



THE ELMS
EST 1614

The Elms School

11. HEALTH AND SAFETY POLICY STATEMENT & HANDBOOK	
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We recognise that all members of the school staff, including volunteers and peripatetic staff, share the duty of care for children at the school. We aim to ensure that the health, safety and welfare of all pupils is paramount. This policy should be read in conjunction with the school's Safeguarding policy which includes Child Protection procedures.

The Elms

Health & Safety Acceptance

Employee
Name:

Our Duty and Responsibility

At The Elms we fully accept our health and safety duties and responsibilities. We have in place an effective safety management system to protect employees, children and others from harm. Any information, training, procedures or equipment needed to enable you to work safely will be provided.

Your Duty as an Employee

As an employee you have a duty:

- to take reasonable care of your own health and safety, and of actions that may affect the safety of others,
- to cooperate with us and the provisions we introduce to satisfy and comply with any statutory requirements applicable to our School,
- not to interfere, misuse or willingly interfere with any equipment we introduce for reasons of health and safety,
- wear personal protective equipment as instructed, look after items issued and report any defects,

You are responsible for you own acts and your omissions.

Employee Acceptance

I have read the health and safety policy and safety handbook as provided to me. I fully understand my responsibilities and duties at work. By signing this form I am confirming acceptance of my duties and responsibilities assigned to me. I acknowledge all rules, safe working procedures and policies and intend to comply with these during my employment.

Employee signature: _____

Date: _____

**Please ensure this form is completed and returned to
The Bursar**

PART A – THE ELMS SCHOOL POLICY STATEMENT

The Headmaster and Governors aim to maintain a healthy and safe environment for all pupils, employees and visitors to The Elms School.

The Headmaster and Governors will take reasonably practicable steps to fulfil this responsibility and will pay particular attention to meeting the requirements of the Health and Safety at Work Act 1974 and relevant statutory provisions.

The school will aim to adopt appropriate safeguards to reduce, where practical, risk to the health and safety to employees, children and others.

The Headmaster and Governors require employees at all levels to pursue their objectives in respect of Health and Safety.

All employees have a duty to work in a manner which is safe and responsible and to carry out their duties so as not to endanger the health, safety and welfare of themselves or others. They are encouraged to submit suggestions for the improvement of standards of health and safety and to identify risks and suitable control procedures. It is the duty of all employees to follow the standards and procedures laid down by the school.

Teaching and other staff shall endeavour to ensure that pupils under their supervision work in a safe and responsible manner, and are aware of necessary precautions and procedures relating to their activities both in and outside the classroom.

Where and when necessary protective clothing and equipment will be provided by The Elms School and shall be available for use by employees and pupils. All employees will be provided by the appropriate training and instruction appropriate to the safe running of the school and their particular jobs or roles.

The School site will be maintained in a safe manner and suitable facilities for welfare at work will be provided and maintained.

Any member of staff who is found to be deliberate or consistently negligent may be subject to disciplinary action.

PART B – ORGANISATION

THE HEADMASTER AND BURSAR WILL HAVE OVERALL RESPONSIBILITY FOR HEALTH AND SAFETY WITHIN THE SCHOOL.

The Headmaster and Bursar are therefore, in accordance with the Governors' requirements, now issuing written Health and Safety instructions to members of staff and to departments as follows:

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The Headmaster and Bursar will note new Health and Safety legislation and advice and update these instructions as appropriate.

All staff will receive a copy of the Health and Safety Handbook.

Inspections

Employees are to inspect their areas of responsibility (classrooms/labs) for hazards or defects which might affect safety at least once every term. Any found are to be reported to the Bursar immediately using the Maintenance Logbook held in the Booth Room (staff room).

Hazards and Defects

Any employees noticing a hazard or a defect which might give rise to an accident should report it using Maintenance Logbook held in the Booth Room (staff room) and if the concern continues or is urgent then it must be raised directly with the Bursar immediately.

Advice

Any employee wishing for advice in a Health and Safety matters can approach the Bursar to make direct reference to Health and Safety Executive publications.

Briefing

The Bursar is to brief new employees on the School's Health and Safety Policy, organisation and detailed arrangements as soon as possible after their arrival by providing them with a copy of the Health and Safety policy. They shall remind all employees of these matters and of their individual responsibilities at least once a term.

PART C – FIRE PRECAUTIONS

Fire Fighting Equipment

Water, carbon dioxide, wet chemical and powder extinguishers, together with fire blankets, are sited throughout the school as defined by the specialist contractor;

A & E Fire Equipment Ltd, telephone 012452 712021

All Staff receive basic training in fire equipment and the use of fire extinguishers; in addition a number of members of staff will be trained as Fire Wardens and Fire Marshalls as required by the School Fire Officer.

It is the policy of The Elms School to encourage all employees to consider first and foremost the safety and welfare of the children and themselves rather than consider taking action and using fire fighting equipment.

Procedures are described in the Staff Handbook, with which all staff are required to familiarise themselves.

All Staff should report any misuse of or damage to any fire fighting equipment.

Fire fighting equipment will be serviced every six months by specialist contractors. A record of these checks will be kept by the Bursar.

Fire Alarm.

Any apparent system defect should be reported in the first instance to the Bursar.

All systems in the school will be serviced and tested by specialist contractors. A record of these checks will be kept in the school office.

A comprehensive bell system linked to smoke and heat detection has been installed throughout the school. Each detached building is linked so that the alarm, once activated rings in all buildings. There is a weekly fire bell test, together with a termly full alarm test for the whole school. The boarding team will conduct fire alarm tests each half term. Records of each test will be kept in the School with the Bursar.

Fire Doors

FIRE DOORS ARE NOT TO BE WEDGED OPEN – or only for a few minutes while the immediate area is being cleared or furniture is being transported.

Green Escape Signs

Escape routes are signed to indicate the direction to be taken and Emergency Lights have been installed.

Staff should inform the Bursar if it becomes obvious that a sign needs replacing.

Escape Routes

These are to be kept clear of obstructions at all times.

ACTION ON DISCOVERING A FIRE or HEARING THE ALARM

Teaching Staff

- supervise evacuation of classroom etc., leaving personal belongings
- close doors
- escort pupils to assembly point on the front sports pitch (the Assembly point).

Office and Domestic Staff

- switch off gas appliances (at mains where possible)
- leave building by nearest exit, closing doors
- proceed to the Assembly Point.

Individual Action

NOTICES WILL BE POSTED THROUGH THE SCHOOL DIRECTING INDIVIDUALS TO THE FIRE ASSEMBLY POINT

On discovering a Fire:

- Raise the alarm by breaking glass of nearest fire alarm.
- Call for assistance and ONLY IF SAFE TO DO SO and children and adults are safe. You may take the decision to attack the fire with the fire-fighting equipment provided. If the fire should get out of control, or if your escape route is threatened LEAVE THE BUILDING AT ONCE. Your first priority is the safety of the children, other people and yourself.

On hearing the fire alarm

- Leave the building at once, quickly and calmly, by the nearest available route. Escape routes are indicated by Green Signs. Assist with the evacuation of guests, especially disabled persons. DO NOT stop to collect personal belongings.
- If you suspect there is a fire on the other side of a door, DO NOT open it. As you leave the building, ensure that all fire doors on your route are closed.
- When clear of the buildings, proceed to the assembly point, DO NOT re-enter the building until told to do so.

Calling the Fire and Rescue Service

The Fire and Rescue Service is to be called from the nearest phone as soon as it has been established that: -

- the alarm was not false

- the fire has not been put out
- cars and people should be cleared from the access area likely to be required by the Fire and Rescue Service appliances

Calling the Roll

- As soon as the building has been evacuated and pupils and employees are assembled at the Assembly Point, the Headmaster or Deputy Head will call the roll.
- Immediate enquiries will be made to discover the likely location of any pupil or employee who appears to be missing.
- The Fire and Rescue Service will be informed of any pupil or employee who is unaccounted for, and of their possible location.

Training – Evacuation of Building

- Pupils will be briefed on the evacuation routes from areas of the school. Employees will be informed of procedures via the Staff Handbook.
- Every term daytime and night-time practices with pupils/employees in the evacuation of the building will take place to reinforce procedures.

PART D – EMERGENCY INFORMATION

Emergency information for the pupils will be maintained to include details of home address and contact telephone numbers and any relevant medical information.

Where relevant, staff accompanying pupils off the school premises, will be provided with relevant personal information.

Staff will provide emergency telephone numbers and are at liberty to provide to the school any medical information which they consider to be relevant.

PART E – ACCIDENT AND NEAR MISS REPORTING

Definitions

Accident – An unplanned event which causes injury to persons, damage to property or a contribution of both

Near Miss – An unplanned incident which does not cause injury or damage, but has the potential to do so.

Accident Prevention

It is the duty of everyone (including pupils) in living and working in the school environment to be alert to the possibility of accidents occurring (near miss) and to report potentially dangerous situations to the Bursar immediately. This will be recorded, dated and the incident will be investigated to prevent a similar or serious accident from occurring in the future. Reviewing near misses over a period of time can identify any weaknesses in operational procedures or safety systems. Any injury will be dealt with by a trained first aider in the first instance and in an emergency an ambulance will be called at the first opportunity. Where a

serious accident has occurred the Bursar will inform the Enforcing Authorities conforming to RIDDOR, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Safety Signs and Notices

Appropriate signs will be posted by the Bursar. The background colours for the four categories of message are:

Red	Prohibition
Yellow	Caution/Danger
Blue	Certain mandatory action signs
Green	Safe conditions

Statutory and other notices will be posted in consultation with staff and Head of specific departments.

Prevention of Common Types of Accident – Slips, Trips and Falls

The possibility of these occurring should be minimised by:

- encouraging pupils to wear appropriate footwear and move sensibly in the buildings
- keeping the floors dry (except during cleaning)
- using the floor polishes appropriate to the surface
- keeping floors and passageways clear of obstruction as far as reasonably practical
- ensuring that interior and exterior walking surfaces are adequate
- outlining or illuminating steps where appropriate
- considering the suitability of keeping paths and steps free of snow and ice

Ladders and Stepladders

Any ladder or step ladder showing signs of cracking or malfunction to be withdrawn or repaired. When in use, ladders are to be tied to the building at the top, if possible, or an assistant should stand on the bottom rung. The step ladder should be long enough for the purpose ie. The guideline being the user's waist should not be above the top of the stepladder. These are checked every 6 months as per the guidelines.

Glass

Pupils are to be reminded of the danger of playing or running in the vicinity of doors fitted with glass panels.

Broken panes of glass are to be reported as soon as possible to the Bursar. Meanwhile any loose glass is to be removed (using protective gloves if there are jagged remains, they are to be covered with sheets of cardboard etc).

Any broken glass on the floor is to be swept up immediately.

Electrical

See Part Q – Electrical Safety

Eye Protection

Employees working with hazardous chemicals are to wear safety spectacles or goggles.

Employees working with machinery which might cause particles to fly into the eye are to wear safety spectacles or goggles.

PREVENTION OF SPECIAL TYPES OF ACCIDENT

Eye Protection in Workshops, Laboratories etc

Eye protection is to be worn by pupils and employees whenever there is a foreseeable risk of injury to the eyes. The appropriate forms of eye protection are:

- Safety Spectacles: Low impact general purpose devices which provide adequate protection when handling substances which are only of moderate hazard. They are not suitable for handling concentrated acids or alkalis, corrosive solids or toxic chemicals or for stretching metal wires etc.
- Goggles: Available with high impact molten metal, chemical splash, dust and gas resisting qualities.
- General Purpose Goggles (BS2092) will be suitable for:
 - Lathe work (wood and metal)
 - Use of resins and liquid plastics
 - wood sanding (by machine)
 - Spot welding and metal machining
 - Working under motor vehicles
 - 'Impact 1' goggles plus metal splash with appropriate filter should be used for gas welding and cutting
 - BS 2092C goggles give adequate protection when handling concentrated acids or alkalis, corrosive solids or toxic chemicals
- Full Face Shields: To be worn when dispensing large volumes of concentrated acids, alkalis or other corrosive substances, when opening and dispensing containers which may be under pressure and when handling molten alkalis. Sufficient sets of protectors are to be available for use by pupils and visitors. They are to be washed and disinfected at appropriate intervals depending upon usage.

Eye Washing

Immediate flushing with running water is the preferred method.

Woodworking Machines

Machines are to be inspected and serviced regularly to ensure that:

- they are in good working order
- all safety guards are in place
- stop buttons and safety micro-switches are working
- dust extraction devices are working (see PART R)
- only persons trained in the use of a machine are allowed to use it
- operatives are to be warned specifically about the dangers of using machines without guards in place

BUILDING WORKS IN THE SCHOOL

Whether building works are being carried out by contractors or by the schools' own employees, the following precautions are to be taken:

- if the works are of sufficient scope, they are must be fenced or roped off to keep pupils and employees need to be kept clear of danger
- accessible ladders must be taken down at the end of each working day
- obstructions to walkways must be adequately lit
- fire escape routes and access routes for fire engines (including access to hydrants) must be kept open, or alternatives made available
- care must be taken not to compromise existing security arrangements

STORAGE OF HAZARDOUS MATERIALS

General Rules

Manufacturers and suppliers are required to provide adequate information to permit the safe use of a product including any special requirements for storage. These are to be strictly adhered to.

Hazardous materials are supplied in packages with labels specifying the hazard in words or symbols. If the materials are transferred to another package, the labels must also be transferred.

In addition to risks during storage such as fire, explosion and the release of toxic fumes, the possibility of interference by pupils must be considered.

Risk (and wastage) can be reduced by storing minimum quantities. This can be achieved by efficient stock control.

Highly Flammable Liquids, including Petrol

Small quantities may be left in work areas overnight, providing that the material is in an unbreakable, stoppered container, such as an appropriate jerry can.

Larger quantities must be stored in an appropriate tank.

Compressed Gases

The main risk associated with a gas cylinder is that of explosion, caused by heat or impact, but there is also a risk of leakage. These risks are minimised by:

- supporting stored cylinders in the vertical position unless they are kept on trolleys
- storing cylinders where there are no combustible materials, out of direct sunlight and away from heaters, hot pipes etc
- providing maximum possible separation between flammable gases and oxygen
- limiting storage to a maximum of 4 x 40 cubic ft cylinders
- ensuring that the storage area has adequate high and low level ventilation
- marking storage areas with the appropriate signs

Chemicals and Other Materials

Stores should be dry, secure and adequately lit.

Incompatible chemicals should be kept as far apart as possible (eg oxidising agents and combustibles, strong acids and alkalis etc)

Engineering Inspections

The following plant and equipment is to be inspected by a competent person at the frequencies laid down by current legislation:

- the electrical supply, installation and electrical equipment (see Part Q – Electrical Safety) annually
- gas supply pipework, controls and appliances – annually
- ladders – every 12 months

REPORTING ACCIDENTS, RECORDING AND INVESTIGATION

The following incidents must be reported immediately to the Health and Safety Executive:-

- a major injury or condition or death of an employee while at work, or death of an employee within a year as a result of a work incident (1)
- a major injury or condition or death of a visitor, pupil etc while at a workplace or as a result of workplace activities (2)
- an employee suffering from one of the scheduled notifiable diseases (3)
- injuries to an employee resulting in absence from work of three or more days after the incident

Incidents in categories 1, 2 and 3 must be reported to the HSE by telephone followed by submission of written details on Form F2508 within seven days.

Major injuries or conditions are:

- fracture of the skull, spine or pelvis
- amputation of a hand, foot, finger, thumb or toe, or part thereof if the joint is severed
- the loss of the sight of an eye or a penetrating injury or a chemical or hot metal burn to the eye (minor irritations which are resolved with eye drops need not be reported)
- loss of consciousness as a result of an electric shock or electric burn
- loss of consciousness because of lack of oxygen
- any acute illness requiring immediate medical treatment where there is reason to believe that it has resulted from exposure to a pathogen or infected materials
- any other injury that results in the casualty being admitted immediately into hospital and detained for a significant period

Dangerous occurrences include:

- the collapse or overturning of any scaffold
- the explosion, collapse or bursting of a vessel, the contents of which are under pressure (eg steam boilers, gas cylinders, air receivers fed by a compressor) which results in significant damage to equipment or which might have injured someone
- an electrical short circuit or overload attended by fire or explosion
- a fire or explosion which results in stoppage of the plant involved or normal work in the area for more than 24 hours if it was due to the ignition of materials or their by-products (including waste) used in a work process or finished product
- the unintended collapse of any floor in a workplace, or the collapse of any part of a building under construction
- any incident where plant or equipment comes into contact with an uninsulated overhead electric line at over 200 volts, or causes an electrical 'flash' by coming close to it

- the collapse, overturning of or failure of a load-bearing part of a lifting device, such as a lift, hoist or crane
- the accidental release or escape of any substance or pathogen in circumstances which might cause death, major injury or condition, or other damage to the health of any person

Reportable Diseases

The only reportable diseases that might arise from work in schools are:

- occupational asthma arising from handling animals or insects, or with epoxy resin materials
- leptospirosis arising from handling animals or work in infected areas infested by rats (eg ponds)
- hepatitis arising from work involving exposure to human blood products or body secretions and excretions

Injuries to Pupils or Visitors

Incidents resulting in a 'major injury or condition' must be reported as above

Activities away from School

Fatalities and major injuries to pupils occurring on school sponsored or controlled activities away from school (eg field trips, holidays within the UK, sporting activities) must be reported if the accident arose out of, or in connection with, such activities.

Recording (of injuries on the premises)

Records must be kept of all injuries to pupils, staff and visitors that happen on the premises. Such records are essential for claiming compensation, industrial injury benefit etc. An Accident Report Form should be completed immediately after any incident and a copy given to the matron team and Bursar. Where an accident or incident nearly happened due to a defect in the school site or equipment a Near Miss Form should be completed and returned to the Bursar.

The injury book is to be maintained by the School Surgery. It is to contain the following information on each incident: -

- the name of the injured pupil
- the nature of the injury
- when where and how it occurred
- who was supervising, if appropriate
- the treatment given, if any

Investigation of Accidents

Any major accident is to be investigated initially by TWO members of the SMT. The facts to be established will normally include:

- where did the incident happen?
- when did the incident happen?
- who was injured?
- nature of injury?
- site of injury?
- who else was involved?
- who witnessed the accident?
- what was the injured person doing at the time of the accident?
- were protective measures available and appropriate. Where they used?
- If not, why not?
- was the injured person adequately trained to do the activity that resulted in injury?
- was there supervision in force? If not, should there have been?
- was it adequate?
- was there any defect or design fault in the equipment or premises involved?

The results of the investigation are to be reported to the Headmaster as soon as possible after the incident.

PART F – FOOD SAFETY

The Elms School has been registered with the local authority as premises upon which food is handled.

Staff working within the catering unit are under the supervision and guidance of the Cook and will be encouraged to attend appropriate courses run by the local authority.

Any recommendations made by the local health authority when monitoring the premises and the processes associated with food storage, preparation, protective clothing, handling and disposal, will be acknowledged and actioned.

A list of pupils and staff with food allergies, including anaphylaxis are available to all kitchen staff, matrons, and boarding staff.

PART G – VDU OPERATION

A person will be designated as responsible for VDU equipment and will conduct an annual audit of the equipment.

No person at The Elms School may use VDU equipment if they are not happy so to do or if they consider that it may have an adverse affect on their health or welfare.

It is incumbent upon every member of staff to report to Bursar, any concern regarding the suitability of the equipment on the school premises, or any personal condition – such as eyesight problems, back problems, headaches, joint soreness etc which may be significant in the use of VDU equipment. The school reserves the right, on consideration of an individual's personal condition, to prohibit the use of VDU equipment by any individual.

PART H – TRAINING, LIFTING AND MANUAL HANDLING

Training is essential to all employees and the school will identify all training needs and organise relevant courses to enable staff members to work safely and avoid unnecessary risks.

Manual handling of goods can give rise to risk of injury; therefore measures need to be taken to reduce any risk.

Before handling any item, all members of staff must assess whether it is within their capability so to do and request assistance if appropriate. Before initiating any activity consideration will need to be given to the location of items or equipment and need for items or equipment to be handled or moved, and the consequent limitations on the planned activity. Should the handling or movement of certain items for an activity present a particularly high level of risk, the Head or Bursar may well decide not to engage in such an activity. The Bursar has responsibility for ensuring that the necessary training in manual handling is carried out.

PART I – CLEANING AND MAINTENANCE

Cleaning and maintenance staff will participate in the compilation of risk assessments in order to identify appropriate risk control measures and suitable working practices.

Where identified as a necessity, protective equipment and clothing will be provided.

PART J – WASTE DISPOSAL

The Elms School will engage the services of the local authority waste disposal system.

Waste will be stored for collection in the wheelie bins supplied by the authority, or in the area designated for waste awaiting collection.

Chemicals from the laboratory will be disposed of where necessary by an approved chemical waste disposal firm.

PART K – VEHICLES ON SCHOOL PREMISES

Vehicles will be driven on school premises throughout the day. All vehicles should be driven in a safe manner to take into consideration the number of pedestrians and children on the premises.

At the start and the end of the day, delivery and collection times, a one way system will be observed as an accident risk control measure.

The two gates on the drive and wooden rail system have been installed to aid the reduction of vehicle speed and to aid pedestrian safety.

PART L – SCHOOL MINIBUSES

A policy of regular replacement of the school minibuses has been adopted on a three to four year rolling programme to enable the provision of suitably equipped minibuses to be maintained.

Staff who drive a minibus must be:

- at least 25 years of age
- hold a current appropriate driving licence
- medically fit
- carry a mobile phone

During any journey the rules for use will be as follows:

- seat belts must be worn at all times
- no portable fuel container must be carried
- where possible two adults will be in the minibus
- suitable driver breaks will be taken
- no driver will be driving for a period of more than four hours without a suitable break
- drivers who are to drive in excess of 100 miles at the end of the school day must ensure they have an adequate period of rest before commencing their journey

PART M – VISITS AWAY FROM SCHOOL PREMISES

Before staff take children on a visit away from school premises they will undertake to establish that the organisation responsible for the management of the centre being visited or the activity that is being provided is competent. This will most frequently be established by indication that the organisation is a member of the relevant professional body, or can show appropriate qualifications or experience.

PART N – PHYSICAL AND SPORTING ACTIVITIES

Staff will undertake, where appropriate, risk assessments for such activities. Where identified as appropriate, normally as a result of staff meeting discussion, only staff suitably trained will offer certain activities which require a high level of expertise.

Staff will check each term that equipment is of a suitable and safe standard. Inadequate equipment will be removed for repair or replacement.

Staff will ensure that children are physically and medically able to participate in activities.

Should first aid be required staff will make use of the matron team with recourse to the school doctor or local hospital if appropriate.

Swimming

Lessons will take place in the school's own pool, and also 'free swims'. Both activities will also be under adult supervision provided by a trained life guard.

Training sessions will be provided to enhance the awareness of safety issues relating to swimming.

The swimming pool door is to be kept locked to prevent unauthorised entry. It is not permitted that any pupil, member of staff or member of the public is allowed to swim by themselves and may become a disciplinary action.

Any other users of the school swimming pool (such as the village primary school) will only be permitted access on condition that they satisfy themselves that they comply with any required safety procedures.

PART O– ACTIVITIES – SCIENCE, ART, D&T, RURAL STUDIES ETC

It is recognised that many hazards and risks associated with these activities can be encountered in the course of life in general; experience of them therefore can be a beneficial learning experience and an essential aspect of the type of education provided by The Elms School.

Staff, however, will take note of the relevant personal and medical information provided by the matrons or staff meetings so as to ensure that a planned activity is suitable for a child.

Instruction will be given by staff in the appropriate use and handling of equipment, substances, animals etc. Staff should ensure that appropriate protective clothing or equipment is provided if required.

The following guidelines should be followed:

Hazard	Guideline
Craft knives	Only to be used under staff supervision
Low melt and high Melt glue guns	Only to be used under staff supervision
Super glues	Not to be used by pupils
Power hand tools	Not to be used unless under supervision only by pupils considered suitable and where safety instruction has been given
Materials	Staff to ensure suitable protection (goggles etc) are used
Testing activities	Children to be kept at a safe distance if activities involving stretching, hanging or releasing objects are involved
Flying things	Vigilance to be maintained of roads, buildings, overhead cables etc. Thrown or launched objects to be directed away from spectators
Cookers	Only to be used by pupils under supervision
Hot sugar and oil	Not to be used by pupils
Personal hygiene	Children taught the importance of personal hygiene, in particular after visits to the toilet
Heating	All heating activities will be appropriately supervised
Kilns	Not to be used by pupils
Chemicals	Before use staff will refer to the appropriate information To be stored in suitable containers with appropriate security
Batteries	The correct use of batteries
Animals	Consideration will be given to the welfare of any animal kept In school. Pupils will be taught the importance of personal Hygiene when handling animals. Any animal bite will be

	treated as appropriate by matron staff
Micro-organisms	Staff will refer to appropriate information before using micro-Organisms
Plants, fruits & seeds	Staff will ensure that any plant, fruit or seed is appropriate if used in any activity
Out of doors activities	Levels of supervision adopted by the school applies to both Indoor and outdoor activities

PART P – FIRST AID

First Aiders

- There is a rolling program for staff to become First Aid trained.
- A note will be posted on the Surgery door giving details of who is the Matron on Duty
- During term time a Matron/First Aider will be contacted through the Surgery

First Aid Rooms

The principal First Aid Room will be in the School Surgery. Secondary First Aid Room will be the School Sick Bay.

First Aid Boxes – Static First Aid Boxes

First Aid boxes will be maintained in the following places:

- Staff Common Room
- Kitchen
- Swimming Pool
- Sports Centre
- DT room
- Tack room
- Astro turf staff equipment shed
- Theatre kitchen
- Art room
- Science lab
- School minibuses

First Aid Boxes for Away Games and school Transport

All minibuses have a First Aid Box

Replenishment

It is the duty of the matron team to ensure that the boxes are available and are adequately stocked. If there are any items missing please report this to the matron team.

First Aid for the Playing Fields (Term time)

In consultation with the school matrons, if it is appropriate to move them, injured players should be taken to the nearest indoor area. An ambulance should be called out to players who cannot be moved.

Record of Treatments

The Matrons record details of the occurrences and of the treatment given. Medication will be administered where appropriate and under the guidance of qualified medical advice where needed.

Records will be maintained of medication received and issued. All medication will be stored suitably, if necessary in an appropriately locked cupboard, and labelled.

All relevant medical incidents (such as epileptic fits) will be recorded in the Matron's medical book. The person responsible for First Aid and Medical will ensure that pupils are cared for appropriately and observed as necessary.

Appropriate information regarding the medical condition of the children will be made available to staff in the staff room or via staff meetings.

PART Q – ELECTRICAL SAFETY

(Main reference: The Electricity of Work Regulations 1989)

ELECTRICAL SHOCK

What happens:

If sufficient electrical current crosses the chest, the chest muscles become contracted and breathing ceases. Sometimes the heart action becomes extremely irregular. Even if the current is switched off very quickly the body may not recover spontaneously and death will occur unless first aid is applied.

Prevention

- Effective insulation
- Effective earthing of all exposed metalwork so that in a fault condition fuses blow disconnecting the supply
- Provision of devices which automatically switch off the supply in an accident
- Use of safe procedures when working on live circuits or equipment
- Use of appropriate personnel
- Protective measures to be taken
- Recourse to School Surgery
- Neither a member of staff nor any pupil at The Elms School may work on any live electrical circuit
- Work on electrical circuits will only be carried out by a suitably competent person
- Electrical appliances and equipment will be inspected regularly and faulty or defective items repaired or replaced

Safety of Electrical Installations

The SMT will arrange the following inspections:

- Fixed electrical circuits in permanent buildings – every 5 years
- Electrical circuits in temporary buildings – every 5 years.
- Alterations to circuits are only to be made by an approved electrical contractor

Safety of Electrical Equipment

- A register of all school electrical equipment will be maintained with the Bursar
- All school electrical equipment will be inspected annually/biannually

- Each appliance tested will be marked with a label showing the year of inspection
- If any appliance fails the test, it will be repaired on the spot or rendered inoperative and the outcome reported to the bursar
- Frayed power supply cables are not to be repaired with tape

However, it is the duty of all staff to keep an eye open for frayed leads, exposed conductors, lack of cable grippers (in plugs) overloaded socket etc. Any unsafe equipment should be turned off, unplugged and reported to the Bursar immediately.

Electrical musical instruments and amplifiers

These are not to be used on the school premises until they have been inspected.

A residual current device (RCD) or an isolating transformer MUST ALWAYS be used in the power supply circuit.

USE OF ELECTRICAL EQUIPMENT

- Users of electrical equipment have a duty to inspect them visually before use, to ensure they are in a safe condition
- Personnel using equipment outside a building via a flexible cable should ensure that a residual current device (RCD) is included in the supply circuit
- Detailed advice concerning classroom curricular activities involving voltages in excess of 25 volts, is given in the HSE Guidance Note GS23 'Electrical Safety in Schools'

PART R – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

There are many substances in use if encountered in a school environment which are potentially hazardous to health. Pupils and teachers will encounter some while others will be met by the maintenance, grounds, kitchen, domestic or office staff.

School employees have a duty to minimise the risks to health posed by these substances. This can only be achieved by an awareness of these risks and strict observance of rules designed to manage them.

Hazardous Substances

These fall into the following categories:

- Substances labelled by suppliers as 'very toxic', 'toxic', 'harmful', 'corrosive' or 'irritant'
- Substances for which a maximum exposure is specified
- Micro-organisms used at work which constitute a hazard to health
- Dust of any kind it is present in substantial concentration in the air
- Any substance not included above which creates a comparable hazard to health

Form of Assessment (of risk)

The assessment of each hazardous substance should be recorded on the following documents:

- Substance Identification Record

This records the different proprietary names by which a substance may be known, its ingredients, physical properties etc

- Hazard Data Sheet

This should be supplied by the manufacturer but if not can be found online.

Control Measures – Principal

Exposure to substances hazardous to health is to be either prevented (eg by the substitution of safer substances) or adequately controlled

Types of Control

- Fume cupboards
- Fume or dusk masks)
- Impervious gloves)
- Barrier cream) Personal Protective Equipment (PPE)
- Skin conditioning cream)

Use of Controls

- Employer – the SMT are to take all reasonable steps to ensure that the control measures decided upon are applied in school and to reconsider their suitability annually
- Employees – It is the duty of every employee to use the controls provided and, if there is a defect in a control, to report it to the SMT immediately

Information, Instruction and Training

The SMT are to ensure that employees should be aware of the information necessary for the safe handling of hazardous substances they encounter in their work.

Where it is apparent that employees would benefit from more formal training, it should be arranged with reference to the SMT.

PART 5 – HEALTH AND SAFETY LAW

What You Should Know

Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you and to keep you informed about Health and Safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or your safety representative, if there is one.

This leaflet is a brief guide to health and Safety Law. It does not describe the law in detail, but it does list the key points.

Your employer has a duty under the law to ensure so far as is reasonably practicable, your health, safety and welfare at work.

In general, your employer's duties include:

- Making your workplace safe and without risks to health
- Keeping dust, fume and noise under control

- Ensuring articles and substances are moved, stored and used safely
- Providing adequate welfare facilities
- Giving you the information, instruction, training and supervision necessary for your health and safety

Your employer must also:

- Provide free, any protective clothing or equipment specifically required by health and safety law
- Report certain injuries, diseases and dangerous occurrences to the enforcing authority
- Provide adequate first-aid facilities
- Consult a safety representative, if one is appointed by a recognised trade union, about matters affecting your health and safety
- Set up a safety committee if asked in writing by two or more safety representatives
- Employers also have duties to take precautions against fire, provide adequate means of escape and means of fighting fire

In many workplaces employers may have other specific duties:

- To take adequate precautions against explosions of flammable dust or gas and when welding and soldering containers which have held an explosive or flammable substance
- To maintain a workroom temperature of at least 16C after the first hour of work where employees do most of their work sitting down
- To clean the workplace regularly
- To provide, maintain and regularly clean washing and toilet facilities and to supply drinking water
- To see that workrooms are not overcrowded and that they are suitably ventilated and lit
- To ensure that floors, steps, stairs, ladder passages and gangways are well constructed and maintained and not obstructed
- To take special precautions before allowing employees to enter and work in a confined space
- To ensure that employees do not have to lift, carry or move any load so heavy that it is likely to injure them
- To guard securely all dangerous parts of machines
- To see that employees, especially young people, are trained or under adequate supervision before using dangerous machines
- To ensure that lifting equipment (hoists, lifts, chains, ropes, cranes and lifting tackle) and steam boilers, steam receivers and air receivers are well constructed, well maintained and examined at specified intervals
- To give employees suitable eye protection or protective equipment for certain jobs
- To take proper precautions to prevent employees being exposed to substances which may damage their health
- To take precautions against danger from electrical equipment and radiation

AS AN EMPLOYEE YOU HAVE LEGAL DUTIES TOO. THEY INCLUDE:

- Taking responsible care for your own health and safety and that of others who may be affected by what you do or do not

- Co-operating with your employer on health safety
- Not interfering with or misusing anything provided for your health, safety or welfare
- If you think there is a health and safety problem in your workplace, you should first discuss it with your employer, supervisor or manager and, if appropriate, complete a written Health and Safety/Repairs sheet.
- If the problem remains or you need more help, health and safety inspectors can give advice on how to comply with the law. They also have powers to enforce it. The Health and Safety Executive (HSE's) Employment Medical Advisory Service can give advice on health at work and first aid. Your employer can give you the names and addresses
- You can get advice on general fire precautions etc from the Fire Brigade or your fire officer
- The main Act of Parliament is the Health and Safety at Work etc. Act 1974, but for particular purposes the Factories Act 1961, the Mines and Quarries Act 1954, the Offices Shops and Railway Premises Act 1963, the Nuclear Installations Act 1965, The Agriculture (Safety, Health and Welfare Provisions) Act 1956, the Fire Precautions Act 1971 and other Acts and Regulations made under any of these may be equally relevant.

Part T - ASBESTOS

An asbestos register and asbestos Management Survey has been compiled in January 2021 by Oaken Environmental and will be examined annually. Any asbestos on the premises has been assessed in accordance with the Asbestos at Work Regulations 1987 and treated accordingly.

Part U - CONTRACTORS

“Contractor” includes all persons coming onto site to execute work for the school. They are required to comply with statutory rules, Safeguarding and other safety standards when entering into a contract. Advice can be obtained from the Bursar.

Part V - LEGIONELLA

The Bursar has an established policy on the prevention and growth of legionella bacteria in the water systems and will organise appropriate testing. In the event of an outbreak of Legionnaires’ disease, a report will be made by the Bursar to the local Council Medical Officer for Environmental Health.

Part W - WORKPLACE STRESS W

A proactive approach to organising work should be adopted that considers the potential effects of stress and intervention methods are required when problems are acknowledged. Employees must also recognise when they might be suffering the effects of stress and be able to ask for help.

Along with bullying and aggressive behaviour, work related violence is unacceptable. All incidents involving work related violence or aggression must be recorded and will be actioned upon accordingly, and may result in disciplinary action if necessary.

Part X - NEW AND EXPECTANT MOTHERS

If you are pregnant or returning to work after maternity leave please inform the Headmaster or Bursar. The bursar will then complete a risk assessment and the School will take reasonable steps to reduce any reasonably foreseeable risks.

Useful HSE Publications

- A Guide to the Health and Safety at Work etc Act 1974 (HS)6
- A Guide to the Offices Shops and Railway Premises Act 1963 (HSR4)
- A guide to Agricultural Legislation (HS)(R)2)
- The Factories Act 1961 – A Short Guide
- The Essentials of Health and Safety at Work – A Booklet for Small Firms
- The Control of Substances Hazardous to Health(COSHH) Regulations 1989