



THE MULBERRY HOUSE SCHOOL

staAll Mulberry House School Policies are always to be read and considered in conjunction with the Equal Opportunities, Written Risk Assessment Policy Safeguarding Policy, Race Equality and Inclusion Policies

HEALTH AND SAFETY POLICY

This Policy of Mulberry House School applies to all sections of the school including the Early Years Foundation Stage. Please read this policy in conjunction with the Written Risk Assessment Policy, Child Protection (Safeguarding) Policy, E-safety policy, Medical Policy and Confidentiality policy.

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This policy is written with regard to the DfE Guidance Health and Safety: Advice on Legal Duties and Powers (Feb 2014) and The Health and Safety at Work Act (1974), Standards for school premises (March 2015) and Health and Safety: Responsibilities and duties for schools (2018).

Bethan Lewis-Powell, the proprietor, takes overall responsibility for Health and Safety at The Mulberry House School. The proprietor ensures that relevant Health and Safety Laws are complied with the drawing up and effective implementation of this policy.

It is the policy of The Mulberry House School:

- ◆ To create an environment and to encourage ways of working which will ensure the safety of children, employees and all other persons who come onto its premises and grounds.
- ◆ That all staff are responsible for the children under their care. They also have a responsibility to work in a way that will ensure the health and safety of themselves and all other persons with whom they come into contact.
- ◆ That all matters concerning health and safety should be brought to the attention of the Headteacher, Victoria Playford immediately.
- ◆ That staff are to familiarise themselves with the points below and be aware of them on a day-to-day basis.

Operations Plan

The Mulberry House School aims to provide the highest standards of care and a stimulating early learning environment, which is tailored to each individual child's. We adhere to Ofsted Regulations and DfE regulations in which ISI inspects for suitable premises and responsible persons.

We provide a place for a child to develop a strong sense of belonging and to build their self-esteem and confidence through encouragement to reach their full potential socially, physically and intellectually.

It is our aim to employ qualified staff with a high regard to their own professionalism, who wish to continue their personal and professional development through inset courses plus continually updating their skills and keeping abreast of new ideas and developments. We carry out annual performance reviews, which enable us to identify ongoing training requirements as well as regular progress reviews and staff meetings.

The staff are deployed to cover the correct ratios in each area of the school to ensure that the children's needs are fully met, their safety and security is of paramount importance. To ensure correct ratios are met we employ bank staff that we can call



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on to cover staff sickness. The bank staff are team members who participate in further training, staff meetings etc.

Our school is divided into age groups, each area of the building catering for specific needs with appropriate equipment and facilities to promote children's independence, confidence and intellectual growth. We regularly evaluate our practices and make adjustments where necessary. We often have visitors to give of their expertise; it is our practice to group the children differently in these instances to accommodate this additional activity.

Fire

- ◆ The safe evacuation of the building is of primary importance.
- ◆ Entrances and exits are to be kept clear for free access.
- ◆ If it is necessary to lock outside doors, this must be done from the inside by means of bolts (not by locking with keys).
- ◆ Fire doors must be kept closed unless they are held open by magnetic switches linked to the integrated smoke detection and fire alarm system.
- ◆ Do not dry or store anything on the boiler or in the boiler room - it is a fire hazard.
- ◆ No combustible materials should be left in hallways or on stairs.
- ◆ Fire appliances: familiarise yourself with the location of these and the instructions for use.
- ◆ The Mulberry House School will carry out fire drills after carefully assessing the fire safety and the impact on the means of escape. Our assembly points have been reviewed and alternative suitable arrangements are in place in accordance with the revised fire risk assessment, ensuring class groups evacuate together. Responsible persons should be able to show that all personnel are aware of what to do in case of fire during this period.
- ◆ Fire Drill: familiarise yourself with this. They are attached at the back of this document and displayed in each room in the school. Fire Drills are carried out termly, once for morning children and once for afternoon children.
- ◆ Fire Tests: are carried out weekly, before the school day starts, to ensure all call points are working adequately. Please do not evacuate in this circumstance.

Electrical Appliances

- ◆ Any faults must be reported to the Headteacher immediately. If in doubt, do not use anything electrical if you think it might be dangerous.



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- ◆ Unplug computers and any other equipment when it is not in use.
- ◆ Take care with electrical leads that they do not trail in such a way as to be dangerous.
- ◆ Do not place anything containing water on top of electric equipment.
- ◆ Electrical points must always have safety covers intact. Please inform the health and safety officers should this not be the case.
- ◆ The person in charge of each floor must check before leaving that all lights are off, plugs are out of sockets, sockets covers have been replaced (except where marked) and doors and windows are secure.
- ◆ All items are PAT tested annually by a competent person.

Defects to the building

Report these immediately to the Headteacher so that they can be made safe and repaired.

Outdoor play space

- ◆ Side gates of the First School are kept closed, using high level bolts and latches at all times, but not locked.
- ◆ The Mulberry House School will review the children's access to the playgrounds, ensuring a distance will be maintained if the Coronavirus is considered a risk again. Following our new timetables, groups could be kept apart and movement around the school site kept to a minimum if we develop cases on-site
- ◆ Playground gates at Second School to be kept closed at all times.
- ◆ There must be adequate staff supervision while children are out at play. Staff should be positioned around the playground. One member of staff should always be near the adventure house.
- ◆ The playground is checked daily for broken glass, fouling by animals, etc.
- ◆ Playground, front steps and ramp way are swept daily.
- ◆ In the First School, children on bikes should play on the paved areas, leaving the artificial surface for children engaged in other activities.
- ◆ Sweep sand up regularly to prevent slipping.
- ◆ Surfaces jet washed regularly. Please inform the maintenance person should this need doing immediately.



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Equipment

- ◆ Since the COVID-19 Pandemic The Mulberry House School has introduced an enhanced cleaning schedule around the school.
- ◆ Spills to be mopped up quickly.
- ◆ Toys should be picked up off the floor to prevent the risk of tripping over them.
- ◆ Sweep sand up regularly to prevent slipping.
- ◆ Playdough and plasticine to be renewed regularly.
- ◆ Sift sand for dust and dirt regularly.
- ◆ Change water daily. Cold water should be put in before hot.
- ◆ Any wallpaper paste used to thicken paint should be free of fungicide.
- ◆ Check all toys are in good condition. They should not be dangerous and should not have small parts that can be 'popped' into mouths, ears and nostrils.
- ◆ Wash dressing-up clothes regularly.
- ◆ Check outside toys are safe and there are no splinters, missing screws or bolts.
- ◆ Wash cushion covers regularly.
- ◆ Wash dolls' clothes regularly.

Storage

- ◆ Tables, chairs and equipment are to be stacked and stored safely.
- ◆ Ensure articles on shelves are safe and cannot topple.
- ◆ In the First School, the cleaner's cupboard, under the stairs, and the boiler room should be locked at all times.
- ◆ Any substances which might be harmful to children must be kept locked away.
- ◆ Screw on tightly the tops of containers.

General Tidiness

The premises both inside and outside must always be kept as tidy as possible to reduce the risk of accidents.



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Educational Visits Policy

- ◆ Pre-visits to the place to be visited should be made and a risk assessment carried out. Risk Assessments should be given to the Health and Safety Postholders and Headteacher prior to going on the trip. A copy of the risk assessment should also be given to each adult on the outing prior to going.
- ◆ The parental responsibilities form should be given to all parent helpers one week before going on the trip along with the risk assessment. Any questions should be addressed with the Health and Safety Postholders in advance of the trip.
- ◆ The teacher/pupil ratio is 1:4 for under 5's. 1:5 for Prep Children and then 1 to 10.
- ◆ At least one member of staff should have a Paediatric First Aid certificate.
- ◆ The travel first aid box should always be taken.
- ◆ Emergency medication such as Auto-injectors/Epipens and inhalers should be taken where necessary.
- ◆ Medical details and emergency contact numbers should be taken for all children.
- ◆ Any special dietary requirements should be met in relation to packed lunches.
- ◆ No child should be taken on a trip without a signed parental consent form.
- ◆ The school mobile phone should be taken and held by the lead teacher at all times.
- ◆ The Mulberry House School consult the health and safety guidance on educational visits for advice on undertaking risk assessments to ensure educational visits can be done safely. As part of this risk assessment, the school will consider what control measures need to be used taking in consideration different risks such as staffing, safeguarding, pupil wellbeing and ensure they are aware of wider advice on visiting indoor and outdoor venues.



Children

- ◆ In or out of the building, children must be supervised at all times.
- ◆ Special care should be taken when children are using apparatus, e.g. outside play equipment.



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- ◆ Children must be escorted from room to room by staff and to lavatories.
- ◆ When going up and down stairs, one member of staff should be at the front, one at the back of the line and remaining staff spread along the line.
- ◆ Children should be encouraged to walk calmly about the building at all times, not run.
- ◆ Check shoelaces and buckles are done up.
- ◆ Ensure hands are washed after art/craft activities, toileting and before eating.
- ◆ Children are not allowed in the kitchens.
- ◆ Registers must be kept accurately. The presence of a child should be recorded as soon as he or she arrives. The register should be totalled immediately.
- ◆ Records should be made in ink. Please do not make alterations by erasing any original entries.
- ◆ Children must only be allowed to leave the school with a known and 'named' adult. If staff do not recognise the adult who has come to collect a child, they must politely explain the school policy and ask the person to wait while they check whether the school has received written permission for the collection. If the person is not on the collection list, the school must ring the parent immediately to obtain consent via email. (please see Arrivals and Departures Policy).

Missing Child:

Children being children, they are not always where they should be, or where you expect them to be. Rarely is this anything other than the child having moved unexpectedly, but staff need to establish a procedure to ensure that the child is located as quickly as possible. In our school this procedure is as follows:

1. The senior member of staff present arranges for the other children to be gathered together and a register taken. The sign out register must be checked for collection of child.
2. Enquiries are made of any other adults in the vicinity.
3. The surrounding area is checked to see if the child can be located in particular areas, such as toilets, cupboards or other areas of a size capable of hiding a child.
4. If after 10 minutes of thorough searching the child is still missing the teacher in charge/Headteacher/ Senior Deputy Headteacher must be informed.



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5. The teacher in charge/Headteacher/Deputy Headteacher will then inform:
 - a. The police and/or any other appropriate emergency service
 - b. The parents/carers of the child
 - c. Local Education Authority (Camden): 020 7974 4444
6. While waiting for the police and the parents to arrive, searches for the child will continue.
7. During this period, other teachers will maintain as normal a routine as is possible for the rest of the children.
8. The senior members of staff will be responsible for meeting the police and the missing child's parents. They will also coordinate any actions instructed by the police and attempt to comfort and reassure the parents.
9. An Incident Report form must be completed by all witnesses and signed within 2 hours of the incident.

The teacher in charge must keep in mind at all times, and act upon, the primary principle laid down in the Children Act – **the welfare of the child is paramount. 2.4**

In the event of a member of staff fearing that a child has gone missing off the school premises:

1. The teacher in charge must ensure the safety of the remaining pupils.
2. At least two adults should immediately start searching for the child.
3. The adult in charge of the visit should contact the school to alert them
4. If the child is not found within 5 minutes, the teachers in charge must contact the police by telephoning 999. The teacher in charge should alert the school that the police have been contacted and the school will make arrangements to notify the parents, after which the procedures described above will be followed.

Visitors

Any adults whom staff do not recognise should not be allowed to enter the school. Usually the secretary will open the door to callers. Do not open the door for casual callers but inform the secretary of their presence. If the secretary is absent, ask the Senior Teacher to ascertain the caller's business. If they do not have an appointment, ask them to wait outside and inform the Headteacher. If they do have an appointment, please escort them to the Headteacher. The Visitors' Book in the entrance hall must be signed and each visitor given a badge. Each visitor must also be made aware of our fire evacuation procedure upon entering the school and supervised whilst onsite.



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Staff

- ◆ Smoking and alcohol is not allowed on the premises.
- ◆ Mobile phones are not to be used in the school at any time.
- ◆ Staff leaving premises at lunchtime or during the course of the day must inform the Deputy Headteacher of their departure and return. In the event of fire, it is vital to know who is in the building.
- ◆ Handbags and shopping, which often contain potentially dangerous contents, should be kept in the staffroom, even at the end of the day.
- ◆ Do not leave mugs of hot drink within reach of children. Use mugs with lids when near children.
- ◆ Hygiene is extremely important throughout the school, including the kitchen and staff room. Standards must be kept as high as possible. It is the responsibility of all staff to maintain standards. The policy is 'clean as you go'.
- ◆ Familiarise yourself with the kitchen health and safety guidelines. They are displayed in the kitchen.
- ◆ It is essential to wash hands before handling food and after using the lavatory.
- ◆ When moving and handling heavy objects, bend at the knees, keep back straight and ask for assistance when necessary.
- ◆ Do not stand on tables or chairs to reach high objects. Always use a stepladder of 'elephant foot' and ensure it is fully opened.

Accidents

STAFF MUST BE ALERT AT ALL TIMES TO THE POTENTIAL DANGERS OF ANY SITUATION IN ORDER TO PREVENT ACCIDENTS.

- ◆ The main first aid box and travel first aid box are located in the office.
- ◆ All first aid kits are accessible within each class and all staff are made aware of where this is located when joining the school.
- ◆ A list of the appointed first aiders is displayed on the parents' notice boards and at the end of Appendix E.
- ◆ All first aid to be administered by designated 'first aiders'.
- ◆ Accidents should be reported immediately to the teacher in charge of the year group and the Headteacher. The teacher in charge of the year group will then inform the parents or person who collects the child.



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- ◆ Accidents to staff or children must be recorded in the books kept by each class. Entries should be made in ink and contain the following information:
 - ❖ Name
 - ❖ Time
 - ❖ Date of event
 - ❖ Summary of event
 - ❖ Any action taken
 - ❖ Signature of responsible person
 - ❖ Signature of parent/carer.
- ◆ Parents should be shown the accident book and asked to sign it when they come to collect the child (on the day the accident occurs).
- ◆ If a person other than the parent collects the child make them aware of the accident and record it on the accident form at the time of the conversation. It is important that you still call the parents to make them aware of what has happened. Record this phone call on the form and get the parents to sign the form the following day.
- ◆ 'First aiders' must wear disposable plastic gloves when treating children with cuts/nosebleeds.
- ◆ Treatment for minor accidents only should be given. If an accident is more serious, a child should be moved to hospital. See 'Emergency Accident Procedure' below.

Emergency Accident / Sickness Procedure

- ◆ If a sudden emergency should arise, the child must be taken to hospital as soon as possible.
- ◆ Notify the Headteacher or Deputy Headteacher who will call for an ambulance – dialling 999.
- ◆ Photocopy the child's emergency information form. Senior Teachers will gather a report of what happened and where necessary use the CCTV to verify events. Once an incident has happened staff should fill in the accident book immediately and the incident form where more detail may be required such as drawing a floor plan.
- ◆ Be sure that the person accompanying the child to hospital has these notes and can give an accurate account of the accident and the child's condition.
- ◆ The ambulance driver will contact the hospital en route.



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(A copy of this emergency accident procedure is kept on the office notice board and in the staff room.)

Sickness – Children

If a child presents symptoms of COVID-19 and is awaiting collection, they should be moved, if possible, to the 2nd School staffroom where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

- ◆ Sickness - only in the case of minor sickness should the child be kept at the school. Otherwise the parent or other responsible person should be informed and asked to collect the child. Plastic or disposable gloves must always be worn when dealing with sickness or diarrhoea. Children should be off school for 48 hours if they are suspected to have diarrhoea or sickness.
- ◆ Medicines are administered by the Medical Carer, only if prescribed by a doctor. Please refer to the Management of Medicines policy.

Sickness – Staff

If a member of the staff presents symptoms of COVID-19, she/he will be asked not to attempt to work following the NHS guidance.

- ◆ Staff sickness on the school premises should be brought to the attention of the Headteacher.
- ◆ Staff sickness off school premises - inform the Headteacher as soon as possible and refer to the sickness policy document.

Staff suggestions for the improvement of health and safety are welcomed and in the light of these and other considerations this document may be amended from time to time.

This Policy also incorporates;

- Part 1** The Statement of Intent - the commitment to the health, safety and welfare of employees and of other users of the premises



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- Part 2** The Organisation - the roles and responsibilities in the management structure for Health and Safety
- Part 3** The Arrangements - the policies and procedures through which Health and Safety standards are set and implemented
- Part 4** The Appendices - detailed information underpinning the Arrangements



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PART 1 - STATEMENT OF INTENT

Statement of Intent

We, the proprietor and directors of Mulberry House School, employer of the staff who work in the School, recognise and accept my responsibility in providing a safe and healthy environment for the staff employed in the School, for the children attending the School and for others, visitors and contractors, who come on to the premises.

We will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance, etc made under this legislation. To this end, we employ the services of a Health and Safety Consultant to advise us and our staff on all related matters and to provide the School with up-to-date information in relation to its Health and Safety responsibilities.

Each and every member of staff must recognise that, under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling their duties under the Act and supporting legislation as well as under the School's Health and Safety Policy.

The Organisation and Arrangements through which we*, the proprietor, the directors, the School Management and staff aim to fulfil the requirements are set out in the following pages. It is a requirement that all members of staff read this Policy and sign that they have done so.

This Statement of Intent will be displayed in the staffrooms and the entrance lobbies.

Signed: Proprietor

Signed: Director

Signed: Director

Dated: September 2023

To be reviewed: September 2024

* Henceforward to be referred to, in all capacities, as the "proprietor"



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PART 2 – ORGANISATION OF HEALTH AND SAFETY

Persons responsible for Health and Safety Management

The Proprietor ensures that relevant health and safety laws are complied with by drawing up and effective implementation of this health and safety policy. The Headteacher and management team have the day-to-day responsibility for management health and safety risks effectively. their implementation.

The Senior Teachers are responsible to the Headteacher for identified pupil, curriculum, staff and other Health and Safety matters.

The Health and Safety Postholders (HSP) one each in the 1st and 2nd Schools, who are responsible to the Headteacher for identified pupil, staff and other Health and Safety matters (Fire Drills, etc).

The Maintenance Person who is responsible to the Headteacher for general premises Health and Safety matters.

The School Management employs the services of an independent Health and Safety Advisor.

Dissemination of Health and Safety Information, Instruction and Training

Health and Safety will be a standing item on the agenda of all routine management and staff meetings.

Reports will be made available to all members of staff insofar as they affect their Health, Safety and Welfare and as required under the Health and Safety (Consultation with Employees) Regulations 1996.

Any urgent information will be presented to staff at a specially convened meeting, circulated by note and/or displayed on the staff notice board; otherwise it will be presented in the routine meeting.

Members of staff are encouraged to bring Health, Safety and Welfare matters to the attention of the Headteacher or other Responsible Person.

All staff receive cascade Health and Safety training from the Health and Safety Potholder on induction (See APPENDIX G)



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Audit and Inspection Schedule

Audits will take place every year.

Inspections will take place as follows:

Term One: Half term inspection by health and safety post holders

Term Two: Half term inspection by health and safety post holders

Term Three: Half term inspection by health and safety post holders

The H&S Postholders will carry out inspections at times agreed with the Headteacher using the H&S Workplace Checklist (see APPENDIX P) each term.

A copy of the inspection will be recorded, filed with the Health and Safety documents and accessible to all staff.

Roles of the Headteacher

Strategic

- ◆ To provide Health and Safety leadership and explain expectations and how the organisation and procedures will deliver them. These will primarily be achieved through the annual review of the Health and Safety Policy and termly meetings with the health and safety post holders.
- ◆ To daily manage the health and safety risks effectively.
- ◆ To ensure all relevant management decisions reflect the Health and Safety intentions as articulated in the Policy statement.
- ◆ To encourage active staff participation in improving Health and Safety.
- ◆ To consult with staff and involve them in the Health and Safety management system of the School.
- ◆ To keep herself informed of, and be alert to, the relevant Health and Safety Risk Management issues of the School.
- ◆ To ensure that the Health and Safety Policy reflects the current management priorities.
- ◆ To keep herself informed of significant failures and outcomes of investigations (e.g. accidents, near misses).
- ◆ To ensure that Health and Safety Risk Management systems are in place and remain effective.
- ◆ To ensure there are the necessary staff competences and resources.



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Management

- ◆ To pursue the aims of the School in respect of Health, Safety and Welfare.
- ◆ To ensure the implementation of the Health and Safety policy, to ensure that all members of staff are aware of its contents, and to revise it as necessary.
- ◆ To manage the health and safety risks effectively.
- ◆ To be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level.
- ◆ To take appropriate action to remove or reduce potential hazards.
- ◆ To take note of Health and Safety bulletins, instructions, etc., issued from time to time, and to ensure that where required these are distributed and to maintain a file of all such material which is readily accessible to all employees.
- ◆ To keep an up-to-date list of all safety representatives in the School, both teaching and support staff.
- ◆ To be readily available to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions.
- ◆ To receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time.
- ◆ To ensure that the School is subject to a health and safety inspection at least once in every term.
- ◆ To ensure that materials and equipment purchased are safe and without risk to health when properly used.
- ◆ To ensure that the circumstances of accidents are properly examined and recorded, and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence.
- ◆ To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect those in occupation.
- ◆ To monitor the implementation of the recommendations of the annual Health and Safety Inspection Report and the annual Audit and Inspection Report.

Role of the other Responsible Persons

(Senior Teachers/H&S Postholders/Bursar/Maintenance Person)

- ◆ To take appropriate local action to remove or reduce potential hazards and to avoid ill-health arising from work activities.



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- ◆ To receive reports of hazards from users of an area and to take steps, so far as reasonably practicable, to remove or reduce them.
- ◆ To report to the Headteacher cases where their normal executive authority does not allow them to deal effectively with a hazard or where there is any doubt as to the practicability of a proposed solution and where necessary, to take appropriate short term measures to maintain safety pending rectification.
- ◆ To ensure that accidents are reported in accordance with instructions when so directed by the Headteacher, to establish the facts of any accident.
- ◆ To inspect their area of responsibility at least once in every term with a view to identifying potential and actual hazards and to assess the effectiveness of the local hazard reporting system and any other arrangements in line with the school risk assessment.
- ◆ To ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary.

Role of Safety Representatives

Section 2(6) of the Act provides:

“It shall be the duty of every employer to consult any such representatives i.e. safety representatives of recognised trade unions (and duly elected representatives from the staff) with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of employees, and in checking the effectiveness of such measures”

The Regulations on Safety Representatives provide that they shall have the following functions:

- a) to investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his/her attention by the employees (s)he represents) and to examine the causes of accidents at the workplace;
- b) to investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- c) to make representations to the employer about matters arising out of sub-paragraphs (a) and (b) above;
- d) to make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace;
- e) to carry out inspections in accordance with the regulations;



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- f) to represent the employees, he/she was appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority;
- g) to receive information from Inspectors in accordance with the Act;
- h) to attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.

(“Workplace” in this respect meant the place or places where the employees represented by the safety representative work or frequent in the course of their work. There is no legal right of access to premises or parts of premises handed over to contractors for work.)

Notification of Safety Representative Appointments

Recognised Trade Unions should notify the School of the details of all safety representative appointments. The School will maintain a record of them. The Key Manager will be notified of appointments that concern the School.

In accordance with the *Health and Safety (Consultation with Employee) Regulations 1996*, the School Management will advise all staff of their right to be consulted on health and safety matters and will enable them to elect staff Health and Safety representatives.

Time off and Facilities for Safety Representatives

The School will provide time to enable safety representatives to carry out the duties set out above. It will also grant time to enable any Safety Representative to receive health and safety training.

Reference the *Safety Representatives and Safety Committees Regulations 1977* and the *Health and Safety (Consultation with Employee) Regulations 1996*.

Duties and Responsibilities of Employees

- ◆ Section 7 of the Act places a duty on all employees while at work to take reasonable care of themselves and anyone who may be affected by their acts or omissions. They also have a duty to co-operate with the School management in the interests of health and safety, e.g. fire drills, first aid, etc.
- ◆ Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.



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- ◆ Breaches of the Act are criminal offences. In the event of prosecution, the onus of proving that something was not reasonably practicable in the circumstances is placed on the defence. Failure to comply with Codes of Practice issued under the Act raises a presumption that a related safety requirement was not complied with. The School, employees, suppliers of goods and services and (so far as section 8 is concerned) members of the public are all subject to the Act.
- ◆ It is important to note that the degree of care, which is reasonable in any circumstance, will be greater where persons of more than usual vulnerability are concerned. This must be borne in mind where pupils, and employees have disabilities. Where people with disabilities use premises, consideration must be given to any special requirements they may have, including access and sanitary accommodation. Their possible inability to note and respond to emergency evacuation signals must also be considered and appropriate arrangements made to secure their safety.
- ◆ Where people who use the premises do not readily understand English, any information provided to secure their safety (whether oral, written, or in the form of safety signs) must be given in an understandable form. If necessary, recourse should be had to translation.

Role of the Health and Safety Advisor

The H&S Advisor will upon request:

- ◆ Attend meetings in respect of Health and Safety agenda items.
- ◆ Conduct an Inspection/audit on request by the school.
- ◆ Provide in-service training when requested.
- ◆ Carry out risk-assessments.
- ◆ Review and advise on safe systems of work.
- ◆ Help draft and advise on policy.
- ◆ Review policy.
- ◆ Arbitrate on health and safety matters.
- ◆ Provide the school with up-to-date health and safety information.
- ◆ Attend pre-contract meetings.

Staff Training

Teaching Staff engaged have all received health and safety training including risk assessments. Additional training and guidance as to specific requirements will be



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given either by reference to this Health and Safety Policy Document or by other means as deemed appropriate.

All staff receive Induction Training in line with the School's Induction Programme. Ancillary Staff etc will be given additional training, as necessary, appropriate to the tasks that they are to fulfil. In all cases the training will be adequate such that, following training, staff will be competent to carry out the tasks for which they have been engaged.

Health and Safety are both regarded as being of paramount importance and all staff will be required to read the Health and Safety Policy Document either in its entirety or the sections relevant to them.

The purpose of standing agenda items for Health and Safety

The aim is the promotion of co-operation between Management and all employees at the School in achieving and maintaining a safe and healthy workplace for all users of the premises.

Within that aim there will be considered certain specific matters:

- ◆ Reports of any accidents which have occurred since the previous meeting, and remedial action to prevent recurrence
- ◆ Reports of any fire drills that have taken place.
- ◆ Relevant matters arising from Audit/Inspection Reports.
- ◆ Progress on remedying any specific hazards which may have been identified.
- ◆ Information on new legislation that has implications for the School.
- ◆ Management's endorsement, every year, of the reviewed contents of the School's Health and Safety Policy.
- ◆ Management's monitoring of its implementation.
- ◆ Investigate any hazards and to recommend action to be taken.

Staff and Management meetings will be held at least once a term. Specific Health and Safety Meetings may be held by agreement between the Headteacher and any Staff representatives, where warranted.



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Areas of Responsibility

	Managed by
1. Accident Reporting and Recording	Headteacher (HT)
2. First Aid	Health & Safety Postholders (HSP)
a) Accidents involving Blood	Medical Carers (MC)
b) Infectious Diseases	HT
c) Administering medicines to pupils	MC
3. Emergencies	HSP
a) Emergency Procedures and Drills	HSP
b) Evacuation Notices and Signs	HSP
4. Fire Fighting Equipment	HSP
a) Checking	Chubb Contractors
b) Maintenance/Servicing	Chubb Contractors
5. Control of Substances Hazardous to Health (COSHH)	HT/MP
6. Electrical Safety	HSP
a) Mains	HT/MP
b) Portable Appliances	MP
7. Smoking	HT
8. Display Screen Equipment	HT
9. Defect and Hazard Reporting	HT
10. Health and Safety Information	HT
11. Risk Assessments	HSP
a) Activities, etc	HSP
b) Fire	HT
c) New and Pregnant Mothers	HT
d) Equipment, Machinery	HT
12. Playground Supervision Rota	HSP
13. Clear Passageway	MP
14. Gas Safety	Engie Contractors
15. Security	HT
16. Alarm Systems	Chubb Contractors
17. Intruders	HT
18. Violence to Staff	HT
19. School Outings	HT/HSP
20. Road Safety	HSP
21. Storage	MP
22. Manual Handling	HSP
23. Contractors on Site	HT
24. Water Quality	Contractors
25. Consultation with Employees	HT
26. Work Experience	HSP
27. Work Equipment	HT/MP



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28. Ladders

MP



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Schedule of Reviews and Record Keeping

Task	Frequency	Responsible Person(s)	Comments
Review of Health and Safety Policy Organisation and Arrangements	Every Year	HT	New Regulations, Codes of Practice, School Policies, etc to be added in the interim. Review with H&S Adviser.
Review of COSHH Assessments	Whenever changes occur and Termly	HT/MP	Central record to be kept by HT; review with H&S Adviser; all contractors to provide COSHH information
Record of water quality testing, temperature taking	Quarterly	MP/Contractor	log book must be kept
Certification of fixed electrical installations	Every 3 years/ as advised on current Certificate	HT	
Record of maintenance inspections of fixed installations	Half Yearly/Quarterly	CT	
Record of Portable Appliance Testing	Annually	CT	Portable Appliances need to be categorised for testing according to vulnerability
Record of Gas appliance testing	At least once a year or as recommended	CT	Only a Gas Safe registered person can do this



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Task	Frequency	Responsible Person(s)	Comments
Review of Fire Risk Assessment	Annually or in the light of any changes that occur in the school.	HT	All staff should have sight of the Fire Risk Assessment
Record of Staff Training	On induction	HT	
Record of Fire Marshalls	Keep up to date	HSP	
Record of Fire Fighting appliances maintenance	Quarterly but annual rotation	HSP	Contractor carries out
Record of Fire Alarm testing	Weekly	HSP	Call points to be tested on a rota basis
Record of Fire Alarm maintenance	Quarterly	HSP	Contractor carries out
Record of Fire Drills	termly	HSP	Log time taken, note problems
Record of False Alarms	As required	HSP	Note reasons
Record of Accidents/ Injuries	As required	HT/ HSP	Serious injuries should be tabled at Management meetings
Record of number of qualified First Aiders and first aid stock	As required after assessment of needs	HSP	There must always be a back-up person
Review of First Aid provision	Annually and as required	HSP	Need for replacement when a first aider leaves
Review of First Aid stock	Termly	MCs	Additional stock should be kept in store

Reviewed Oct-21



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Task	Frequency	Responsible Person(s)	Comments
Record of training of First Aiders	Keep up to date	HSP	Important for arranging refresher training
Record of reported incidents of an infectious disease	As required	HT	The Headteacher should be informed as soon as possible
Record of Manual Handling training	As part of induction	HSP	
Records of workstation assessments	Termly visual check		
- training	At least once and on changes		
- visits to Optician	As needed	HT	Headteacher to approve <i>before</i> visit
- claims	As required		
- re-testing	As advised		
- review of assessments	Annually or on any changes		
Record of Staff H&S Reps	Keep up to date		
Record of staff H&S Rep training	On changes	HT	
Record of other H&S training	Keep up to date		
Record of Young Persons on Work Experience	Annually	HSP	Full details, including any risk assessments to be kept



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Task	Frequency	Responsible Person(s)	Comments
Record of outings, off-site activities, etc	On all occasions	HT	Full details to be kept Risk Assessments to be carried out
Record of Risk Assessments	Keep up to date	HT/ HSP	Central records to be kept by Headteacher
Review of Risk Assessments	Every 2 years or as required	HT	
Record of pregnant women	As required	HT	Risk assessments done for each case
Review of security measures	Annually and as required	HT/ CT	
Record of incidents	Keep up to date	HSP	
Maintenance of equipment	Termly checks and daily risk assessments	CT	
Review of Smoking Policy	No Smoking allowed	HT	Now law
Record of Pupils with Special Medical Needs	Annually or as required	HT/ MCs	
Review of Policy on Special Medical Needs	Every 2 years or as required	HT/ MCs	
Record of Risk Assessments	Keep up to date	HSP / MCs	
Review of Risk Assessments	On-going	HSP / MCs	



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Task	Frequency	Responsible Person(s)	Comments
H&S Audit / Inspection Reports	Every two years	HT	H&S Adviser carries out
H&S Checklist	Termly	HSP	
Record of all visitors on School Premises	Every occasion	Reception	Contractors should check in and out, recording times. They are given instructions on fire evacuation procedure and meeting points.
Equipment maintenance	Annually	HSP	
Review of Staff Handbook	Annually	HT	

PART 3 – ARRANGEMENTS FOR HEALTH AND SAFETY

Accident Reporting and Recording

See Summary at APPENDIX A

Notifiable accidents

In the case of a **notifiable** accident, disease, etc, the Headteacher, as the Responsible Person, has to notify the Health and Safety Executive (HSE). An investigation may be necessary. This is a legal requirement and can be done either:

- ◆ By telephone on 0845 3009923, at www.hse.gov.uk/riddor (which also provides all other RIDDOR information),
- ◆ by Fax - 0845 3009924 or
- ◆ by post to: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

As soon as possible and within 10 days, at the latest, using Form F2508, which is kept in the School office

Details of **notifiable** and **reportable** accidents must be recorded on the official School Accident Report form.

A record must be kept in the Personnel file for staff and in their file, for pupils.

Any serious accident, illness or injury should also be reported to OFSTED online and local child protection agencies

Recording other injuries treated

All **non-notifiable** injuries, especially those involving blood, treated with first aid will be entered in the Accident Record book which is kept by each First Aid box

In the event of an accident or other occurrence (e.g. an epileptic fit) a First Aider should be contacted to deal with the situation. The First Aider will be responsible for recommending that an ambulance is called, if the need for one is not obvious

First Aid

Arrangements

See Procedures in Medical Policy

The effective implementation of the policy will require adequate numbers of appropriately trained staff and the provision of proper equipment, for off-site activities as well as in the school itself



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First Aiders	List posted in Head's Offices
Location of First Aid Boxes	Throughout the school
Maintenance of First Aid Boxes	Medical Carers
Person responsible for summoning an ambulance	Office staff on instruction
Person to inform pupil's parents	Senior members of staff
Maintenance of Medical Room	Medical Carers

Dealing with Accidents in an Emergency

See Procedures in the Medical Policy.

Staff must be alert at all times to the potential dangers of any situation in order to prevent accidents. In the event of an accident happening which requires medical treatment the procedures at **APPENDIX A** will be followed. Records must be made of all injuries

Accidents involving blood

See Guidelines in the Medical Policy

Accidents involving blood, e.g. cuts, nose bleeds, etc carry the danger of Hepatitis B and HIV (AIDS) should follow the procedures listed above. **A record must be made of all incidents.**

Infectious Diseases

Any suspected infectious disease should be reported to the Headteacher who will telephone a parent to come and collect the child. Advice will be sought from the Community Physician

Administering Medicines to Pupils

See Guidelines and Procedures in the Medical Policy.

The School undertakes to provide care for children who have to take medication for a long term or life condition which, whilst the medication is taken, does not put them at risk and which cannot be passed to other children.

Generally, other medication will only be given where the School assesses it to be in the best interests of the child. As guiding principles, the School will usually only give medication prescribed by a medical practitioner and when a consent form has



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been signed by the parent. All medication must be labelled with the name of the child when left by the parent/carer.

Any pupils having to take medicine in School will be directed to the Medical Carer who will have responsibility for the appropriate arrangements, as directed by the Headteacher. The greatest care will be taken to see that it is administered according to the instructions on the bottle or packet. No medication will be administered which is past its expiry date. Training will be given to the administering member of staff, if required.

When a child becomes unwell it is our usual practice to contact the parent/carer and discuss the situation. Should they request additional administration of medication to minimise the child's distress as an interim measure, and the medication is available, the staff will administer it making the necessary entries on the medicine record sheet.

Records of all medication administered shall be made on the medication forms, a sample form is included in the Manual, and signed and witnessed as indicated.

Sick Child and Emergency Action

See Procedures in the Medical Policy.

If a child presents symptoms of COVID-19 and is awaiting collection, they should be moved, if possible, to the 2nd School staffroom where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

It is the School Policy to encourage and promote good health and hygiene for all the children in our care.

This specifically includes monitoring the children for signs and symptoms of communicable diseases such as chicken pox, measles, mumps, rubella, meningitis, hepatitis, conjunctivitis, diarrhoea, vomiting and fevers of 101°F /38°C or over.

With the welfare of the sick child in mind and in the interests of the remaining children, if in the opinion of the staff a child is ill, the parent/carer will be contacted and requested to collect him/her as soon as possible.

It is the School policy that any child who has contracted a communicable disease must have been clear of that disease for a minimum of 48 hours prior to the child being considered for re-admission to the school. In the case of diarrhoea, the child must have had normal stools for that 48-hour period.



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The staff must be convinced that the child has returned to good health before re-admitting them and may at their entire discretion refuse re-admission until clearance has been obtained from a medical practitioner.

In the case of a serious accident or illness developing in school the parent/carer will be contacted immediately along with the medical professional and the appropriate action taken. In the unlikely event of the parent not being available the senior staff member will assume charge and if necessary the child will be taken to hospital who will be provided with all relevant details.

When, due to an accident/ injury a child or adult (non-employee, non-contractor) attends a hospital Accident and Emergency department direct from the School the RIDDOR requirements may be applicable (See Accident Reporting above and APPENDIX A)

Emergency Procedures

Read together with Fire Safety & Fire Risk (Prevention) policy and see Procedures at APPENDIX B (i) and APPENDIX B (ii)

Exiting the buildings

Staff will ensure that all fire exits are unobstructed and unlocked at the start of each day.

Personal Emergency Evacuation Plan (PEEP)

An individual plan will be drawn up for any member of staff or child who has a disability or special needs which require them to be assisted in exiting the School safely in an emergency.

See Generic Plan at APPENDIX B (iii)

Alarm testing

The fire alarm will be tested at the same time each week by the HSP. On a rota basis, each call point will be used to check that it is in working order. If not, it will be repaired at the earliest possible moment. In the meantime, an alternative arrangement for that area will be put in place (notice, announcement and hand bell for use on the way to the nearest, other call point).

If a sounder cannot be heard or is not loud enough it will be repaired at the earliest possible moment. In the meantime, an arrangement for alerting that area will be put in place.

A record of all weekly alarm tests will be kept – even false alarms.

False alarms will be regarded as an actual fire alert.



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Alarm servicing

As well as the weekly Fire Alarm test, the H&S Postholders are responsible for making certain that it is serviced at least annually. Records will be kept of all servicing and maintenance.

Evacuation Notices and Signs

Evacuation notices are displayed in all main rooms. These indicate the designated route out of the building and the assembly place. The call points (break glasses) are located on the route out.

All staff are required to be familiar with the evacuation arrangements, the emergency exit signs indicating the route out of the building and the alternative escape route for their area.

New and supply teachers will be informed of the Emergency Procedures.

Visitors, if unaccompanied by a member of staff, will be informed of the Emergency Procedures.

Fire Fighting Equipment

Bethan Lewis Powell ensures the school is compliant with the Regulatory Reform (Fire Safety) Order 2005.

It is the responsibility of the Health and Safety Postholder to check on a **weekly basis** that firefighting equipment (extinguishers and blankets) have not been, in any way, tampered with or damaged.

Firefighting equipment is serviced annually Records of the service checks are kept.

From time to time the Headteacher will undertake a review of the changing needs of firefighting provision and will instruct an audit of the equipment

Fire Risk Assessment

See Fire Risk Assessment File

The Mulberry House School consult the health and safety guidance on educational visits for advice on undertaking risk assessments to ensure educational visits can be done safely. As part of this risk assessment, the school will consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues.

The Proprietor accepts her responsibility for having a Fire Risk Assessment carried out as required by the Regulatory Reform (Fire Safety) Order 2005. The Headteacher will ensure that it is reviewed annually or in the light of any changes that occur in the school.



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Control of Substances Hazardous to Health (COSHH)

See Guidelines at APPENDIX C and Assessments in separate document

No potentially harmful substances are used in the classroom by teachers or children. Where potentially dangerous substances are used by others, or elsewhere in the School, COSHH assessments must be carried out

Where a Contractor (Building, Cleaning, etc) is the responsible person he must

- ◆ identify the hazard
- ◆ identify the risk
- ◆ assess it
- ◆ eliminate it or substitute a safer substance
- ◆ introduce control measures to reduce or minimise the risks
- ◆ document them
- ◆ implement them
- ◆ monitor and review them
- ◆ provide any necessary training and supervision

The School should hold a copy of these Assessments

Electrical Safety

See Summary at APPENDIX D

The School complies with the Electricity at Work Regulations 1989

The Headteacher is responsible for the arrangement of the required inspections, testing and certification of mains installations in accordance with the Regulations. The Headteacher is responsible for ensuring that an external contractor undertakes the inspection and testing of all portable appliances (PAT testing) in accordance with the Regulations. Records are kept in the school office.

Smoking

Part 1 (Smoke-free premises, places and vehicles) of the Health Act 2005 prohibits smoking in places of work. The Smoke-Free (Signs) Regulations 2007 require signs prohibiting smoking in “enclosed and substantially enclosed” spaces to be displayed at entry points to the premises and/or buildings

Smoking is not allowed on any part of the School premises, including external areas



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Display Screen Equipment

See Display Screen Policy at APPENDIX E, User Criteria at APPENDIX F and Risk Assessment Guidance at

APPENDIX G

Designated users will self-assess their workstations for safe use.

Defect and Hazard Reporting

It is the responsibility of every employee and other persons using the School to report, immediately, any situation which has the potential for harm so that action can be taken to rectify the problem

If there is immediate danger, steps should be taken, as required, to reduce the risk whilst help is sought from the Headteacher, a H&S Postholder or Caretaker. Less urgent matters should be reported using the hazard log and maintenance procedure.

Information on Health and Safety

This is available on the staffroom noticeboard, from the Headteacher and the H&S Postholders.

Advice can be sought from the Health and Safety Adviser through the Headteacher. All members of staff have the right to seek and to have independent advice on matters which may affect their health, safety or welfare

New staff will be briefed through the induction programme on health and safety matters. See Health and Safety Training Programme at **APPENDIX G**.

Staff must inform themselves of the contents of the School's Health and Safety Policy and familiarise themselves with the arrangements contained therein and especially with those safe systems which advise their daily working activities. Staff are required to sign an acknowledgement form that they have read and understood this Policy.

Children, and other users of the premises (visitors, contractors) will be given basic instructions and information on health and safety, particularly in reference to Evacuation Procedures and First aid

All Health and Safety Inspection Reports will be made available to every member of staff. They will be required to address any issues contained in the report for which they are responsible.

Risk Assessments

Bethan Lewis-Powell, the proprietor, will take all reasonable steps to ensure staff and children in her care are not exposed to risks demonstrating how she is managing risks. She also ensures that the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and appropriate action is taken to reduce risks that are identified.

The Mulberry House School consult the health and safety guidance on educational visits for advice on undertaking risk assessments to ensure educational visits can be done safely. As part of this risk assessment, the school will consider what control measures need to be used.

Under the **Management of Health and Safety Regulations 1999** any activity identified as constituting a **significant** (medium/high level) risk to the health and safety of employees or other users (pupils, parents, visitors, contractors) should be assessed. Contractors will complete a Sub-Contractor Approval Form. Please see **APPENDIX Q (ii)** Control measures should then be devised, documented and implemented - if the activity itself cannot be discontinued or substituted by a safer one. It should be monitored and reviewed. If the risk is deemed **minimal** (low level) it should be noted as such, and the activity should be monitored. No documented



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system is required unless and until some relevant change occurs and alters the level of risk (to **significant**)

Please read in conjunction with the School's Written Risk Assessment Policy.



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Equipment, activities, etc.

The Mulberry House School consult the health and safety guidance on educational visits for advice on undertaking risk assessments to ensure educational visits can be done safely. As part of this risk assessment, the school will consider what control measures need to be used.

Where risks are identified as **significant**, an assessment for each potentially harmful piece of equipment, activity, material, etc. has to be carried out

The Headteacher and Senior Teachers are responsible for ensuring that assessments are carried out. They will review them every two years or each time a re-assessment is required, if earlier

The help of the Health and Safety Adviser can be sought in hazard and risk identification and assessment

New and Pregnant Mothers

See Summary at **APPENDIX H** Pregnant mothers less than 28 weeks with no underlying health conditions that place them at a greater risk of severe illness from coronavirus (COVID-19) will undertake a risk assessment. They should only continue working if the risk assessment advises that it is safe to do so or working arrangements are taken in consideration (including working from home).

The School Management takes seriously its duty to ensure that any pregnant member of staff is not put at greater risk than she would be if she were not pregnant and to comply with the Regulations. A risk assessment will be carried out when the Headteacher is notified by a member of staff that she is pregnant.

Playground Supervision Rota

This is regularly reviewed. The School Management is aware of the need to provide a “suitable and sufficient” number of persons on duty in relation to the children, their needs, their behaviour and the environment.

Please read in conjunction with the School’s Supervision Guidance.

Clear Passageway

All access and egress into, out of and through the buildings will be maintained at all times, in corridors and in classrooms - to allow safe evacuation in an emergency and to avoid accidents by tripping.

All doors on escape routes and final exit doors will be kept unlocked during occupation of the buildings. This is the responsibility of all staff – in classrooms and in all other occupied parts of the School.



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Gas Safety

The maintenance and annual servicing will be carried out by contractors. It is the responsibility of the office staff to ensure that this is done.

In the event of an emergency involving gas, the relevant part of the Emergency Evacuation Procedures will be put into operation.

See Procedures at APPENDIX B.

Lighting

The proprietor ensures that the lighting in each room or other internal space is suitable, having regard to the nature of the activities which normally take place therein; and that external lighting is provided in order to ensure that people can safely enter and leave the school premises.

Security

Members of staff are designated, on a rota basis, for ensuring that the School is securely shut up at the end of each day and the burglar alarm set.

There are keyholders who will be called out by the police in the event of the alarms being set off.

- ◆ It is every member of staff's responsibility to ensure that he/she takes the necessary measures to make safe the materials and equipment in his/her care. Keys, bags, passes etc., should not be left unattended.
- ◆ Lost keys should be notified to the Headteacher immediately
- ◆ Any lost or stolen valuables should also be reported immediately to the Headteacher
- ◆ The police should be informed of any thefts and the crime number noted
- ◆ Found keys or valuables should be handed into the School office
- ◆ The Headteacher, or Health and Safety Officers should be notified immediately if anyone is seen acting in a suspicious way

Alarm Systems

The H&S post holders and office staff are responsible for making certain that all alarm systems (fire and intruder) are regularly serviced and tested

The fire alarm will be tested on a weekly basis by the Health and Safety Postholders to ensure that the warning systems function properly. If any member of staff finds that an alarm does not sound or does not sound loudly enough, the defect should be reported immediately to the office



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Records will be kept of all testing and servicing.

Intruders

All incidents have to be recorded

In the event of a member of staff encountering a person who has no legitimate reason for being in the School, (s)he should politely and unthreateningly ask that person to leave the premises or come to the School office where the Headteacher will be called. If the intruder is not co-operative help should be sought, in the last resort, from the Police.

No effort should ever be made to touch or forcibly remove an intruder from the School.

It is important that information is passed on to other local schools, if it is thought that the intruder might go there.

Safety on Off-site Activities

See Guidelines on Outdoor Activities at APPENDIX H (i)

The School Management will ensure that the information and advice contained in the latest DfE edition of "Health and Safety on Educational Visits (2018)" on how such activities should be prepared and conducted is brought to the attention of staff. Most importantly, the School's guidance for off-site activities will be followed.

Coach Safety

The School undertakes to implement all possible precautions when transporting children. This will be achieved by using coach companies which have been approved by the School. Copies of Insurance documentation for all approved coach companies are requested before approval and stored in the Office.

Road Safety

Whenever children are to be taken out they will be reminded of the need to be careful and to follow instructions when crossing roads, etc.

Road Safety will be addressed at the appropriate point in the curriculum.

Storage

See Guidelines at APPENDIX I

Many accidents are caused by thoughtless and haphazard storage arrangements. There is a risk of injury from lifting, tripping, stretching and falling equipment. The advice given should be followed.

Lone Working

See Written Risk Assessment Policy.



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Manual Handling

If lifting and carrying loads is an integral part of an employee's job (Caretaker, Cooks), the Headteacher or H&S Postholders will arrange the appropriate training. Generally, teaching staff are **not** required to lift and carry items that are not well within their capacity to do so.

All staff receive Manual and Handling training on induction by Health and Safety Postholder. Nursery staff who have not received or who need a refresher, work-related training will be given.

The School will employ trained personnel to carry out the lifting and moving of any items that are beyond staff's physical capabilities to handle. Where there is doubt, the Health and Safety Adviser will be asked to carry out a risk assessment.

Contractors on Site

Contractors on the premises will have a copy of the relevant parts of this Policy and will be required to co-operate with the arrangements contained therein insofar as they affect health, safety and welfare. Conversely, they will be required to provide the School with a copy of their Policy so that the School can be assured of their commitment to Health and Safety and that they will co-operate with them with regards to health, safety and welfare. All contractors must complete a Permit to Work and submit their risk assessments prior to working on site. Contractors are not allowed to use the School's equipment.

Water Quality

The proprietor ensures that:

- (a) suitable drinking water facilities are provided
- (b) toilets have an adequate supply of cold water and washing facilities have an adequate supply of hot and cold water
- (c) cold water supplies are suitable for drinking are clearly marked
- (d) the temperature of hot water at the point of use does not pose a scalding risk to users—
- (e) the facilities are accessible at all times when the premises are in use
- (f) the drinking facilities are in a separate area from the toilet facilities.

See attached Summary of the Approved Code of Practice - Prevention or Control of Legionellosis at APPENDIX J

The relevant contractor will ensure quality control of the water every six months.

Consultation with Employees

See Summary at APPENDIX K



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The School Management undertakes to comply with these Regulations and consult with all members of staff in respect of their Health, Safety and Welfare.

Work Experience

See Summary of Regulation at **APPENDIX L**

The School Management will ensure the Health, Safety and Welfare of all young people who come to the School on a work experience placement in respect of the Management of Health and Safety Regulations 1999.

Use of Work Equipment

See summary of Provision and Use of Work Equipment Regulations 98 at **APPENDIX L (i)**

The School Management undertakes to comply with these Regulations in respect of the safe provision, use and maintenance of work equipment owned and used by the School.

Asbestos

See Procedures at **APPENDIX M**

The Mulberry House School follows the Dfe's advice about the management of asbestos: *Managing asbestos in schools* (2015) and the duty under the **Control of Asbestos at Work Regulations 2002** that requires the employer to manage the risk from asbestos by:

- ◆ **finding out** if there is asbestos in the premises, the amount and what condition it is in;
- ◆ **presuming** materials contain asbestos, unless there is strong evidence that they do not;
- ◆ **making and keeping up to date a record** of the location and condition of the asbestos containing materials or presumed asbestos containing materials on the premises;
- ◆ **keeping** a check on the condition of asbestos and presumed asbestos materials;
- ◆ **assessing** the risk from the material;
- ◆ **preparing a plan** that sets out in detail how the risk from this material is going to be managed;
- ◆ **taking steps** needed to put the plan into action;
- ◆ **reviewing and monitoring** the plan and the arrangements made to put it in place; and
- ◆ **providing information** on the location and condition of the material to anyone who is liable to work on or disturb it

No asbestos was identified in either of the 1st or 2nd School premises survey

However, we will follow the government guidelines to manage asbestos in schools in the (unlikely) event of an unidentified substance being uncovered in the course of construction work.

Work at Height

See Risk Assessments at APPENDIX Q (i) and school risk assessment

The generic Risk Assessment gives a basic indication of the control measures which have to be implemented for working safely at a height. Nonetheless, a specific risk assessment has to be carried out whenever anyone is working at any height above ground/ floor level. The higher and more difficult the height, conditions and task the greater the need for the assessment. All staff are required to discuss the working at height activity with their line manager, if they have any doubt about the risks in the task. **They must not put themselves at risk by undertaking a task which puts them at greater risk than normal.**

Management will ensure that all the necessary equipment is safe and available before allocating a task at height.

Noise/ Vibration

Risk assessments will be undertaken whenever the use of any equipment is considered to be a risk to the health of an operative through noise levels or vibration. All equipment will be purchased with a view to ensuring minimum risk to the operative by its use. The risk assessment will indicate the control measures and possible health surveillance which the School will undertake in respect of any operative undertaking work with such equipment and which may cause damage to their hearing or physically otherwise due to noise or vibration. **See Noise and Vibration Risk Assessment Forms at APPENDIX N and APPENDIX O respectively.**

Health and Safety Checklist

The H&S Postholders will carry out a Health and Safety check of their area once a term using the attached Workplace Checklist.

See Checklist at APPENDIX P

Risk Assessments

See Risk Assessments at APPENDIX Q (i)

See school risk assessment and Fire risk assessment

The proprietor ensures the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and appropriate action is taken to reduce risks that are identified.



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The Headteacher and the School Management recognise that there is risk of injury in many of the tasks undertaken by the staff, Teaching and Support, and have had assessments (safe working practices) drawn up for tasks which involve risk -as required by the Management of Health and Safety Regulations 1999

Health and Safety Policy - Acknowledgement by Staff

As required by the Health and Safety at Work Act a copy of the School's Health and Safety Policy has been made available for you to read. The following is issued as guidance in respect of your main responsibilities.

You are requested and are expected to:

- (i) adhere to all reasonable instructions regarding health and safety, safe systems of work and risk assessments
- (ii) develop a personal concern for your own safety and that of others working alongside you
- (iii) be aware that you are working with children to whom you owe a duty of care, hence an extra need for safety
- (iv) use the correct utensils and equipment for the job
- (v) avoid any improvisation which will entail unnecessary risk
- (vi) ensure personal protective equipment, where used, is kept in good condition
- (vii) report defects in the premises, utensils and equipment
- (viii) report any personal accident or injury and see that it is recorded in the accident book
- (ix) report any known hazard

I acknowledge that I have read the Health and Safety Policy, have understood the contents and will do all that is reasonably practicable to comply with it

Signature:

Name (block capitals):

Position:



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Date:

References

- ◆ The Health and Safety at Work etc Act 1974
- ◆ The Environmental Protection Act 1990
- ◆ Construction (Design and Management) Regulations 2007 and Approved Code of Practice
- ◆ The Control of Substances Hazardous to Health Regulations 2002
- ◆ Prevention or Control of Legionellosis - Approved Code of Practice (COSHH)
- ◆ The Electricity at Work Regulations 1989
- ◆ Electrical Safety in Schools - Guidance Note 1991
- ◆ The Noise at Work Regulations 2005
- ◆ Work at Height Regulations 2005
- ◆ First Aid at Work Regulations 1981 and Code of Practice (1997)
- ◆ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- ◆ The Management of Health and Safety Regulations 1999 and Approved Code of Practice
- ◆ The Workplace (Health, Safety and Welfare) Regulations 1992 and Approved Code of Practice
- ◆ The Manual Handling Operations Regulations 1992 and Guidance
- ◆ The Display Screen Equipment Regulations 1992 and Guidance
- ◆ The Personal Protective Equipment at Work Regulations 1992 and Guidance
- ◆ The Provision and Use of Work Equipment Regulations 1998 and Guidance
- ◆ The Control of Asbestos at Work Regulations 2002
- ◆ *Managing asbestos in schools* (2015)
- ◆ The Safety Representatives and Safety Committees Regulations 1977
- ◆ Accidents to children on construction sites 1989
- ◆ Health and Safety (Consultation with Employees) Regulations 1996
- ◆ Health and Safety (Young Persons) Regulations 1997
- ◆ Activity Schools (Young Persons' Safety) Act 1995
- ◆ The Adventure Activities Licensing Regulations 1996



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- ◆ The Regulatory Reform (Fire Safety) Order 2005



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PART 4 - APPENDICES APPENDIX A

Accident / Incident Management

All accidents/incidents must be reported immediately to the Health and Safety Postholder (Maria Fojo Nebril), the Headteacher (Victoria Playford) and Proprietor in the manner laid down by the school.

The school will inform parents of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid treatment given.

The Mulberry House School must inform Ofsted and local child protection agencies of any serious accident, illness or injury.

This includes:

Accidents – where an accident has occurred and harm / injury is sustained

Incidents – where an accident has occurred and harm / injury is not sustained

Near miss – where an incident occurred which could have (under similar circumstances) become an accident

The HSP will carry out investigation into all accidents under the guidance of any appointed competent person with the assistance and co-operation of the relevant Head of Department.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

The HSP has the responsibility for reporting under RIDDOR Regulations.

The HSP will inform the Headteacher of any such events.

The HSP and the Headteacher will review the incidents recorded in the Accident Book at regular intervals to identify any trends.

The member of staff involved will sign the Accident Book and it will be kept on file.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

These place a statutory duty on employers to report accidents, diseases and dangerous occurrences which arise out of the workplace and its activities. The following points should be noticed:



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Regulation 2 (Interpretation)

- (i) This states that acts of violence to an employee which result in a major injury (defined below) must be reported
- (ii) The "responsible person" (for reporting) is the person "..... having control of the premises..... at which, or in connection with which, the accident or dangerous occurrence happens" (the Headteacher)

Regulation 3 (Notification and Reporting)

- (i) Accidents to non-employees, i.e. members of the public, children, etc that require the injured person to be taken straight to hospital must be reported if attributable to unsafe systems or defects in the condition of the premises
- (ii) Any of the specified dangerous occurrences (see below) are reportable
- (iii) Where any of these events occur, they must be reported to the enforcing authority (see below) by the quickest practicable means, i.e. telephone
- (iv) Where a person at work is incapacitated for more than 3 days, excluding the day of the accident but including any non-working days, this too has to be reported as soon as practicable and in any case within 10 days on the approved form

Regulation 7 (Records)

The **responsible person** is required to keep records for 3 years from the date the record was made. The information required to be kept for injuries and dangerous occurrences is:

- (i) the date and time of injury or dangerous occurrence
- (ii) the name and nature of the injured person (employee and non-employee)
- (iii) the occupation of the injured employee or status of the injured non-employee
- (iv) the place where the incident occurred and brief details of what happened
- (v) the date the incident was first reported and the way it was reported, i.e. telephone or written notification

Schedule 1 (Major Injuries)

- 1. Any fracture, other than to fingers, thumbs or toes
- 2. Any amputation
- 3. Dislocation of the shoulder, hip, knee or spine
- 4. Loss of sight (temporary or permanent)
- 5. A chemical or hot metal burn to the eye or any penetrating injury to the eye
- 6. Any injury from an electric shock or burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- 7. Any other injury
 - a. leading to hypothermia, heat-induced illness or to unconsciousness
 - b. requiring resuscitation



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- c. requiring admittance to hospital for more than 24 hours
- 8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
- 9. Either of the following conditions which result from absorption
- 10. of any substance by inhalation, ingestion or through the skin -(a) acute illness requiring medical treatment (b) loss of consciousness
- 11. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected materials.

Schedule 2 (Dangerous Occurrences)

These include

- (i) the collapse or overturning or failure of lifting machines (e.g. lifts, hoists, mobile powered access platforms)
- (ii) the failure of pressure systems (e.g. boilers)
- (iii) electrical short circuit or overload attended by fire or explosion
- (iv) complete or partial collapse of scaffolding more than 5 metres high
- (v) collapse of building or structure involving more than 5 tonnes of material and of any floor or wall of any building
- (vi) explosion or fire resulting in the suspension of normal work on the premises for more than 24 hours

Schedule 3 (Reportable Diseases)

There are many of these but note should be made of the following activities which might result in notifiable physical conditions

- (i) work involving prolonged periods of handwriting, typing or other repetitive movements of the fingers, hand or arms (cramps, repetitive strain injuries)
- (ii) fumes arising from the use of rosin as a soldering flux and dusts from wood (occupational asthma)

The "enforcing authority" for Education is the Health and Safety Executive. It should be noted that an **immediate response** is required, in the first instance. This is the duty of the **Responsible Person** who is the Headteacher

Notice is drawn particularly to the fact that violence and subsequent non-accidental, major injuries have to be notified immediately as an **investigation might be required**.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 can be purchased from HMSO bookshops or good bookshops.

APPENDIX B

Emergency Evacuation Procedure

In the event that both buildings need to be evacuated, and the children cannot be safely accommodated in either building, the following procedure should be followed to temporarily evacuate the school to West Hampstead Primary School, Dorfell Street :

Headteacher or Deputy Headteacher to ring Sam Blake at West Hampstead Primary School on 0207 345 8646 to arrange for the school to be available for occupation.

To move the children safely to West Hampstead Primary School the following procedure should be followed:

First consideration must be the safety of the children.

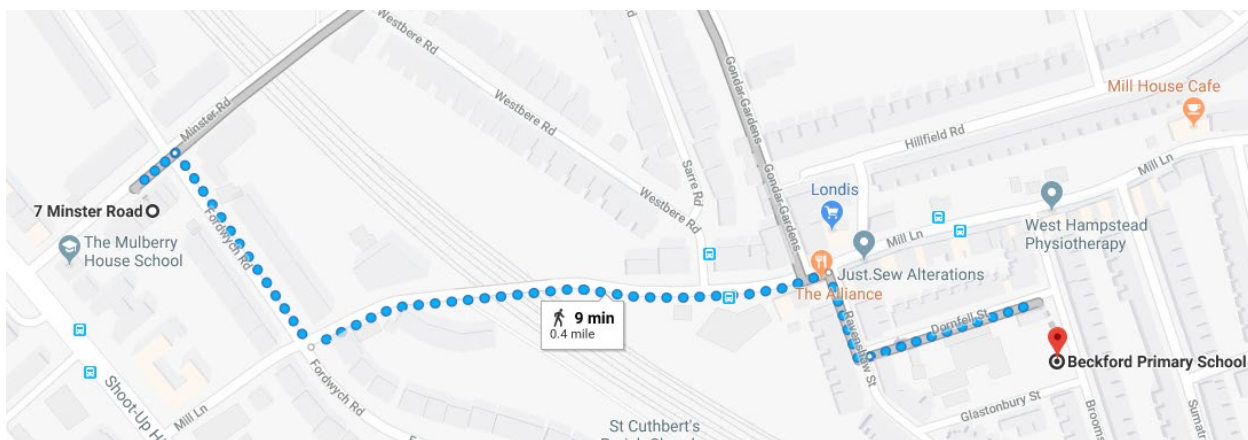
As with the Fire Drill, check against the Daily attendance registers that all children are accounted for.

Emergency Information files containing all children's contact details to be taken by Office staff.

As safety permits, any medication needed by children should be taken by the class teacher.

By class, assemble the children in a "crocodile" joining hands in pairs, with a senior member of staff at the front and at the rear of each class group. Other available teachers to supervise the road side of the crocodile.

Walk the children up to Fordwych Road. Turn right onto Fordwych Road and, **using the traffic island**, cross to the other side of the road. Lead teacher to check for traffic and hold any traffic until each class has crossed safely. **TEACHERS MUST ONLY USE THE TRAFFIC ISLAND TO CROSS - DO NOT ATTEMPT TO CROSS ON THE JUNCTION OF MINSTER ROAD AND FORDWYCH.**





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Continue up Fordwych Road, and turn left into Mill Lane using the **pedestrian crossing**. Again, lead teacher to check for traffic and hold any traffic until all children in the class have crossed safely. Continue to walk down Mill Lane and then turn right onto Ravenshaw Street. Cross the road safely and continue down Dornfell Street until reaching West Hampstead Primary school.

Parents will be contacted to collect their children from West Hampstead Primary School, after advice taken from emergency services. Or returned to the school by the same route after emergency services have given the all clear.

Emergency Management Plan

Appendix 1: Guidance to the Head (or representative) on dealing with the media

Appendix 2: Short and medium term actions

Appendix 3: Closing the School in extreme weather conditions

Appendix 4: Note on Post-Traumatic Stress Disorder and the Role of Counselling

Introduction:

The school is required to have a policy and procedures to meet critical incidents and emergencies that are unusual and beyond the ordinary control and management of the School.

Aims

The aims of this policy are to

- ◆ prepare staff and pupils for any crises or emergencies that may occur;
- ◆ ensure that there is a plan that can be implemented swiftly in the case of an emergency caused by a disaster; and
- ◆ guide responses to circumstances that are liable to strain the capacity of those handling the situation to think clearly.

Use of this Policy and Procedures

This policy will determine the management of any crises which may happen at the School and must be taken into account before any learning outside the classroom/educational visit takes place.

It must also be used in the aftermath of any emergency involving members of the School, and by all members of staff managing the crisis.

All staff should be familiar with the contents of this guidance so that all those involved know what to do, or what not to do, if an emergency occurs.

Key staff and members of the Emergency Management Team should carry a copy of this policy and any specific procedures with them on a memory stick, or have ready access to a paper version.

Scope of Plan

By 'disaster' or 'crisis' we mean an incident that has caused sufficient concern for the Head to declare that it constitutes a crisis/emergency.

This will include a death or serious injury to a member of members of the School's Community e.g.

In the School or in the wider Community of the School

- ◆ a deliberate act of violence against staff or pupils.
- ◆ presence of a disease that is potentially infectious or contagious.
- ◆ a school fire or explosion.
- ◆ a pupil or teacher being taken hostage.
- ◆ the destruction or serious vandalising of part of the school.
- ◆ a serious accident of any sort involving death or mutilation.

Out- of -School or in the immediate community

- ◆ the death of a pupil or member of staff through natural causes or accidents.
- ◆ A transport-related accident involving pupils and / or members of staff.
- ◆ A more widespread disaster in the community.
- ◆ Death of injuries on school excursions.
- ◆ Civil disturbances and terrorism.

The list is not exhaustive

Factors to be considered in planning

Most aspects of disasters are self-evident but two are important to emphasise for the purpose of planning:

- ◆ Feelings of grief, guilt and insecurity caused by the disaster.
 - ❖ These are felt by survivors, parents and staff alike (not only by those directly involved) and may strike at any time over a long period after the disaster. (see Post-Traumatic Stress Disorder below).



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- ◆ Inevitable media interest.
 - ❖ This will focus on the 'human interest' and on discovering 'who is to blame'. To the media there is no such thing as an accident. Whether intended or not, the result can be to persuade people to say things in haste that they will bitterly regret at leisure.
 - ❖ Inappropriate media attention can sow discord. In the immediate aftermath the media may interfere with communications and distract people from coping with the emergency.

The Early Stages

The following procedures are designed to deal with the problems in the early stages. It is assumed in what follows that the School's first duty is to support and help pupils, parents and staff involved.

The School must also be concerned to ensure that the handling of the disaster does not result in damage to the School which will then cause all pupils and staff to lose in the long term.

It is essential that everybody knows:

- ◆ the roles to be performed by each person;
- ◆ the communications strategy; and
- ◆ the basic principles the School will follow with the pupils and parents.

Roles and Responsibilities

Emergency Management Team

In term time, other things being equal, the crisis will be managed by an Emergency Management team that will include:

Head	Victoria Playford
Deputy Headteacher	Maria Adela Fojo Nebril
Heads PA	Abbie Wheeler
Bursar	Caroline Bonnor Moris
Senior Teachers	Erika Billmore, Elizabeth Graham and Carla Garcia Fernandez

This team will be nominated at the first team leaders meeting at the beginning of the academic year, and the Head will ensure that the members of the team know their roles and how to carry them out.

The Head

The Head, (or Deputy Headteacher) if the Head is disabled in the disaster), will:

- ◆ determine whether there is a crisis;
- ◆ inform emergency services of the crisis as appropriate;
- ◆ set the crisis plan into motion;
- ◆ ensure the school can keep running in the coming days;
- ◆ establish the crisis management headquarters; and
- ◆ ensure that the staff with responsibilities in the emergency team are present and informed, or that deputies are appointed to fulfil the roles;

The Head is likely to be the first contact for the Media. The Head must be prepared for this. (see Appendix 1)

It is probable that as things develop the employer or Head will need to make a statement and written statements may be issued by others. The Head should aim to draft an early short statement.

The Head is also responsible for ensuring that appropriate training is given to members of the Emergency team.

The Heads PA

The Heads PA, will:

- ◆ inform parents of the crisis;
- ◆ allocate duties to other support staff for typing statements etc.;
- ◆ communicate with parents with regular updates.

The Bursar

The Bursar will:

- ◆ be responsible for checking with insurers etc. to make sure that the School does not make mistakes at that stage of the crisis;
- ◆ be responsible for ensuring the schools data has not been breached and all protocols are in place to ensure this doesn't happen during the crisis;
- ◆ finding assistance for the school e.g. legal etc.

The Deputy Headteacher

The Deputy Headteacher, will:



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- ◆ check in with Team Leaders to account for all pupils;
- ◆ assist with any First Aid along with Carla Garcia Fernandez (Medical Carers).

The Senior Management Team

The Senior Management Team will be responsible for;

- ◆ Carla Garcia Fernandez will be responsible for the children's welfare;
- ◆ Elizabeth Graham will account for all staff onsite;
- ◆ Erika Billmore will inform staff of the crisis and communicate with them throughout;
- ◆ Angelos Gatsos will ensure any necessary resources/equipment are readily available.

Other Staff

The exact roles of others must be decided at the time as any crisis will undoubtedly have its own particular character and need a different reaction.

However, among the roles needed will be:

- ◆ support for staff directly involved;
- ◆ liaison with remainder of staff and pupils;
- ◆ liaison with relevant authorities e.g. police/Foreign Office /Health and Safety Executive.

Out-of-Term, the Headteacher will contact as quickly as possible as many members of the Emergency Team as possible.

Precautionary Rules for Learning Outside the Classroom

When a disaster occurs off site it is critical to know quickly who has been involved, therefore:

- ◆ when an off-site activity takes place team leaders will ensure sure that the register is kept onsite.
- ◆ every member of staff on the activity (not only the leader) will keep with them at all times a list of pupils on the trip. (This may be the only starting point for identifying pupils if the leader may be incapacitated).

It is also vital that information is passed to the School as soon as possible so that support can be given to the staff on the ground and parents and that accurate information can be given to the media etc.



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All the staff on an off-site activity will:

- ◆ know how an alarm is to be raised; and
- ◆ have to hand the Headteacher's mobile number to contact to report any disaster. This should not be the School number in case the media jam the phone lines. (Any such number must be kept absolutely confidential).

As soon as the injured etc are properly looked after and in the hands of competent assistance then communicating the news is the priority.

Once that has been done the priority of those on the ground becomes:

- ◆ caring for pupils and each other;
- ◆ dealing with the media and with parents.

All other issues then become the responsibility of the Emergency Management Team.

Immediate Action in the Case of Disaster

The first priority is to safeguard pupils and staff and to secure the site.

Ensure that any debris that might be impeding access or rescue activities is removed.

Once that has been achieved the following actions will be taken.

- ◆ If necessary, the police will be contacted immediately to ask for help in controlling access to the School;
- ◆ The appropriate outside agency, if necessary, will be contacted and asked what resources they can make available;
- ◆ The Emergency Management Team will convene at the designated headquarters;
- ◆ Depending on the situation, headquarters will be in a previously identified room – which could either be in the School or another suitable building on or near the School depending on the circumstances;
- ◆ Roles will be allotted as necessary;
- ◆ Parents will be contacted by mobile phone (or ClassList). Or it may be sensible to send someone off-site to phone from an exchange that will not be blocked or overheard by the media, and permits private telephone conversations; and
- ◆ If pupils are off-site, parents should be re-united with them as fast as possible. (The Head (or delegated representative) will determine in the circumstances whether it may be helpful for parents to view the accident site so they can share the situation with their children.)



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Communicating with Parents

Only nominated members of staff have the authority to contact parents. Such persons, when answering or contacting parents will have a written list of known facts issued by the Head (or delegated representative). The nominated person will only

- ◆ say what is known for a fact;
- ◆ say how parents will be updated as information becomes more complete;
- ◆ say how parents should contact hospitals etc; and
- ◆ check whether any help is needed with transport.

While the School's main responsibility is to parents whose children are involved, there will be other parents who, for one reason or another, will want to know what has happened. Depending on the circumstances it may be appropriate to:

- ◆ send an account that is written;
- ◆ post information on the School web-site; and
- ◆ use the media to communicate with parents.

The Head (or delegated representative) will make the decision.

Communicating with Pupils

If the crisis occurs during term, much will depend on whether information is available while pupils are in the School.

The first priority will be to make sure that pupils **know what is true**.

The second priority will be, as appropriate, for the School community to share its shock and/or grief.

The procedure will be:

- ◆ pupils will be given in classes by selected staff or through an assembly:
 - ❖ the plain facts - no speculation; and
 - ❖ honest responses to questions that cannot be answered.

Normally the School will use the following strategy:

- ◆ hold an assembly to give out information;
- ◆ return pupils to class bases; and
- ◆ selected staff to go round the classes and answer questions.

If a crisis occurs during the holiday, there may have to be special arrangements to allow families, friends and others to come into the School, and for an appropriate senior member

of staff to be available to inform and support. This will be determined by the Head (or the Head's representative) and put into place by the Emergency Team.

Communicating with the Media

Media interest will seem intrusive and unhelpful. It is important to realise, however, that their interest is legitimate. Used properly the media can help to communicate important messages to parents and the community. It is important to do everything to be helpful short of compromising the essential interests of the School.

The Head will explain to the press what is happening but will stress that pupils' and parents' interests must come first.

The Head will ask for the press's co-operation in achieving this aim.

All members of staff and members of the Emergency Team must know:

- ◆ All statements to the media will be made after discussion with the Head (or representative).
- ◆ The Head will make a statement at the earliest but appropriate moment;
- ◆ Staff will refer all questions to the Head (or delegated representative) and must refuse to make any comment or react to any statement put to them by the media.

The following will inform the School's dealings with the press;

- ◆ It should be remembered that the media will be looking for a story and headlines. A 'story' only lasts for a short time in media terms so they will be looking for a quick result: e.g. grief to dramatise, or blame to a lot. They only polarise. However, there are possible stereotypes which can help to get sympathetic treatment:
 - ❖ Close-knit School community devastated by disaster;
 - ❖ Staff trying to hold things together under impossible circumstances;
 - ❖ Caring School trying to do what it can; and
 - ❖ Bolt from the blue overwhelms all sensible precautions.

The list is not exhaustive.

Legal factors

All staff should note that care must be taken to ensure that nothing is said or done to increase grief or wrong-foot the School or render the School or any employee liable to legal action.



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The media will normally not be invited onto the School site and if they do make their way into the site uninvited, they should be referred to the Head, who will normally ask them to leave, and will explain why. The assistance of the police could be sought if necessary.

It is the responsibility of the Head, in consultation with the Emergency team, to determine whether a Press Conference should be arranged in a place away from the pupils.

If there are signs of devastation on the site, it may be inevitable that the press will have to be allowed to take pictures but the Emergency Team will attempt to ensure that these do not add to the grief of parents and others.

Pupils will be kept away from the media and the importance of this will be explained to the pupils.

No addresses will be given to the media.

Recovery Period

The Head will determine when the emergency is over and the need for the School to recover has begun.

The Head will consult as he/she deems necessary and will determine what is necessary to do, and will inform the employer.

Monitoring and Review

The Head will:

- ◆ report any emergencies to the employer as soon as practicable;
- ◆ will keep the employer informed of the progress of any aftermath of the crisis;
- ◆ make a report on the response to the crisis and any lessons learned to the employer, as required;
- ◆ keep School staff informed of any developments following an emergency;
- ◆ report the details to the Health and Safety Executive (HSE)

The employer will review the policy at least every three years.

Appendix 1

Guidance to the Head (or representative) on dealing with the media

The Head will say that the School will:-

- ◆ tell them everything known definitely as soon as parents have been told;
- ◆ tell them what we do **not** know at this stage;
- ◆ tell them when further information will be available;



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- ◆ not speculate or go along with their speculation; and
- ◆ not give any names or confirming any names until all the members involved in the crisis/visit are accounted for.

Within these limits, the Head has the responsibility to give quotable statements and go on air.

Interview Technique

Generally, it will be important to 'come in under the question', being calmer and quieter than the questioners.

Two points clearly made and repeated are worth many made in a confused way.

It is crucial to remember that you are talking to the audience beyond the interviewer while answering the interviewer's questions.

Meet aggressive questions with facts e.g.

- ◆ 'all trips go through a vetting procedure';
- ◆ 'we have fire practices termly';
- ◆ 'we have records and once we have done our duty by our parents and pupils we will check it out'.

Generally, the School will be saying over and over again that the School will turn its attention to causes and lessons to be learned when all those concerned have done what they can do for pupils and parents.

Appendix 2

Short and Medium Term Actions

Short Term Action

The Employer will meet the Emergency Management Team as soon as practicable after the crisis is over to be briefed by the Head and Emergency Management Team, and to decide how any inquiry should be carried out. The Emergency Management Team will seek advice on this as appropriate.

It will be the responsibility of the Head to make an announcement about any inquiry.

The Head will ensure that included in any public statement will be the proprietor's resolve to co-operate fully with any external inquiry.

The Emergency Management Team will determine, in the circumstances, how to help the School community come to terms with the shock and grief, and which appropriate agencies to use.



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The Emergency Management Team will bear in mind in all its decisions the importance of enabling normal life to be resumed as soon as possible without denying or minimising what has happened.

Immediate steps should be taken to restore the situation in the case of fire etc. and lessons should be as normal as possible as soon as possible.

Legal advice will be sought as appropriate

Medium Term

The Emergency Team will determine how best to ease the return of pupils involved and what support they will need.

Normally appropriate consultancy/counselling will be sought.

Appendix 3

Closing the School in extreme weather conditions

The Head (or Senior Deputy Headteacher in the Head's absence) will determine whether the School should close or what alternative arrangements should be made.

The Head will aim to inform as many staff, parents and pupils as possible, using parentmail email, parentmail text and the school website.

If the decision to close has to be taken during the day the Head will aim to inform as many parents as possible to collect their children. The Head will make arrangements to look after any pupils who have to remain on site.

Appendix 4

Note on Post-Traumatic Stress Disorder and the Role of Counselling

It must be expected that some of those involved in the emergency will suffer from post-traumatic stress disorder. This may involve panic attacks, flashbacks, feelings of depression and guilt. They may be deeply disabling and are often affect adults more than children. Expert advice will be sought on this and part of the longer term plan must include plans to support both pupils and staff members who may be unable to return to school.

It was generally thought in the past that immediate access to counselling was helpful in the aftermath of a disaster. This has been shown to be counter-productive and in some cases damaging.

Advice now suggests that counselling should be postponed until at least a month after the event and then brought in for those who have been unable to 'move on.' The main thrust of the school's policy must be not to deny the events but to emphasise that 'life goes on' and



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that 'we have the strength to cope with even this.' It is vital that children and adults are not disempowered in dealing with the trauma of the disaster by the suggestion that they cannot cope without help or that they must relive the disaster to come to terms with it.

APPENDIX B (i)

Emergency Procedures and Drills

All staff, pupils, contractors and visitors are required to evacuate the building on the sounding of the fire alarm.

Staff must familiarise themselves with the Evacuation Procedures, Notices and Signs in their teaching area and the Assembly Point.

They must know the whereabouts of the nearest Call Point (break glass) and Fire Extinguishers (only to be used if training has been received).

On discovering a fire sound the nearest fire alarm.

Do not tackle a fire unless it is small **and** you have been trained to do so. Your first duty is to ensure that the School is alerted and that the children and staff are evacuated safely

- ◆ A drill will be held each term (one am; one pm)
- ◆ In the event of an unscheduled fire alarm alert the alarm will automatically alert the emergency services
- ◆ The Health and Safety Postholders and, in support, the Fire Marshals, if on the premises, will check to ensure that the building is completely evacuated
- ◆ Children will be expected to exit the building quietly and calmly and to line up in the allotted place (See Evacuation Notice)
- ◆ Teaching and Support Staff allocated to Special Needs children and those with disabilities will remain with them and help them out of the building
- ◆ The Headteacher or the Deputy Headteacher will be at the assembly point. If neither is present, the nominated back-up will deputise
- ◆ Office staff and class teachers will bring out their Daily attendance register and call it
- ◆ Staff with no supervisory duties will remain available to be called upon for support if required
- ◆ Contractor's staff and visitors will be checked by the Bursar
- ◆ The HSP will direct the Fire Brigade to the site of the fire



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- ◆ After each drill or real emergency, the School Management will review the effectiveness of the procedures. Other staff will be asked to comment if they think that the system could be improved.

In the event of a real fire during the school day, the School will, if necessary, evacuate to the other building, which will be used as a refuge. Parents will be notified at the earliest possible moment of any alternative arrangements

In the event of a bomb warning or gas leak the premises will be evacuated under the direction of the Police or the Gas Company

Instructions on what to do in an emergency are displayed in every room

It should not take more than 3 minutes to evacuate the building



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APPENDIX B (ii)

Procedures in the event of Fire or Fire Drill

See separate Schools detailed Procedures in the Fire Safety Procedures and Record Book

On discovering a fire:

The first consideration is to evacuate the children safely

Raise the alarm immediately by ringing the nearest glass encased fire alarm (Call Point) which is clearly marked on the way out

Tackle a fire, only if you have been trained in the use of fire extinguishers and the fire is of a minor nature, but DO NOT take personal risks

On hearing the fire alarm

Evacuate children by nearest safe exit (closing doors on leaving and shutting windows only if safe to do so). If the fire is blocking your way out, take the alternative route. If unable evacuate to the front room. Remain in the classroom with the door closed until the fire brigade arrives.

The Fire Marshals will check that all children are evacuated, including in toilets and walk-in cupboards, and all doors (windows, if safe to do so) are closed on their level

Ways out

Second School

Ground floor		Top floor	
Hall	exit by garden doors	Classrooms	exit by doors to fire escape
Classrooms	exit by garden door	Art room	exit down staircase

Office staff will take the register with them



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First School

Ground floor	exit by main front door
Middle floor	exit by ground floor side fire door
Top floor	exit by main front door

If smoke/ fire is blocking the exits from the classroom, close the doors and remain in the classroom until the Fire Brigade arrives.

Informing the Fire Brigade

The alarm system will automatically alert the Fire Brigade. The Headteacher or the Senior Deputy Headteacher will ring the Fire Brigade.

1. Dial 999
2. Give the operator the School telephone number and ask for **FIRE**
3. When the Brigade replies give the following information distinctly:
'Fire at 68 Shoot Up Hill, London NW2 3XL'/ 'Fire at 7 Minster Road, London NW2 3SD'

Do not replace the receiver until address has been repeated by Fire Brigade

In the absence of the school administrator, the Headteacher or most senior member of staff present will ring the Fire Brigade.

At the Assembly Point

Lead the children to the designated Assembly Point (**the playground of the Mulberry House First School at Number 7 Minster Road/Second School at Number 68 Shoot up Hill**)

Check the Daily attendance register against the children present

Report to the Headteacher that everyone is present or that someone is missing

The Headteacher will inform the Fire Brigade of any missing person

Parents, visitors and contractors will report their presence to the Headteacher's PA

No one is permitted to re-enter the building until the 'All Clear' is given by the Headteacher or Deputy Headteacher.

APPENDIX B (iii)

Generic Emergency Evacuation Procedures and Personal Emergency Evacuation Plans (PEEP)

The Plan will be developed when any individual is identified as having needs which require special action to ensure they can evacuate the School safely in an emergency

Aim

The Plan is designed to manage the safe egress of individual staff or children who cannot get themselves out of a building unaided in an emergency. It is appropriate for people with various disabilities and those with temporary health problems such as a broken leg

Responsibilities

It is the responsibility of

1. the parent of a child to inform the Head (**Responsible Person**) who will allocate a member of staff (**Nominated Person**) to give assistance to evacuate safely in an emergency
2. a member of staff to inform the Head who will allocate a member of staff (**Nominated Person**) to give assistance to evacuate safely in an emergency
3. the **Nominated Person** to make the necessary arrangements to assist or enable a person with special needs or a disability to evacuate safely in an emergency
4. the **Nominated Person** to meet with the member of staff or child and parent and any other relevant person (e.g. support assistant), to discuss the needs of the individual and agree a specific action plan
5. the **Nominated Person** to record the Personal Emergency Evacuation Plan
6. the **Nominated Person** to conduct a termly review of the Plan or more frequently, if necessary

Roles

The Responsible Person will ensure

- ◆ the provision of identified equipment needed to ensure safe evacuation (e.g. evacuation chairs and wheel chairs)
- ◆ where it will be kept and its availability at all times
- ◆ routes are kept unobstructed
- ◆ routes and Refuge areas are clearly signed



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- ◆ the **Nominated Persons** and back-ups are competent to do what is required of them
- ◆ they receive appropriate training, if necessary
- ◆ the procedures are reviewed after any Emergency Action taken and each drill

The Nominated Person will

- ◆ make him/herself familiar with the existing fire arrangements, refuge points and routes out of the building
- ◆ inform him/herself of the nature of the disability of the person in his/her charge
- ◆ attend appropriate training (e.g. manual handling, use of evacuation chair)
- ◆ keep all relevant documentation at hand for speed of reference (e.g. timetable)
- ◆ report immediately if unable, whilst at work, to carry out the defined duties
- ◆ provide a report back to the **Responsible Person** following an emergency evacuation or drill
- ◆ identify other staff to assist in any evacuation and back up staff
- ◆ ensure other relevant staff are provided with a copy of the Plan
- ◆ ensure the needs of ambulant disabled persons (e.g. hearing and sight impaired)

This Generic Plan will be incorporated into the Health and Safety Policy and be reviewed on an annual basis with it.

Personal Emergency Evacuation Plan (PEEP)

This form should be completed for anyone who requires assistance with any aspect of emergency evacuation. The PEEP will specify what type of assistance is agreed and how it is to be maintained to ensure the child's continued safety and should include assistance required from the point of raising the alarm to passing through the final exit of the building.

This plan must be reviewed on an annual basis (at least) and when a significant change in circumstances (of the building or pupil) is anticipated or identified. The PEEP should be coordinated by the SENCO, class teachers and the Health and Safety Coordinator.

Date of PEEP:
Date to be reviewed:
Name of child:



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D.O.B:
Class:
Location of class in building:
Teacher:

PEEP assessor:
Those involved in developing the PEEP:

Consider	Yes	No	Comments
Does the child/young person change rooms during the day - taking them to more than one			



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location within the building or site?			
Does the child/young person have difficulty identifying or reading emergency exit signs?			
Does the child/young person experience difficulties hearing the fire alarm?			
Is the child/young person likely to experience difficulties independently travelling to the nearest emergency exit?			
Does the child/young person experience difficulty using stairs?			
Is the child/young person dependent on a mobility aid for walking or a wheelchair?			
If the child/young person uses a wheelchair, do they have difficulty transferring from this without assistance?			



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How is the child/young person to be informed of an emergency evacuation?

Existing alarm

Visual alarm

Vibrating pager

Other (specify)

Provide details of how the child/young person would know if there was a fire:

Provide details of the Exit Route Procedure (starting from when the alarm is raised to final exit of the building). Ensure all safe routes that can be used are included: (consider attaching a building plan with all routes clearly marked)



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Provide details of the person designated to assist the child in the evacuation and the nature of assistance to be provided by each person:

Provide details of the methods of assistance (e.g. transfer procedures and methods):

Equipment provided for use during evacuation: (include details of where this is stored)



Final Check by Competent Person	Yes	No
Have the route(s) been travelled by the child and the designated assistant?		
Has a copy of the exit route been attached?		
Has the equipment detailed above been tried and tested?		



If no to the any of the above, please explain and detail next steps:

<p>I am aware of the emergency evacuation procedures and am in agreement with the plan set out above</p>	<p>Signature of parent/carer</p>
<p>I will ensure that all relevant staff are aware of and will practice the emergency evacuation procedures outlined in this plan on a regular basis</p>	<p>Signature of Headteacher</p>

- **In the Camden Record**
- **In the child's file**
- **By the Health and Safety Coordinator**
- **By the Key Worker, Class Teachers**
- **By the Designated Assistant**

APPENDIX C

Control of Substances Hazardous to Health (COSHH) 2002

These Regulations require that an assessment be made of the risks involved in using hazardous substances. If there is a risk, a non-hazardous substance should be substituted, if one is available, if not a less hazardous one. If not, then a safe system of work should be drawn up and documented. This would indicate, apart from technical details of the substance (e.g. description, level of toxicity) what other substances it should not be used with and

- ◆ how to store, handle, use it
- ◆ what protective clothing to wear
- ◆ what to do in case of accident, spillage, etc

Everyone who uses these substances must be informed about, as well as instructed and trained in their use

Regular monitoring and review of the arrangements are required

Where the Handyperson has to use hazardous substances, the above-mentioned safe systems of work must be drawn up and made available (e.g. by display) to all who use them

If a COSHH assessment is not done and there is an accident to anyone while using a potentially harmful substance, the Headteacher or responsible person, can be held liable

Inflammable substances and compressed gas cylinders must also be correctly stored and used

Hazardous substances are basically:

- ◆ Chemicals
- ◆ Micro-organisms which create risks to human health
- ◆ Dust
- ◆ Fumes
- ◆ Gas
- ◆ Any other substance which creates a risk to health

Some common signs indicating hazardous substances

Very toxic Skull and cross bones



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Toxic	Skull and cross bones
Irritant	X
Harmful	X
Corrosive	Test tubes and liquid droplets
See separate document for COSHH Assessments	



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APPENDIX D

Electricity at Work Regulations 1989

These Regulations require a **safe system of work**, which will be adopted by the School and which will include having

- ◆ all fixed installations tested at least every 3 years or at any interval recommended by Clarke Electrical
- ◆ a certificate of the test of fixed installations
- ◆ an inventory of all electrical apparatus/appliances
- ◆ a record/log of inspections and annual tests
- ◆ all portable appliances (i.e. those appliances which are plugged in and out of an electrical socket) vulnerable to damage on account of their being used and moved a great deal (a risk assessment has to be carried out to identify these appliances, e.g. irons, vacuum cleaners, power tools, etc) tested every 6 months to 1 year and all other appliances tested every 2 - 4 years by a "competent" person using a portable appliance tester
- ◆ all portable appliances visually inspected once per term and a brief visual inspection each time used. The latter can be done by the teacher. A visual inspection would involve checking the plugs, casings and cables looking for damage, cracks, fraying, wire exposure, etc
- ◆ a sticker displayed on tested appliances indicating a failure
- ◆ any failed appliance must not be used until repaired - or it must be disposed of
- ◆ stage lighting and switchgear inspected every three months, inspected and tested after each alteration to the system, and tested every year
- ◆ any personal equipment brought into school inspected and tested before use.
- ◆ Other points to be noted
- ◆ flexible leads will not be longer than 2 metres
- ◆ extension leads will only be used on a very temporary basis and not as fixtures where possible
- ◆ adapters will preferably be of the flat type
- ◆ the aggregate input into an adapter will not exceed 13 amps
- ◆ consideration will be given to eliminate the use of adapters and the inadvisable use of extension leads as fixtures
- ◆ an assessment of the need for continuity bonding will be made by an electrical engineer



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- ◆ an assessment of the need for metal computer cabinets to be earthed will be made by an electrical engineer.

Care must be taken to check all plugs to ensure that the correct fuse is used. It is common for 13 amp fuses to be used, mistakenly, instead of 3 or 5 amp fuses, e.g., on lamps, TV's, computers. The coloured wires should not be visible from the outside of the plug.

If the appropriate inspections and tests are not carried out and logged and there is an accident caused by a defective appliance or system, someone - Headteacher, teacher or person with a specific responsibility for electrical inspections and testing - may be held liable in law

Suggested Frequency of PAT Testing

The following is guidance, only. In the end, the advice of the competent person (electrician) should be followed.

Electrical appliance categories

Cleaning equipment ; floor polishers, vacuum cleaners, etc

Domestic type appliances; heaters, kettles, coffee machines, toasters, microwaves, fans, etc

Office type appliances; computers, scanners, printers, shredders, calculators, staplers, etc

Curriculum appliance; TVs, video recorders, monitors, tape recorders, OHPs, lamps, glue guns, etc

Common adapters, extension leads

Tools and cleaning equipment which get frequent and rough usage - it is suggested that these are tested at a minimum once a year and in some cases of particularly rough usage, more often.

Domestic type appliances could be tested as follows

- ◆ heaters, kettles, coffee machines, toasters, fans every year
- ◆ microwaves, etc every 2 years
- ◆ refrigerators every 3 years

Curriculum appliances could be tested every year

Office type appliances could be tested every 4 years if they are static, otherwise every 2 years

Common could be tested as follows

- ◆ adapters every 2 years (on the floor, near feet - every year)



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- ◆ extension leads every year for ones which are moved about and every 2 years for others (no extension lead should be used as a permanent fixture)

Whenever an appliance is moved substantially, it should be re-tested

Where an appliance lead comes from a floor socket it should be tested every year and visually inspected at least each half-term, as it is susceptible to damage

APPENDIX E

Policy on Using Display Screens

A suitable and sufficient risk assessment must be made to identify any hazards and evaluate the risks associated with using display screens.

Risk assessment should be made of the following:

- ◆ display screen;
- ◆ keyboard and mousepad;
- ◆ work desk/surface;
- ◆ work chair;
- ◆ space requirements;
- ◆ lighting and power;
- ◆ noise and heat emissions;
- ◆ environment;
- ◆ likely time that the display screen will be accessed;
- ◆ software; and
- ◆ persons using the equipment.

Appropriate risk controls must be in place under arrangements agreed with the HSP.

The member of staff in charge of any area using display screens must:

- ◆ ensure that appropriate seating is provided and the sitting position is comfortable;
- ◆ scrutinise daily work routines of display screen users (students and adults) to ensure that their work is periodically interrupted by breaks or changes of activity in order to reduce the possibility of any harm.

Responsibilities

Staff who are in charge of display equipment will ensure that this policy is followed.



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The HSP will monitor the use of Display Screen Equipment (DSE) and will report any concerns to the Headteacher.



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APPENDIX F



Display Screen Equipment Regulations "User" Criteria

It will generally be appropriate to classify the person concerned as a user if most or all of the following criteria apply:

- a) the individual depends on the use of display screen equipment to do the job as alternative means are not readily available for achieving the same results
- b) the individual has no discretion as to use or non-use of display screen equipment
- c) the individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- d) the individual normally uses display screen equipment for continuous spells of an hour or more at a time
- e) the individual uses display screen equipment in this way more or less daily
- f) fast transfer of information between the user and screen is an important requirement of the job
- g) the performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequence of error may be critical.



APPENDIX G

Display Screen Equipment (DSE) Workstation Checklist

Risk factors		Tick answer		Things to consider	Action to take
		Yes	No		
1 Keyboards					
Is the keyboard separate from the screen?				This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?				Tilt need not be built in	
Is it possible to find a comfortable keying position?	 			Try pushing the display screen further back to create more room for the keyboard, hands and wrists.	

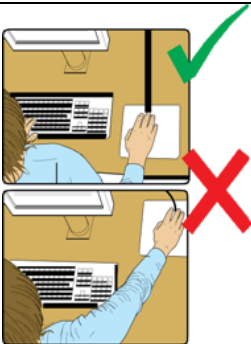


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	 			Users of thick, raised keyboards may need a wrist rest.	
Does the user have good keyboard technique?				<p>Training can be used to prevent:</p> <ul style="list-style-type: none"> ◆ hands bent up at the wrist; ◆ hitting the keys too hard; ◆ overstretching the fingers 	
Are the characters clear and readable?				<p>Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	



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Risk factors		Tick answer		Things to consider	Action to take
		Yes	No		
2 Mouse, Trackball etc.					
Is the device suitable for the tasks it is used for?				If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user?				<p>Most devices are best placed as close as possible, eg right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none">◆ prevent arm overreaching;◆ encourage users not to leave their hand on the device when it◆ is not being used;◆ encourage a relaxed arm and straight wrist.	
Is there support for the device user's wrist and forearm?				<p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	



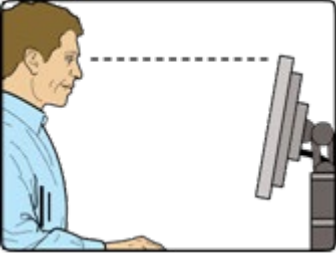
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Does the device work smoothly at a speed that suits the user?			See if cleaning is required (eg of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
3 Display Screens				
Are the characters clear and readable? <div><div>Health and safety</div><div>Health and Safety</div></div>			Make sure the screen is clean and cleaning materials are available. Check that the text and background colours work well together	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, ie free of flicker and jitter?			Try using different screen colours to reduce flicker, eg darker background and lighter text. If there are still problems, get the set-up checked, eg by the equipment supplier	




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Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt? 			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: <ul style="list-style-type: none"> ◆ swivel/tilt is absent or unsatisfactory; ◆ work is intensive; and/or ◆ the user has problems getting the screen to a comfortable position. ◆ 	








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Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
<p>Is the screen free from glare and reflections?</p> 			<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of the reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
			<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
4 Lighting				
			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	



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Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
5 Work Space				
Is the work surface large enough for all the necessary equipment, papers etc?	 			Create more room by moving printers, reference materials etc elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.
Can the user comfortably reach all the equipment and papers they need to use?				Rearrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.
Are surfaces free from glare and reflection?				Consider mats or blotters to reduce reflections and glare.
Is the chair suitable? Is the chair stable? Does the chair have a working: ♦ seat back height and tilt adjustment? ♦ seat height adjustment? ♦ castors or glides?				The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.
Is the chair adjusted correctly?	  			The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working.

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Last Reviewed: Dec-22
Reviewed by: MFN/VP/BLP
Next Review Due: Dc-23



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Risk factors		Tick answer		Things to consider	Action to take
		Yes	No		
				<p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	
Is the small of the back supported by the chair's backrest?				The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?				Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?				If not, a footrest may be needed.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
6 Environment				
Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions.	



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Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
			Cables should be tidy and not a trip or snag hazard.	
Is the lighting suitable, eg not too bright or too dim to work comfortably?			<p>Users should be able to control light levels, eg by adjusting window blinds or light switches.</p> <p>Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
Does the air feel comfortable?			<p>DSE and other equipment may dry the air.</p> <p>Circulate fresh air if possible. Plants may help.</p> <p>Consider a humidifier if discomfort is severe.</p>	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, eg printers, away from the user. If not, consider soundproofing.	

7 Final Questions to users

- ◆ Has the checklist covered all the problems they may have working with their DSE?
- ◆ Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?



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◆ Does the user take regular breaks working away from DSE?

Write down the details of any problems here:

Workstation location:

User:

Checklist completed by:

Signed:

Assessment completed by:

Signed:

Any further action needed: Yes/No

Follow up action completed on:



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APPENDIX G

Health and Safety Training Programme

Training on the following is to be given to all staff. As part of their induction all staff will receive a date and time for their health and safety training. The health and safety post holders are available if staff have any further questions or wish to report hazards. Weekly staff meetings are another opportunity to raise health and safety matters. Health and safety will be on the agenda each week.

All staff must read this list in conjunction with their health and safety training and all health and safety policies as well as the school building risk assessment and action plan and the fire risk assessment and action plan. (These will be found in the school office or staff room or on the computer network – [staff storebox](#) – [policies](#) – [health and safety](#)).

If they feel any of the below is still unclear or insufficiently covered they must inform the relevant health and safety post holder or another post holder if this is more appropriate (child protection, appointed medical person).

Area of training	Content overview	Who is to be trained	Trainer	Date Completed
Rights and responsibilities	Health and safety law (1974 act) duties of - employers, employees, self-employed, contractors Policies, risk assessments, provision, training, signs, welfare, cooperation Duty to report Accident books, procedures (RIDDOR and Ofsted)			
Welfare	Necessary facilities – toilets, washing facilities, disabled facilities, drinking water, clothing storage and changing area where required, facilities for pregnant workers and nursing mothers, facilities for staff to eat meals Please think of others!			



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Area of training	Content overview	Who is to be trained	Trainer	Date Completed
Housekeeping (see also COSHH – safe use and storage of hazardous substances)	<u>Keeping the working area clean, tidy, obstacle free.</u> Building maintenance Checking, reporting, acting Preventing trips, slips Appropriate behaviour, clothing, footwear, use of equipment storage			Know the procedure for reporting hazards



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Area of training	Content overview	Who is to be trained	Trainer	Date Completed
Fire	<p>The fire triangle</p> <p>Fire Marshals:</p> <p>Erika Billmore Fatma Ozkocak Carla Garcia Fernandez Rebecca Hennigan Nuria Perez Saez</p> <p>Fire prevention - relate to housekeeping (smoking policy)</p> <p>PEEPS Plans</p> <p>Responsibility of all staff to read, know, add to and use fire risk assessment.</p> <p>Constant risk assessing and reporting</p> <p>Identifying hazards</p> <p>Identifying persons in danger</p> <p>Evaluate risk (consider existing provision)</p> <p>Advise, review and revise provision and practice as necessary</p> <p>Use of Fire Fighting equipment - <u>only if safe!</u></p> <p>Activating alarm</p> <p>Smoke detectors</p> <p>Emergency lighting</p> <p>Evacuation exits and procedure, drills, tests and assembly point,</p>			<p>Have read and understood school fire risk assessment</p> <p>Know the procedure for reporting hazards</p>



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Area of training	Content overview	Who is to be trained	Trainer	Date Completed
First Aid	<p>Names of trained first aiders and appointed medical carer (paediatric and first aid at work)</p> <p>Allergy procedures</p> <p>Medical facilities - all staff must know the position of the nearest first aid box and necessary allergy equipment such as spare Epi-pens</p> <p>Allocated space in both fridges</p>			
Work Equipment	<p>'any machinery, appliance, apparatus, or installation for use at work'</p> <p>Common dangers</p> <p>Control measures - see building risk assessment</p> <p>Creating a safe working environment and safe working procedures</p> <p>Training</p> <p>Protective clothing</p>	All staff especially Maintenance personnel and kitchen staff		
Electricity	<p>Electric shocks</p> <p>Maintaining equipment</p> <p>Reporting - signs to look for PAT and fixed wire testing</p> <p><u>Staff are not allowed to use un-tested equipment from outside school on the premises</u></p>			



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Area of training	Content overview	Who is to be trained	Trainer	Date Completed
Occupational Health	<p>Incorrect/over-use of equipment or unsuitable working practices can cause illness (stress, hearing loss, dermatitis, heatstroke, limb disorders, respiratory diseases, infections)</p> <p>Reporting procedures – staff responsibility</p> <p>Work related violence</p> <p>Drugs and alcohol</p>			
Noise and vibration	<p>Unwanted sound that can cause stress, distraction, hearing damage or loss.</p> <p>Control measures (see risk assessment) isolation, management and systems, minimal exposure, PPE, training. (fault reporting)</p> <p>Any equipment which causes repetitive vibration must be risk assessed before use</p>			
Ergonomics and workstation design (See the health and safety handbook for workstation guidance rules)	<p>‘The interrelationships between people and their work’ – design and proper use.</p> <p>Assess – demands of the job, equipment, information used, environment, social environment</p> <p>Ergonomics takes into account the size, shape, fitness, strength, posture, senses, stresses/strains on joints, nerves, mental abilities, knowledge and experience of the individual</p>			<p>Have read the specific role risk assessments and workstation assessments in the school Health and Safety policy – part 4, appendices.</p>



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Area of training	Content overview	Who is to be trained	Trainer	Date Completed
Manual handling	<p>Lifting, pushing, pulling, carrying, moving, putting down</p> <p>Lifting and carrying children safely (nappy changing)</p> <p>Use the stairway to safety diagram (Health and Safety Handbook)</p> <p>Before lifting:</p> <div> <p>Stop and think</p> <p>Position the feet</p> <p>Bend the knees</p> <p>Firm grip, straight back</p> <p>Raise with the legs</p> <p>Keep load close to the body</p> </div>			
Working at a height	<p>To be avoided - housekeeping - safe storage</p> <p>Pre-arrange use of equipment - discuss with manager - equipment to be assessed by manager (specific risk assessment created)</p> <p>Elephant foot, ladder</p> <p>2nd person to hold ladder, ladder request,</p> <p>Ladders are checked annually by maintenance staff (ladder log). Safe footwear essential when working at a height.</p>	<p>All staff especially maintenance staff (contractors must be able to prove they have safe equipment before working on the premises)</p>		



Last Reviewed: Dec-22
Reviewed by: MFN/VP/BLP
Next Review Due: Dc-23



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Area of training	Content overview	Who is to be trained	Trainer	Date Completed
COSHH For more information on PPE types and use of please consult the Health and safety handbook level 2 in the staff room or your manager.	Responsibility of all staff to read, know, add to and use COSHH assessment. Risk assessment and reporting Personal protective clothing and equipment <i>Types - fumes/smoke, dust, liquids, carcinogens, gases, micro-organisms)</i> <i>Control procedures - isolation, ventilation, management and systems, minimal exposure, PPE, training. (fault reporting)</i>	All staff especially cleaning and kitchen staff.		Have read and understood school risk assessments

Highlighted text refers to products to be ordered.

Please ensure that you have signed the register (located in the school office) to confirm that you have had the above health and safety training.



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APPENDIX H

The Management of Health and Safety at Work Regulations 1999 - New and Expectant Mothers at Work

"Regulation 13A - (1) where -

(a) the persons working in an undertaking include women of child-bearing age; and

(b) the work is of a kind which could involve risk, by reason of her condition, to the health and safety of a new or expectant mother, or to that of her baby, from any process or working conditions, or physical, biological or chemical agents..... the assessments required by regulation 3(1)* shall also include an assessment of such a risk".

*i.e. the requirement to carry out risk assessments where hazards or hazardous activities have been identified.

This means that particular account of risks to women of child-bearing age must be taken when making risk assessments in the workplace. If the assessments reveal particular risks to them, they have to be informed that they might be at risk while pregnant or breast feeding. They will also be told how the risk will be further reduced.

Risk Assessment entails identifying hazards and hazardous activities, identifying the risks associated with them and eliminating them if possible. If not, control measures/safety procedures must be introduced to minimise or reduce the risks where they are "significant". These must be documented, implemented and monitored. If, having done this, there is still a significant risk to the health and safety of a new or expectant mother and this goes beyond the level of risk to be expected outside the workplace, the employer must, on a temporary basis

- ◆ adjust her working conditions and/or hours or
- ◆ offer her suitable alternative work, if any is available or
- ◆ give her paid leave for as long as necessary to protect her safety or health or that of her child

These possible actions have to be taken only when the employer has been informed in writing that an employee is pregnant. The employer must request in writing for the pregnancy to be confirmed, ie certified by a registered medical practitioner or midwife.

These actions, moreover, are only necessary where, as a result of a risk assessment, there is genuine concern. If there is any doubt professional advice must be sought.

The employer has to keep the risk assessment for new and expectant mothers under review.

What are the kinds of hazards or hazardous activities most likely to be encountered in Education which might affect new or expectant mothers?



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- ◆ Manual handling of loads
- ◆ Working in very hot conditions
- ◆ Fatigue from standing
- ◆ Excessive physical or mental pressure
- ◆ Working at heights
- ◆ Working in restricted space
- ◆ Certain activities in Games, PE
- ◆ Working with very young children (chickenpox, rubella etc)
- ◆ Lone working, home visits - especially in the dark

Concern will be expressed about working with the word processor. The evidence is that there is no need for pregnant women to stop working. However, it is recommended that because of the anxiety and stress associated with working with potential sources of radiation, pregnant women should be given the opportunity to discuss their concerns with someone adequately informed about this topic.

Each case is likely to be different and it is important that, when the Headteacher is advised that an employee is pregnant, she should contact the Personnel Department so that consideration can be given as to what action, if any, may be appropriate. This will be done in consultation with the Health and Safety Officer.

The following publications are recommended as references:

1. The Management of Health and Safety at Work Regulations 1999
2. New and Expectant Mothers at Work - A guide for employers
3. ISBN 0 7176 0826 3 (HMSO)
4. Management of Health and Safety at Work Regulations - Approved Code of Practice 1999 steps to risk assessment (Free leaflet) IND(G)163(L)

APPENDIX H (i)

Safety on Outdoor Activities

In order to prevent disasters during school trips, it seems appropriate to ask staff to ensure they are familiar with the information contained in the latest DFE edition of "Health and Safety of Pupils on Educational Visits" on the full range of possible activities, where advice is given, in general terms, on how these activities should be prepared and conducted. **Most importantly, the School's guidance for school outings and off-site activities have to be followed and there should be an emergency plan and communications plan, known to the trip leaders.**



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The Management of Health and Safety Regulations 1999 require that:

- "(i) Every employee shall make a suitable and sufficient assessment of
- (a) the risks to the health and safety of their employees to which they are exposed whilst they are at work
 - (b) the risks to the health and safety of persons not in their employment arising out of or in connection with the conduct by them of their undertaking..."
(Regulation 3)

The prime requirement is to avoid the risk if at all possible, i.e. by not taking part in a potentially dangerous activity. If it is decided that such an activity should, for whatever reason, be undertaken, then a risk assessment must be done. As a consequence of that assessment, procedures and a safe system of work should be devised in order to reduce the risk to a minimum.

The following is a fairly comprehensive list of points which are emphasised as being critical in the establishment of procedures and safe systems of work:

- ◆ written permission from parents
- ◆ written approval for the activity from the Headteacher
- ◆ appropriateness of insurance cover
- ◆ ratio of children to staff
- ◆ consideration of the appropriateness of the age, previous experience, physical ability, intelligence and behavioural patterns of the pupils in relation to the activity
- ◆ assurance of the experience of any Company used for the delivery of the service and any professional registration deemed appropriate
- ◆ assurance of the qualifications, training and experience of instructors
- ◆ assurance of the quality of equipment, etc
- ◆ assurance of the suitability and safety of the local conditions and environment
- ◆ provision of first aid treatment
- ◆ provision of all emergency posts, telephone numbers and other such information
- ◆ provision of local procedures for emergency
- ◆ provision of detailed schemes and programmes of work/ instruction from the Company
- ◆ pre-visit, if feasible, to the site of the activity by party leader



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- ◆ There may be other matters of a more specific nature attached to a particular activity which will have to be addressed



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APPENDIX I

Storage - Safe System of Work

- (i) Storerooms, stock cupboards, etc., will be arranged in such a way that any risk of accident, injury or fire is reduced to a minimum, if not eliminated.
- (ii) Heavy items will, where possible, be placed at a height consistent with a person's physical capacity to lift them up or down without risking injury i.e. not too high, or indeed, too low.
- (iii) Storage will be planned so that the lightest and smallest (and not the heaviest or most bulky) equipment etc., is in the more out-of-the-way places.
- (iv) There will be appropriate means of accessing any high level storage, i.e. kick-stool or stepladders.
- (v) Large or heavy packets can be split up to make carrying easier and safer.
- (vi) Stored items will be steady and firm, not precariously balanced or easily knocked over.
- (vii) Heavy items will not be stacked on top of each other unless they are very secure and not too high.
- (viii) There will be ease of access i.e. clear passage, to any stored items. Clutter will be cleared and extraneous materials disposed of.
- (ix) Rotation of stock is a factor which will be considered.
- (x) Stepladders used for storing will be regularly inspected to ensure that they are in good condition (especially wooden ones).
- (xi) Care will be taken, when lifting, not to strain and run the risk of injury. Anyone who lifts regularly (e.g. Handyperson) will ask for an assessment to be made if it is thought that there is a potential for injury and will have training on correct methods of lifting.
- (xii) All hazardous substances (see COSHH) and potentially dangerous equipment and instruments must be kept out of reach of when not in use.
- (xiii) Inflammable substances will be kept in metal containers and locked when not in use.
- (xiv) Gas cylinders will be stored according to requirements.



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APPENDIX J

Control of Substances Hazardous to Health

A Summary of The Prevention or Control of Legionellosis (Approved Code of Practice)

Legionellosis is the term used for infections caused by *Legionella pneumophila* and other bacteria from the family Legionellaceae. Legionnaires' disease is a pneumonia that principally affects those who are susceptible due to age, illness, immunosuppression, smoking etc. and may be fatal. Legionellae can also cause less serious illnesses which are not fatal or permanently debilitating but which can affect all people.

Infection is attributed to inhaling legionella, either in those water droplets which are small enough to penetrate deeply into the lung, or in droplet nuclei (the particles left after the water has evaporated). Legionellae are widespread in natural sources of water. They may enter man-made systems or water services, where they can multiply under certain conditions, and if there is a means of creating and transmitting water droplets, people in the vicinity may be at risk. Most cases and outbreaks of legionellosis have been attributed to water services in buildings, cooling towers and whirlpool spas. Other sources have been identified in foreign outbreaks including a humidification system, industrial coolants and respiratory therapy equipment.

Legislation

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) relate to the risks from hazardous micro-organisms, including legionella and chemicals such as biocides and chlorine. Under these Regulations risk assessments and the adoption of appropriate precautions are required to be made.

The Approved Code of Practice (ACOP) *The prevention or control of legionellosis (including legionnaires' disease)* sets out further statutory requirements for dealing with this risk. It applies whenever water is stored and used in a way which may create a reasonably foreseeable risk of legionellosis and in particular to the following plant and systems whenever the Health and Safety at Work etc Act 1974 applies:

- a) water systems incorporating a cooling tower;
- b) water systems incorporating an evaporative condenser;
- c) hot water services, except where the volume of hot water in the system does not exceed 300 litres;
- d) hot and cold water services irrespective of size in premises where occupants are particularly susceptible, such as health care premises;



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- e) humidifiers and air washers which create a spray of water droplets and in which the water temperature is likely to exceed 20°C;
- f) spa baths and pools in which warm water is deliberately agitated and recirculated.

While this is not an exclusive list it identifies those systems most likely to cause infection. Other plant and systems containing water which is likely to exceed 20°C and which can release a spray or aerosol (a cloud of water droplets and/or particles) during operation or when being maintained may also present a risk.

The Approved Code of Practice places responsibility on employers and others to:

- a) identify and assess sources of risk
- b) prepare a scheme for preventing or controlling the risk
- c) implement and manage precautions
- d) keep records of the precautions implemented

The ACOP also sets out the responsibilities of manufacturers, importers, suppliers and installers of products and services. It is enforced by Health and Safety Executive inspectors in factories, hospitals, laboratories, education establishments, docks and construction sites. In shops, offices, warehouses, hotels and catering establishments it is enforced by local authorities who also have responsibilities for public health. Recent outbreaks of legionnaires' disease in the UK have demonstrated the implications for public health.

Duties under the ACOP are qualified by the condition that they must be "reasonably practicable". This means that both the degree of risk and the cost and difficulty of applying control measures should be accounted for in determining what measures should be taken.

The School's Procedure for Checking for Legionella Bacteria

Checks will be made in accordance with the guidance by the HSE.

The HSP is responsible for ensuring that:

- ◆ arrangements are in place for checking the safety of water in the school;
- ◆ any control measures identified in surveys are put in place;
- ◆ regular inspections in line with HSE recommendations are carried out;
- ◆ appropriate remedial work is carried out to prevent contamination, and prevent stagnant water gathering in dead legs of pipework etc;
- ◆ staff are kept informed of any incidence of legionella bacteria; and
- ◆ an inspection record is kept on file.

Engie Ltd are contracted to carry out the above checks on the school's behalf.



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APPENDIX K

Health and Safety (Consultation with Employees) Regulations 1996

Specific provisions requiring employers to consult with employees on health and safety matters are contained in:

- ◆ The Health and Safety at Work Act 1974
- ◆ The Safety Representatives and Safety Committees Regulations 1977
- ◆ The Management of Health and Safety Regulations 1999
- ◆ The Health and Safety (Consultation with Employees) Regulations 1996

The Health and Safety at Work Act 1974 - Section 2(4) provided for Regulations to be made which allowed the appointment of Safety Representatives from recognised Trade Union members. **The Safety Representatives and Safety Committees Regulations 1977** implemented this particular provision - detailing the appointment, functions and rights of Trade Union safety representatives.

The Management of Health and Safety Regulations 1999 requires employers to consult in more detail with safety representatives.

The Health and Safety (Consultation with Employees) Regulations 1996 closed the gap created by the 1977 Regulations whereby non-unionised workers had no rights of consultation with their employers on health and safety matters. Employers must now consult directly with employees directly or through elected "representatives of employee safety". This does not affect the roles and functions of union safety representatives.

Regulation 3 - duty of employer to consult

Employers must consult in good time on health and safety matters particularly, with regard to:

- ◆ any new measures which may affect health and safety of employees
- ◆ the arrangements for appointing/ nominating persons to assist the employer in complying with relevant legislation and to assist in emergency procedures
- ◆ the provision of relevant health and safety information
- ◆ the planning and organisation of relevant health and safety training
- ◆ the health and safety consequences of the introduction of new technologies into the workplace

Regulation 4 - persons to be consulted

Employers may consult directly with their employees or through "employee representatives" elected by a group of employees to represent them. Where consultation is through employee representatives, the employers must inform all employees of:

- ◆ the names of the representatives
- ◆ the groups they represent
- ◆ when consultation with the representatives has discontinued
- ◆ if they change from consulting with the representatives to consulting directly with employees

Regulation 5 - provision of information

Employers must provide all employees or their representatives with:

- ◆ all such health and safety information as will permit them to participate fully in the consultation process
- ◆ health and safety information associated with the records kept under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**

Regulation 7 - training, time off and facilities

Employers must provide representatives with appropriate and reasonable training and other relevant facilities to enable them to perform their functions, reasonable costs in connection with training, including travel and subsistence costs, paid time off to perform their functions and to attend relevant training courses.

It should be noted that certain Trades Unions have accepted the notion of representing non-members on health and safety matters in the workplace, if non-unionised staff wish this arrangement.



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APPENDIX L

The Management of Health and Safety at Work Regulations 1999 – Protection of Young Persons (Regulation 19)

This Regulation applies to children (i.e. not over compulsory school age) and to young persons (under 18 years) who are employed and to those who are on work experience. They also apply to all children and young persons who have part-time or casual work.

An employer is required to carry out a suitable and sufficient risk assessment before employing a young person. The assessment should take into account:

- ◆ the young person's inexperience, lack of awareness of risks and immaturity
- ◆ the fitting-out and layout of the workplace and the workstation
- ◆ any exposure to physical, biological and chemical agents
- ◆ the type of work equipment and the way it is handled
- ◆ the organisation of processes and activities
- ◆ the health and safety training provided
- ◆ the risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC(b) on the protection of young people at work

The employer placing **children** in work experience have to ensure that the place of work is safe for them and provide the parent with comprehensible and relevant information on:

- ◆ the risks to the young person's health and safety identified by the assessment
- ◆ the preventive and protective measures in place
- ◆ the risks from other users of the premises

If the School employs young persons or accepts them on work experience a competent person must carry out risk assessments specific to them. If any of the young persons is of compulsory school age, a parent must be informed of the risks and the control measures.

An employer **shall not employ** a young person for work which:

- ◆ is beyond the physical or psychological capacity of the young person
- ◆ involves exposure to harmful agents or substances
- ◆ involves exposure to radiation
- ◆ involves the risk of accidents owing to insufficient attention to safety or lack of experience or training
- ◆ exposes the young person to extreme cold or heat, noise or vibration



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An employer **may employ** a young person who is no longer a child, in such environments where

- ◆ it is necessary for his/ her training
- ◆ there is supervision by a competent person
- ◆ the risks have been reduced to the lowest level reasonably practicable

APPENDIX L (i)

The Provision and Use of Work Equipment Regulations 1998 (PUWER '98)

This document provides guidance on the key features of the recent Regulations. Detailed information can be obtained from the Regulations, Approved Code of Practice and Guidance published by the Health and Safety Executive (ISBN 0 7176 1626 6).

Complying with PUWER '98

These Regulations contain additional and updated requirements from the initial legislation, introduced in 1992. They contain broad general duties for all types of equipment along with specific requirements for mobile equipment, inspection and examination of power presses.

The Regulations are supported by an Approved Code of Practice (ACoP) and Guidance. They include definition of terms and the duties of responsible people including employers, self-employed, those who control work equipment, those who use work equipment and those who supervise people using work equipment.

A non-exhaustive list of work equipment includes:

- ◆ hand tools such as hammers, knives, handsaws, etc
- ◆ machines such as drilling machines, circular saws, photocopiers, etc
- ◆ apparatus such as laboratory equipment, Bunsen burners, etc
- ◆ lifting equipment such as hoists, lifts, etc
- ◆ other equipment such as ladders, pressure water cleaners, etc

Items that would **not** be classified as work equipment are:

- ◆ livestock
- ◆ substances (e.g. acids, alkalis, water, cement)
- ◆ structural items (e.g. walls, floors stairs, roofs)
- ◆ private car



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The Regulations require that work equipment is suitable for the purpose of its use and that it is selected with regards to the risk to health and safety of anyone who will use or come into contact with it. Before purchasing any equipment, the initial integrity of the equipment, the place it is to be used, the purpose for which it is to be used and how the associated risks to health and safety will be controlled, have to be considered.

The ergonomic design should also be considered at this point, e.g. where mobile equipment with a combustion engine is used, there must be sufficient air of good quality. Equipment should only be used for operations for, and under conditions, which it is suitable with regard to the risks to health and safety of persons. The onus is on selecting the correct equipment.

The equipment has to be maintained in good condition - efficient working order and state of repair. Where equipment has a log for maintenance, it must be kept up-to-date. The rate of inspection and maintenance is dependent on the frequency of use, who is using it, the environment it is used in, the variety of options it is used for and the risks associated with malfunction or failure. Records of all maintenance work carried out.

A competent person, that is someone with the necessary knowledge and experience of the equipment, must carry out any inspections and maintenance. *(The user should carry out visual inspections before each use or on a frequent basis, e.g. each week, depending on the level of risk involved, the nature of the work, the susceptibility to damage, etc. Any faults or damage should be reported immediately and the use of the equipment discontinued until it is repaired.)*

An inspection, if there is a significant risk of injury when it is first used after installation, should be considered.

Where there are specific risks associated with equipment then only authorized, trained people should be allowed to use, maintain or service the equipment, e.g. only a trained individual is allowed to change a grinding wheel.

Employees must be given adequate information and instruction pertaining to their use of the equipment. The information and instruction should include:

- ◆ how and in what conditions the work equipment can be used
- ◆ the foreseeable abnormal situations
- ◆ the actions to be taken as a consequence
- ◆ any conclusions drawn from using the equipment

All the information should be understandable.

When arranging training the following should be considered:

- ◆ the level of competence of the individual
- ◆ their age and experience

- ◆ environment
- ◆ what information they need to use the equipment safely

Where an employee does not use the equipment regularly, refresher training should be made available. All training should take place during working hours (Regulation 11, Management of Health and Safety at Work Regulations 1992).

All new equipment must comply with these Regulations. In the Approved Code of Practice there is detailed advice and guidance that covers hardware requirements relating to guarding controls, control systems, stability, lighting, isolation facilities and suitable warning markings or devices.

There are separate regulations dealing with mobile work equipment where the operator or worker should be protected against falling out of the equipment and from unexpected movement.

The School's Policy for Managing Personal Protective Equipment (PPE)

The school recognises that the Personal Protective Equipment at Work Regulations 1992 clearly state that Personal Protective Equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation.

All PPE issued must be stored as per the manufacturer's specification.

Responsibilities:

Health and Safety Postholder (HSP)

The HSP will ensure that:

- ◆ relevant staff in charge of areas have appropriate systems for determining the requirement for PPE;
- ◆ provide a sufficient supply of PPE where required;
- ◆ all staff are suitably trained in the correct use and maintenance of their PPE; and
- ◆ suitable records are kept at the school.

Staff

It is the legal duty of employees and subcontractors:

- ◆ to comply with the policy and directions; and
- ◆ not to alter or misuse any Health and Safety equipment, including PPE, supplied for their safety.



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APPENDIX M

Asbestos

The Mulberry House School follows the DfE's advice about the management of asbestos: *Managing asbestos in schools* (2015) and the duty under the **Control of Asbestos at Work Regulations 2002** that requires the employer to manage the risk from asbestos.

The general procedures and requirements are:

If it is known (Asbestos Register/ Survey) that asbestos is present in the work area or may be disturbed or damaged by the work processes, the Health and Safety Plan (under the Construction, Design and Management Regulations) or the pre-work risk assessment (Management of Health and Safety Regulations) will have identified this and documented control measures

If it is suspected that asbestos is present in the work area and that it will only be discovered in the course of the work, the Health and Safety Plan or the pre-work risk assessment will have identified this and will have documented subsequent, necessary control measures

If it is not suspected that asbestos is present in the work area, **but it is known** that asbestos is, or has been, present elsewhere in the building the contractor must be advised of this and be instructed, on discovery of a suspicious material, to cease work, to allow no one to enter the area and to report the discovery of the material to the Project Manager, immediately. The appropriate steps for isolation, testing and, if necessary, removal must ensue.

If it is not suspected that asbestos is present in the work area **and it is not known** to be present in the building, the contractor will be instructed, on discovery of a suspicious material, to cease work, to allow no one to enter the area and to report the discovery of the material to the Project Manager, immediately. The appropriate steps for isolation, testing and, if necessary, removal will ensue.

APPENDIX N

Noise Assessment

Noise

The School has a legal duty to monitor noise levels and to keep noise within the legal limits.

The School will from time to time assess noise levels. The first aim will be to reduce noise at source.

The School will also ensure that ear protection is freely available where required.

New tools and equipment purchased and used by staff must have noise reduction features built into the design

Responsibilities:

The proprietor, Bethan Lewis Powell ensures that the acoustic conditions and sound insulation of each room or other space are suitable, having regard to the nature of the activities which normally take place therein.

The HSP will train as the 'Competent Person' under the Noise regulations.

The HSP in consultation with the relevant Head of Department will decide if a noise assessment is required, and will carry out the assessment jointly.

The HSP is responsible for ensuring that where the noise is above the accepted level, measures are taken to reduce the level.

The HSP will establish as accurately as possible noise levels around the School, and the length of exposure.

In particular, the HSP will assess any risks arising from:

- ◆ construction activities on the site;
- ◆ grounds maintenance equipment;
- ◆ staff working with reprographic and printing equipment;
- ◆ kitchen equipment;
- ◆ use of music and other electronic equipment;
- ◆ any other identified sources of noise;

and will make arrangements for the control of the risks identified.

The HSP is also responsible for training relevant staff in the unacceptable levels of noise and how to deal with them.

The HSP will record on the management system all actions taken and will note future actions

The HSP will report on actions taken to the Head.

The Head will report in the annual report to employer.



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APPENDIX O

Noise Risk Assessment Form

Operative:		Date	Job:
Are you suffering hearing loss?		Yes	No
If Yes, please describe:			
Tool/ equipment/ item / classroom	Noise level	Exposure time	Fractional exposure "f" value
Assessed L_{EP1d} =			
Tick if L_{EP1d} is above 80dB (1st Level Action)	<input type="checkbox"/>	Ear Defenders/ Plugs will be given to the operative if requested	
Other action (to be) taken:			
Tick if L_{EP1d} is above 85dB (2nd Level Action)	<input type="checkbox"/>	Ear Defenders/ Plugs will be worn at all times by the operative using this equipment	
Other action (to be) taken:			
Tick if L_{EP1d} is at or above Peak Level Action	<input type="checkbox"/>	Ear Defenders must be worn by the operative using this equipment	
Other action (to be) taken:			
Signed:		. (Operative) Print name	Date:
Signed:		(Assessor) Print name:	Date:
Review outcome:		Date:	
Signed:		(Assessor)	
Next review Date:			



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APPENDIX P

Health and Safety Workplace Checklist

Name of Assessor:
Position:
Building:

Item	Yes	No	N/A	Comments
Fire:				
Are evacuation signs and notices clearly displayed?				
Do the fire exits open easily?				
Are the routes to them clear?				
Are the extinguishers accessible?				
Are store rooms a fire hazard?				
Is there too much paper and/or combustible material around classrooms?				
Is there any around and/or on doors				
Are there combustible displays in stairwells?				
Are extinguishers and call points clearly signed?				
Have the extinguishers been serviced in the last year?				
Is the alarm being tested weekly?				



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Item	Yes	No	N/A	Comments
Do you know when the last drill took place?				
Does everyone know the location of the fire assembly point?				
Hazardous Substances:				
Are COSHH assessments known about?				
Are there warning notices about dangerous chemicals?				
Are teachers using any?				
Are they stored safely, if yes?				
If there is a spillage or an accident involving a hazardous substance, are remedial measures in place?				
Electricity:				
Have all portable appliances been tested in the past year?				
Are staff checking that appliances are safe before they use them (not damaged)?				
Are they checking that the plugs and sockets are not damaged?				
First Aid:				
Are the names of First Aiders and the whereabouts of the boxes clearly displayed?				
Are the boxes well stocked?				



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Item	Yes	No	N/A	Comments
Is the treatment book being filled in?				
Workplace:				
Is it warm enough?				
Is it clean?				
Are passageways kept clear?				
Is the lighting adequate?				
Is the ventilation adequate?				
Are the storage arrangements safe?				
Is there adequate provision of hot water, soap and towels?				
Personal Protection:				
Have staff who need it, been provided with the appropriate protective clothing?				
Have they been shown how to use and look after it?				
Risk Assessment:				
Has everyone been informed of the hazards and risks in the workplace?				
Is there a pregnant member of staff?				
Is there a disabled person?				
Has any additional action been taken for their safety?				
Premises:				



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Item	Yes	No	N/A	Comments
Are the premises well enough maintained?				
Are there any obvious, serious defects?				
Are the floors, flooring and stairs well enough maintained?				
Furniture - are there any:				
(i) broken/ damaged chairs?				
(ii) broken/ damaged tables/ desks/ work tops?				
(iii) unsafe shelves/ shelving/ racking?				
(iv) unsafe/ damaged equipment				
(v) unsafe/ damaged play equipment				
(vi) broken/ damaged cupboards?				
(vii) broken/ damaged doors or door handles?				
(viii) broken/ cracked windows?				
(ix) torn/ badly worn carpet/ flooring				
Security:				
Do staff, generally, feel safe at work?				
Display Screen Equipment:				



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Item	Yes	No	N/A	Comments
Have workstation assessments been carried out?				

Any other comments:	
Signature: Position:	Date:

* COSHH = Control of Substances Hazardous to Health
APPENDIX Q (i)

Risk Assessments

Risk Assessments are kept in the 'Risk Assessment' file in the school office:

Fire Risk Assessment

COSHH Risk Assessment

Educational Visits Risk Assessments

General Risk Assessments

Risk Assessments received from contractors



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APPENDIX Q (ii)

APPROVED

YES ☐ - NO ☐

Company			
Services supplied			
Date questionnaire Sent		Date received back	

Evidence / Document	Received			Suitable			Comments
	N/A	Yes	No	N/A	Yes	No	
Public Liability Insurance Certificates							
Employee Liability Insurance Certificates							
Safety Accreditation Certificate							
Competent Person (H&S)							
Health & Safety Policy Statement							
H&S Arrangements <i>Confirmed up to date.</i>							
Risk Assessment & Method Statement							
Training Records							
Management of H&S Communication							
COSHH							
Work Equipment Records							



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Any Additional Evidence:

Is the information received suitable and sufficient? **Yes** ☐ **No** ☐

If **No** please give details and what (if any) further information is required:

Additional information received: **Date:** Is it suitable and sufficient? **Yes** ☐ **No** ☐

Name of Auditor: Position: Approval Date:

Review Date:.....



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COVID-19 ADDENDUM

System of Controls – Protective Measures

This is the set of actions that we must take as a school to ensure controls are effective, working as planned and updated appropriately following the public health advice. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

	Essential Measures	Control Measures in place	Further actions and considerations	Who? Key person responsible for checking and monitoring
PREVENTION				
1.	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p> <p>A requirement that people who are ill stay at home.</p>	<p>Communication to parents, staff and visitors reminding of symptoms and not to send child in or for staff or visitors to come into school if they have symptoms and to follow the isolation guidance. Our designated room is the staffroom in the Second School.</p>	<p>Further posters in reception and around the school. Regular reminders to staff – SLT Weekly Update. Regular reminders to parents – weekly through website, text, parental email. Reminders to any visitors on site – no visitors apart from essential contract work and essential meetings will take place over the phone.</p>	<p>Risk assessment</p> <p>Senior Leaders to ensure safe working practices and guidelines are followed.</p> <p>The Headteacher is responsible for weekly updates to parents and management of communication. Reception to be informed at the end of any meeting in meeting room so that cleaners can be called to clean the room in between use.</p>
2.	<p>Clean hands thoroughly more often than usual.</p> <p>Robust hand hygiene</p>	<p>Posters displayed around school. Additional hand sanitiser dispensers outside every classroom.</p>	<p>Hand sanitiser located at all entry/exit points. Hand wash checked every hour and re-filled when toilets are cleaned throughout the day.</p>	<p>Covid Safety is everyone's responsibility.</p> <p>Senior Leader Team responsible of implementing, monitoring and checking systems.</p>



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3.	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Posters displayed around school and on screens. Packets of tissues for children and in every classroom.	Staff to remind students of good hygiene procedures throughout the day. Bins emptied using gloves by cleaners.	All staff responsible for promoting and checking with students during time in school.
4.	Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products	Already in place. Anti-bacterial wipes in every classroom.	Enhanced cleaning of whole site will take longer each day - additional cleaners on site during the day for surface cleaning in	

	Essential Measures	Control Measures in place	Further actions and considerations	Who? Key person responsible for checking and monitoring
	such as detergents and bleach.	Alcohol wipes and Dettol available.	between movement times. (Handrails, door handles, doors) Toilets cleaned every hour during school day and after use by a student/staff member sent home with symptoms.	All staff to be responsible in monitoring the surfaces in their classrooms.



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5	Minimise contact between individuals and maintain some distance wherever possible. Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.	Staggered breaks and lunches. Staggered entry and departure times. Zoning of students in year groups when outside the building at break and lunch.		SLT Staff
6.	Where necessary, wear appropriate personal protective equipment (PPE)	PPE in designated area for First Aiders.	Briefing for all First Aiders –	All Staff Members
RESPONSE TO ANY INFECTION				
7.	Active engagement with NHS Test and Trace	Staff undertake flow tests following NHS or government advice.		Staff Members
	Essential Measures	Control Measures in place	Further actions and considerations	Who? Key person responsible for checking and monitoring



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8.	Manage confirmed cases of coronavirus (COVID-19) amongst the school community	<p>Immediate contact with local Health Protection Team. Anyone with symptoms to be tested and school informed of result.</p> <p>Clear protocol in place for management of a confirmed case using Public Health guidelines.</p> <p>Send home anyone within 'close contact' as defined in guidance and advised by Public Health. 14 day Self-isolation instructions for all involved and test. School to be informed of test result on every occasion.</p>	<p>Review of risk assessment and timetable to ensure school can continue to run. Cover to be allocated to each class. Supply staff to be used for absence where possible due to staggered day.</p>	Staff Members
9.	Contain any outbreak by following local health protection team advice.	<p>2 or more confirmed cases within 14 days - contact Local Health Protection Team for advice on any further isolation.</p>	<p>Would only close the school on the advice of the Local Health advice unless the number of staff affected or key staff areas such as catering or site team mean we cannot remain open.</p>	Staff Members

To be read in conjunction with the Covid-19 Risk Assessment



Reviewed and Signed by:

Name: Cari Binet-Fauvel, Director

Signature:

Date:

Name: Duncan Binet-Fauvel, Director

Signature:

Date:

Headteacher: Victoria Playford

Signature:

Date:

Deputy Head: Maria Adela Fojo Nebril

Signature:

Date: