



South Tyneside Council

HEALTH AND SAFETY POLICY

FOR

Keelman's Way School



TABLE OF CONTENTS

HEALTH AND SAFETY POLICY STATEMENT OF INTENT	4
ORGANISATION	7
Governors	7
Governors must ensure:	7
Head teacher	8
Deputy Head/Head of Department/Year Head	9
Teaching Staff (Including Supply Teachers)	10
All Employees	10
Pupils	11
Contractors	12
Visitors and Other Users of the School	13
Trade Union Safety Representative	14
Health & Safety Executive	14
ARRANGEMENTS	15
Premises/Workplace/Classroom/Office etc.	15
Risk Management and Risk Assessments	15
Accidents, Incidents and Acts of Violence	16
Internal Reporting Procedure	16
RIDDOR	16
Violence to Staff	16
First Aid Requirements	17
Fire and Emergency Procedures	17
Control of Substances Hazardous to Health (COSHH)	17
Water Management	18
Control of Asbestos	18
Electricity at Work	18
Work Equipment	19
Design & Technology	19
Food Technology	19
Security of persons and premises	20
Work at Height	20
Slips, trips and falls	20
Educational Visits	21
Swimming/Therapy Pools	21
Infection Control in schools and other childcare settings	21

Animals in School	21
Ionising Radiation	22
Lone Working	22
New and Expectant Mothers	22
Health and Safety inspections and audits	22
Safety Training	23
Consultation	23
Play Equipment	23
Routine visual inspection:	23
Operational inspection	24
Annual inspection	24
Use of Display Screen Equipment (DSE)	24
Contractor compliance	24
Further advice and assistance	25

Keelman's Way School

HEALTH AND SAFETY POLICY STATEMENT OF INTENT

This is a Statement of Organisation and Arrangements for Keelman's Way School. The statement does not replace South Tyneside Council's Statement of Health and Safety Policy but is supplementary to it for the benefit of all users of the premises. Copies of the above document, along with other information on health and safety will be found in the school office.

The School will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The School will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of The School.

The School is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety at Work etc Act 1974 (HASWA) and associated Regulations.

The School will, so far as is reasonably practicable:

- a) ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the School's activities;
- b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
- d) provide and maintain plant, equipment and systems of work that are safe and without risks to health;
- e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f) maintain any place of work under its control in a condition that is safe and without risks to health;

- g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in Council premises;
- i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- k) make arrangements for the provision of a suitable occupational health service for staff;
- l) monitor health and safety performance to verify that The School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
- m) develop and maintain a positive and proactive health and safety culture.

The School will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

The School recognises Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions.

The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout The School.

The School is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Head Teacher and Governing Body.

This Policy requires the commitment, co-operation and active involvement of all School employees to ensure its success and effectiveness.

All contractors and consultants working for The School are required to comply with this Policy.

Keelman's Way School

The School will ensure that procedures are established for appointing and monitoring the competency of contractors.

The School will review this Policy Statement at least annually.

The School will ensure that this Policy is effectively communicated to all staff.

Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

Chair of GovernorsHead teacher
(Print Name) (Print Name)

Signed Signed

Date Date

Local Management of Schools requires School Staff, the Governing Body and the LEA to work together to ensure health and safety objectives are achieved. Below are those with special responsibilities and their responsibilities under this Policy:

Governors

The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing Body, nor can the Head of the school or employees avoid responsibility by referring urgent matters to that body for information and decision. The Governors will be kept informed of all developments relating to health and safety matters and Clerks to Governors will include such matters on the Agenda for meetings every term.

Governors must ensure:

- a) Implementation of the Council's Corporate Health and Safety Policy and in co-operation with the Head teacher, instigate an individual health and safety policy for the school which is regularly reviewed and revised at least annually;
- b) That risk assessments are undertaken of any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly;
- c) That sufficient funding is allocated for health and safety issues e.g. training, provision of personal protective equipment, etc;
- d) That regular health and safety inspections of the premises are carried out on a termly basis; with copies retained for inspection by Corporate Health and Safety.
- e) That the Governing Body receives an annual audit of health and safety systems and standards from the Head teacher;
- f) That a positive health and safety culture is established and maintained.

Governing Bodies in Voluntary Aided or Foundations Schools are subject to additional responsibilities.

Head teacher

The Head teacher is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, his/her operational duties include the following:

- a) Ensure that all members of staff (including new staff, supply staff, probationers, students, and voluntary helpers, etc.) are aware of the contents of the school health and safety policy and all safe working practices.
- b) If deemed necessary, appoint one or more members of staff (Health and Safety co-ordinators), to undertake specific duties in relation to health and safety (This post is not to be confused with union appointed safety reps. This is an extra role to enable the Governing Body/Head teacher to effectively manage health and safety.)
- c) Ensure that risk assessments are carried out on any activity that has significant associated hazards.
- d) Undertake inspections of the school premises, plans, and equipment and working practices on a termly basis. Where necessary implement any changes and improvements. A copy of the inspection checklist and action plan to address identified deficiencies should be sent to Corporate Health and Safety.
- e) Provide an annual report to the Governors of the school regarding safety performance – risk assessments carried out, fire drills carried out, also accidents that have occurred and any identified trends, etc.
- f) Make recommendations to Governors where Health and Safety funding is required, and advise on any safety policies that need to be introduced.
- g) Ensure all School business decisions (including new projects, procurement decisions, contractor selection, office moves, etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- h) Ensure that School health & safety policies or procedures are reviewed annually, or when significant changes occur and that these are brought to the attention of all employees (including revisions).
- i) Ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Policies, Performance Standards, etc.

- j) Co-operate and work closely with the Corporate Health and Safety Team to achieve a safe and healthy working environment and obtain competent advice and guidance where necessary.
- k) Ensure that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Corporate Health & Safety Team (to allow South Tyneside Council to comply with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations).
- l) The Head teacher will bring to the attention of the governing body any significant health and safety issues, will involve the governors in any policy matters and bring to their attention health and safety guidance received from the Education Service or Corporate Health and Safety Team.

Deputy Head/Head of Department/Year Head

Deputy Heads/Head of Department/Year Heads are responsible to the Head teacher for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following:

- a) Ensure that all staff, probationers/students/supply teachers and voluntary helpers are aware of the requirements of the Health and Safety Policy, and the safe working practices that apply to their area of activity.
- b) Actively encourage the participation in health and safety matters of all pupils.
- c) Make known to the Head teacher any identified training needs.
- d) Establish and regularly review risk assessments and safe working practices for activities under their control.
- e) Take effective action and/or immediately refer to the Head teacher any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe. This is to be enforced until safety levels are adequate.
- f) Ensure on a termly basis that all items of portable electrical equipment (including new purchases) are entered on the school inventory before use, and that visual inspections of all equipment take place before each use. Defective or damaged equipment must be isolated and taken out of use until repaired or replaced, (by a competent person only).
- g) Check the adequacy of fire precautions and procedures in liaison with the Head teacher.
- h) If an accident/incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence.

Teaching Staff (Including Supply Teachers)

Teachers have a duty of care under Health and Safety Legislation. In order to adhere to the legislation their duties include the following:

- a) Ensure that all staff (including temporary staff and supply teachers) and students etc. assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them (i.e. risk assessment).
- b) Implement the health, safety and welfare procedures for pupils at a level appropriate for their requirements also communicating information about hazards that may be encountered and the measures necessary to reduce risk in terms that they can readily understand.
- c) Exercise effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc. carrying them out as necessary.
- d) Seek information on any special safety measures to be adopted in their teaching areas and ensure that they are adhered to.
- e) Set an example by personally following safe working practices.
- f) Ensure that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment should be visually checked before use.
- g) Report to the Head teacher or Head of Department any defects in equipment or identified inadequacies in procedures. (Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'until repaired' or 'replaced'.)
- h) Integrate all relevant aspects of health and safety into the teaching process and if necessary, giving special instruction. For example, the safe use of equipment in Design and Technology lessons.
- i) Assist in ensuring all persons evacuate the building in the event of a fire alarm sounding.

All Employees

There is a need to identify the duties and responsibilities for all categories of staff (Technicians, Caretakers, Ground Maintenance Staff, etc.) where appropriate. As these differ for each establishment it is not possible to provide a 'model' for all. Remember that in allocating duties, consideration should be given to the degree of risk as well as competence of the individual, training, instruction, supervision and authority needed to carry them out.

Regardless of the category of employee, all staff must:

- a) Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
- b) Co-operate fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
- c) Not recklessly or intentionally interfere with, or misuse any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- d) Report promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill-health.
- e) Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- f) Wear any protective clothing or equipment and use any safety devices that have been provided for their health and safety while at work.
- g) Observe safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhere to safe working procedures at all times.
- h) Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- i) Attend health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- j) Attend local health and safety induction on their first day of employment.
- k) Wear any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst in corporate buildings.

Pupils

Pupils will be reminded that they are expected to:

- a) exercise personal responsibility for the health and safety of themselves and others;
- b) observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;

- c) observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
- d) use and not wilfully misuse, neglect or interfere with things provided for their health and safety;

All pupils and parents will be made aware of the contents of this section of the policy through all areas of curriculum. The PSD programme in school and work experience programme.

Contractors

Governors and Head Teachers will ensure all contractors and sub contractors are properly vetted with regard to their health and safety competence. The selection of contractors will be administered by BTST procurement department, which will establish contractor capabilities, limitations, financial standing and liability insurance certification and competence as regards Health & Safety compliance.

- a) Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors.
- b) Cliff McGuire will be responsible for the coordination of contractors' activities on site, bearing in mind the Contractors Guide to School Safety.
- c) The Head teacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Head teacher, or by the contractor, in consultation with the Head teacher.
- d) Contractors are required to provide completed risk and other assessments including method statements before works are allowed to commence.
- e) All contractors must report to the Head teacher before any work commences and prior to each working session. The Head teacher should then inform the contractor of any conditions which may affect his safety and that of others, e.g. Asbestos Management Plan.
- f) Children, young people and/or vulnerable adults must not be allowed in areas where contractors are working. Head teachers must ensure that arrangements are in place with contractors, via the contract, to make sure that any of the contractors' staff who come into contact with children, young people and/or vulnerable adults undergo appropriate checks.
- g) The Head teacher will consult the Asset Management Team or the Corporate Health and Safety Team for any additional guidance on the above matters.

Visitors and Other Users of the School

- a) Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. Adult and Community Learning, catering and cleaning contractors, outside staff based in school.
- b) The Health & Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises / workplaces.
- c) All visitors to Council establishments must comply with the School and Council's Health and Safety Policy and procedures.
- d) Head teachers, must ensure that a suitable system is implemented whereby visitors are required to record their visit to the particular premises (e.g. visitors book).
- e) Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by the Head teacher.
- f) Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- g) Should a fire/emergency occur or the fire alarm activated whilst visitors are on School premises, the person who is accompanying the visitors will take him/her to the fire assembly point.
- h) Should an incident/accident occur involving a visitor this must be reported using the Councils Accident/Incident Reporting Form AR3, and an investigation undertaken as soon as possible by the relevant Responsible Person.
- i) If the incident is of a serious nature or fatal the Head Teacher and the Corporate Health and Safety Team must be contacted immediately.
- j) Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.
- k) Persons 'hosting' visitors including meeting convenors must ensure visitors:
 - i. Are made aware of the schools fire procedures,
 - ii. Adhere to the School's 'No Smoking' Policy,
 - iii. Park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,
 - iv. Record their presence on the premises in the appropriate log book,
 - v. Where applicable, are provided with and wear an identification badge,

- vi. Are accompanied or authorised to enter the premises,
- vii. Remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,
- viii. Do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,
- ix. Report all accidents, incidents and near misses to the host,
- x. Wear protective clothing that is supplied, when necessary.

Special precautions must be taken for large gatherings, e.g. plays, concerts, etc.

Trade Union Safety Representative

Any Trade Union Safety Representative will be encouraged by the Head teacher to fulfil his/her duties as well as being released for any appropriate training. The Head teacher will also consult regularly with the Safety Representative on Health & Safety matters. He/she will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures.

Health & Safety Executive

The Health & Safety Executive (HSE) have many powers, including the right for an Inspector to visit the school and have sight of all relevant policies and documents.

Inspectors have the right to enter any workplace without giving notice, though notice may be given where the inspector thinks it is appropriate or it is in connection with an accident that has been reported to them via RIDDOR.

All visits and communications with the HSE must be notified to the Corporate Health and Safety and the LEA.

It is the responsibility of the Head Teacher to ensure, so far as is reasonably practicable, that the following arrangements are suitable and sufficient, are maintained and that all staff and pupils are aware of the arrangements.

Premises/Workplace/Classroom/Office etc.

- a) Heating and lighting
- b) Cleanliness of all workplaces, good housekeeping, the removal of waste, storage of materials, books and files, etc.
- c) Room dimensions and space.
- d) Sanitary provisions (male/female, children's and disabled toilet facilities).
- e) Condition of premises including floors, etc.
- f) Workstations/desks and seating, use of computers, etc.
- g) Facilities and arrangements for:
 - Provision of a wholesome supply of drinking water
 - Canteens/Rest Place
 - Pregnant and Nursing Mothers
- h) On-site vehicle movements

Risk Management and Risk Assessments

Risk assessment is a principle requirement of the Management of Health & Safety at Work Regulations 1999, Regulation 3. This requires all employers and self-employed persons to undertake a systematic assessment of all risks (except the trivial) to workers and any others who may be affected by their work activities. The purpose of the risk assessment is to assist the employer to determine what measures to take in order to establish safe systems of work and to comply with health and safety legislation.

South Tyneside LEA recommends that a group approach to risk assessment be executed, usually consisting of an individual who has received specific training in the theory of risk assessment, a teacher/head of department/ assistant who has the hands-on experience of tasks being assessed. Where significant risks are identified, appropriate measures and/or safe working practices are introduced to reduce/eliminate such hazards.

http://intranet.st.net/documents/documentLibrary_DocumentSummary.asp?pk_document=6513

<http://www.hse.gov.uk/risk/risk-assessment.htm>

Accidents, Incidents and Acts of Violence

Without exception, all employees are required to report work-related accidents/incidents and diseases to their respective supervisors or other responsible persons as soon as possible.

- AR1 - Employee.
- AR2 – Pupil or Student.
- AR3 – Member of the public.

Internal Reporting Procedure

Any manager or supervisor who is notified of an accident/incident concerning an employee under their control must telephone Corporate Health & Safety as soon as possible so that the incident can be logged and given a Reference Number. That person is also required to ensure that the appropriate form is completed and a copy forwarded to the Corporate Health & Safety.

Each school must ensure that they carry out an investigation of the circumstances surrounding any accident/incident, a copy of which must be forwarded onto the Corporate Health & Safety, who will advise or comment on the proposed measures to prevent a recurrence.

The investigation may be supplemented by an additional investigation by the Health & Safety Team depending on the circumstances.

RIDDOR

The Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) place a statutory duty on the Council to notify the Health and Safety Executive (HSE) of all relevant scheduled Injuries, Diseases and Dangerous Occurrences at Work.

http://intranet.st.net/documents/documentLibrary_DocumentSummary.asp?pk_document=6536

Violence to Staff

The school takes a serious view of any incidence of violence against its employees and takes responsibility for protecting all of its employees from acts of violence and aggression. Such acts must never become an acceptable hazard of working in local government.

A system of reporting and monitoring incidents of violence and aggression towards employees has been adopted so that appropriate action can be taken to improve safety for employees in the workplace.

<http://www.southtyneside.info/article/15839/Health-and-Safety-Manual-2012>

First Aid Requirements

All teaching staff acts in 'loco parentis' during the time that the school is open for children. All injuries, whether to staff, pupils or visitors, must be recorded via the system detailed above using the appropriate report forms.

- a) Designated First Aiders (names displayed).
- b) Identified location of First Aid Boxes.
- c) The contents of First Aid Boxes are complete and up to date.
- d) Training of First Aiders and/or Appointed Persons and ensuring that adequate numbers of first aiders or appointed persons are available.
- e) First Aid Room facilities (Medical room).
- f) Travelling First Aid Kits.

http://intranet.st.net/documents/documentLibrary_DocumentSummary.asp?pk_document=6537

Fire and Emergency Procedures

Please see separate School Fire Policy, Fire Risk Assessment, Fire and Emergency Plan and Premises Log Book.

http://intranet.st.net/documents/documentLibrary_DocumentSummary.asp?pk_document=6538

Control of Substances Hazardous to Health (COSHH)

Hazardous substances include chemical and biological agents, including cleaning chemicals, adhesives, paints and substances used for science teaching. These should be kept locked away at all times when not in use. Staff should not keep their own small stock.

Chemicals should always be stored in suitable containers the contents and hazards clearly labelled.

Incompatible chemicals, (e.g. oxidising agents and solvents) should be stored separately. Hazardous liquids should be stored in suitable secondary containment that would safely contain any leakage.

To comply with COSHH you need to complete COSHH Assessments for all of the chemicals on site.

- a) Provide a list of the hazardous substances including cleaning materials used within the school.
- b) List of activities where COSHH might apply e.g. Science Lab, Technology Rooms, pesticides, cleaning products.
- c) Complete COSHH Assessments.
- d) Personal Protective Equipment (PPE) and Clothing.
- e) Storage of hazardous substances and signage.

Keelman's Way School

CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) is an advisory service providing support in science and technology and can provide COSHH information for the curriculum based chemicals:

<http://www.cleapss.org.uk/>

<http://www.southtyneside.info/article/15839/Health-and-Safety-Manual-2012>

Water Management

Head teachers with control of buildings which involve the maintenance or the provision of water systems, supervising such work, or issuing contracts for work, should fully familiarise themselves with the contents of the STC Control of Legionella in Water Systems policy.

http://intranet.st.net/documents/tempDocuments/3_7_legionella.doc

Control of Asbestos

South Tyneside Council has prepared a register of where asbestos may be found at this school. It identifies where Asbestos is known to be present in areas of the school, please refer to the asbestos register located.....

When any building/modification works are carried out in this school we will assume that the presence of asbestos is likely and make the contractors aware of this fact, so that the necessary measures can be taken before work commences. We will discuss this with Building Services/Asset Management before work commences, as part of the risk assessment process.

http://intranet.st.net/documents/documentLibrary_DocumentSummary.asp?pk_document=6535

Electricity at Work

- a) Ensure all portable electrical appliances are maintained in a safe condition and have been tested by a competent person e.g. electrician.
- b) Logging of all tests on portable electrical appliances in Electrical Appliances Log Book.
- c) Testing of fixed installations by competent persons.
- d) Undertaking daily visual inspections of electrical appliance before use.
- e) Implementing good cable management so as to prevent slips trips and falls and damage to equipment etc.
- f) Providing and using a Residual Current Device (RCD) where applicable.

<http://www.hse.gov.uk/electricity/index.htm>

http://intranet.st.net/documents/tempDocuments/3_12_electricity.doc

Work Equipment

The primary objective of the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) is to ensure that work equipment must not result in health and safety risks, regardless of its age, condition and origin.

The Regulations apply to all work equipment including machines, apparatus, power or hand tools or installations. They apply to all employers, self employed and any persons who use or control work equipment and cover:

- a) Safe guarding of machines.
- b) Undertaking a Machinery/equipment inventory.
- c) Provide work equipment that is safe and properly maintained.
- d) Safe use of machinery.
- e) Carrying out risk assessments where appropriate.
- f) Provide adequate information, instruction, training and where required, supervision for employees and students on work equipment, machinery etc.

Design & Technology

All Design & Technology activities must be risk assessed and suitable controls to reduce risk to an acceptable level implemented prior to the activity taking place. CLEAPSS have produced guidance and model risk assessments to assist in this process.

Food Technology

All Food Technology activities must be risk assessed and suitable controls to reduce risk to an acceptable level implemented prior to the activity taking place.

- Appropriate food hygiene standards must be observed.
- Passageways must be kept free for safe movement.
- Coats and bags must be stored outside this area.
- The floor should be kept clean, and 'clean as you go' practices should be adopted.
- Spillages must be cleared up immediately and the area dried with paper towels.

CLEAPSS have produced guidance and model risk assessments to assist in this process.

<http://www.cleapss.org.uk/>

Security of persons and premises

Ensure you have procedures in place for the following:

- a) Perimeter Fencing/Exterior lighting
- b) Burglar Alarm (externally monitored).
- c) Use of toughened glass and safety glazing.
- d) Identification of visitors.
- e) Signing In/Out procedures.
- f) Control of Access.
- g) Security Personnel on duty.
- h) Reception/waiting areas.
- i) Security Assessments of premises
- j) Installation and use of CCTV, neighbourhood watch schemes, etc.

Work at Height

The Working at Height Regulations 2005 place a responsibility on employers and all persons, in their employ or under their control, engaged with the planning, supervision and carrying out of work at height, to manage the risks involved.

South Tyneside Council accepts its duty under these regulations and has produced guidance for managers and employees.

http://intranet.st.net/documents/documentLibrary_DocumentSummary.asp?pk_document=28916

Manual Handling and Lifting

- a) Recognising what needs to be lifted, handled, carried etc. i.e. persons, static loads such as furniture etc.
- b) Who will carry this out?
- c) Undertaking Manual Handling Assessments.
- d) Training in correct lifting techniques.
- e) Safe systems of work

http://intranet.st.net/documents/documentLibrary_DocumentSummary.asp?pk_document=6515

Slips, trips and falls

- a) An appropriate risk assessment is carried out for the risks of slips, trips and resulting falls in their departments the assessment is recorded.
- b) The risk assessment includes all necessary control measures to eliminate or minimise the risks of slips, trips and resulting falls in their departments.
- c) Ensure that where risk assessment dictates, personal protective equipment is supplied and worn.
- d) All relevant staff are made aware of the risk assessment.
- e) All workplace health and safety inspection checklist includes a section on slips, trips and falls hazards.

http://intranet.st.net/documents/documentLibrary_DocumentSummary.asp?pk_document=28915

Sports Facilities and Activities

- a) Equipment and premises - safety of use, clear written guidance and procedures.
- b) Supervision of activities.
- c) Rules for staff and other users of sports equipment and facilities.
- d) Training of employees.

<http://www.afpe.org.uk/>

Educational Visits

Refer to South Tyneside Corporate Health and Safety on 'School trips and Adventurous Outdoor Activities'.

Swimming/Therapy Pools

- a) Safe systems of work for pools.
- b) Cleanliness of water and facility and ensuring temperature is correct.
- c) Hygiene - Legionella water quality, life saving equipment/supervision.
- d) First Aid equipment available.
- e) Safe procedures and pool rules displayed where appropriate.
- f) Security of pool, including restricted access.
- g) Responsibility for cleaning the pool - use of chemicals etc, within the pool environment, safe handling, storage, security, etc.

<http://www.afpe.org.uk/>

<http://www.hse.gov.uk/pubns/books/hsg179.htm>

Infection Control in schools and other childcare settings

There are publications available regarding the care of children and adults dealing with 'infection control' and how to contact your Health Protection Unit.

<http://www.hpa.org.uk/HPAwebHome/>

Animals in School

Animals can play an important role in the education of children. Children can learn about their needs and characteristics. Only suitable animals should be used in the school and proper planning considered for their welfare, particularly during holiday times. Recognised publications (e.g. CLEAPSS guides) should be used to determine suitable animals and should be available when keeping animals in school.

Ionising Radiation

Where applicable a Radiation Protection Supervisor should be appointed and the safe storage, handling, use and removal of radioactive waste should be controlled.

<http://www.cleapss.org.uk/>

Lone Working

1. Lone Working is not against the law, and it will often be safe to do so.
2. Where a person has to work alone a Risk Assessment should be completed.
3. Where the Risk Assessment requires a Safe Working Procedure should be established.
4. It is important that Lone Workers have suitable and sufficient training, monitoring and where required supervision.
5. Lone Workers should be capable of responding correctly in emergency situations.
6. Employers need to check that lone workers have no medical conditions that may make them unsuitable for working alone.

http://intranet.st.net/documents/documentLibrary_DocumentSummary.asp?pk_document=6517

New and Expectant Mothers

When a member of staff has become pregnant the Head teacher should be notified and an appropriate assessment carried out to ensure that while at work and on return to work while breastfeeding, conditions are suitable.

http://intranet.st.net/documents/documentLibrary_DocumentSummary.asp?pk_document=6522

<http://www.hse.gov.uk/mothers/index.htm?eban=rss-mothers>

Health and Safety inspections and audits

The Head teacher, Caretaker and a Governor, will undertake health and safety inspections once per term. Inspections of machinery, appliances and Local Exhaust Ventilation equipment, etc should be completed at the statutory frequencies. The results will be recorded and an action plan produced to address identified deficiencies. The Health and Safety Representative for the school is invited to accompany these inspections.

Health and Safety Advisers will carry out sample audits of health and safety management systems.

Safety Training

The safety training needs of the school will be considered by the Senior Management Team and appropriate training arranged.

Appropriate safety training will be given to new or temporary staff at induction. As an absolute minimum, this basic training should include the procedures for fire and first aid. They should also be made aware of this safety policy and the procedures for implementing it.

The Head Teacher will arrange refresher training as necessary.

Consultation

There will be effective arrangements for joint consultation between Senior Management and representatives of staff within the School.

All staff are required to report potential hazards and if they are not satisfied with the actions taken to address their concerns they may raise the issue through their line manager. If the problem remains unresolved, then the issue may be referred to the Head teacher.

Health and Safety will be a Standing Item on the agenda for staff meetings.

Play Equipment

It is essential that schools have effective monitoring and maintenance programmes for all play areas. If equipment is found to be in need of repair, it must be removed, replaced or repaired immediately. If this is impractical, steps must be taken to ensure that it presents no danger to children by immobilisation, or erecting protective fencing. The repair should then be completed as soon as possible.

All inspections and maintenance programmes should cover the whole play area and not just the play equipment or the impact absorbing surface. Fences, gates, seating and open areas of play should also be assessed.

Equipment and its components should be inspected as follows:

Routine visual inspection:

The routine visual inspection enables the identification of obvious hazards that can result from vandalism, use or weather conditions, for example the hazards can take the form of broken parts, broken bottles or exposed foundations. This type of inspection can be undertaken by staff in the establishment.

Operational inspection

The operational inspection is a more detailed inspection to check the operation and stability of the equipment, and also look for evidence of wear. This should be carried out every one to three months, or as indicated by the manufacturer's instructions. This can be undertaken by staff in the establishment and a record should be kept.

Annual inspection

The 'annual inspection' is undertaken to establish, at intervals not exceeding 12 months, the overall condition of the equipment, foundations and surfaces. It should be completed by a competent person in accordance with the manufacturer's instructions. The level of competence of the person carrying out the inspection will vary with level of risk associated with the complexity of the equipment.

BS EN 1176:2008 1-7 - Playground Equipment

BS EN 1177:2008 - Impact Absorbing Playground Surfacing Safety Requirements and Test Methods

Use of Display Screen Equipment (DSE)

1. Undertaking DSE Assessments (information available from Corporate Health & Safety Team).
2. Eye tests provision including the cost of basic corrective appliances i.e. spectacles
3. Safe place of work, ergonomics including posture considerations etc.

http://intranet.st.net/documents/documentLibrary_DocumentSummary.asp?pk_document=6516

Contractor compliance

All contractors carrying out work or providing services on behalf of the Council are obliged to comply at all times with the requirements of the Health & Safety At Work etc Act 1974.

Governors and Heads Teachers will ensure all contractors and sub contractors are properly vetted with regard to their health and safety competence. The selection of contractors will be administered by BTST procurement department, which will establish contractor capabilities, limitations, financial standing and liability insurance certification and competence as regards Health & Safety compliance.

Any School wishing a contractor to be considered for work, must contact BTST procurement for advice on how to proceed. Furthermore, Corporate Health & Safety must be notified at an early stage on proposed projects. This will enable the group to consider any health & safety design issues and ensure that the contractor has satisfied all relevant health & safety criteria.

<http://southtyneside.info/article/15839/Health-and-Safety-Manual-2012>

Further advice and assistance

Health and Safety - Telephone: (0800) 169 3454 or (0191) 424 6186

<http://www.southtyneside.info/article/14641/Health-and-safety-for-schools>

<http://www.hse.gov.uk/index.htm>