

Argyle House Holdings Ltd  
**Operating Name: ARGYLE HOUSE SCHOOL**  
Health & Safety Policy 2024

Policy to be reviewed in September 2025

### **General Statement**

Argyle House Holdings Ltd (working under the Forfar umbrella) recognises and accepts its responsibility as an employer for providing a safe and healthy workplace and working environment from all its employees, and those who may be affected by any of its activities, under the general duties imposed by the Health and Safety at Work Act 1974, the specific requirements of the Management of Health and Safety at Work Regulations 1999, the Education Act 2002 and all other relevant statutory Health and Safety Provisions.

Argyle House Holdings Ltd will take steps within its power, where reasonably practicable, to meet this responsibility, paying particular attention to the provision and maintenance of:

- (a) Plant, equipment and systems of work that are safe.
- (b) Safe arrangements for the use, handling, storage and transport of articles and substances.
- (c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
- (d) A safe place of work with safe access to and from it.
- (e) A healthy working environment.
- (f) Adequate welfare facilities.

It is the duty of the Headteacher/CEO to ensure the health, safety and welfare at work of all its employees and the health and safety of any other person who may be affected by the school's activities.

The Headteacher is responsible for providing competent technical advice on health and safety to the whole school.

### **Employees Duties**

All employees have general duties under the Health and Safety at Work Act 1974, and specific duties under the Management of Health and Safety at Work Regulations 1999, and other legislation, to take reasonable care for the health and safety at work of themselves and others who may be affected.

They must also co-operate with Argyle House Holdings Ltd and their department to enable health and safety requirements to be complied with.

## **Publication and Review**

A copy of this general statement will be issued to all employees and they will be given details of the location of the school's whole policy to enable them to read the detailed requirements and procedures.

The Headteacher/CEO will ensure that procedures and, where applicable, performance standards are available for:

- Accident reporting (by whom and to whom).
- First Aid provision.
- Administration of Prescribed Medicines.
- Provision of protective clothing and equipment.
- General fire safety and emergency evacuation.
- Waste disposal including laboratory materials, chemicals, broken glass and clinical waste.
- Maintenance, cleanliness and tidiness of all premises, plant and equipment, frequency, standards, checking arrangements.
- Obtaining professional health and safety advice and services.
- Safety training (recognition of needs, arrangements for training and record keeping).
- Maintenance both planned and emergency including and required, for example by COSHH, the Electricity at work Regulations and the Ionising Radiations Regulations.
- Dealing with asbestos and removal.
- Playground safety.
- School trips.
- Safety on school transport.
- Contractors in schools (especially for construction work).
- Vehicle movement within school premises.
- Departmental rules, e.g. safe laboratory practice in the Science Department.
- Work experience arrangements.
- Letting school premises to outside hirers.
- Dealing with violence to staff in school.
- All risk assessments.

## **Teachers and Form Teachers**

And other potential staff will, if directed by the Headteacher (will otherwise carry out these duties);

- Identify potential problems and assess the risks involved to assist in establishing appropriate health and safety arrangements.
- Identify and implement appropriate standards for codes of safe practice as detailed in guidance notes produced by the appropriate National Bodies such as CLEAPSS.

- Ensure that arrangements are made for staff to be informed and trained.
- Check that procedures are followed.

### **Monitoring Arrangements**

The Headteacher's monitoring arrangements will ensure that:

- Physical controls are in place and working.
- Staff are carrying out the functions allocated to them.
- Procedures are working and are reviewed periodically.

Methods for achieving this will include:

- Monitoring the accident/incident reports.
- Carrying out health and safety inspections; this can be achieved either by dealing with a particular area of the school or a particular aspect of health and safety across the whole school.
- Checking maintenance reports, e.g. efficiency of fume cupboards.
- Monitoring safety meetings and follow up procedures.
- Allocating action to individuals.
- Monitoring complaints and hazard reports from staff, pupils and parents.
- Setting time limits for all actions.
- Ensuring that remedial action to deal with problems and any longer-term action to address the cause are identified.

### **All Employees**

All employees will:

- Make themselves familiar with this Health & Safety Policy.
- Adhere to the requirements of risk assessments and comply with all safe working practices and Codes of Practice detailed in the Policy.
- Make full use of appropriate safety equipment, personal protective equipment and make full use of all safety devices.
- Report to their Headteacher any unsafe practices or systems of work, unsafe working conditions, damage to plant, machinery or equipment, accidents or violent incidents.
- Take reasonable care for the health and safety of himself/herself and of any other person who may be affected by his/her actions or omissions at work.
- Not intentionally or recklessly interfere with or misuse anything provided by the school in the interests of health, safety and welfare.
- Advise their Headteacher of any health and safety training required.
- Co-operate in all consultations regarding health and safety.
- Be liable to disciplinary action for breaches of safe working rules Codes of Practice or risk assessments.

## **Risk Assessments**

(Full Policy available if required)

The management of Health and Safety at Work Regulations 1999, place a duty on all employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees, whilst they are at work, and to others who may be affected by the employers undertaking.

The purpose of these assessments is so that each employer identifies the precautions, which need to be taken to avoid, or at least control to an acceptable level, significant risks to the health and safety of persons who may be affected by their work activities.

In essence risk assessment is about common-sense awareness and good management practice; don't be surprised to find out you have been conducting assessments all your life. You will be aware of the hazards and risks that exist in your workplace or school and will have been removing or minimising such risks throughout your career. The only difference is that you are now required to make a written record of the assessment you conduct.

In simple terms the Headteacher must:

- Identify the activities with hazard potential in their school or workplace.
- Assess the risks arising from each activity with hazard potential (who will be harmed and to what extent).
- Consider if the hazards can be eliminated altogether and if not specify the appropriate precautions to be taken.
- Record all of the above on the RA1 (pro-forma attached).

### **Conducting Risk Assessments**

In practice it is recommended that you begin the risk assessment process by conducting a hazard trawl. Ask yourself what are the features of your workplace, school, or activities undertaken which have the potential to cause harm to people?

Ignore the trivial hazards and concentrate only on hazards that may result in serious harm to a person or may affect a number of individuals. Ask your colleagues and trade unions representatives what they think. They may have noticed things that are not obvious to you. In addition consult manufacturer's instructions and accidents and ill health data if available, to draw conclusions.

Examples of activities with hazard potential include, using electrical equipment, working at heights, moving heavy objects or many light objects, using cleaning chemicals, operating wood working machinery, hill walking, using a minibus, etc.

The next step is to decide who may be harmed, and to what extent. In addition to considering children, employees and the school chairman, think about visitors to the

premises and contractors. Do not forget to consider people who may use the premises outside normal hours, such as community groups and adult education.

The third stage of the risk assessment process is very important. You must ask yourself the very fundamental question, 'Can I get rid of the hazardous activity altogether and therefore eliminate the risk associated with it?' At this stage it is best to talk to the people involved in the activity and may also want to seek specialist advice regarding alternative methods or products available. An example of a hazardous activity, is the operation of Bandar machines to copy material. The risk associated with the use of the Bandar machine relates to the hazardous nature of Bandar fluid. Obviously this hazardous activity can be eliminated in schools by replacing the Bandar machine with a photocopier.

If you identify alternative methods of working to eliminate hazardous activities, but these have massive financial implications, you may wish to seek advice from the Health and Safety Officer/Headteacher. It may be that longer-term financial savings will make the proposition viable.

If the hazardous activity cannot be eliminated altogether, the next step is to consider what precautions can be taken to control the risks so that harm is unlikely.

It should be noted that there is a hierarchy of control measures with methods, in which providing information, instructions and training to staff and then expecting them to work safely, and providing personal protective equipment, and warning signs are considered as a last resort. Before any of these methods are used, the possibility of combating the risk at source and giving priority to those methods which protect the whole workplace rather than the individual must be considered.

(Blank Risk Assessment Template can be located on Incident Site.)



School: Argyle House School		Section/Department: Whole School			Activity: Occupying Premises							
Person involved in the assessment: Mr C Johnson		Date Completed: 04.09.2023		Date of Previous: 01.10.2022			Review Date: 04.09.2024			Number of Pages: 1 of 8		
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional controls	New Risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Electric Shock	Teachers & Pupils	Burn Broken arm or leg Sprain	<p>Portable electrical items are PAT tested.</p> <p>All wiring has undergone the 5 year testing requirements.</p> <p>Guidelines in the Argyle House School code of practice 'Fire Precautions' are adopted.</p> <p>Only competent electricians are permitted to make alterations to the hard wiring and the system is subject to a 5 yearly full system check.</p> <p>Staff are instructed not to use multi-block adaptors, only 1</p>	3	3	9	<p>Where practicable, electrical equipment should be low voltage supplied from fixed outlets.</p> <p>Electrical leads should be visually inspected before use.</p> <p>Damaged equipment must be removed from service and repaired, before re-use.</p> <p>ICT rooms on a cut out switch, so any surge of electric will trigger the fuse in the switch.</p>	2	3	6	To be monitored by the site manager in conjunction with the Headteacher's monthly Health & Safety Meeting.	This will be monitored every 12 months.

			plug per socket is permitted unless specific authorisation is given.				Laboratory is on a cut out switch.					
Moving around premises	Teachers & Pupils	Broken arm or leg Sprain Bruised or broken Rib Head injury	Appropriate clothing to be worn. Sensible footwear to be worn.  Each pupil to have adequate workspace.  All gangways to be kept clear of obstruction.	3	4	12	Trailing leads not permitted to cross travel areas.  Materials to be stacked safely out of travel areas.  Keep floor and gangways dry and free of slip hazards.  Clear up spillages immediately.	2	4	8	To be monitored by the site manager in conjunction with the Headteacher's monthly Health & Safety Meeting.	This will be monitored every 12 months.
Use of the Interactive Board	Teachers & Pupils	Burn Broken arm or leg Head injury Sprain	These are checked every day by the class/form teacher and any damages reported to the maintenance staff.  The equipment undergoes an annual electrical inspection certificate.  Fitted using holding bolts onto a metal	3	3	9	Mains supply is inspected every five years under the building inspection certificate.  Electrical leads are kept out of walk ways and do not need to be disconnected from the tower connected to the board.	2	3	6	To be monitored by the site manager in conjunction with the Headteacher's monthly Health & Safety Meeting.	This will be monitored every 12 months.



			frame.				Damaged equipment will be disconnected from the electrical mains/spur switch and repairs by a qualified technician.					
Tripping over Chairs	Teachers & Pupils	Broken arm or leg Head injury Sprain	Weekly inspection of computer chairs.  Any damage report immediately.  Ensure the room is kept in an orderly manner.	2	3	6	Ensure that the chairs are stored correctly, underneath the work stations.	1	3	3	To be monitored by the site manager in conjunction with the Headteacher's monthly Health & Safety Meeting.	This will be monitored every 12 months.
Hydraulic Chairs	Teachers & Pupils	Broken arm or leg Head injury Sprain	Weekly inspection of computer chairs.  Any damage report immediately.  Ensure the room is kept in an orderly manner.	2	3	6	Ensure chairs are at the correct height for children to use.  Ensure the children sit on the chairs correctly.  Regular inspection of chairs to be carried out by ICT staff.	1	3	3	To be monitored by the site manager in conjunction with the Headteacher's monthly Health & Safety Meeting.	This will be monitored every 12 months.
Hot Radiators	Teachers & Pupils	Burn	Children are made aware of the risk and this is monitored in the class by the	2	3	6	Gas radiators are covered in the yearly gas safe inspection.	2	3	6	To be monitored by the site manager in conjunction with the Headteacher's monthly Health &	This will be monitored every 12 months.

			teacher present.  Regular inspection of radiators to be carried out on a weekly basis by the site manager.				All gas radiators are covered with a fire guard. Inspected weekly.				Safety Meeting.	
Fire	Teachers & Pupils	Burn Smoke inhalation Damage to body Physically & Mentally.	Smoke alarms fitted in all corridors.  Staff undergo basic fire training every year.  All areas of the school have fire signage.  All doors are fire doors with a burn time of 1 hour.	3	3	9	The staff & pupils undergo termly drills.  Fire warden checks all escape routes on a daily basis.  All doors fitted with smoke or heat seals.	2	3	6	To be monitored by the site manager in conjunction with the Headteacher's monthly Health & Safety Meeting.	This will be monitored every 12 months.
Storage of combustible materials	Teachers & Pupils	Burn Smoke inhalation Effects Physical & Mental health	Combustible materials are not to be stored close to sources of ignition.  Stationery cupboard is available for bulk paper and is locked.  All P.E equipment is to be stored away in a locked cupboard.	3	3	9	All chemicals have been risk assessed and are shown on a COSHH record.  All storage facilities are cleaned out at the end of each term.	2	3	6	To be monitored by the site manager in conjunction with the Headteacher's monthly Health & Safety Meeting.	This will be monitored every 12 months.

			Laboratory chemicals are stored in a locked room.									
Substances	Teachers & Pupils	Ingestion	Only use low-hazard materials and substances, which the children will handle.	2	4	8	Substances or materials should be used under the direct supervision of a member of staff and in accordance with the COSHH assessment and procedures.	1	4	4	To be monitored by the site manager in conjunction with the Headteacher's monthly Health & Safety Meeting.	This will be monitored every 12 months.
Standing Interactive Whiteboard	Teachers & Pupils	Broken arm or leg. Sprain	Make sure the tripod legs are out correctly.  Make sure that the board has a slight angle backwards to make sure it doesn't fall.	2	2	4	Once the board has been used move it out of the way.	1	2	2	To be monitored by the site manager in conjunction with the Headteacher's monthly Health & Safety Meeting.	This will be monitored every 12 months.
Use of portable electrical equipment	Teachers & Pupils	Broken arm or leg Shock Head injuries	All teachers are issued with the Argyle House School guidance note on the safe use of electrical appliances.  All portable appliances are subject to a periodic PAT test in line with the recommendation of the	3	3	9	Defective equipment must be taken out of use immediately, labelled 'Defective Do Not Use' or removed from the premises.  Only competent electricians are permitted to	2	3	6	To be monitored by the site manager in conjunction with the Headteacher's monthly Health & Safety Meeting.	This will be monitored every 12 months.

			competent person.				undertake repairs to equipment.					
Water System	Teachers & Pupils	Diseases associated with Legionnaires disease/Legionella	Risk assessments have identified all areas of concern which have sorted.  Legionella plan is in place for the premises.  Premises doesn't have water storage facilities.  Works off a fresh water system.	2	2	4	All dead legs have been removed.  System goes through a weekly flush.  Temperature of the water is checked monthly.  TMV valves are serviced yearly.	1	2	2	To be monitored by the site manager in conjunction with the Headteacher's monthly Health & Safety Meeting.	This will be monitored every 12 months.
Use of Portable ladders	Teachers & Maintenance Staff	Broken arm or leg Cuts & bruises Head injury	All ladders are inspected on a monthly schedule for any defects.  Staff are told to check the ladder before use.  Staff are issued with the AHS 'Safe Use of Portable Ladders'.	3	3	9	Staff are shown how to use the ladders at the start of each academic year.	2	3	6	To be monitored by the site manager in conjunction with the Headteacher's monthly Health & Safety Meeting.	This will be monitored every 12 months.
Physical & Verbal Abuse	Teachers	Physiological Physical injuries	Door entry system operated during school hours.  Parents are not to be interviewed without the	3	3	9	Violence reports to be completed whenever employees feel threatened.  Relevant forms to be	2	3	6	To be monitored by the site manager in conjunction with the Headteacher's monthly Health & Safety Meeting.	This will be monitored every 12 months.

			<p>permission of the Headteacher and only when other people are on the premises.</p> <p>All staff to be trained in dealing with difficult situations.</p> <p>Home visits will be authorised and the off-site working procedures adopted.</p>				<p>completed where assault results in physical injury.</p> <p>Guideline in the AHS code 'Violence at Work' to be adopted.</p>					
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Signature of the person undertaking the risk assessment:

Job Title:

Date:

To be completed by the CEO/Headteacher

I consider the preventative and protective measures identified on this risk assessment are adequate to control the risks to the health and safety of persons identified and undertake to ensure that measures are implemented.

I do not consider the preventative and protective measures identified on this risk assessment are adequate to control the risks to the health and safety of persons identified and undertake to ensure that measures are implemented.

Signature:

Date:

## Violence At Work

The management of Health & Safety at Work Regulations, 1999 place duties on employers to assess reasonably foreseeable risks of violence to which employees and others are exposed at work.

Argyle House School is committed to reducing the incidence of violence to both employees and pupils in school and administrative staff.

### **Definition of Violence at Work**

Argyle House School has adopted the following definition of violence at work, which is:

**“Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.”**

This broad definition takes account of situations which are directly related to a person’s employment, but may take place outside of the normal working hours and the normal work situation.

The term “violence” includes verbal abuse. However, the degree to which an individual is affected by such abuse will vary, dependent upon the individual’s personality and the nature of the situation.

### **Priority Actions**

The Headteacher/Directors:

- Will carry out assessments of the risk of violence to staff in school.
- Will ensure that adequate controls are developed and maintained.
- Review assessments periodically or where changes occur.
- Manage a Violence at work reporting procedure.
- Will actively encourage employees to report all incidents of violence and verbal abuse.
- Will liaise with Northumbria Police to provide support for employees who have been subject to intimidation and violence.

### **Headteacher’s Responsibilities**

- Assist staff to identify all reasonably foreseeable situations where staff and pupils may be faced with threats of intimidation and violence.
- Assist with the development and implementation of safe systems of work which reduce the risks of injury, so far as is reasonably practicable.
- Make sure that procedural arrangements are documented and are reviewed in the light of additional advice or when circumstances change.
- Implement the A.H.S Violence at work Reporting Procedure.

### **Employees’ Responsibilities**

- Employees’ are entitled to protection from any source of intimidation or violence at work.

- Employees are entitled to the facilities, advice, support and training, necessary to provide adequate support within their working environment.
- Discuss concerns, in respect of violence, within any work situation.

Every Employee is responsible for:

- Familiarising themselves with all health and safety measures specified in this code of practice and arrangements made by the Headteacher.
- Considering the risk of violence within any work situation and taking whatever steps are available to reduce the level of risk to themselves.
- Reporting all incidents of verbal abuse, intimidation and physical assault in accordance with A.H.S reporting procedures.
- Complying with the instructions of the Headteacher to ensure that these measures are implemented as part of daily working practices.
- Report verbally, or in writing, any problems or potential hazards they encounter, as soon as possible, to the Headteacher and avoid placing themselves, colleagues, or pupils at risk.
- Be aware of the need to seek advice from the Headteacher, in any situation where they are unaware of the correct procedure.
- Attending all relevant training courses.

### **Incident Reporting Procedure**

- All incidents, covered by A.H.S definition of violence, must be reported on the official report form. These are located in both staffrooms.
- When an employee completes a report form, the Headteacher is responsible for discussing the incident and agreeing with that person any follow up action or support which is necessary. Action taken must be recorded in writing on the Headteacher's report form and attached to the violence at work report form.

### **Advice, Support & Training**

- All employees will be provided with written advice on the prevention and avoidance of violence.
- Those employees in positions assessed as having a high level of risk will be provided with appropriate training in the prevention and avoidance of violence.
- In all cases, initially, victims should be offered support by their Headteacher. Action taken must be recorded on the Headteacher's report form.
- In cases where the victim has suffered particular anguish and trauma they should be advised to seek counselling from their GP. Alternatively, if they prefer, the Headteacher should refer the employee to the Occupational Health Unit.

### **Legal Assistance**

- Where an employee is assaulted at work the Police and the School's Legal advisors will be notified immediately.
- Employees may also wish to seek advice on civil proceedings against an assailant from their own legal representative.



## Hygiene & Infectious Diseases

In any situation where large numbers of people work in close proximity there is an ever present risk of outbreaks of certain infectious diseases.

For younger children the risk is greater because of the increased likelihood of exposure to vomit, urine and excreta, and because children may well have to develop satisfactory standards of personal hygiene. The risk of disease can be reduced by the application of sensible hygiene precautions.

The Code of Practice has been produced with the consultation of many Health Physicians and gives general guidance on hygiene precautions, together with information on specific diseases.

### A. Hygiene Precautions

1. A high standard of personal hygiene must be encouraged. Failure of pupils to wash their hands after using the toilet is the usual cause of outbreaks of food borne bowel infections, the most severe of which include ***bacillary dysentery, salmonella and gastroenteritides***, while similar lapses by kitchen staff can cause food poisoning cases. Soap, warm water and a means of drying hands must be available to pupils at all times and pupils encouraged to use them.
2. A small proportion of the population are carriers of infectious diseases. Many such carriers are unaware of their condition and the only sensible approach is to take adequate hygiene precautions in all cases. Staff should ensure that any cuts or broken skin are covered with a waterproof or other suitable dressing while at work.

### B. Body Fluids

Particular care must be taken when dealing with bleeding or other cases of spillage of body fluids.

The school must ensure that it has a supply of plastic gloves and that staff know where they are kept and when to use them. Keep people away from a spillage until it has been cleaned up.

Ordinary bleach, diluted 1:10 parts water can be used for cleaning/disinfections purposes and paper towels used to soak up the majority of the spillage. Small quantities of paper towels can be flushed down the toilet, but larger quantities must be treated as infected waste and disposed of in clinical waste bags.

On completion of any work involving the cleaning up of body fluids, hands should be washed thoroughly.

You may wish to make arrangements to deal with vomit and urine spillages on school buses. Simple kits can be made up using cat litter (to absorb fluids and deodorise) a disposal tray and scraper, plastic bags, cloth, a small bottle of disinfectant and plastic gloves.

### C. Human Immunodeficiency Virus

Fears are sometimes expressed by staff about the possibility of becoming infected with HIV when dealing with body fluids. However, staff should be reassured that the following precautions,

which have long been incorporated into first aid training, have proved to provide protection against blood borne infections.

- Any cuts or broken skin on hands should be covered with waterproof plasters.
- Wear a clean pair of disposable gloves.
- Any splashes of blood or body fluid from another person on the skin, eyes or mouth should be washed off with copious amounts of water.
- Wash your hands, firstly with disposable gloves on and then again after the gloves are discarded.

There is no reason not to give mouth to mouth resuscitation for fear of being infected with HIV.

## **Infectious Diseases**

The following is general advice on specific infectious diseases:

### **1. Measles**

Measles is an infection, caused by a specific virus, the Measles virus. It is readily transmitted by droplet spray and so is spread by coughs and sneezes. In the first day or two of infection it is no different to any other viral (flu like) illness and then the characteristic rash may appear. For most children, the effects are usually mild and recover completely in a few days. Some children may develop symptoms of meningitis (indeed measles is one of the commoner causes of viral meningitis) but again recovery is usually complete. In a small number of cases complications of measles can occur and children with chronic illness or congenital abnormalities may be especially at risk.

Measles often occurs in epidemics, commonly in the Spring, but often infection confers lifelong immunity.

### **2. Mumps**

Mumps is also a viral infection spread by droplet spray but considered to be less infectious than measles. It is usually a relatively trivial disease in childhood and passes without incident. Like measles, it presents flu like illness in the first few days, before the characteristic swelling of the salivary glands develops, usually the Parotid glands just in front of the ear, on either side (or both).

Again mumps is one of the commoner forms of viral meningitis but this is still not a frequently occurring complication. In post pubertal boys the testicles may be involved and there is a small risk of infertility.

### **3. Chicken Pox**

Another highly infectious viral illness transmitted in the same way as Mumps and Measles. Again the earlier features are those of a mild flu-like illness until the characteristic rash appears. This usually takes the form of discrete spots with a red base with a clear fluid filled blister. The rash tends to develop in crops over two to three days with only one or two spots early on. The child is no longer infectious when the last new spot has started to crust, as it can usually take a few days for the crusting to disappear.

The effects of Chicken Pox are usually mild for the child but there is a potential risk to the unborn foetus and although rare, it is wise for women in early pregnancy to avoid symptomatic children.

#### **4. Herpes Zoster (Shingles)**

Shingles is an infection commonly of older people or individuals who have a suppressed immune system. It can occur in children however. It is a re-occurrence of activity of the Chicken Pox virus in someone who has been previously infected by it. That previous infection can be unknown to the individual.

Shingles tends to present as a neuralgic type pain (although in younger people it may be painless) in the distribution of one nerve. Within a day or two the rash, which is similar to Chicken Pox, but in groups or clusters, appears. It commonly settles with appropriate treatment and is only infectious if the blisters (and thus the fluid from within) are disturbed, where a chicken Pox infection might result.

#### **5. Rubella (German Measles)**

This is a trivial infection again spread by droplet spray, which results in a faint red rash. The child is not usually very unwell and indeed the rash may be difficult to see (sometimes more easily felt beneath the surface of the skin).

As is commonly known, Rubella can cause problems in the development of the unborn child and it is advisable for pregnant women in the first 3-4 months of pregnancy to avoid infected children. Most women have been vaccinated against Rubella, however, but if in doubt should be encouraged to contact their GP.

#### **6. Whooping Cough**

This is a particularly distressing infection, again spread by droplet spray, and particularly dangerous in small babies. The effects become less life threatening the older the child and are usually less marked in children over 5.

The features are again not dissimilar to any other flu-like illness in the very early stages until the characteristic 'paroxysmal' or sporadic cough appears. Thankfully vaccination has reduced the prevalence of Whooping Cough, which commonly occurred in epidemics. Some cases still occur however, partly as a result of poor vaccination uptake.

#### **7. Infections of the Gastro-Intestinal Tract**

Gastro-intestinal infections fall mainly into two main categories. Those which affect the upper and lower GI tract resulting in diarrhoea preceded by vomiting and those which affect the lower bowel only and generally result in diarrhoea only.

The infections affecting the upper and lower bowel may be caused by a number of organisms while infections of the lower bowel, often known as dysentery, are generally caused by bacteria and indeed most commonly known nowadays by two main types.

Whatever the cause of gastro-intestinal infection the mode of transmission is generally the same and is the result of food becoming contaminated by organisms either during the preparation process by infected food handlers or by prior to preparation by inappropriate storage methods or animal infection.

Generally, gastrointestinal infections are self-limiting requiring no specific treatment other than fluids. It is recommended that staff or pupils suffering from gastrointestinal infection should stay away from school until symptoms have passed and they are no longer likely to be infectious. For those remaining at school where symptoms are mild, the need for thorough personal hygiene should be emphasised.

### **(a) Food Poisoning**

This is a form of gastro-enteritis resulting from the ingestion of foodstuffs contaminated by the person preparing the food, or naturally in the case of poultry, which is not adequately cooked or defrosted. The symptoms are usually vomiting and or diarrhoea developing within 48 hours of ingestion. The causes are either bacterial, where the germ is present on the food eaten; e.g. Salmonella or as is more common now Campylobacter, or a toxin produced by a bug and which is not often killed by the cooking process (where cooking temperatures are inadequate) e.g. Staphylococcus possibly sourced from internal skin wounds than the bacterial variety.

As the stools are infectious, the sufferer must ensure a high level of personal hygiene. This is particularly so in children where transmission may arise from direct oral contact with contaminated hands. Other organisms can cause gastro-enteritis, such as viruses some of which contaminate food stuffs and some which are spread by droplet spray.

### **(b) Bacillary Dysentery**

This acute infection of the lower bowel is most commonly associated with the Shigella group of organisms. These were common in institutions such as schools and often result in epidemics in these environments, especially in the winter months. Spread need not be by food contamination as again transmission is often as a result of direct contact with the skin, a particular problem among children.

The symptoms are predominately diarrhoea sometimes bloody and significant fluid loss. Small children may be particularly severely affected although fortunately the endemic variety of the illness is usually much less severe than the imported variety. Again the importance of hand washing after toileting is highlighted.

## **8. Hepatitis A**

Hepatitis A, although less dangerous than Hepatitis B or 'Serum Hepatitis' is still a highly infectious viral illness commonly resulting in Jaundice. It initially presents as a diarrhoea illness and is transmitted usually by ingestion of food contaminated by faeces or direct contact with faecal material. It is commonest among small children and occurs in epidemics generally. The essence of prevention is the maintenance of high standards of personal hygiene. There is no specific treatment and the infection is usually self limiting.

## **9. Hepatitis B (Serum Hepatitis)**

This is a more serious illness than Hepatitis A and more infectious than HIV, which results in liver inflammation and jaundice, but with a longer incubation period than Hepatitis. The mode of spread is by direct contact with body fluids, mainly blood but to a lesser extent saliva or urine.

The carriage of Hepatitis B is higher among certain groups including drug abusers and institutionalised individuals such as those with a mental handicap. It is possible to immunise against the infection and those infected by risk assessment as being at particular risk, such as staff working in such institutions are considered to warrant immunisation.

When dealing with spillage of body fluids (especially blood) of potential Hepatitis B carriers, it is important to keep open wounds covered and avoid splashing. Where risk of infection may have occurred in this way, or by piercing of skin by a potentially contaminated object or bite, the victim should be advised to seek medical help straight away. Infection may be averted if treatment is given within the first 48 hours but certainly no later than 7 days.

## **10. Meningitis**

Meningitis refers to the inflammation of the covering of the brain often resulting from infection. This infection is commonly the result of viral infection and is quite mild and self-limiting. Sometimes, however, the infection is the result of the bacteria which exist normally in the nose and throat of otherwise healthy people, finding their way into the space around the brain and causing a severe and sometimes life threatening infection. It is very important to be alert to the early features of meningitis and especially the features of the blood infection which is associated with the particularly severe Meningococcal Meningitis. Early recognition and referral to hospital for prompt treatment can be life saving.

### **Summary**

This Code of Practice gives guidance on basic hygiene to reduce the risk of infectious diseases spreading in schools and general information about the types of disease which may be prevalent.

## **Accident Reporting Procedure**

Any incident resulting in injury, ill health, disease, dangerous occurrence or near-miss, which arises out of employment, A.H.S controlled activity, use of A.H.S premises or the carrying out of work on A.H.S premises, will be investigated, recorded and reported.

### **Performance Criteria**

1. Each department will ensure that the Headteacher investigates all accidents, near-miss incidents or dangerous occurrences, identify principle and underlying causes, and take corrective action to prevent similar occurrences. Adequate and sufficient training will be given to enable those persons to fulfil their responsibilities.
2. The Headteacher will make any necessary notification to the Health and Safety Executive and copy the report to the Managing Directors.
3. Incidents or occurrences will be recorded in an accident book that will be located in the main office. A copy of the incident will be given to the person involved and the original copy retained in the office.
4. In the event of a person having to receive immediate medical attention (hospital, doctors, dentist) the information required on the accident form, must be taken with them and a copy given immediately to the Headteacher.
5. Where an incident involves any machinery, equipment, chemical, electrical supply, means of transport or possible premises defect, the item or area should not be interfered with except to prevent any further danger and cordoned off until an investigation is completed. If the above circumstances result in a person requiring medical treatment the Headteacher must be informed immediately.

### **Accident Reporting**

Reporting of injuries, diseases and dangerous occurrences regulations.

#### **What is an "Accident?"**

An accident is an unplanned event, which results in injury, ill health, disease, a dangerous occurrence or a near miss.

#### **What do I need to report?**

As an employee you must report all accidents to the main office where they will be recorded and a copy of the incident given to you and copy retained by the school.

For minor injuries, reports should be entered in the Accident Book and copy of this is located at the end of this section of the document. For major injuries, these should be entered in the Accident Book and a report form filled out as well, an example of this can also be seen at the end of this section. These forms are located in the main office, the same procedure as above would apply for this form.

#### **Minor Injuries**

- Cut;
- Small Bruise;
- Scrap;

- Small Bump on the Head;
- Bleeding Nose;
- Bumped tooth.

### **Major Injuries**

- Fracture other than to fingers, thumb or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury;
  - Leading to hypothermia, heat induced illness or to unconsciousness.
  - Requiring resuscitation.
  - Requiring admission to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- Either of the following conditions which result from absorption of any substance by inhalation, ingestion or through the skin.
- 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.

### **Employee Incapacity Over 7 Days**

Where an employee is incapacitated as a result of an accident at work and incapable of working for more than 3 consecutive days after the accident (excluding the day of the accident, but including non-working days) the Headteacher must report the incident to the HSE as soon as possible after the event.

### **Non Employees- Pupils & Visitors**

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

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

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

- (a) Work organisation (Supervision of a field trip).
- (b) Plant or substances (Experiments).
- (c) The condition of the premises.

Playground accidents, due to collisions, slips and falls are to be reported if the child/parent has hurt themselves in anyway.

## **Diseases**

Where a Headteacher of the premises is informed in writing, by a registered medical practitioner, that an employee is suffering from a work-related disease then the Headteacher must inform the HSE immediately for advice.

The diseases, which are most likely to be reported under this heading are:

### *Occupational Diseases*

Cramp of the hand or forearm due to repetitive movements.

Bursitis at or about the knee.

Traumatic inflammation of the tendons of the hand or forearm or of associated tendon sheaths.

Carpel tunnel syndrome.

### *Infections due to Biological Agents*

Hepatitis

Legionellosis

Tetanus

### *Conditions due to Substances*

Occupational dermatitis

Occupational Asthma



## **Fire Precautions**

### **Introduction**

Fire is the most serious risk facing school premises. The potential injuries to people who may be trapped in a building in the event of a fire, and damage to property from fire is immense. It is therefore essential that the Headteacher ensures that the guidelines outlined below are adopted and, where appropriate, periodically tested.

### **Fire Certificates & Fire Risk Assessments**

Fire Certificates are not required for schools, but a full risk assessment has been taken of the premises, which is located in the main school office.

### **Means of Escape**

Means of escape refers to safe exit routes of a building in case of an emergency. Means of escape must be kept clear at all times. Although, it may be tempting to prop open internal fire doors, especially when there is a risk of small children trapping their fingers in heavy doors, it is essential that they are kept closed as they will prevent the spread of smoke and flames for at least half an hour. This will allow enough time for evacuation and for the majority of fire to be extinguished. Fire door-guards, maybe used, which will close automatically when the fire alarm sounds.

Maintenance of door closure mechanisms is essential to ensure that doors close without effort. These mechanisms also serve to control the speed of closure and minimize the risk of injury to the fingers.

Flammable display materials must be kept to a minimum on means of escape, as such material will burn very easily assisting in the spread of a fire. All classroom doors or other room doors opening onto means of escape must be kept closed when they are unoccupied, even if they are not official fire doors.

Means of escape must have the way out or exit route clearly marked with appropriate signage. Green signs with pictograms of running men and directional arrows are the current standard. Display work must not obscure fire exit signage.

The purpose of emergency lighting is to allow people to find their way from a building in darkness if the mains electrical supply should fail. The requirements is usually where no other source of lighting, e.g. external street lighting would provide adequate illumination to allow unrestricted means of escape.

### **Fire Alarm Systems- Test Procedures and Frequencies**

Where Fire Detection Systems are fitted all the tests outlined below must be undertaken at the specified frequencies and recorded in the fire precautions logbook. If a fire certificate is in force for the building, then this should be inspected to ensure the test frequencies are correct. Defects must also be recorded in the logbook and reported to the appropriate person for repair.

Fire alarm call points must be activated from a different call point on a weekly basis, so that each call point is periodically checked. Any automatic door guards must be checked at the same time to ensure that they are releasing and closing fully onto door rebates.

The fire alarm must also be subject to an annual inspection and test by a competent person.

Fire Detectors should be subject to regular visual inspection of detectors for damage, accumulation of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector. Detectors must also be tested as per manufacturer's instruction.

Emergency lighting luminaries must be visually inspected or activated on a monthly basis to ensure they are working. In addition a failure of normal lighting must be simulated on a monthly basis for a sufficient time to allow all luminaries to be checked. This must be undertaken in times of low risk.

Fire fighting equipment must be subject to a monthly visual inspection by a competent person to ensure their proper position and that they have not been discharged or damaged.

The Headteacher must ensure that they enter into an annual maintenance contract whereby an approved fire engineer undertakes an annual inspection and test. A label must be affixed to the equipment indicating the date of the test and the signature of the engineer.

Fire instructions must be given to all employees at the start of a new academic year, this must include what to do in the event of a fire, location of fire assembly points, responsibilities for others, calling the fire brigade.

Fire drills must be held at least once a term in schools.

Fire Action Notices must be displayed in every classroom, an example of this can be seen at the end of this section.

## **General**

Combustible materials must be stored in suitable locations away from sources of ignition.

Vents on machinery and heating systems must not be obstructed. Heating ducts should be cleaned at risk assessed intervals to remove dust.

Electrical equipment must be used on accordance with 'The safe use of electricity at work.'

## **Controlling Noise Exposure**

This code of practice is really for use by the Headteacher, however, it has been given to employees for their information as well. It gives the potential ill-health of exposure to excessive levels of noise. It may be relevant in circumstances where building work is being carried out on premises and where there are concerns about potential noise levels associated with ground maintenance work carried out by contractors or caretakers.

### **Statutory Legislation**

The Noise at Work Regulations 2005, place duties on employers to protect employees and others in the workplace from the effects of exposure to excessive noise levels. Employees have duties in terms of co-operating with their employer and utilising control measures put in place for their protection. The Regulations apply to all workplaces where the Health & Safety at Work Act 1974 applies and therefore schools and central services.

The main requirements of the Noise at Work Regulations 1989 apply where noise exposure is likely to be at or above any three Action Levels; 85 dB(a), 90dB(a) daily exposure to noise and 140dB(a) is most unlikely to be realised in the premises and is therefore not discussed further.

### **What are the Hazards?**

Exposure to high noise levels can cause incurable hearing damage in the form of:

- A temporary threshold shift (temporary impairment of hearing).
- A permanent threshold shift (permanent impairment of hearing).

This is sometimes made worse by permanent tinnitus (ringing in the ears). It is also worth remembering that noise at work can cause other problems such as disturbance, interference with communications and stress. The degree of risk is relative to the level and duration of exposure.

### **Headteacher's & Employees' Responsibilities**

A general risk assessment carried out, will identify which areas of work are most likely to expose people to excessive noise levels. In general terms, if you have to shout to make yourself heard during a normal conversation with a person it is very likely that the workplace is approaching the Action Levels set out in the Noise at Work Regulations 1989.

### **Assessment of Noise Levels**

Detailed noise assessment must be carried out by a competent person who understands the HSE's guidance on assessment and how to apply it in the specific workplace.

#### **1<sup>st</sup> Action Level 85 dB(a)**

Where staff or pupils are exposed to an average daily noise exposure at, or in excess of the 1<sup>st</sup> Action Level, the Headteacher must make those affected aware of the risks to their health and advise them of how to control the risk and that hearing protection will be provided on request.

The Headteacher will do everything that is reasonably practicable to reduce noise levels by means other than the provision of ear defenders.

### **2<sup>nd</sup> Action Level 90 dB(a)**

This stage is highly unlikely in an educational establishment but, where staff or pupils are exposed to an average daily noise exposure at, or in excess of the 2<sup>nd</sup> Action Level, the Headteacher must make those affected aware of the risks to their health and do all that is reasonably practicable to reduce noise levels by means other than the provision of ear defenders.

In rare circumstances where the 2<sup>nd</sup> Action Level cannot be avoided Hearing Protection Zones must be established and marked with appropriate signage. Staff and pupils are legally obliged to wear the hearing protection provided by their employer.

### **Contractors Working in Schools**

Occasionally, schools may be operating while contractors are carrying out major alterations or construction work. As employers in their own right, contractors have responsibilities under health and safety law to assess risk and ensure adequate controls are in place to prevent other people from being exposed to unnecessary noise created as a result of their work.

## **Maintenance of Electrical Systems & Portable Electrical Equipment**

### **Introduction**

Under normal circumstances, electrical systems, appliances and equipment which have been properly designed, constructed, installed and maintained do not present a risk of death, or injury, if properly used. The majority of fatalities or serious injuries associated with electrical occur when:

- (i) Those working on or near the equipment thought it was 'dead' when in fact it was live.
- (ii) The equipment was known to be live but those involved were not competent to carry out the work in question, failed to appreciate the potential risks, failed to control the risk adequately, or ignored them altogether.

Failure to maintain electrical, or sub-standard work, is also a significant cause of electrical fires in buildings.

### **Legal Requirements**

Employers' general duties under the Health & Safety at Work Act 1974 extend to risks from electricity, arising from work activities. The Electricity at Work Regulations 1989 place duties on employers to assess the risks associated with work with electricity and ensure that any person who may be affected by its use is adequately protected.

### **Responsibility of the Headteacher**

The Headteacher must ensure that any work associated with fixed mains electrical systems (light fittings or plug sockets) is carried out by competent personnel.

### **Portable Electrical Equipment**

Portable electrical equipment is such items as: kettles, computers, printers, fans, photocopiers, electric staplers, in fact anything which plugs into the mains.

Employees must not use electrical equipment at work which has been brought from home for use at work unless it has been examined and tested for electrical safety by a competent person.

Competent personnel are either qualified electricians, or other personnel who have been deemed to be competent for specific tasks by virtue of the information, instruction, training and supervision they have received. Such personnel must have the knowledge, have electrical experience, have knowledge of the work in hand and have been trained in electrical safety.

All work on electrical/systems is prohibited unless a risk assessment demonstrates that it is absolutely necessary to work on that live equipment and where suitable precautions have been taken to prevent death or injury arising from the risks identified in the assessment.

That there is a recognition and commitment from the appointed Electrical Consultants that:

- All contractor's employees working on electrical systems will be provided with suitable electrical instruments and protective equipment.
- That any tool used on or near an electrical system in school premises are properly insulated to the present standard.
- That contractors' employees are provided with adequate supervision, information, training and instruction regarding the work activities that they undertake.

### **Fixed Mains Electrical Inspections**

The Headteacher must instigate a system for the periodic visual inspection and testing of fixed electrical systems and equipment, which at present is a physical examination and test every 5 years. In order that potential problems are identified at the earliest possible opportunity an annual inspection is carried out.

### **Portable Appliance Testing in Schools**

#### **Stage Lighting Systems**

Stage lighting and ancillary equipment is complex by nature, but is classed as portable electrical equipment. Poorly maintained equipment presents a significant risk of electrocution and ignition source for fire, but will not normally form part of any mains electrical test.

The Headteacher should ensure that whatever arrangements they make for the maintenance of electrical systems and equipment also allow for periodic inspection, examination and testing of stage lighting. It must only be adapted, examined and tested in accordance by specialist contractors.

#### **Other Portable Electrical Appliances**

All portable electrical appliances in schools must be subjected to periodic examinations and testing for electrical safety and records maintained within the School's General Office.

Formal testing of portable electrical equipment may be carried out by a competent person (A person who possess sufficient technical knowledge, experience and skills to be able to carry out specific tasks and prevent danger or injury arising during the course of the work, or as a result of the work) from the school's staff or the work contracted to an agent.

At the beginning of each school year, the nominated person should visually examine all portable electrical equipment so as to ensure that obsolete, redundant or defective apparatus is removed from service and properly repaired or disposed of.

#### **Class 1 (Earthed Equipment)**

This is generally older equipment, which only affords the user protection by means of the earth connection from the appliance to the plug. All class 1 (earthed) handheld portable electrical equipment such as drills, tea boilers, metal kettles, etc. must be visually inspected by the teacher before use. In addition the equipment must be subject to a detailed inspection and test by a competent person who will record the results in the portable appliance tester at least every 12 months.

## **Class 2 (Double Insulated Equipment)**

All Class 2 (double insulated) handheld portable electrical equipment must be visually inspected by the teacher before use. This equipment should be subject to a detailed inspection and test, the frequency of which should be based upon experience and the level of use of the equipment.

For all other items of equipment, such as bench mounted heaters, centrifugers, instruments, microscopes which are not handheld the following guidance should be observed. Audio visual and other equipment with exposed metal work, which may be touched should be treated as Class 1 (earthed) equipment and the metalwork earthed unless the manufacturer specifically claims that the apparatus is double insulated.

The Earth Continuity test should be less rigorous than that described above. It is important that external metalwork of class 2 equipment is not earthed. Where it is necessary to connect class 1 and class 2 equipment together, it is essential that proper provision is made to ensure the efficient and effective connection of class 1 equipment to earth. Where computers, televisions and other monitors are to be connected in networks, the advice of the manufacturer should be sought.

Modifications to equipment in schools should be discouraged wherever practicable. All flexible cables must be selected, maintained and used so that there is adequate protection against foreseeable mechanical damage.

## **Control of Substances Hazardous to Health**

The control of substances Hazardous to Health Regulations is the duty of the Headteacher, so as to avoid or reduce the lowest level reasonably practicable, the exposure of all persons to substances which may be hazardous to their health.

The regulations specify certain properties which make a substance hazardous, but do not identify specific substances, and apply to all substances and chemical products labelled; very toxic, toxic, harmful, corrosive, irritant, carcinogenic (likely to cause cancer), mutagenic (likely to cause mutations), teratogenic (likely to cause foetal deformities), any substance which is otherwise known to harm, including micro-organisms.

All substances which have been assigned a Maximum Exposure Limit (MEL); or an Occupational Exposure Standard (OES). There are the two types of exposure limit for hazardous substances and they are set to help protect the health of workers. Both types of limit are concentrations of hazardous substances in air, averaged over a specified period of time, referred to as a time weighed average.

At A.H.S examples of substances to which COSHH applies will include; cleaning chemicals, laboratory chemicals, varnishes, adhesives or acids.

### **COSHH Assessment**

All substances used by the school must be assessed to determine what consequences might occur as a result of exposure. The assessment must be carried out in line with the School's Policy on COSHH Assessment.

It is the duty of the Headteacher to provide details of all chemicals and substances held on site. The provision will include Product Data Sheets, which must by law be supplied to customers by manufacturers and suppliers of chemical and substances.

Where the information provided is unclear, the Headteacher will seek clarification from the manufacturer about the product. In any circumstances where Product Data Sheets are unavailable, the chemical/substance must be taken out of use immediately, in order that further investigations can take place.

COSHH assessments contain; possible health risks, required control measures and other necessary precautions. The Headteacher is responsible for issuing the COSHH assessments to relevant members of staff and providing adequate instructions and supervision to ensure that the assessments are applied in school.

### **Control**

The Headteacher must prevent exposure to harmful substances on premises under their control, so far as is reasonably practicable, or otherwise control exposure to within safe and acceptable limits. If an assessment on a cleaning agent identifies a safer and yet equally effective product, then that safer product must be used.

It is the duty of the Headteacher, who must specifically:



- Ensure that COSHH assessments are issued to all staff who use or are likely to come into contact with a particular product.
- Provide and maintain appropriate control measures in efficient working order.
- Ensure that exposure levels remain below the published maximum limits for substances used within premises under their control.
- Ensure that staff under their control make proper use of control measures and, where necessary, Personal Protective Equipment (PPE).
- Provide adequate washing and emergency facilities where risk assessments shows that this is necessary.
- Prohibit eating and drinking in areas where cross contamination is likely, e.g. chemical store adjacent to teaching area, or where a COSHH assessment dictates.

The Headteacher must provide employees with sufficient information and training so that they are aware of the methods of control, how to obtain and use PPE and how to access and use any emergency measures.

### **Employees**

Where identified as appropriate by the Headteacher, as an employee, you must read, understand and comply with the COSHH assessments provided for the products, substances and processes involved in their activities.

If you do not understand the information, which has been provided, you must seek clarification from the Headteacher.

You must make full and proper use of the control measures, which have been put in place for your protection and report any defects to the Headteacher. Do not continue to use machinery or carry out a work activity where you are aware of a defect. Ensure that you inform your colleagues and that where necessary defective machinery is taken out of use until repairs are carried out.

All employees must make full and proper use of hygiene facilities and practice a high standard of personal hygiene.

### **Personal Protective Equipment**

If a COSHH assessment identifies it as being necessary you must ensure that you ask the Headteacher to obtain the Personal Protective Equipment, which is suitable for the task. There must be a place to store your PPE where it will not contaminate clean equipment and where it will be safe from damage. It is your responsibility to check the guidelines provided with the PPE regarding cleaning, length of use, etc. If you are not sure, check with the Headteacher.

### **Fume Cupboards**

Schools use gases, which have hazard classifications or else have been given exposure limits (MELs or OESs). You must not carry out any work in which there is a risk of exposure to any of these gases unless you have conducted a suitable and sufficient assessment of the risks and taken steps to make these risks insignificant. In school science, releases of these gases cannot be totally prevented so they must be controlled to ensure that their levels in the air are kept below the exposure limit. The most usual method of control is a fume cupboard.

Two types of monitoring are required for fume cupboards: initial and routine monitoring. Again initial monitoring must be provided by the supplier who commissions the fume cupboard and should cover any restrictions on their safe use: i.e. gases which cannot be contained, or releases too large to be contained. It should also cover the necessary monitoring procedures, e.g. tests of filter saturation. A summary of this information must be displayed prominently and permanently on the fume cupboard.

It is recommended that fume cupboards are given a weekly check to see that they are functioning satisfactorily. However, it is more practicable in school, where fume cupboards are used at irregular intervals, if this simple check is made before each use. Observe a plastic ribbon acting as an air-flow indicator, securely fixed to the working aperture at a suitable point. Where fitted, the filters must be tested for saturation using acid gas.

### **Solvent Based Paints & Other Materials**

This applies to all employees who have a responsibility for specifying materials for internal and external applications in these buildings. It is the duty of the Headteacher to ensure that solvent-based paints and materials are included in COSHH assessments; that contractors are aware of procedures to follow where solvent based materials are specified.

Paints and other substances may be classified as, either solvent based, water based or solvent free. In solvent based substances the volatile material, which evaporates as the substance dries, is an organic solvent such as white spirit, xylene etc. In water-based substances the volatile material, which evaporates as the paint dries, is predominantly water, although a small percentage of organic solvent may be present to aid in formation, and some cases to reduce the freezing point.

To varying extents the vapours of all organic solvents can produce harmful short-term ill health effects, if inhaled in sufficient concentrations. Such short-term ill health effects may include dizziness, nausea, sore eyes and throat. Increasingly, evidence is available that chronic ill health effects can result from repeated, unprotected exposure to high concentrations of certain solvent vapours over a long period. Therefore, in confined spaces, e.g. offices, corridors, rooms, etc. ventilation is required to ensure that the level is kept below the OES or MES for the particular solvent concerned.

In addition and depending on the solvent, the use of solvent based paints for external decoration work may still present a vapour concentration problem and protective measures may still need to be specified. Internal decoration can prove to be a problem if the surface areas to be covered are large. Therefore, ventilation must be adequate as to reduce solvent levels to acceptable levels.

In order to assist all contractors involved in the application of solvent-based materials and to minimise health risks and discomfort to their employees, and to other persons who may well be affected by internal operations, the following restrictions should normally be adopted by all persons in the school who specify solvent based paints or other substances for use in Argyle House School buildings and outside work.

To achieve compliance:

- Specify application by brush or roller where there is the use of solvent-based paint.

- Carry out COSHH assessments of solvent-based paints in use and make any arrangements necessary to ensure the safety and health of employees.
- Restrict the spray application of water-based paint.
- Carry out COSHH assessments of all other solvent-based materials.
- Painting operations; if a solvent based paint needs to be specified for internal walls and ceilings then the means of application should be by brush or roller. Spray application of solvent-based paints have to be applied then the appropriate ventilation and/or Personal Protection Equipment must be specified in line with a specific COSHH assessment.

Technical guidance on the choice of appropriate material specifications may be obtained from relevant suppliers and/or manufactures.

Information contained in the suppliers' safety product data sheets and/or container label instructions or advice must be followed.

It is stressed that the above Policy does not alter the need for contractors to have carried out appropriate COSHH assessments and to conduct the painting or other operations using appropriate precautions to protect their employees and any other persons who may be affected.

## **Lone Working**

As far as is reasonably practicable all employees that are required to work alone will be protected against the additional risks that such work may entail.

Where work is of such a hazardous nature that the risks from working alone are unacceptable, provision will be made to implement systems of work that allow adequate supervision or assistance.

The following, will be looked at by the Headteacher:

- A written risk assessment will be produced that identifies the hazards to employees working alone and the measures required to control them.
- The implementation of measures identified by risk assessments will be regularly monitored and reviewed.
- Employees will be informed of the content of risk assessments relevant to their work.
- Where employees are required to work alone there will be regular communication between the employee and a responsible person before commencement, on completion and where necessary during the work.
- There will be sufficient supervision of peripatetic lone workers to ensure that a responsible person is aware of their whereabouts or proposed route and approximate timing.
- Employees will be given sufficient instructions and training to enable them to work alone in safety.
- Where necessary standard emergency and first aid procedures will be suitably modified or enhanced to give lone workers a level of protection similar to normal working conditions.
- People required to work alone will be informed of their personal responsibility not to put themselves or others at risk.

Lone Working means working by yourself without close or direct supervision. Lone workers are found in a wide range of situations; some hazards/risks may be significant or minimal. The Headteacher will talk to employees to ensure that all relevant hazards have been identified and appropriate controls chosen.

Must establish a safe working procedure for each lone worker. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. The Headteacher should identify situations where people work alone and ask questions such as:

- Does the workplace present a special risk to the lone worker?
- Is there a safe way in and a way out for one person? Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Are young workers especially at risk if they work alone?
- Is the person medically fit and suitable to work alone?
- What happens if a person becomes ill, has an accident or there is an emergency?
- How will the person be supervised?

Control measure may include:

- Instruction
- Training
- Supervision
- Protective Equipment
- Supervisors periodically visiting and observing people working alone.
- Automatic warning devices which operate if specific signals are not received periodically from the lone worker.
- Other devices designed to raise the alarm.
- Checks that the lone worker has returned to their base or home on completion of the task.

If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back up should be put in place.

## **Manual Handling Operations**

It is the duty of the Headteacher that all reasonably practicable measures will be taken to minimise the risks to employees from manual handling operations.

It is the duty of the Headteacher:

- Where it is reasonably practicable all departments will avoid the need for employees to undertake manual handling operations, which could involve a risk of injury.
- Where manual handling operations cannot be avoided, employing departments will ensure that suitable and sufficient risk assessments of all manual handling operations are undertaken.
- The implementation of control measures identified by risk assessments will be regularly monitored.
- Risks assessments will be reviewed when there is reason to suspect they are no longer valid, when there has been a significant change in work activities or following an accident or near miss incident.
- All departments will bring to the attention of employees their duty to make full and proper use of any system of work provided for minimising the risk of manual handling injuries.
- To reduce the risk of injury from manual handling operations to the lowest level reasonably practicable by,
  - Providing mechanical assistance.
  - Identifying ways of modifying the load.
  - Modifying the working environment.
  - Providing information and training to employees.
  - Monitoring working practices to ensure they are undertaken in accordance with good handling techniques.

The Headteacher will consider the risks to the employees from manual handling tasks and:

- Avoid the need for hazardous manual handling, as far as reasonably practicable.
- Assess the risk of injury from any hazardous manual handling that cannot be avoided.
- Reduce the risk of injury as far as reasonably practicable.

The Headteacher will undergo the risk assessments to identify if there are any measures, which can be taken to make the manual handling activity easier and less risky. If there is a significant risk of injury the assessment of the manual handling tasks will be recorded and shared with employees concerned.

The risks assessments will be considered using the 4 topics:

- THE TASK
- THE LOAD
- THE WORKING ENVIRONMENT
- THE PERSON OR PERSON INVOLVED.

When considering TASKS, you should ask do they involve:

- Holding loads away from the body trunk?
- Twisting, stooping or reaching upwards?
- Large vertical movement?
- Strenuous pushing or pulling?

- Unpredictable movement of loads?
- Repetitive handling?
- Insufficient rest or recovery time?
- A work rate imposed by a process?

The LOADS, are they:

- Heavy, bulky or unwieldy?
- Difficult to grasp?
- Unstable or unpredictable?
- Intrinsically harmful, e.g. sharp or hot?

The WORKING ENVIRONMENT, are there:

- Constraints on posture?
- Poor floors?
- Variations in levels?
- Hot/cold/humid conditions?
- Strong air movements?
- Poor lighting conditions?
- Restrictions on movement or posture from clothes or personal protective equipment?

The PERSON OR PERSONS involved- Does the job:

- Require unusual capability?
- Endanger those with a health problem?
- Endanger pregnant women?
- Call for special information or training?

The Headteacher will constantly be looking at practical ways of reducing the risks of injury by considering the following points:

- Improve workplace layout to improve efficiency?
- Reduce the amount of twisting and stooping?
- Avoid lifting from floor level or above shoulder height?
- Reduce carrying distances?
- Avoid repetitive handling?
- Vary the work allowing one set of muscles to rest while another is used?
- Can the load be made easier to move by using mechanical aids?
- Can it be made lighter or less bulky?
- Can the load be made easier to grasp?
- Can the load be made more stable?
- Less damaging to hold?

## Protection of New & Expectant Mothers at Work

It is the duty of the Headteacher that all risks that may effect New and Expectant Mothers will be assessed and all reasonably practicable action will be taken to prevent or control the risks.

The following performance criteria will be used:

- Suitable and sufficient assessments of the risks to health and safety of New and Expectant Mothers will be carried out as and when specific needs arise.
- Where risk cannot be avoided by other means, suitable alternative work or alternative hours, shall be offered. Where this is not possible, consideration will be given to providing paid leave for as long as necessary to protect her health and safety or that of her child.
- If a pregnant woman or nursing mother who normally works at night, has a medical certificate stating that night work could affect her health & safety, she will be offered suitable alternative daytime work. Where this is not possible, consideration will be given to providing paid leave for as long as necessary to protect her health and safety.
- All risk assessments will be reviewed when they are no longer valid or when significant changes in the work activity arise.
- All new and expectant mothers will be provided with comprehensive and relevant information on the risks to their health and safety identified in the risk assessment.
- Where necessary, suitable facilities will be provided in the workplace for pregnant women and nursing mothers to rest.

It is the duty of the Headteacher to assess the risks to all employees including those expecting mothers and to do what is reasonably practicable to prevent or to control those risks. Risks include those to an unborn child or child of a woman who is breast-feeding.

A risk assessment will be carried out when the Headteacher has been informed in writing that a worker is pregnant. Also, a certificate is required from a registered medical practitioner or registered midwife confirming the pregnancy. This is usually issued when the woman is 20 weeks pregnant.

When the risk assessment is carried out the following hazards will be looked for; physical, biological and chemical agents, processes and working conditions which may affect the health and safety of new or expectant mothers or their children.

Several factors will be taken into account by the Headteacher, when conducting his/her risk assessments:

### Aspects of Pregnancy

Morning Sickness

Backache

Varicose Veins

Haemorrhoids

Frequent visits to toilets

Increasing in size

### Factors in Work

Early shift work

Exposure to nauseating smells

Standing/manual handling/posture

Standing/manual handling/posture

Working in hot conditions

Difficulty in leaving work area

Work in confined spaces

Lifting & handling

Dexterity, Agility, Co-ordination



Tiredness	Speed of movement and reach Overtime
Balance	Night work/evening work Working on uneven or wet & slippery surfaces
Comfort	Problems of working in tightly fitting workspaces

The Headteacher will look at the risk of infection; however, these can be avoided or minimised with the careful use of simple control measures.

These include:

- Preventing puncture wounds, cuts and abrasions, especially in the presence of blood and body fluids.
- Avoiding the use of, or exposure to, sharp objects (needles, glass, metal, knives, etc) where possible. If this is not possible, take particular care in handling, cleaning and disposal.
- Protecting the eyes and mouth with a visor or goggles/safety spectacles and a mask where there may be splashing.
- Avoiding people or their clothing getting contaminated by using waterproof/water-resistant protective clothing, plastic apron, etc.
- Making sure staff wear rubber boots or plastic disposable overshoes when the floor or ground is likely to be contaminated.
- Using good basic hygiene practices in the workplace, including handwashing and avoiding hand-to-mouth or hand-to-eye contact, smoking, eating drinking, applying cosmetics or removing/inserting contact lenses, taking medicines, etc.
- Controlling surface contamination by containment and appropriate decontamination procedures.
- Disposing of all contaminated waste safely.

It is the duty of the Headteacher to inform all female employees of childbearing capacity about the potential risks if they are/or could in the future be pregnant or be breast feeding. An explanation will be given to make sure that new and expectant mothers are not exposed to the risks that could cause them harm

If there is a significant risk at work to the safety or health of a new or expectant mother, which goes beyond the level of risk to be expected outside the workplace, then the Headteacher will take the following steps to remove from the risk.

Step 1: Temporarily adjust her working conditions and/or hours or work; if this is not reasonable to do so or would not avoid the risk.

Step 2: Offer her alternative work if any is available; or if that is not feasible, you must.

Step 3: Suspend her from work (give her paid leave) for as long as necessary to protect her safety or that of her child.

These actions will only be taken by the Headteacher, where as a result of a risk assessment there are genuine concerns. If you have any doubt, you may ask to seek professional advice on what the risks are and whether they arise from work, before offering alternative employment or paid leave.

## **Control of Noise at Work**

It is the duty of the Headteacher to look at the damage to employees' hearing by exposure to noise will be reduced to the lowest reasonably practicable level.

The following performance criteria will be used:

- All work activities that are likely to expose employees to levels of noise above the first action level defined by the Noise at Work Regulations 1989 (85dBA average daily exposure) will be identified.
- Where likely exposure to noise above the first action level is identified the employing department will ensure that a suitable assessment by a competent person is carried out and records of the assessment kept.
- Where the assessment indicates potential exposure above the first action level, action will ensure: Suitable ear protectors are provided and a record of their issue kept; employees are given adequate information, instructions and training on- the risk of hearing damage from the noise exposure; steps that can be taken to minimise risk; steps that employees must take to obtain ear protectors and their obligation to wear ear protection.
- Where the assessment indicates exposure above the second action level (90dBA) the Headteacher will ensure that:
  - The affected area is designated an ear protection zone.
  - All reasonably practicable steps are taken to reduce exposure by means other than ear protectors.
  - Steps are taken to ensure that all employees wear ear protection whilst in the zone.
  - Appropriate health surveillance is carried out.
- Persons responsible for the selection, purchase or maintenance of equipment provided to reduce noise exposure will take reasonable steps to ensure that it is suitable for its purpose and regularly maintained.
- All employees provided with ear protection will properly use, store and maintain the equipment and promptly report any defect in it to their Headteacher.

The hazards associated with high noise levels can cause incurable hearing damage. The damage caused involves loss of hearing ability, possibly made worse by permanent tinnitus (ringing in the ears). There are usually two important factors and they are:

- The noise level (given in decibels).
- How long people are exposed to the noise.

Sometimes the peak pressure of the sound may be so great that there is a risk of instantaneous damage. This is most likely when explosive sources are involved such as cartridge operated tools or firearms.

Noise at work can also lead to other problems such as causing distractions and preventing essential warnings and communications from being heard (e.g. preventing alarm bells from being heard).

It is the duty of the Headteacher to identify if there is a problem with the noise level at work, and if there is a problem then reduce it as far as possible, so that people can work without wearing hearing protection.

## First Aid

(Full Policy available if required)

It is the duty of the Headteacher to make sure that adequate and sufficient first aid personnel, facilities and equipment will, as far as is reasonably practicable, be available in the premises to ensure that appropriate care and attention of anyone sustaining an injury or becoming ill. Where employees work away from their normal work-bases, arrangements will be made for them to have access to suitable first aid equipment.

The following performance criteria will be used:

- An assessment of first aid needs appropriate to the circumstances of each workplace will be carried out. The assessment will give consideration to the:
  - Activities, tasks and operations being carried out.
  - Number of persons that are to be involved.
  - Risks associated with:
    - Use of machinery
    - Electrical equipment
    - Chemicals
    - Lone working
    - Young people
    - Elderly people
    - Disabled people
    - Contractors
    - Field Trips
    - Groups using or hiring the premises.
- A sufficient number of adequately trained persons will be available to carry out the duties of first aiders or appointed persons. Due consideration will be given to the cover needed for weekend working.
- A sufficient and adequately distributed stock of first aid equipment, including travelling first aid kits, will be maintained and regularly checked.
- The need for a means of communication, in the event of assistance being required, will be assessed and any provision suitably maintained.
- Notices compliant with the Safety Signs Regulations, advising of the first aid arrangements, shall be posted in prominent places within the premises. Specific arrangements for lone working, work away from base, field trips, etc. will be documented and issued to the individuals concerned.
- All first aid training will be carried out by an organisation approved by the First Aid Approvals and Monitoring of the HSE.
- Any first aid treatment or assistance administered will be recorded in the Accident Book.
- The procedure for Accident reporting will be followed. The people in the main office will be responsible for collating, recording and reporting first aid, and work-related accidents.

The Headteacher will firstly make an assessment of the significant risks in the workplace. From this, decide what are the risks of injury and ill health identified in the assessment. The factors which, must be considered are:

- How many people are employed on the site?
- Do visitors/contractors/pupils come onto the premises?
- Do you have inexperienced or young persons on the premises?
- Do you have people with disabilities or special health needs?

- Is your premises shared with other employers?
- Are there parts of your premises where different levels of risk can be identified.
- Do you have multi-floored buildings?
- Do you have lone workers?
- Do your people work with?
  - Hazardous substances?
  - Dangerous tools or machinery?
  - Unpredictable loads?
  - Violent or unpredictable people?

It is the duty of the Headteacher to take charge of the first aid arrangements. This will include looking after the equipment and facilities and calling for an ambulance when required. Every teacher and nursery nurse will hold a first aid certificate, which is recognised by the Health & safety Executive.

The guide below will be used for standard first aid boxes on the school premises and for school educational visits:

Guidance	1
Individually wrapped sterile	
Water proof adhesive dressings	40
Sterile eye pads with attachments	8
Triangular bandages	8
Sterile coverings for serious	
Wounds (where applicable)	8
Safety Pins	12
Medium sized sterile	
Unmedicated dressings	12
Large sized sterile	
Unmedicated dressings	10
Extra large sized sterile	
Unmedicated dressings	8

Soap and water and disposable drying materials, or suitable equivalents e.g. Medi Fresh Wipes, should also be available. Where tap water is not available, sterile water or sterile normal saline, in disposable containers each holding at least 300ml, should be kept easily accessible, and near to the first aid box, for eye irritation. Once opened, the contents should be fully used or disposed of. Disposable gloves should be provided.

Sufficient quantities of each item should always be available in every first aid box or container. Medicine brought in by parents may be dispensed by a qualified first aider on written permission from the parent on the standard form found in this section.

First aid should be available to provide assistance within 3-4 minutes of someone sustaining a life threatening or serious condition that could be minimised by fast, first aid attention.

Rooms of a high risk will have all materials required in the room to provide fast and effective first aid treatment.

## **Induction Training**

New or transferred employees will be given suitable and adequate information and instructions to ensure that they are aware or/and understand basic safety requirements and procedures in relation to their place of work and employment.

The Headteacher will ensure that as soon as reasonably practicable after starting work all new employees are given verbal and written instructions on:

- Fire and emergency evacuation procedures.
- First aid, injury/ill health and dangerous occurrence procedures.
- Job hazard and risk assessment.
- Their contact for further advice, information and guidance.
- Restrictions on their working practice (s) unless specifically authorised/supervised or competence has been assessed and agreed.
- Any health surveillance requirements and arrangements relating to their job.

The Headteacher will identify the information, instruction and training needed to allow new employees to work safely and make suitable arrangements to ensure these needs are promptly met. The Headteacher will ensure that details of the induction briefing and training are made on the employee's personal file.

It is the duty of the Headteacher that Health & Safety Induction, is training, which aims to acquaint all employees with:

- Their working environment.
- The known hazards within that environment.
- The measures in place to control those hazards.

Induction training should be supplemented by additional training as necessary. In particular, when there have been significant changes in the working environment, if employees change their work duties or have been away for an extended period.

It is the duty of the Headteacher to provide instructions and training to employees- as is reasonably practicable- to ensure health & safety. Adequate training must be completed before employees start work and are exposed to hazards.

Induction information will be phased in, so as not to overload new employees with health & safety information on the first or second day of their employment. It may be preferable to provide them with the information in stages, so that they receive relevant information at the points when they most need it.

### **Within the first week**

Employees should be made aware of the following:

- The fundamentals of the health and safety policy.
- Basic information on the safe systems of work applicable to their job.
- Names and locations of staff with any key health & safety responsibilities.

**By the end of the first month**

Employees should by now have a fuller understanding of their role within the department and the organisation and should be aware of the standards expected of them.

## **Asbestos**

The Headteacher acknowledges it's his responsibility under the Health & Safety at Work Act 1974, which includes current and future regulations appertaining to asbestos management, taking into account 2012 Asbestos Regulations. The directors accept it's their responsibilities with regard to all approved codes of practice and guidance issued by the Health & Safety Commission and Health & Safety Executive in respect of the exposure of its employees and others to asbestos arising from its activities.

The Headteacher will do all that is responsible to protect all persons from risk to health from exposure to asbestos. It is recognised that there is no legislative requirement to remove asbestos in existing buildings where it does not constitute a reasonable risk; indeed it may be counterproductive to do so with regard to risks to health & safety.

The following performance criteria will be used:

- No new asbestos-containing materials will be used in Argyle House School owned premises.
- Where existing installations include asbestos-containing material, which is sound, in good condition and not subject to abrasion or deterioration, the material will be left undisturbed and its condition monitored and periodically assessed. Any work on it will be closely managed with the view to controlling the risk to the lowest level reasonably practicable.
- Where existing installations include asbestos-containing material which is damaged, deteriorating or inadequately sealed, it will either be removed and replaced by suitable material not containing asbestos or resealed or encapsulated, whichever is the most practical and positive way to prevent the release of asbestos fibres.
- Where planned work is likely to disturb asbestos containing materials; a competent contractor using an asbestos-trained workforce will carry out the work under controlled conditions. If the work involves asbestos lagging, coatings or insulation board, licensed contractors only will be used. No further work will proceed until the project manager, nominated person and contractor have received a clearance certificate.
- The Headteacher will arrange for suitably qualified company/person to carry out a systematic and reasonable (non-invasive) survey of all premises to manage the risks from asbestos. It will record as far as it is reasonably practicable, the type and location of asbestos-containing materials, and installations.
- Relevant information from the survey and risk assessment in the form of an asbestos management plan will be produced and made available to all employees. It will be the responsibility of the Headteacher to make relevant staff aware of the contents of the register and the relevant asbestos management plan.
- Information, instruction and training will be provided to the Headteacher to enable them to properly manage the asbestos containing materials within the establishments under their control.
- The asbestos management plan must be adhered to; it will contain details of any permit to work and emergency arrangements considered necessary for that particular property in relation to asbestos management. No work of maintenance, repair or alteration will be undertaken on buildings containing asbestos without reference to the asbestos management plan particular to that building.



- The management of asbestos-containing materials in premises and equipment will be continually monitored, audited and reviewed.
- Any area, where accidental damage results in a potential release of fibres will be evacuated, the area sealed, and the incident reported immediately to the Headteacher. Controls will remain in place until it has been tested and a clearance certificate received.
- Where buildings have been vacated, asbestos material present will continue to be managed.

### **What is Asbestos?**

There are three main types of asbestos- chrysotile, amosite and crocidolite; they are usually called white, brown and blue asbestos respectively. However, they cannot be identified just by their colour.

Blue and brown asbestos (the two most dangerous forms) have not been imported into the UK for nearly 20 years and their use was banned in 1985. White asbestos was banned (except for a small number of specialised uses in 1999).

### **What are the risks from asbestos?**

Work with asbestos can release small fibres into the air. Breathing in these fibres can eventually lead to a number of fatal diseases. These include:

- Asbestosis or fibrosis (scarring) of the lungs.
- Lung cancer
- Mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.

### **Where can asbestos be found?**

Its most common uses were:

- Sprayed asbestos and asbestos loose packing-generally used as fire breaks in ceiling voids;
- Moulded or pre-formed sprayed coatings and lagging generally used in thermal insulation of pipes, boilers.
- Sprayed asbestos mixed with hydrated asbestos cement-generally used as fire protection in ducts, fire breaks, panels, partitions, soffit boards, ceiling panels and around structural steel work.
- Insulation boards used for fire protection, thermal insulation, partitioning and ducts.
- Millboards, paper and paper products used for insulation of electrical equipment, asbestos paper has been used as a fire proof facing on wood fibre board.
- Asbestos cement products, which can be compressed into flat or corrugated sheets. Corrugated sheets are largely used as roofing pipes and wall cladding.
- Certain texture coatings.

### **Who is at risk?**

If the asbestos containing material is intact and in a position where it cannot be easily damaged, it will not pose a risk to health. This is because it will not be releasing fibres into the air.

It is when asbestos containing materials are disturbed that they are likely to release fibres and therefore pose a hazard.

You will see from this that people at risk are likely to be anyone involved in building maintenance, repair or refurbishment. This is likely to include plumbers, carpenters and electricians etc.

**What does this mean?**

It means that every person managing or working in premises where it is reasonable to suspect there may be asbestos containing materials present should:

Assume that they are present unless documentation is available that confirms that they are not.

Arrangements will be in place, to ensure that there is no entry into roof spaces, under floor ducts or any repair, maintenance, renovation, conversion or alteration takes place unless the location and condition of asbestos materials is known.

**What to do if Asbestos-containing material has been disturbed?**

If for any reason you suspect that an asbestos containing material has been disturbed and that there is a potential for fibre release. Inform the Headteacher immediately, and the area in question should be evacuated and sealed off to ensure no further disturbance. It is the duty of the Headteacher to arrange for the appropriate action to be taken. The area must remain sealed off until a clearance certificate is issued.

### **Controlling work in confined Spaces**

All work in confined spaces, will only be carried out by suitably trained personnel, in accordance with a predetermined safe system of work.

It is the duty of the Headteacher to ensure:

- That all persons planning, commissioning, managing or carrying out work in confined spaces have received sufficient information, instruction, and training to ensure they are competent to safely carry out their tasks.
- No person will be required to work in a confined space for any purpose unless there is no other way of carrying out that work.
- Persons responsible for planning, commissioning or managing work that requires entry into confined spaces will ensure that a written risk assessment is completed before the work starts.
- Persons responsible for planning, commissioning or managing work that requires entry into confined spaces will ensure that the risks identified are controlled by a safe system of work in the form of a written method statement and an effective permit to work system.
- The safe system of work will address the following issues as appropriate:
  - ❑ Supervision
  - ❑ Competence
  - ❑ Communications
  - ❑ Atmospheric testing and monitoring
  - ❑ Gas purging
  - ❑ Ventilation
  - ❑ Removal of residues
  - ❑ Isolation from gases, liquids and hazardous substances
  - ❑ Isolation from mechanical and electrical hazards
  - ❑ Selection and use of suitable equipment
  - ❑ Use of internal combustion engines
  - ❑ Gas cylinders and piped gas supplies
  - ❑ Access and egress
  - ❑ Fire prevention
  - ❑ Lighting
  - ❑ Static electricity
  - ❑ Smoking restrictions
  - ❑ Emergency and rescue procedures
  - ❑ Limits on working time
- It is the duty of the Headteacher to issue the permit to work, which will:
  - Inform people working in a confined space of the hazards involved and the identity, nature, and extent of the work to be done.
  - Identify the equipment required for carrying out the work safely.
  - Confirm the results of any necessary testing.
  - Ensure there is a formal check confirming the safe system is in place prior to entry.
  - Co-ordinate or exclude other workers where they could affect the working conditions.

- Identify the control and communication system to be adopted.
  - Carry the authorisation of the person having control of the work.
  - Be cancelled on completion of the work or if there is significant change in the circumstances of the work in progress.
- It is the responsibility of the Headteacher to ensure that work does not commence until suitable arrangements have been made for rescue in the case of an emergency.

### ***Definitions***

Confined space: Any place, including any chamber, tank, silo, pit, trench, pipe, sewer, flue, well, or other similar place in which, by virtue of its enclosed nature, there is a reasonably foreseeable risk of:

- Serious injury due to fire or explosion.
- Loss of consciousness due to excessive heat.
- Asphyxiation arising from gas, fume, vapour or lack of oxygen.
- Drowning due to an increase in the level of a liquid.
- Entrapment due to free-flowing solid particles.

## **Work Equipment**

It is the duty of the Headteacher that all work equipment will be suitable for the task and maintained in a manner that is not injurious to the health, safety or welfare of employees or those affected by their work.

The Headteacher will ensure:

- The purchase of work equipment will ensure that due consideration is given to selecting equipment that is suitable for the purpose and conditions under which it will be used.
- Work activities will be monitored to ensure that work equipment is only used under conditions for which it is suitable.
- Work equipment will be maintained in an efficient state, and maintenance logs will be kept up to date.
- Where safety depends on installation conditions, a competent person will inspect work equipment before it is used.
- Where deterioration of work equipment could result in unsafe conditions, a competent person will inspect it at suitable intervals and update the inspection log.
- Where the use of work equipment involves a specific risk to health & safety it's use will be restricted to trained personnel.
- Persons using work equipment will be given sufficient information, instruction and training to enable them to operate the equipment safely.
- That work equipment purchased will have been designed and constructed in accordance with relevant European standards.
- Sufficient monitoring will take place to ensure that guards or devices protecting dangerous parts of machinery are used and maintained.
- That the installation of work equipment will ensure that it is fitted with readily accessible controls, emergency stop buttons, and isolation switches and that they are appropriately labelled.
- Control systems for dangerous machinery will be of a design that results in a safe condition should the controls fail. Isolation switches for dangerous machinery will always be of the 'No volt starter' type to prevent machinery re-starting whilst unattended.
- That the purchasing or arranging of the installation of work equipment is capable of being maintained and that second-hand equipment is provided with adequate servicing and maintenance records.
- That risks created by the use of the equipment, are eliminated where possible or controlled by:
  - Taking appropriate 'hardware' measures, e.g. providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment.
  - Taking appropriate 'software' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down), and providing adequate information, instruction and training.

### **Practical Examples of Keeping Tools & Machinery Safe**

Many of the risks can be controlled, by ensuring that hand tools are properly used and maintained:

**Hammer-** avoid split, broken or loose shafts and worn or chipped heads. Heads should be properly secured to the shafts.

**Files-** these should have a proper handle. Never use them as levers.

**Chisels-** the cutting edge should be sharpened to the correct angle. Do not allow the head of cold chisels to spread to a mushroom shape-grind off the sides regularly.

**Screwdrivers-** never use them as chisels, and never use hammers on them. Split handles are dangerous.

**Spanners-** avoid splayed jaws. Scrap any which show signs of slipping. Have enough spanners of the right size. Do not improvise by using pipes, etc, as extension handles.

Check what the manufacture's instructions say about maintenance to ensure that this is carried out where necessary. That routine daily and weekly checks are undertaken where necessary.

## **Display Screen Equipment**

All risks that may arise from the use of Display Screen Equipment (DSE) will be assessed and everything that is reasonably practicable will be done to prevent or control the risks.

It is the duty of the Headteacher to:

- Provide suitable and sufficient assessments of the risks to the health and safety of users of display screen equipment, will be carried out.
- The school will provide all relevant employees with comprehensive and relevant information on the risks to their health and safety identified by the assessment.
- Workstations and systems of work will be suitable and sufficient to secure the health, safety and welfare of the DSE user.
- Employees will be provided with appropriate health and safety training of information before they begin to use the Display Screen Equipment and re-training if and when any changes occur.
- Where DSE use is a significant part of employees' duties, the Headteacher at request of the employee arrange for eyesight screening, where the school may pay for a test by an optician.

### **Definitions**

**Display Screen Equipment User:** an employee who habitually uses display screen equipment as a significant part of their normal work.

Argyle House School will only pay for spectacles if special ones (for example, prescribed for the distance at which the screen is viewed) are needed and normal ones cannot be used. If the user wishes to buy luxury spectacles the school only need to make a contribution equal to the cost of basic frames and lenses.

## **Protection of Young Employees**

All risks to Young Persons at work will be identified before they commence work, and they will be given sufficient information, instructions and training to ensure as far as reasonably practicable that they can carry out all work activities safely.

It is the duty of the Headteacher to provide:

- Suitable and sufficient assessments of the risks to the health and safety of the Young Person will be carried out.
- All risk assessments will be reviewed when they are no longer valid or when there are significant changes in the work activity.
- All Young Persons and the parents of children below the MSLA will be provided with comprehensive and relevant information on the risks to their health and safety as identified by the risk assessment.
- All risk assessments on posts for Young Persons will take into account their lack of experience, lack of awareness of risk and their immaturity.
- Where assessment identifies significant risks that cannot be further controlled, no child will be allowed to do that work.
- Young persons will not be employed for work which:
  - Is beyond their physical or psychological capability.
  - Involves harmful exposure to toxic agents.
  - Involves harmful exposure to radiation.
  - May cause a risk to health from, extreme temperatures, excessive noise or vibration.
- Adequate information, instruction and training will be provided to the Young Person during induction training in order to reduce or control the risks identified.

## **For Work Experience Placements**

Young people such as students and trainees, including those below the Minimum School Leaving Age are, in health and safety law regarded as employees. If the school offers work experience placements to students, they will be provided with the same health, safety and welfare protection given to the other employees.

## **Training and Supervision for Young Employees**

It is the duty of the Headteacher to make sure that training is undertaken and check that key messages have been understood. The training will include the hazards and risks in their work environment, including control measures put in place to protect them. It would include the introduction of procedures for:

- Reporting of accidents and near misses.
- Fire and evacuation.
- First aid.



### **Workplace Health, Safety & Welfare**

Every workplace under the control of Argyle House School will be provided and maintained in a manner that is not injurious to the health, safety or welfare of employees or those affected by their work.

It is the duty of the Headteacher/Directors to ensure:

- That the design and maintenance of buildings will ensure that such work is programmed and carried out with due regard to the health, safety and welfare of building users.
- That workplaces are maintained in efficient working order and in good repair.
- That systems and equipment in workplaces are subject to a suitable, recorded program of maintenance.
- A reasonable temperature will be maintained in all indoor workplaces during working hours and sufficient thermometers will be provided to enable workplace temperatures to be monitored.
- Every workplace will be provided with suitable and sufficient lighting and where necessary sufficient emergency lighting.
- Workplaces will be regularly monitored to ensure that floors and traffic routes are kept free from obstruction and articles that could cause slips and falls.
- The conditions of edge protection and stacking or storage arrangements will be regularly monitored to prevent falls or falling objects.
- That all glazing in high-risk areas is of safety material or protected against breaking, and windows can be opened and cleaned safely.
- Sufficient and readily accessible washing facilities, including a supply of hot and cold or warm water, will be provided in all workplaces.
- In each workplace separate sanitary conveniences for men and women will be provided up to or in excess of a minimum standard stated in the Approved Code of Practice published by the HSE.
- Suitable accommodation will be provided for employees' own clothing that is not worn during working hours and where special clothing is required for work, suitable and sufficient changing facilities will be provided.
- Where employees regularly take meals in the workplace suitable and sufficient facilities will be provided and hygienically maintained.

## **Stress**

We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the company. The Headteacher and Senior Managers are responsible for the implementation and the company is responsible for providing the necessary resources.

### **Definition of Stress**

The Health & Safety Executive define stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them.' This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

### **Policy**

- The company will identify all workplace stressors and try to eliminate stress or control the risks from stress. All these risks will be regularly reviewed.
- The company will provide training for all managers and supervisory staff in good management practices.
- The company will provide adequate resources to enable senior managers to implement the company's agreed stress management strategy.
- The company will provide confidential counselling for staff affected by stress caused by either work or external factors.

### **Headteacher/Senior Management Responsibilities**

- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure that staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful development opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health & safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work.

### **Employees**

- Raise issues of concern with the Headteacher or Senior Managers.
- Accept opportunities for counselling when recommended.

## **Preventing Slips and Trips at Work**

Slips and trips are the most common cause of injury at work. On average, they cause 40% of all reported major injuries and can also lead to other types of serious accidents.

The law states (Health and Safety at Work Act 1974) that employers are to ensure the health and safety of all employees and anyone who may be affected by their work, so far as is reasonably practicable. This includes taking steps to control slip and trip risks. Employees have a duty not to put themselves or others in danger and must use any safety equipment provided. The Management of Health and Safety at Work Regulation 1999 require employers to assess risks and, where necessary, take action to address them. The Workplace Regulations 1992 require floors to be suitable, in good condition and free from obstructions. People should be able to move around safely.

The Headteacher will have conducted a risk assessment of the school premises and identified areas which could prove to be a hazard and put in place procedures to deal with any problems. Below are some practical steps to prevent slips and trips:

Stop floors becoming contaminated:

- Use entrance matting.
- Fix leaks from machinery or buildings.
- Design tasks to minimise spillages.
- Plan pedestrian and vehicle routes to avoid contaminated areas.

Use the right cleaning methods:

- Make sure that the cleaning method is effective for the type of floor.
- Don't introduce more slips or trip risks while cleaning is being done.
- Leave smooth floors dry after cleaning or exclude pedestrians until the floor is dry.
- Remove spillages promptly.
- Have effective arrangements for both routine cleaning and dealing with spills.

Consider the flooring and work environment:

- Check for loose, damaged and worn flooring and replace as needed.
- Floors likely to get wet or have spillages on them should be of a type that does not become unduly slippery.
- Make sure lighting is sufficient and that slopes or steps are clearly visible.
- Keep walkways and work areas clear of obstructions.

Employees can help by:

- If you have an accident or a near miss, make sure you report it to your employer promptly. They can use this information to prevent future accidents.
- If you see a spillage, clean it up or make arrangements for it to be cleaned.
- Report any damaged floors or mats.
- Play your part and keep the workplace tidy.
- If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe.
- Tell your employer about any work situation that you think is dangerous, or if you notice that something has gone wrong with their health and safety arrangements.

## **Working at Height**

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs. The purpose of Work at Height Regulations 2005 is to prevent death and injury from a fall from height.

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. Take a sensible approach when considering precautions for work at height. There may be low-risk situations where common sense tells you no particular precautions are necessary and the law recognises this.

There is a common misconception that ladders and stepladders are banned, but this is not the case. There are many situations where a ladder is the most suitable equipment for working at height.

Before working at height you must work through these simple steps:

- Avoid work at height where it is reasonably practicable to do so.
- Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

You should:

- Do as much work as possible from the ground.
- Ensure workers can get safely to and from where they work at height.
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
- Make sure you don't overload or overreach when working at height.
- Take precautions when working on or near fragile surfaces.
- Provide protection for falling objects.
- Consider emergency evacuation and rescue procedures.

As employers and those in control of any work at height activity, must make sure work is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

Low-risk, relatively straightforward tasks will require less effort when it comes to planning. Take a sensible, pragmatic approach when considering precautions for work at height. Factors to weigh up include the height of the task; the duration and frequency; and the condition of the surface being worked on. There will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure employees receive instruction on how to use the equipment safely and appropriate training. Training often takes place on the job, it does not always take place in a classroom.

### **School Security**

The security arrangements will be monitored, assessed and changed by the Headteacher as required for the safety of the staff, visitors and pupils of Argyle House School.

A risk assessment has been conducted by the Headteacher; this is conducted on a yearly basis and anything which is noticed is addressed or a procedure put in place to minimise the level of risk.

Staff will be consulted on any changes and informed via staff bulletins or scheduled training.

(Also, refer to the school policy.)

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