



HEALTH AND SAFETY POLICY

Policy amended: October 2015

Presented to Proprietors: October 2015

To be reviewed: October 2016 Reviewed Oct 2017 Next review Oct 2018 next review Oct 19

Introduction

This document has been prepared in accordance with the **DfE non statutory guidance - Health and Safety advice on Legal Duties and Powers for Local Authorities, Head Teachers, staff and Governing Bodies (2013)** and the Health & Safety at Work Act 1974 and supports the Education Department Health and Safety Policy Statement.

This policy is applicable to all who work at Ruckleigh School and the pupils, including those in Early Years Foundation Stage.

Ruckleigh School has adopted a no smoking policy within the school building and grounds.

School Policy Statement

The proprietor's responsibility is to ensure that **all reasonably practical steps** are taken to secure the health, safety and welfare of everyone using the school premises.

The procedures and arrangements set out in this document have been put in place to assist the school and those responsible to:

- Establish and maintain a safe and healthy environment throughout the school.
- Establish and maintain safe working procedures among staff and pupils, **ensuring that staff are aware that corporal punishment or the threat of to pupils or adults, and violence towards staff members by pupils or adults will not be tolerated.**
- Arrange to ensure safety and absence of risks to health when using, handling, storing and transporting articles and substances, and electricity at work.
- Ensure the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of pupils, visitors, teaching and non teaching staff at school.
- Maintain a safe and healthy place of work, with safe access to and from the site.
- **Provide guidance on occupational health services and work related stress (Occupational Stress Policy).**
- Formulate procedures to be used if there is a fire or other emergencies and for evacuating the school.
- Lay down procedures to be used if there is an accident.
- Provide a system so that dangerous occurrences, accidents, defects and potential hazards are reported and recorded.
- Teach safety where appropriate in the curriculum.
- **Ensure that staff are aware that any concerns regarding child protection should be reported as stated in the Child Protection Policy.**

SIGNATURE OF PROPRIETORS

SIGNATURE OF HEAD TEACHER



Responsibilities of the Proprietors

The proprietors accept responsibility for the establishment, monitoring and review of all school level health and safety policies.

The proprietors have appointed the Head and a Health and Safety Coordinator who will have oversight of health and safety matters.

The proprietors aim to provide a safe and healthy environment for teaching and non teaching staff, pupils and visitors to the school. The proprietors recognise that policies alone cannot prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety. All staff, whether employed by the school or others, will appreciate that their own safety, and that of all in the school, depends on their individual conduct as well as this policy.

The proprietors will:

- Ensure that job descriptions of new staff include general and specific responsibilities relating to health and safety.
- Together with the Headmaster or named responsible person, ensure that pupils and their staff have suitable health and safety provision.
- Ensure that safety standards for purchased goods and equipment are met.
- Ensure that procedures exist for checking that items offered for sale by the school are safe.
- Together with the Headmaster ensure that approved school journeys are arranged and supervised in accordance with the LA's guidance.
- Ensure that the school has an appropriate monitoring system.

Responsibilities of all employees

The Health and Safety at Work Act 1974 states:

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

To take reasonable care for the health and safety of herself / himself and of any other persons who may be affected by her / his acts or omissions at work, **and**

As regards any duty or requirement imposed on her / his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her / him so far as it is necessary to enable that duty or requirement to be performed or complied with'.

To observe the laws and carry out the responsibilities to pupils and other visitors to the school, all employees are expected to:

- Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- Observe standards of dress consistent with safety and / or hygiene.
- Keep good standards of hygiene and cleanliness.
- Know and apply the emergency procedures in respect of fire, bomb scare and First Aid.
- Not wilfully misuse, neglect or interfere with things provided for her / his own safety and / or the safety of others.
- Co-operate with other employees in promoting improved health and safety measures.
- Co-operate with the appointed safety coordinator and the enforcement officer of the LA, the Health and Safety Executive or the Public Health Authority.
- Report any hazard or malfunction in accordance with school procedure.
- Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- Conduct themselves in an orderly manner and refrain from any form of inappropriate behaviour.
- Use the provided safety equipment and / or protective clothing.



- Avoid improvisation in any form which could create unnecessary risks to health and safety.
- Maintain, or ensure safe maintenance of, tools and equipment, reporting any defect in accordance with school procedure.
- Attend training courses to further the needs of health and safety as required.

Report all accidents, assaults and 'near misses' in accordance with school procedures whether injury is sustained or not.

Responsibilities of the Health and Safety Coordinator

The Health and Safety Coordinator is responsible to the Proprietors for the implementation of Ruckleigh School's Health and Safety Policy and for ensuring that Ruckleigh School fulfils its statutory obligations with respect to the health, safety and welfare of all employees, pupils and others.

In order to fulfil these responsibilities the Health and Safety Coordinator will:

- Ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation.
- Ensure staff and pupils comply with agreed procedure.
- Advise the proprietors on the resources and action required to meet statutory requirements, County Council / departmental procedures, etc.
- Liaise regularly with the proprietors on health and safety matters in the school. This will take place during full meetings with the proprietors, and with the health and safety panel as and when necessary.
- Encourage and promote a positive health and safety culture in the school.
- Be the focal point for day to day references on safety and give advice or indicate source of advice.
- To judge whether the steps which need to be taken to remove the potential hazards are 'reasonably practicable' and lie within her / his executive authority and, as appropriate, take action.
- To report to the proprietors on health and safety matters and to seek their decision in those instances where their normal executive authority does not allow them to take action or where they have doubts about the practicality of a proposed solution.
- To take note of health and safety bulletins and safety instructions issued from time to time by the Local Authority, the Department for Education and others and arrange for this information to be disseminated.
- To report as soon as practicable after their occurrence all accidents and dangerous occurrences to the Proprietors, who will the notify Local Authority and Health and Safety Executive as appropriate.
- Notify proprietors of reportable incidents to conform to the Reporting of Injuries, Diseases and Dangerous occurrences regulations 2013 (**RIDDOR**)
- To assist in the arrangement of adequate staff training on health and safety matters, **to include risk assessment.**
- Take action on any complaints from staff on health and safety issues.
- Make arrangements for the regular review and monitoring of this policy, and the arrangements and procedures contained herein, including regular inspections and safety tours.

Staff Name/ Designation

Competent person appointed to advise on Health and Safety

Activity Holidays – Mrs Gill Slatter (Health and Safety Coordinator) and Gavin Whichello Year 6 Teacher

Catering – Mr Matthew Mason

Fire – Mrs Charlotte Laurens

First Aid – Mrs Leigh Burrell



General/ Electrical equipment – Mr Dave Laurens

Grounds Maintenance – Mr Dave Laurens

PE – Mr Gavin Whichello

Science – Mrs Jo Brown

Design and Technology – Mrs Aman Randhawa

Visits/ Outings – Designated Team Leader (one for every event)

Other Delegated Responsibilities

- Staff named are responsible for keeping the Head up to date with any changes to working methods or procedures pertaining to this policy and any associated documents.
- The member of staff with responsibility for each area as designated above will ensure that, where applicable, all statutory notices are displayed and the relevant registers are kept up to date and available for inspection.
- Members of staff with a specific responsibility, such as visits, outings, activity holidays or science activities will be responsible for maintaining good health and safety practices in these areas and for ensuring that all staff within their area of responsibility are properly informed, having regard to the hazards of the activities, after advising the Head of any subsequent specialist requirements for the health and safety of staff or pupils.
- The proprietor will ensure that all members of staff named above are aware of their responsibilities and have signed the record sheets kept in the school office to show that they have read the school's code of practice for their area of responsibility.

Responsibilities of class teachers

The class teacher is responsible for the safety of pupils in classrooms.

If, for any reason, e.g. the condition or locations of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers she / he cannot accept this responsibility, she / he should discuss the matter with the Headmaster before allowing work to take place.

Class teachers are expected to:

- Expected to carry out a risk assessment of their working environment.
- Set a good example by adopting good health and safety practices, and procedures.
- Supervise the pupils and ensure that they know the emergency procedures and any special safety measures for the teaching area / activity.
- Give clear instructions and warning as often as necessary.
- Ensure that pupils' bags, coats etc. are safely stowed away.
- Include all relevant aspects of safety in the curriculum.
- Request / obtain protective clothing, guards, special safe working procedures, etc. where necessary and ensure their use.
- Make parents / volunteers aware of safety procedures in the classroom / work area.
- Recommend to the Headmaster improvements on safety equipment and additions or improvements to tools or equipment which are dangerous or potentially so.



Responsibilities of Visitors / Volunteers / Hirers

Regular visitors and other users of the premises will be required to observe the safety rules of the school. The Office staff will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the health and safety arrangements applicable to them by the teacher to whom they are assigned and will be given a copy of the Policy for Volunteer Helpers in School.

Groups of people who regularly hire the premises will be made aware of safety arrangements on completion of hiring arrangements.

School rules concerning pupils

Parents and guardians are requested to encourage their children, who are pupils at this school to:

- Conduct themselves in a manner which is considerate to their own safety and the safety of others.
- Observe standards of dress consistent with safety and / or hygiene (this would include unsuitable footwear and other items considered dangerous).
- Observe all the safety rules of the school and in particular the instructions staff give in an emergency.
- Not wilfully misuse, neglect or interfere with equipment provided for their safety.

Dissemination of information

- Copies of the new Health & Safety information will be circulated to all staff, via Google Drive (Policies)
- Documents will be filed by the H & S Coordinator and copies kept in The Headmaster's office and the Bursar's office.

All new members of staff will be given a copy of the Health & Safety policy and will be given the opportunity to discuss any queries.



Fire Drill Procedure

The normal assembly point for the Nursery and Kindergarten is on the lawn.

The normal assembly point for Lower School is the playground.

The normal assembly point for Middle and Upper school is on the playground

If fire makes this impossible everyone should assemble on the front car park.

It is important to remind children when the fire alarm goes that they should stop talking and should walk to leave the buildings as quickly as possible.

Silence is essential so that in a genuine emergency staff can be heard and can communicate with each other.

Children in a lesson should follow their teacher quietly and calmly out of the building. When they are safely at the fire assembly point, the children should line up into register order and remain silent until all the registers have been checked.

Children out at play (or in a lavatory etc.) must not go back into a classroom.

They should go quietly to the assembly point, rejoin their class in silence and wait for the teacher to check the register.

Once staff have called the register they must report at once to the Headmaster that 'all are present' or if anyone is missing, who it is.

Registers and the visitors signing in book are taken from the main office to the assembly point by a member of the secretarial staff and used to verify that all persons on site are accounted for.

All staff should think about their own room in **ADVANCE** and plan with colleagues what they would do in the event of a fire, especially at break times or when classes are split up for different activities.

Fire marshals have been appointed to each building and it is their responsibility to check that their area has been completely vacated. However, they should **NOT** put themselves at risk and although they are expected to check all storage areas and lavatories, they should immediately abandon the building if they come across a fire.

Fire marshals have some training in the use of fire extinguishers but should only deal with a very small and contained fire if they feel able to do so and with the assurance that someone else is aware of their actions. They should never put their own lives at risk and should abandon any attempts to put out a fire if their initial efforts do not appear to have any effect.

In the event of a drill or genuine emergency, nobody is allowed to return to his or her building until the head and/or bursar indicates that it is safe to do so.

In the event of a real emergency, the Headmaster and/or Bursar will take charge of the scene and will decide upon the next course of action.



Fire Marshals

On hearing the alarm, **ALL** staff in charge of a class or child should precede those children directly to the assembly point.

Nursery	Mrs Rachel Chandler
Kindergarten	Mrs Ann Freeth
Headmaster's' Office/ Study	Mr Dominic Smith
Dining Room and Kitchen	Mrs Matthew Mason
Office	Mrs Bernice Badham/ Mrs Charlotte Laurens/Mrs Keely Cuffley/ Mrs Coleen Shine
Library/ Science Room	Mrs Jo Brown / Mrs Victoria Lynch

Where possible all staff should visually check rooms, other than classrooms, along their designated exit route. The person teaching in classroom 32 must firstly check top floor. If there are any children unsupervised they should leave the building with the Year 6 children. The member of staff teaching in room 32 should then QUICKLY check rooms 34, 36 and 37. If it is not possible to check an area the member of staff, on leaving the building, should inform either:

1. The Headmaster; or
2. The Deputy Head; or
3. The Health and Safety Coordinator

who must then inform the fire service.

Ruckleigh School Fire Protection Policy

Drill procedures

Drills are carried out termly, children and staff carry out the fire drill procedure.

Drills are logged: time exercise took and system faults are noted. All main rooms are fitted with fire procedure notices.

Alarm systems

Alarm systems are serviced quarterly through a specialist service.

Inspections

A Fire Risk Assessment is carried out periodically by persons competent to do so and monitored by the health and safety coordinator and is available for inspection by the West Midlands Fire Service.

Fire extinguishers

Fire extinguishers are serviced and updated annually – all service records are kept and logged.

Training

All staff have some training in the use of fire extinguishers. This manual also contains information on the use of fire extinguishers.

Fire Marshal Duties

KNOW THE AREAS YOU HAVE BEEN DESIGNATED TO CHECK

Actions to carry out in the event of a fire:

1. Leave the room, if possible, shutting the door behind you.



2. Go to the nearest fire alarm call point and break glass to set off alarm and evacuation procedure.
3. Tell someone what you have found and the necessary course of action. If it is a small 'contained' fire, select the appropriate extinguisher and return to the fire – **telling colleagues what you are doing**.
4. If successful, tell The Headmaster/ Bursar all is under control.
5. If failed, revert to next stage.
6. If fire is not containable, advise the office who will call the fire brigade and then carry out fire marshal duties and leave the building.

**IF IN DOUBT: GET OUT,
GET THE FIRE BRIGADE OUT
STAY OUT!**

Actions to carry out when the fire alarm siren is sounded:

1. Ensure all persons leave the building by the nearest clear route using fire doors as marked.
No one should stop to collect personal belongings.
2. Check the building, especially lavatories and small rooms / cupboards to ensure everyone has left.
3. Shut all doors and windows behind you wherever and whenever possible.
4. Ensure that no one returns to the building until the registers have been taken and the 'all clear' given by the Headmaster or Bursar.

Use of fire extinguishers (Staff Training April 2016 Valid until 2018)

All NEW fire extinguishers are now coloured RED with a colour coded band to denote its contents.

OLDER fire extinguishers are colour coded with the whole extinguisher colour coded to denote its contents.

The colour codes are the same in both cases and as follows:

RED (WATER) - for use on wood, paper and textiles.

RED (DRY POWDER) – for use on wood, paper, textiles, flammable liquids, gaseous fires and live electrical equipment.

BLUE – for use on all fires **except** metal and gaseous fibres having an explosion risk.

BLACK (CARBON DIOXIDE) – for use on flammable liquids or live electrical apparatus, NOT flammable metal fires, NOT on wood, paper or textiles.

YELLOW (WET CHEMICAL) – for use on cooking oils, wood, paper and textiles.

How to use a fire extinguisher

WATER (RED) – for use on wood, paper and textiles.

Method

1. Direct the jet at the base of the flame and keep it moving across the area of the fire.
2. Seek out any hot spots after the main fire is extinguished.
3. A fire spreading vertically should be attacked at its lowest point and followed upwards.

RED (DRY POWDER) – for use on wood, paper, textiles, flammable liquids, gaseous fires and live electrical equipment.

Method



1. On fires involving either liquids in containers or spilled liquids, direct the jet towards the near edge of the fire. With a rapid sweeping motion drive the fire towards the far edge until all the flames are extinguished.
2. On fires involving flowing liquids, direct the jet at the base of the flames and sweep upwards.
3. On fires in electrical equipment, switch off the current and then direct the jet straight at the fire.
4. Where the equipment is enclosed, direct the jet into any opening with the object of penetrating the interior.
5. When the fire appears to be extinguished shut off the discharge and wait until the atmosphere clears. If any flame is then still visible, discharge again.

BLUE – for use on all fires **except** metal and gaseous fibres having an explosion risk.

Method

1. On fires involving either liquids in containers or spilled liquids, direct the jet or discharge horn towards the near edge of the fire. With a rapid sweeping motion drive the fire towards the far edge until all the flames are extinguished.
2. On fires involving flowing liquids, direct the jet at the base of the flames and sweep upwards.
3. On fires in electrical equipment, switch off the current and then direct the jet or horn straight at the fire.
4. Where the equipment is enclosed, direct the jet or horn into any opening with the object of penetrating the interior.
5. When the fire appears to be extinguished shut off the discharge and wait until the atmosphere clears. If any flame is then still visible, discharge again.

BLACK (CARBON DIOXIDE) – for use on flammable liquids or live electrical apparatus, NOT flammable metal fires, NOT on wood, paper or textiles.

Method

Method and operating instructions as for dry powder.

1. Carbon dioxide extinguishers should **NOT** be used in confined spaces where there is a danger that the fumes may be inhaled.
2. **DO NOT HOLD THE HORN** since it becomes extremely cold during use.

YELLOW (WET CHEMICAL) – for use on cooking oils and cooking fats.

Method

Apply gently over the surface of the fire keeping the nozzle at a distance of at least 1 metre. Always expel entire contents of the extinguisher even after flames have been extinguished.

DO NOT CONTINUE TO FIGHT A FIRE IF:

- It is dangerous to do so,
- There is a possibility that your escape route may be cut off by the fire or smoke,
- The fire continues to grow in spite of your efforts,
- There are gas cylinders threatened by the fire.

If you have to withdraw, close windows and doors behind you whenever possible.

Do **NOT** use a fire extinguisher to put out a fire involving burning gas. Turn off the gas supply (gas isolation valves located in kitchen and Lower School cellar) **if it is safe to do so** or leave such fires to the fire brigade.



First Aid Procedure

During lesson time, the class teacher will give first aid for very minor problems. Named First Aiders, who may draw the nature of the injury to the attention of the Headmaster, will deal with more serious injuries.

First Aid kits are situated in the staff room, the office, Nursery and Kindergarten

HOWEVER, your attention is drawn to the fact that current regulations now state that you may **NOT** administer any lotions, antiseptic creams etc. and only water, a bandage and sympathy may be used.

At lunchtime, the lunch and lunch break supervisors will deal with minor injuries and seek assistance from the principal first aiders.

In ANY event and if the principal first aiders are unavailable or absent, all members of staff have basic first aid training (valid until September 2018)

Principal First Aider (Paediatric) - Mrs Leigh Burrell

Illness and medical treatments

Illness

Children who are clearly unwell, e.g., vomiting, diarrhoea or high temperature, should not be in school and The Headmaster would consequently ask parents to keep them at home.

The principal first aider can see any child who becomes unwell whilst at school immediately and he/she will make a decision (to be endorsed by the Headmaster) whether or not to contact the child's parent. In the event of the absence of the principal first aider, other members of staff who are first aid qualified will make that decision (again to be endorsed by the Headmaster).

Medicines

There is no legal requirement for staff to administer medicines to pupils. If it is vital for a child to have medicine during school hours, parents should be asked to come into school to administer it personally. If this proves impossible the parent should speak to the Headmaster.

Medical treatment

- Cuts and grazes are cleaned with water.
- Wounds are covered either with Elastoplast or Melolin and Micropore tape.
- Bruises and swellings may be reduced by application of a cold compress.

In line with West Midlands Schools' Health Directory, any further treatment will require contact with a parent.

In general, treatments can be managed so that it is not necessary for medicines to come into school, i.e. doses can be timed to be administered outside the school day.

The exceptions to the above are for those pupils who have on-going conditions, e.g. asthma or diabetes.

All asthma inhalers should be named. Parents are expected to ensure their child's medication is not out of date.

All epipens are kept in the first aid cupboard in the staff room. - Nursery/ Kindergarten store child's medicine

All epipens are to be kept in the appropriate year group cabinet in the staff room which has recent photograph of any children with known allergies.

Parents are responsible for ensuring their child's medicine is not out of date.

ALL STAFF should familiarise themselves with the use of epipens and with the children concerned.



Recording/ Reporting of Accidents

All accidents requiring First Aid treatment are recorded in the minor accident book which is kept in the school office.

Information must include:

- a) Name of injured person
- b) Date / time of accident
- c) Cause of accident
- d) Nature of injury
- e) Treatment given / action taken
- f) Signature of person making record
- g) Indicate if parent has been informed and at what time

The following should also be reported:

- a) All injuries requiring medical treatment i.e.: casualty, own doctor.
- b) Fainting and/ or epileptic seizure
- c) All assaults on staff, whether injury is caused or not.

All members of staff must ensure that ill or injured pupils are cared for in an appropriate manner. This will involve continuous observation of the pupil whilst waiting the arrival of a parent or guardian.

All deaths to workers and non-workers, with the exception of suicides, must be reported to the **HSE** if they arise from a work-related accident, including an act of physical violence to a worker.

Accidents / injuries to **employees** should also be recorded in the official accident report book and reported to the HSE IF:

1. The accident is work-related
2. It results in an injury of a type which is reportable

Reportable major injuries

1. Any fracture, other than to the fingers, thumbs and toes;
2. Any amputation;
3. Dislocation of the shoulder, hip, knee or spine;
4. Loss of sight (whether temporary or permanent);
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye;



6. Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) 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; or
 - c) Requiring admittance to hospital for more than 24hrs;
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 the absorption of any substance by inhalation, ingestion or through the skin:
 - a) Acute illness requiring medical treatment; or
 - b) Loss of consciousness;
- 10.) 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 material.

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within **15 days** of the accident.

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

How to Report Major Injuries.

It is the responsibility of the proprietor to notify the Health and Safety Executive of fatal and major injuries without delay (e.g. by telephone or online) within **ten** days.

Pupils and other people who are not at work.

You need to report an accident that happens to someone who is not at work, e.g. a pupil or visitor, IF:

- a) The person involved is killed or taken to hospital; **and**
- b) The accident arises out of or in connection with work.

Like fatal and major injuries to employees, you must notify these accidents to the **HSE** without delay within **ten** days. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.



How to decide whether an accident “arises out of or is in connection with work”

An accident will be reportable if it is attributable to:

- a) Work organisation (e.g. the supervision of a field trip);
- b) Plant or substances (e.g. lifts machinery, experiments etc);
- c) The condition of the premises.

Playground accidents due to collisions, slips and falls are not reportable unless they arise out of or in connection with work, e.g. the condition of the premises or equipment, or the level of supervision.

All accident information will be kept for 3 years.

Reporting defects and potential hazards

Defects

All defects / items requiring repair should be recorded in the maintenance book which is located in the office along with a date, name, an exact location and a clear description of the problem.

When rectified, the defect will be “signed” off in the maintenance book.

Hazards and Potential Hazards

All hazards and potential hazards must be reported immediately to the Health and Safety Coordinator, Headmaster or Bursar.

Persons discovering the hazard should take all reasonably practical steps to reduce the risk of injury or further injury (e.g. switch off machine, cordon off area, stay there to warn others away etc.) whilst **NOT PUTTING THEMSELVES AT RISK OR FURTHER RISK.**

All hazards and potential hazards must also be recorded in the maintenance book as soon as possible.

Code of practice on classroom management

- All classrooms, passageways, corridors and fire control doors are to be kept free from obstruction and impediments to free access and egress so that movement around the school is not endangered by trip, slip and fall hazards and that the designated means of escape in the event of fire is not endangered.
- Housekeeping arrangements within classrooms should ensure that coats and bags are hung up in the correct place and that there is sufficient space for persons to move freely around the classroom.
- Radiant heaters should not have any flammable material such as paper, card, exercise books, plastic items and cloth on or within two feet of them in any direction. Heaters should either be fixed properly to a wall, or be freestanding only with the correct feet in position and checked regularly.
- Electric light bulbs in store rooms should not have any stored material closer than 18 inches to this light and heat source. (Potential for store room fire.)
- Where electrical switchgear is sited within a classroom or cupboard in a classroom, clear access must be available to the switchgear at all times. All electrical switch rooms and cupboards must be kept free from obstructions and impediments. **THESE AREAS MUST NOT BE USED AS STORAGE AREAS FOR MATERIALS.**
- All electrical equipment to be used in the classroom must be visually checked for defects **EACH TIME IT IS USED** and any equipment found to be faulty must be marked as such and not be used until it



has been repaired and retested by Mr. Mark Brown, or other suitably qualified person, and a green 'pass' label issued.

- **ANY** equipment used in a classroom (or Top Floor, Science Room, ICT Room etc.) should **ALWAYS** be checked for safety by the person in charge, (teacher) before use.
- **ALWAYS** ensure the correct safety procedures are followed when using **ANY** equipment, and **ALWAYS** ensure that any safety gear and / or protective clothing is used where appropriate.

Code of practice on COSHH – use of chemicals Ref: COSHH (in office)

Schools and colleges contain many substances which are potentially dangerous, not only in laboratories but also in workshops, offices and storerooms. Some are toxic; others are harmful in other ways e.g. dust.

If hazardous substances are present, then a full assessment is required.

General

The hazardous substances files contain a list of all hazardous substances in use on the premises together with a Product Assessment Record for each substance. This file is kept in the school office.

All staff should be aware of the location and purpose of this file. New staff should be made aware of these arrangements at induction.

The person responsible reviews the substances held on the premises against the list of the file and will take the following action.

- Any substances not in use or not required are disposed of in accordance with Health and Safety Regulations or in an appropriate manner.
- Substances in use and not on the list are notified to the Fire and Rescue Service COSHH Office using the form in the file.
- New substances are not used until an assessment has been received and the user is aware of the hazards and precautions necessary.

Management of Asbestos

There is no asbestos in school.

Use of Electrical Equipment / Portable Appliances

The school wishes to ensure that electrical equipment used on the premises reaches certain safety standards. This includes both school owned equipment and equipment brought in by members of staff from outside.

Equipment should be visually inspected and electrically tested a suitably qualified person with the following frequency:

- Computer equipment and peripherals – annually
- Over Head Projectors etc. – annually
- Kettles / Heaters etc. – annually
- Other hand held portable equipment such as tools etc. – annually

The regulations affect members of staff in the following ways:

- All equipment **MUST** pass the PAT test to be used within the school.
- Equipment borrowed should be tested before hand and on return.
- New equipment should be tested when it arrives.
- School equipment kept at home by members of staff should be brought in and tested with a time interval determined by the equipment type (see above).



- Equipment owned by members of staff and brought in from home should be submitted for testing.

General Electrical Safety

The school aims to test and inspect all fixed wiring every five years.

It is the **individual member of staff's responsibility** to ensure basic electrical safety within his or her own working area, e.g. that cables are not allowed to trail around rooms causing trip hazards, that equipment is checked for damage/faults (cable, case, plug etc.) EACH time it is used, and that the use of four way blocks/adapters is limited. The H & S Co-ordinator or maintenance staff are available to advise on such matters.

Manual Handling

Moving heavy objects causes one quarter of all accidents in the workplace. This can produce serious, long lasting spine and back muscle injury.

Staff are not required to lift heavy objects and should be aware of their DUTY, under the Health & Safety at Work Act, to take care of themselves.

Manual handling operations include any operation involving:

- Lifting
- Putting down
- Pushing
- Pulling
- Carrying
- Moving of a load by hand or bodily force
- Wheel barrowing and sliding

Areas of concern:

- Moving equipment, furniture or materials;
- Lifting or carrying pupils following injury, accidents or illness;
- Working practices which can result in RSI (Repetitive Strain Injury).

Ruckleigh School will:

- Carry out risk assessments of any potential dangers and take the steps needed to reduce the risk;
- Provide appropriate mechanical assistance where possible, e.g. trolleys, carts etc;
- Provide appropriate training where lifting and carrying is an essential part of the job.

School Staff should:

- Not put themselves at risk by lifting and carrying heavy objects;
- Familiarise themselves with 'safe' methods of lifting and carrying. (a notice is displayed in the staff room.
- Request help or mechanical assistance where appropriate.

Routine manual handling operations.

It is anticipated that classroom teachers will only need to move and lift small piles of exercise books, chairs (no more than three stacked chairs at one time) and resources materials e.g. cardboard weighing in total no more than 36lbs (15.5kg).

The moving of heavier objects should first be discussed with The Headmaster, an appointed deputy or the H & S Coordinator and consideration will be given to the **SAFE WORKING METHOD**. A sack trolley is available



for moving heavy and bulky objects and training in the safe use of this apparatus will be given. Large objects such as cupboards and tables may require two or more staff to manoeuvre these objects from one place to another.

Heavy objects which require lifting require the lifter to adopt the correct lifting posture:

- Feet approximately shoulder width apart.
- Lower the seat keeping the back as straight as possible.
- Arms bent at the elbows, keeping the load as close to the trunk as possible.

The staff room, Nursery and Kindergarten contain clear information on safe lifting and carrying methods. **ALL STAFF SHOULD FAMILIARISE THEMSELVES WITH THIS INFORMATION.**

Use of Access Equipment

General

The Proprietor will ensure that suitable access equipment is provided for staff.

Where possible staff should put up displays at a height which can be reached from the ground. Where this is not possible staff should use aluminium steps.

All staff are subjected to the following guidance:

- **DO NOT** use chairs, stools or trolleys as access equipment or to put up displays. Only use equipment specifically designed for the purpose i.e. stepladders.
- **DO NOT** stand on the topmost part of the stepladder.
- **DO NOT** allow children to stand on chairs, benches etc., to access equipment, draw on whiteboard etc.
- **DO** check access equipment before use and report any defects in the Maintenance book.
- **DO** inform The Headmaster of any work which is to be carried out for which access equipment is required and has not been provided or is not suitable.
- When chairs / tables are stacked in classrooms there should be a maximum of 6 per stack.
- Under **NO** circumstances should anyone sit on stacked tables or chairs.

Ladders and steps

The School will ensure that ladders and steps are of good quality.

Inspection.

The maintenance dept. is responsible for the care and storage of ladders / steps owned by the school and will carry out regular inspections to check for any defects. (This does not remove the need to check access equipment for safety EACH time it is used.)

Safe Use

- Check the ladder / steps before use and report defects in the maintenance book.
- Incline ladder at a safe angle.
- Ensure the ladder is the right way up.
- Do not use the ladder where there is an electrical hazard.
- Do not stand on the platform of a stepladder.
- Do not use ladders or stepladders for work involving side loading or overreaching.
- Always spread stepladders to their fullest extent.

Working With VDU's



Ruckleigh School is committed to the health and safety of all employees, and to this end, if anyone has any concerns about the safe use of display screen equipment they can get information from the Health & Safety Coordinator.

Security

Visitors

All visitors to the school must report to the main school office immediately on arrival. They will be asked to sign the visitors book and be given a visitor's badge. Any person (other than a member of school staff, pupil or known parent/ guardian) should be challenged and, if necessary, asked to leave.

Nursery & Kindergarten

Children from Nursery and Kindergarten can be admitted into the Dining Room from **8.10am** and are supervised by a member of staff. At **8.30am** they will be escorted to Nursery or Kindergarten by a member of staff.

The Nursery and Kindergarten doors are to remain locked or staffed at all times.

Children must be collected from the staff on duty in the classrooms.

Lower School

- Lower School children can be admitted into school from **8.10am** and are supervised in the Dining Room by a member of staff.
- At **8.30am** Lower School children are sent to their classrooms where their class teacher will receive them.
- At the end of the day children should be collected from the doors at the rear of the building to the open areas.
- Children must be handed over to an **authorised** adult.
- Children who are not collected on time should be taken to Late Room.
- **Any Kindergarten or Lower School children remaining in late room at 4.15pm must be escorted to homework club and the office notified by the duty member of staff so that parents can be telephoned. Nursery children should be taken to the Office to await collection.**

Middle and Upper School

- Staff are on duty in the playground from **8.45am**
- All Middle and Upper school children must assemble in the playground or in case of inclement weather in their classroom.
- The bell rings at **8.50 am**.
- Children then line up and are escorted in by the member of staff on duty.
- The duty member of staff **MUST** ensure that the padlock is locked on the gate from the playground (this must happen even on 'wet play' days – the member of staff must go out at 8.50am to do this).
- At the end of the day Years 3 – 6 wait to be collected from the playground under the supervision of the member of staff on duty.
- Children who are not collected by 3.50pm should be taken to Late Room and must remain there until 4.15 pm, and then sent to Homework club.



School Outings - (Ref: Educational Visits Policy)

- All supervisory duties must be carried out with the greatest of rigour. Teachers need to exercise a **GREATER** degree of care than would be expected of a careful parent.
- Remember that the teachers accompanying the school party carry ultimate responsibility.
- Team leaders must be confident that their own training, qualifications and experience are adequate to meet the varied demands of the proposed visit.
- Team leaders must be able to demonstrate that they have carried out an adequate risk assessment on the proposed activity and have taken all reasonable steps to eliminate foreseeable dangers.
- Team leaders should check that the school carries sufficient insurance to cover the team leader against all claims. Team leaders should check the terms of such insurance cover.
- Team leaders should follow scrupulously **ALL** guidance provided by the school.
- Team leaders should visit the location of the proposed visit in advance to assess the likely risks.
- Team leaders using tour operators should ensure that these check the safety of hotels and coaches that are likely to be used during the journey.
- Team leaders should ensure that proper parental consent has been obtained.
- Team leaders must ensure that the special educational needs (including behavioural problems) and the medical needs of children have been properly taken into account. Team leaders must have the final decision on the inclusion of any pupils whose medical needs could place an unacceptable burden of responsibility on accompanying staff.
- Where children are to be placed in the care of other adults, team leaders must ensure that proper child protection issues have been addressed.
- All teachers in a party must remain aware of the great increase in allegations of child abuse being made against teachers and must not place themselves in the position of being alone with a child.
- Adequate staff cover should be a precondition of an educational visit or journey taking place.

Transport of Pupils

Transport by Minibus

Only staff designated by the Headmaster or Bursar will be asked to drive the minibus.

Use of teachers own vehicles:

Teachers should not use their own vehicles to transport pupils – for example, to events or for medical treatment. Such practice makes a teacher vulnerable to the risk of:

- Malicious allegation;
- Serious legal repercussions if, in the event of an accident, their motor insurance does not have the appropriate cover.

General

There is a wealth of detailed information available on the Health and Safety of Pupils on Educational Visits which covers:

Responsibilities for visits

Planning visits

Supervision



- Preparing pupils
- Communicating with parents
- Planning transport
- Insurance
- Types of visit
- Visits abroad
- Emergency procedures
- Model forms

Any section or indeed the whole document is available from the Health & Safety Coordinator.

Risk Assessment Ref: Risk Assessment Policy

Step one: Look for the hazards.

Step two: Decide who might be harmed and how.

Step three: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.

Step four: Record your findings.

Step five: Review your assessment and revise it if necessary.

Ruckleigh School Room Numbers

Fire Exit

Lower school cellar	01
Upper school cellar	02

Ground Floor

Reception/office	11	exit B
Dining room	12A, 12B, 12C	exit B
Kitchen	13	exit A
Kitchen store	14	exit A
Kitchen toilet	15	exit A
Catering manager's office	16	exit A/B
Cloakroom	17	exit B
Classroom (2B)	18	exit B
New toilets (boys)	19	exit D
New toilets (girls)	110	exit D
Study	111	exit D
Classroom (4L)	112	exit D



Head's office	113	exit D
Classroom (4D)	114	exit D
Classroom (5R)	115	exit E
Cloakroom (boys)	116	exit E
Toilets (boys)	117	exit E
Cloakroom/ toilets (girls)	118	exit F

First Floor

Staff toilet	21	exit E/F
ICT room	22	exit E/F
Classroom (5F)	23	exit E/F
Classroom (3P)	24	exit E/F
Classroom (3R)	25	exit E/F
Art resources room	26	exit E/F
Classroom (6S)	27A, 27B	exit E/F
Staff room	28A, 28B	exit B
Classroom (1B)	29	exit B
Classroom (2O)	210	exit B
Classroom (1R)	211	exit B
Staff toilet	212	exit B
Lower School toilet	213	exit B

Second Floor

Top floor	31	exit E/F
Classroom (6W)	32A, 32B	exit B
Cloakroom	33A, 33B	exit B
Science room	34	exit B
Book room	35	exit B
Learning support room	36	exit B
Library	37	exit B

