid with a flashpoint below 100°F (37.8°C)
<b>Flammable Solid</b>	Solid that is liable to cause fires through friction, absorption of moisture, etc. or which can be readily ignited
<b>Flash Point</b>	The lowest temperature at which a flame will propagate through the vapour of a combustible material
<b>Freezing Point</b>	Temperature at which a liquid becomes a solid, at normal atmospheric pressure
<b>Glare</b>	When a portion of the visual field has a significantly higher luminance than its surroundings, resulting in reduced contrast
<b>Good Practice</b>	HSE Definition: Those standards for controlling risk which have been judged and recognised by the HSE as satisfying the law when applied to a particular relevant case in an appropriate manner. (See Best Practice)
<b>Hazard</b>	Potential for harmful effects
<b>Health &amp; Safety Executive</b>	Organisation responsible for proposing safety regulations throughout the UK. It is responsible for enforcing, statute, regulations, approved codes of practice and guidance.
<b>Improvement Notice</b>	A statutory notice that is issued by an authorising body such as Health & Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of statute. It states that an offence has been committed, what action needs to be taken, the reason for the action and the time deadline by which it must be taken.
<b>Incident (or Near Miss)</b>	A generic term for those events that do not cause harm but which might have done so under different circumstances

<b>Irritant</b>	A substance that produces inflammation when it makes contacts with the skin, eyes, nose, or respiratory system
<b>Liquid Petroleum Gas</b>	LPG consists of commercial Butane, Propane or a mixture of the two. Major hazards are fire and explosion, though asphyxiation is also a danger in low lying areas due to LPG being heavier than air
<b>Manual Handling Operations</b>	Tasks that require a person to exert force in order to lift, lower, push, pull, move, carry, hold or restrain an object
<b>Material Data Safety Sheet</b>	Contain information on the hazards associated with a chemical, along with guidance on its safe use
<b>Near Miss</b>	See "Incident"
<b>Negligence</b>	Can be either the omission to do something that a reasonable person would do when guided by those considerations that ordinarily regulate the conduct of human affairs, or the commission of some act that a prudent and reasonable person would not do.
<b>Permit to Work</b>	Formally delivered criteria for control/risk reduction when undertaking pre-planned work that is hazardous, either because of its location or the nature of the activity.
<b>Policy</b>	A statement of an organisation's strategy for achieving a safe and healthy working environment and the responsibility, organisation and arrangements for pursuing and implementing the strategy
<b>Preventive Maintenance</b>	Maintenance (including inspection, cleaning, and repair) of equipment on a regular basis that is sufficient to prevent unplanned failure
<b>Prohibition Notice</b>	A statutory notice that is issued by an authorising body such as Health & Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Officer on discovery of a breach of



statute that presents a risk of serious personal accident. The effect of the Prohibition Notice is to stop the activity from starting or to cause it to cease if it has already started.

<b>Regulation</b>	A statutory device made under a general provision that is contained in an act of parliament. Regulations themselves are approved by parliament and are generally absolute legal standards.
<b>Residual Current Device</b>	An electrical safety device that constantly monitors the electric current flowing through a circuit. If it senses a loss of current where electricity is being diverted to earth (as might happen if a person touches a live conductor), it rapidly shuts down the power.
<b>Risk</b>	A quantifiable expression of the likelihood of injury or harm resulting from a hazard
<b>Risk Assessment</b>	A formal estimation of the likelihood that persons may suffer injury or adverse health effects as a result of identified hazards
<b>Risk Management</b>	The introduction of change or control measures with the intention of eliminating or bringing the level of risk associated with a hazard within acceptable limits
<b>Safe System of Work</b>	A method of working designed to eliminate, if possible, or otherwise reduce risks to Health & Safety
<b>Safety Culture</b>	A general term for the degree to which the culture of an organisation promotes and cooperates with safe and healthy work practices
<b>Self-Assessment</b>	Assessments performed by individuals (or organizations) to determine how safely they are working and meeting their health & safety responsibilities toward themselves and others
<b>Sensitizer</b>	Substance that may cause a person to develop an allergic reaction after repeated exposure
<b>Stress</b>	That which might result when an event or situation places increased demand on a person's mental or emotional

resources. Sources of stress may arise from domestic or social situations as well as occupational circumstances.

The individual's response to such situations can lead to Health & Safety related problems such as depression, cardiovascular disease, musculo-skeletal disorders and an increased tendency to be accident-prone.

**Ventilation**

Movement of air, usually associated with the introduction of fresh air

**Workstation**

The combination of equipment items that a user requires to fulfil their allotted tasks. In Display Screen Equipment terms, the components might include: desk, chair, computer monitor, keyboard, processing unit and such ancillary equipment as required by the work, such as document holder or telephone.