

Employee Health and Safety Handbook

Prepared on behalf of: -

Shirebrook Academy

By

Citation Ltd

February 2016

Citation
PROFESSIONAL SOLUTIONS

Contents

Introduction

Amendment record page

Policy

- Health and Safety Policy Statement
- Environmental Statement

Organisation

- Safety management structure
- Employer's responsibilities
- Employee's responsibilities
- Information for employees
- Joint consultation

Arrangements

- Abrasive wheels
- Access and egress
- Accident reporting
- Administration of medicines including the use of EpiPens
- Alcohol and drugs misuse
- Asbestos - for those in control of premises
- Autoclaves
- Body jewellery
- Bomb threats
- Construction, design and management (CDM) responsibilities
- Centrifuges
- Cleaning and disinfection
- Compressed gas cylinders
- Contractors
- Control of Substances Hazardous to Health (COSHH)
- Craft, design and technology classes
- Dermatitis
- Diabetes
- Disciplinary rules
- Display screen equipment (DSE)
- Doors
- Driving at work
- Electricity
- Epilepsy
- Events Safety
- Fire
- First aid
- First aid in the workplace
- Food technology and textiles classes
- Gas safety
- Glazing
- Hazard reporting
- Health surveillance
- Housekeeping
- Information, instruction and training
- Kitchen safety

Ladders and stepladders
Legionella
Lighting
Lone working
Maintenance
Manual Handling
Missing pupil
New and expectant mothers
Permit to work
Personal hygiene - food areas
Personal protective equipment
Pest control
Physical education classes
Risk assessment
Safety signs
School outings
School transport
Stress
Violence and aggression
Visit by an Enforcement Officer
Waste disposal
Welfare
Work equipment
Work experience (LEA)
Working at height

Acknowledgement receipt

Introduction

In compliance with the requirement of Section 2 (3) of the Health and Safety at Work etc. Act 1974, Shirebrook Academy are effectively discharging their statutory duties by preparing a written Health and Safety Policy. A copy of the policy and associated employee handbook, which outline the organisation's health and safety arrangements and organisational structure, are held at Shirebrook Academy's main place of business.

In order for Shirebrook Academy to discharge its statutory duties, employees are required by law, to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. Shirebrook Academy encourages all employees to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented, to ensure that the policy is maintained as a valid working document.

The employee handbook is a synopsis of our health and safety policy. On receipt of this handbook all employees must make themselves familiar with its contents, if there is any aspect of the documentation that is unclear please contact David Plumber so that the issue can be clarified. When the handbook has been read, the recipient should complete the acknowledgement form (located at the back of this handbook) and return it to David Plumber for storage in the employee's personnel file.

To ensure compliance with legislation and best working practices Shirebrook Academy reserves the right to amend this document as necessary. Copies of any such amendments will be circulated to all employees for inclusion with their handbook.

Health and Safety Policy Statement

The following is a statement of the organisation's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Shirebrook Academy to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

Shirebrook Academy acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

David Plumber will implement the company's health and safety policy and recommend any changes to meet new circumstances. Shirebrook Academy recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Shirebrook Academy looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Shirebrook Academy will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment.

We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

A signed copy of this statement is available on request.

Environmental Statement

We are committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

- Minimise the use of energy, water and natural resources.
- Minimise waste through prevention, re-use and recycling where possible.
- Dispose of waste safely and legally.
- Avoid the use of hazardous materials, where practical.
- Work with environmentally responsible suppliers.
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

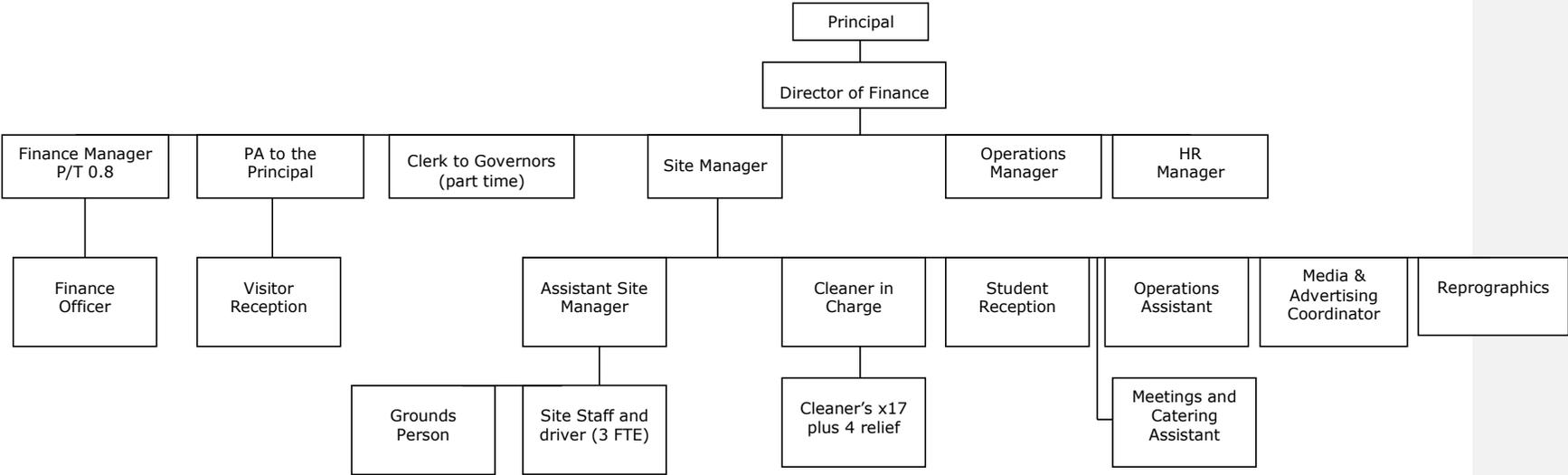
We are committed to providing relevant environmental training and promoting environmental awareness to employees and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental nonconformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

A signed copy of this statement is available on request.

Shirebrook Academy



Employer's responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

The Management will ensure they: -

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Provide adequate training and information to all employees.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary.
- Appoint competent persons to help comply with health and safety law.
- Provide employees and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

Employee's responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

Every employee has a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work.

In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with Shirebrook Academy and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and personal protective equipment for the task being undertaken.
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to: -

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

Sub-contractors/self employed personnel responsibilities

Will be made aware of the organisation's health and safety policy, safety rules and: -

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Will comply with all instructions given by management.
- Will co-operate with our Organisation to ensure a high standard of health and safety on all contracts with which they are involved.
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties.
- Will comply with signing in and out procedures.

Employee information

Information regarding health and safety law is provided in a number of ways: -

- Employees are provided with a copy of the 'Employee handbook'.
- The approved poster "Health and Safety Law – What You Should Know" is displayed on the premises. This poster is completed with address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) etc. and names of responsible persons.
- Management and employees have access to our Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

Joint consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the business then the organisation will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are: -

- Review of accident statistics, near misses and trends.
- New legislation.
- Compliance with the objectives of the health and safety plan.
- Occupational health issues.
- Introduction of new technology.
- Result of health and safety audits.
- Review of significant findings identified by reports produced by Citation Ltd.
- Completion of corrective actions.
- Review of training needs.

Citation Ltd along with other professional bodies will inform senior management of any relevant changes to health and safety. Management will disseminate this information to all relevant employees.

If any visitors or customers raise any concerns with regard to health and safety, senior management will investigate the issue and if required, take appropriate action to deal with the matter.

The Working Time Regulations

The Working Time Regulations set minimum standards for working hours, rests and holidays. Except for young workers, defined as those over school leaving age but below age 18, the Regulations do not apply to workers in certain occupations and the Regulations have limited application to certain workers in the transport sector, and to other groups of workers that are partially exempt.

There are special rules for night workers and for 'other special cases', which include the following: -

- Those whose place of work is distant from their home or whose places of work are distant from one another.
- Those who work in security or surveillance activities requiring a permanent presence in order to protect property and persons.
- Those whose work activities require continuity of service or production, including hospitals, residential institutions, docks, airports, media and continuous processes.
- Those whose work is seasonal, including tourism.
- Those whose activities are affected by 'force majeure', which includes unusual or unforeseen circumstances or exceptional events beyond the control of their employer or where there is an accident or the imminent risk of an accident.

Abrasive wheels

Description

Every year, there are a number of accidents arising from the use of work equipment, including abrasive wheels. An abrasive wheel is defined as a wheel consisting of abrasive particles, bonded together using organic or inorganic substances such as resin. Other risks to health and safety, which may arise from the use of abrasive wheels, include dust, noise and vibration.

Associated hazards

- Wheel breakage/bursting.
- Contact or entanglement with running wheel.
- Physical injury from component being ground.
- Noise and vibration.
- Dust inhalation.

Relevant staff should

Take care of themselves and others in work activity involving abrasive wheels and also: -

- Follow training, guidance and instruction given, to prevent injury or ill health.
- Use protective and safety equipment provided.
- Report any hazardous or dangerous situations.
- Co-operate with management arrangements for health and safety.

Note: - All Staff are reminded that, if they find any defects or faults with the equipment, then they must: -

- Stop the work safely.
- Isolate the equipment.

Under no circumstances, should any pupils use any equipment if it is considered unsafe.

Equipment that has been identified as "Unsafe to use" should be labelled as such and taken out of service.

Access and egress

Description

Safe access and egress includes movement of persons, equipment and vehicles into, around and out of the school.

Associated hazards

- Slips, trips and falls.
- Falling objects.
- Vehicle movement.
- Uneven/obstructed floor.
- Trailing cables.
- Opening in the floor.
- Unsuitable/insufficient lighting.

All staff and pupils should

- Follow advice and information given by the school in relation to safe access and egress.
- Regularly check that there is sufficient space to move around classrooms and corridors freely and where necessary report any problems.
- Report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.

Accident reporting

Formatted: Top: 2.54 cm, Footer distance from edge: 1.25 cm

Description

There are many hazards present in all schools. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all members of staff together with the information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant or equipment. A 'near miss' is any incident, accident or emergency which did not result in an injury.

Death

- Workers and non workers who have died of a work related accident.

Specified injuries

- Fractures, other than to fingers, thumbs and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which:-
 - covers more than 10% of the body, or
 - causes significant damage to the eyes, respiratory system or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which:-
 - leads to hypothermia or heat-induced illness, or
 - requires resuscitation or admittance to hospital for more than 24 hours.

Over seven-day injury

This is an injury, which is not major but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

Occupational disease

- Severe cramp of the hand or forearm.
- Occupational dermatitis.
- Occupational asthma.
- Any occupational cancer.

Dangerous occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.: -

- Collapse, overturning or failure of load bearing parts of lifting equipment.
- Electrical short circuit or overload causing fire or explosion.

People not at work

- A member of the public or person who is not at work has died.
- A member of the public or a person not at work has suffered an injury and is taken from the scene of the accident to hospital for treatment to that injury.

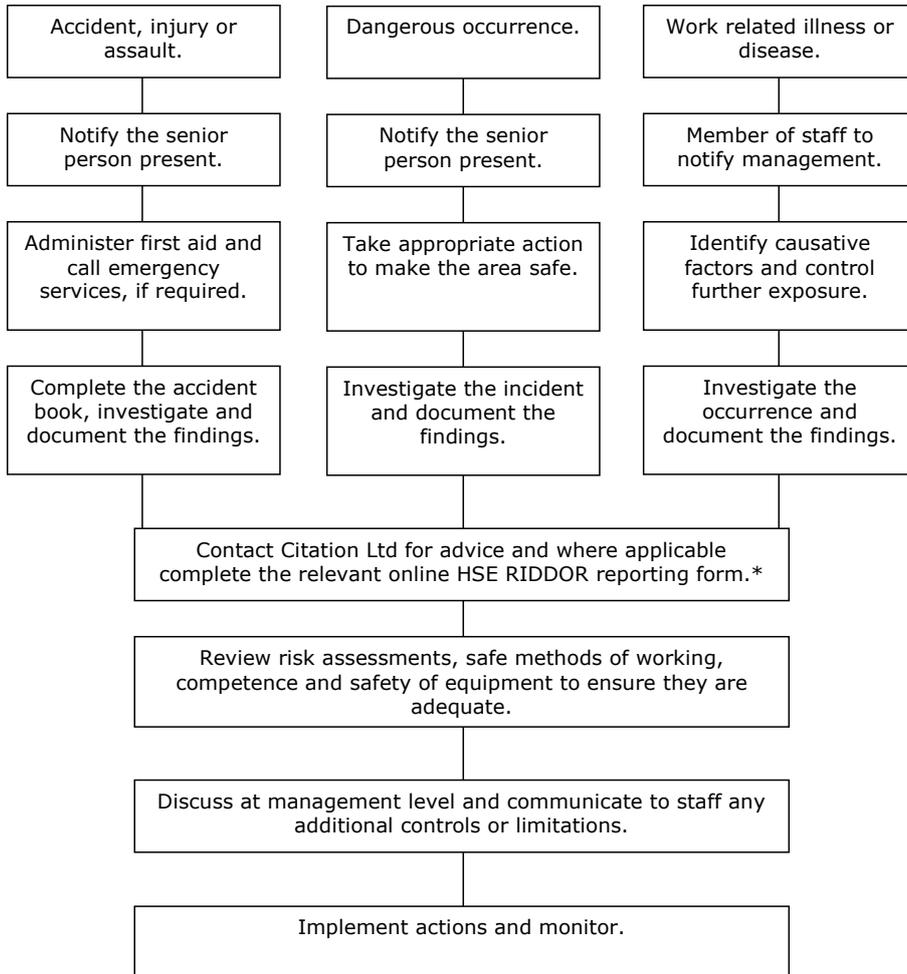
In addition Shirebrook Academy will ensure that: -

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation.
- The risk assessments will be reviewed and, if necessary further control measures will be introduced.
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Staff responsibilities

Any members of staff who are involved in, or aware of, an accident must follow the accident reporting procedure and inform the school, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

Accident and incident reporting flowchart



*Note the Incident Contact Centre telephone reporting service is only available for specified injuries and fatalities, on 0845 300 9923.

Administration of medicines including the use of EpiPens

Description

Many pupils will need to take medication, or be given it at school at some time in their school life. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion. In some cases there may be a long term need for pupils to take medication. To allow pupils to take or be given medication at school minimises the disruption that could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

Associated hazards

- Unauthorised access to medicines
- Mal administration of medicines
- Medicines allergies

Teachers' responsibilities:

The Head Teacher will ensure that:

- Medicines brought into the school are suitably labelled with the name of the pupil; name of the drug; dosage; frequency of administration.
- A record card is completed for each pupil receiving medication. The card should include the following information:-
 - The medicines required by the pupil.
 - Details of dosage and times for administration.
 - The types of medicines being carried.
 - Appropriate risk assessment undertaken.
 - The staff involved in administration or supervision of medication.
- Staff do not compel a pupil to take medication.
- In an emergency, pupils have prompt access to their medicine through a recognised procedure.
- All staff are familiar with the emergency procedure.
- These procedures are followed when on school outings.

Teachers – who participate in administering medication to pupils will comply with the school's policy

There is no legal duty that requires school staff to administer medication - this is a voluntary role

EpiPens

EpiPen Auto-injectors are intended for immediate self administration in the emergency treatment of anaphylactic shock.

In the event of a pupil being prescribed an EpiPen the school will ensure that:

- All staff are trained in recognizing anaphylaxis and in the administration of an EpiPen

- The pupil is encouraged to carry his/her emergency medication on their person at all times.
- Either the parent/ guardian or pupil has granted permission for the medication to be administered in an emergency situation.
- An emergency box is provided, the box to be stored in a safe, accessible, unlocked area that is clearly labelled.
- The box will contain two 'in date' EpiPen for use in an emergency and will be labelled with the name of each pupil prescribed EpiPen.
- In the event of a pupil having had an anaphylactic reaction they will be sent by ambulance to hospital whether full recovery is noted or not.
- The pupil will be accompanied throughout by a member of the teaching staff and the empty EpiPen that has been administered, will be taken with them to hospital
- The pupil's parents will be informed immediately after alerting the ambulance.

Note:

Since there is no way to predict the severity of a reaction, and because anaphylaxis can progress so rapidly, waiting for the ambulance or the Medical Centre staff to administer adrenaline may greatly increase the risk of death.

Therefore, it is essential that anyone with a history of anaphylaxis keep adrenaline auto-injectors, such as EpiPen® adrenaline auto-injectors, on hand at all times and be prepared to use them whenever a reaction occurs.

Alcohol and drugs misuse

Description

There is evidence that the effects of drinking or drug use or abuse can reduce personal performance and potentially increase absence rates. In all jobs safety is paramount, and any form of drug or alcohol related problem is a serious matter and in some circumstances may be a criminal offence. The scope of this policy extends to alcohol, illicit drugs or substances and over-the-counter or prescription medication if abused or taken in an irresponsible manner.

Associated hazards

- Impairment of co-ordination.
- Inability to drive or use equipment safely.
- Lack of awareness, judgment and sense of danger.

Disciplinary procedures

- If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance it may be dealt with in accordance with our disciplinary or capability procedures.
- Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal.

Staff responsibilities

Members of staff should: -

- Not attend for work at any time whilst under the detrimental influence of alcohol or drugs.
- Seek help voluntarily if they recognise they have an alcohol or drug related problem.
- Advise the school if they are aware that a colleague has an alcohol or drug related problem that is affecting their work.

Asbestos - for those in control of premises

Description

Numerous school and public buildings built or refurbished before 2000 are likely to contain asbestos containing materials (ACMs). Workers engaging in maintenance, repair, refurbishment, alteration or demolition activities could be exposed to asbestos fibres which can be released from asbestos containing materials such as roofing sheets, ceiling tiles, pipe insulation or lagging.

Inhaling air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lung and chest lining.

Associated diseases

- Asbestosis.
- Mesothelioma.
- Lung cancer.

These diseases can take from 15 to 60 years to develop and can prove fatal.

Work undertaken on asbestos containing materials is categorised as either: -

Licensed work: this involves working with the most dangerous asbestos containing materials, e.g. sprayed insulation, lagging and asbestos insulating board. Organisations that work with such types of asbestos must be licensed by the Health and Safety Executive (HSE) and must also notify the HSE of any licensed work they are to undertake.

Non-licensed work: normally involves 'sporadic and low intensity exposure', e.g. work on less dangerous asbestos containing textured coatings or asbestos cement. It can also include short duration work with more dangerous asbestos containing materials. Short duration work includes any one person working with these materials for less than 1 hour, or more people doing the work for a total of less than two hours, in any 7 consecutive days. Anyone undertaking non-licensed work must be suitably trained and competent.

Notifiable Non-licensed Work (NNLW): this involves non-licensed work which is sporadic and of low intensity and will not exceed the control limit. It applies to working with friable asbestos containing materials or where asbestos is bonded to a matrix, e.g. cement or plastic, which is significantly damaged and can release asbestos fibres. This work must be notified to the HSE.

Staff member's responsibilities

Staff members will: -

- Report immediately to Shirebrook Academy any damage to the building or building materials.
- Follow all information, instruction and training given to prevent injury or ill health.

Autoclaves

Description

An autoclave is a pressure vessel and are used in various processes. They are used primarily for materials that are to be subjected to pressure greater than atmosphere and in most cases elevated temperatures for such purposes as sterilising.

Associated hazards

The major dangers associated with autoclaves are explosions and the release into the atmosphere of toxic or corrosive substances. Other dangers, due to frequent opening of the doors to allow materials to be loaded and unloaded, will include: -

- Heat.
- Steam.
- Chemicals.
- Micro-organisms.
- Damaged containers (glass etc).
- Electrical shock.

Teacher's responsibilities

- Follow any training, guidance or instruction given to prevent injury or ill health.
- Report any hazardous or dangerous situations to the school.
- Co-operate with management arrangements for health and safety.

Body jewellery

Description

Body modification and adornment, which includes traditional ear (lobe) piercing has become well established and socially acceptable. Other body adornment practices have expanded in popularity from their previous position as fringe activities and their development is ongoing. These now include navel rings, lip studs, tongue studs and eyebrow studs, amongst others.

Associated hazards

- Infection/cross infection.
- Injury to the wearer (i.e. rips or tears) or to others.
- Entanglement.

Note: the list of hazards associated with the wearing of jewellery is not exhaustive.

Staff member's responsibilities

All staff are required to take care of themselves and others and ensure that the only jewellery that is worn complies with school policies.

Bomb threats

Description

The receipt or setting down of explosive or other potentially dangerous devices is a hazard in all premises.

The aim at all times is to ensure that effective procedures are in place which are clearly understood to ensure, so far as is reasonably practicable, the safety of all persons on the premises.

Associated hazards

- Fire and explosion.
- Fatalities/major injuries.

All staff member's responsibilities

- All staff must know what to do in the event of a bomb threat and take appropriate action.
- All staff must participate in bomb alert training and evacuation.
- All staff must never compromise the security of the building in any way.

Construction, design and management regulations (CDM) 2015 - responsibilities

Description

The Construction (Design and Management) (CDM) Regulations 2015 cover a very broad range of construction activities such as building, civil engineering, construction work, demolition, site preparation, site clearance, renovation, decoration, installation, maintenance, and dismantling of structures.

Under the CDM Regulations, legal duties apply to the following duty holders; Clients, Designers, Contractors and Workers for all construction projects even for simple, short duration work. Additional duty holders called 'Principal Designer' and 'Principal Contractor' are legally required to be appointed where projects involve or are likely to involve more than one Contractor working on the project at any time. CDM applies to both non-domestic and domestic premises.

Worker's responsibilities

Workers are those who work for Contractors and for all projects they will: -

- Take care of their own health and safety and to others who may be affected by their actions.
- Read and understand health and safety information provided to them.
- Follow site rules.
- Attend any relevant induction or training courses.
- Report any accidents, incidents or risks that might be a danger to themselves and others.
- Liaise with the site safety representative on health and safety matters.
- Cooperate with others and follow reasonable directions from duty holders.

Centrifuges

Description

A centrifuge is a mechanical device that uses centrifugal or rotational forces to separate substances of different densities, such as solids from liquids or liquids from other liquids. Centrifuges have the potential to be hazardous as the energy stored in the rotating basket is approximately 4MJ with the peripheral speed of the basket reaching 168 mph.

Hazards associated with centrifuges

There are a number of hazards associated with centrifuges, including: -

- Thermal.
- Microbiological.
- Corrosive/erosive chemical hazards.
- Mechanical failure.
- Contact with moving parts.
- Leaking samples resulting in aerosol particles being emitted into the atmosphere.
- Samples not balanced correctly, resulting in the machine moving.
- Fire or explosion.
- Contact with contaminated components.
- Other application-specific products.

Teacher's responsibilities

- Only operate a centrifuge if you are trained.
- Do not permit pupils to use the machine without supervision.
- Check the rotor and seals for cleanliness, before operation.
- Never overfill the centrifuge.
- Never attempt to open the centrifuge whilst it is in motion.
- Follow instruction, training and guidance given by the school.
- Report all faults immediately, only authorised persons may service or repair a centrifuge.

Centrifuges that have been identified as "unsafe to use" should be labelled as such and taken out of use.

Cleaning and disinfection

Description

Everyone involved in the school must be committed to ensuring that satisfactory standards of hygiene are achieved. The requisite standards will be clearly and effectively communicated and reinforced by management. Cleaning schedules will be developed as a communication link between management and staff and are necessary to ensure that premises and equipment are cleaned effectively and if necessary, disinfected.

Associated hazards

- Chemical storage and handling.
- Mixing of chemicals in different containers.
- Slips, trips and falls.
- Dermatitis.

Staff members will: -

- Co-operate with the school in relation to maintaining a clean and tidy environment.
- Follow training, guidance and instruction to prevent injury or ill health.
- Make use of any personal protective equipment provided.
- Report to the school any hazardous or dangerous situation.
- Co-operate with management arrangements for health and safety.
- Ensure suitable signs are displayed where necessary.

Compressed gas cylinders

Description

Accidents involving gas cylinders can be very serious and may result in major injuries or death.

The term 'gas cylinder' includes various types of pressure vessel, which may be used to transport and store gases under pressure. Gas cylinders can be used for different purposes

Associated hazards

- Fire and impact from the blast or rapid release of compressed gas.
- Impact from parts of gas cylinders or valves that fail or flying debris.
- Contact with released gases or fluids.
- Manual handling or collision with falling gas cylinders.

All members of staff will: -

- Undertake training in the safe use of compressed gas and follow information and instruction provided.
- Store cylinders in their designated location in a secure, upright position, away from the dangers presented by moving vehicles.
- Ensure that storage areas are well ventilated and positioned away from any source of heat, naked flame or direct sunlight.
- Store cylinders in segregated areas according to gas type with oxidisers being stored at least twenty feet from flammable gases.
- Report any damage to cylinders or attachments.

Contractors

Description

A contractor is anyone who is undertaking work on our behalf but is not a direct employee. Contractors may be employed to undertake maintenance, repairs, installation, construction, window cleaning, engineering and many other jobs. Work undertaken for a client by a contractor is usually covered by a civil contract.

Whilst it is good practice for health and safety requirements to be written into such contracts, health and safety responsibilities are defined by criminal law and cannot be passed on to another by a contract.

Thus, in any client/contractor relationship, both parties will have duties under health and safety law. Contractors are especially vulnerable and may put the school's staff and pupils at risk.

Associated hazards

- Movement of site traffic.
- Excavations.
- Working at height.
- Manual handling injuries.
- Hazardous materials/substances.

Contractor's/sub-contractor's responsibilities

All sub-contractors undertaking work on behalf of the school: -

- Must accept responsibility for complying with the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions in respect of the work comprising the contract.
- Must provide suitable and appropriate supervision to plan, control and monitor their operations having carried out risk assessments for the work.
- Must agree risk assessments and any method statements with the school before work commences.
- Must inform the school of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place.
- Shall undertake electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations and industrial guidance.
- Must ensure plant and machinery brought on site is fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER).
- Must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure plant.
- Must report all accidents to the school immediately so that they can record the incident in the accident book.

Staff responsibilities

Staff members will: -

- Immediately report any unsafe practices or concerns to the school management.

Control of Substances Hazardous to Health (COSHH)

Description

Using chemicals or other hazardous substances at work may put people's health at risk, thus, the school is required to control exposure to hazardous substances to prevent ill health. The aim is to protect both members of staff, pupils and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (as amended) (COSHH).

Hazardous substances include: -

- Substances used directly in school and work activities (e.g. chemicals, paints, adhesives, cleaning agents).
- Substances generated during work activities.
- Naturally occurring substances (e.g. dust).
- Biological agents (e.g. bacteria and other micro-organisms).

Effects from hazardous substances can range from mild eye irritation to chronic lung disease or even death.

Associated hazards

- Skin irritation.
- Asthma.
- Losing consciousness.
- Cancer.
- Infection from bacteria and/or micro-organisms.

N.B. This list of hazards is not exhaustive.

Staff member's responsibilities

All staff have responsibilities under COSHH Regulations, and are expected to: -

- Take part in training programmes.
- Observe container hazard symbols.
- Practice safe working with hazardous substances.
- Report any concerns immediately.
- Wear, use correctly and maintain any personal protective equipment provided.
- Return all hazardous substances to their secure location after use.
- Use the control measures provided properly.

Craft, design and technology classes

Description

The purpose of craft design and technology (CDT) teaching is to encourage pupils to apply their knowledge and understanding to develop ideas, plan, produce products and evaluate them. Pupils design and make products using a range of materials including electronics, graphics and resistant materials (wood, metal, plastics, etc).

Due to the nature of these activities the school utilises a variety of equipment ranging from small hand tools through to larger items of equipment and machinery.

It is our policy to ensure that teachers have a safe place in which to work and that pupils have a safe place in which to develop their skills.

Associated hazards

- Contact with moving parts.
- Entanglement.
- Ejection of materials.
- Kickback and snatching.
- Dust and other hazardous substances.
- Slips trips and falls
- Fire.

Note: CDT arrangements are complementary to, and should be read in conjunction with, those arrangements that relate to specific items of equipment and machinery.

Teachers will:

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility.
- Carry out, at least on a weekly basis, inspection of the equipment including guarding, attachments, stability of equipment etc. Keep records of all inspections and any resulting action necessary.
- Not interfere with any safety device used on equipment and check all guards before the equipment is used.
- Provide adequate supervision in class, proportionate to the age and ability of individual pupils and the task being undertaken.
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use.
- Wear, and ensure that pupils wear, any personal protective equipment (PPE) provided.
- Maintain the working area immediately around machines in a good condition and free from obstruction or build up of waste materials including shard, wood shavings, dust etc.
- Remove from use, and report any faulty equipment.
- Isolate machinery prior to accessing any moving parts or blades.
- Isolate machinery at end of use.

Note: - Teachers are reminded that, if they find any defects, faults, hazardous or dangerous situations with work equipment, then they must: -

- Stop the work safely.
- Isolate the equipment.
- Report the defect.

Equipment that has been identified as "Unsafe to use" should be labelled as such and taken out of service.

Dermatitis

Description

The word 'Dermatitis' derives from the Greek words for skin, "**derma**" and inflammation, "**itis**". Dermatitis is a skin condition usually caused by contact with something that irritates the skin or causes an allergic reaction. Contact Dermatitis affects mainly the hands but other parts of the body can also be affected. Dermatitis can be caused by: -

- Wet work due to repeated and prolonged contact with water, e.g. by hand washing more than 20 times or having wet hands for more than 2 hours during a shift.
- Chemical agents, e.g. through contact with chemicals, including by direct contact, splashes, contaminated work surfaces and tools, airborne particles settling on the skin.
- Biological agents, e.g. through contact with plants, bacteria, spores, moulds, fungi.
- Physical agents, e.g. by vibration, radiation or low humidity from air conditioning.
- Mechanical agents, e.g. by abrasion.

Associated hazards

The main categories relating to work-related Contact Dermatitis are classified as: -

- Irritant Contact Dermatitis: mainly caused by chemical and physical irritants and is the most common form of Contact Dermatitis. Common chemical irritants include solvents, soaps, detergents, latex, cosmetics, metalworking fluids, oils and alkalis.
- Allergic Contact Dermatitis: common allergens include, UV cured printing inks, adhesives, wet cement, some plants, nickel and chromium which can cause an allergic reaction, hours or days after contact. In rare cases a severe reaction can occur, known as an 'anaphylactic shock'.
- Photo Contact Dermatitis: is a reaction that develops where chemicals are applied to the skin, e.g. sunscreens, fragrances, creams, insecticides, disinfectants.

Symptoms of dermatitis generally include a localised rash and/or irritation of the skin and can develop into flaking, scaling, cracking, bleeding, swelling and blistering which can take days or even weeks to heal.

Employee's responsibilities

- Observe hazard symbols and instructions displayed on product containers.
- Co-operate with the employer and follow the safe working procedures to minimise contracting dermatitis.
- Wear suitable PPE and use skin care products according to the control measures identified in the risk assessments.
- Use work equipment and methods of work that prevents the skin coming into contact with hazardous substances.

- Regularly check skin condition and report any symptoms of dermatitis to the employer and seek medical advice, if necessary.
- Ensure that hands are washed and dried regularly, including before and after the wearing of protective gloves.
- Use 'before and after' work creams to ensure that the skin is kept in good condition - ***remember that barrier creams are not a substitute for protective gloves.***

Diabetes

Description

In the UK, 1.4 million people are diagnosed with diabetes mellitus. It is likely that more people have the condition, but have yet to be formally diagnosed. Diabetes is the leading cause of blindness in the country and can lead to serious complications such as heart disease, kidney failure and stroke.

For each affected member of staff, the level of treatment will vary greatly from individual to individual and within each individual from day to day. It may therefore be necessary to seek specialist advice.

Symptoms associated with diabetes

- Weakness, faintness or hunger.
- Palpitations and muscle tremors.
- Strange actions or behaviour where the casualty may seem confused or drunk, belligerent or may even be violent.
- Sweating.
- Pallor.
- Cold clammy skin.
- A strong pulse.
- Deteriorating level of response.
- Shallow breathing.

Staff and pupils suffering from diabetes may have a warning card (medic – alert) or bracelet, sugar lumps, tablets or an insulin syringe (which may look like a pen) among their possessions.

Teacher's responsibilities

- To co-operate with the school in relation to health and safety arrangements.
- Follow any training, guidance and instruction.
- Report any accident or incident.

Furthermore, diabetic person's responsibilities include

- Alerting the school if their condition is having an adverse effect on their ability to work or increase the likelihood of an accident.
- Notifying the school and the DVLA if receiving treatment with insulin or tablets where the job entails driving. Notification to the DVLA is a strict legal requirement. However, if the condition is managed by diet alone, there is no obligation to inform the DVLA.
- Co-operation with the school arrangements for health and safety.
- Following any training, guidance and instruction provided by the school.

Disciplinary rules

Description

Shirebrook Academy believes that health and safety is a critical factor that needs to be taken into account when running the school. To enable the school to control safety, a number of safety rules have been established. Failure to comply with these rules may result in disciplinary action.

Staff Member's responsibilities

- To take care of the health and safety of themselves and others.
- To co-operate with the school.
- To not misuse or interfere with anything provided for health, safety and welfare.
- To report any identified hazards to the school.
- To comply with clearly indicated and specific safety rules.
- To wear safety clothing or equipment provided.
- Conduct themselves in such a way that they do not create a potential risk of injury or danger to themselves or to anyone else.

Display screen equipment (DSE)

Description

Display Screen Equipment (DSE) based work can have potentially serious effects on health.

DSE users can experience a range of different physical and psychological health problems including eyestrain, blurred vision, headaches, and musculoskeletal problems including repetitive strain injury (RSI) and work related upper limb disorders (WRULD).

Problems are caused by a combination of badly designed tasks, equipment and work environment. However, most of the conditions are preventable by giving attention to the way in which work is organised, and providing appropriate equipment and workplaces.

Associated hazards

- Musculoskeletal injuries.
- Repetitive Strain Injury (RSI).
- Work related upper limb disorders (WRULD).
- Visual fatigue.
- Stress.

All staff have a responsibility

- To inform the school in confidence as soon as possible if a health problem arises through the use of display screen equipment.
- To work in accordance with any advice or guidance given by the school.
- To familiarise themselves with the contents of the relevant risk assessments.

Doors

Description

All doors within the school will be designed, installed and maintained, so that members of staff, pupils and visitors can utilise them without risk of injury.

Associated hazards

- Fire/Products of combustion.
- Slips, trips and falls.
- Object movement.
- Struck by moving object.
- Entrapment.

Teacher's will

- Not chock or wedge fire doors open.
- Report any damage to doors, fixings or signs to the maintenance department.
- Report any accidents or near misses.

Driving at work

Description

It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time, making work-related road crashes the biggest single safety issue for most UK businesses. Promoting sound health and safety driving practices and a good safety culture at work may well spill over into private driving, and could reduce the chances of staff being injured in a crash whilst away from work.

Associated hazards

- The driver: - competency, training, fitness and health.
- The vehicle: - suitability, condition, safety equipment (seat belts), and ergonomic considerations.
- The journey: - routes, scheduling, time, distance, weather conditions.

Teacher's responsibilities

- Teachers must follow any advice, information, instruction and training given by the school.
- All teachers who are expected to drive on school business must have a valid drivers' licence for the class of vehicle they are driving.
- Drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose and is in a safe mechanical condition. This is particularly important for privately owned and driven vehicles.
- Drivers are expected to comply with traffic legislation, be conscious of road safety and demonstrate safe driving.
- It is expected that any person driving vehicles on school business will not be under the influence of drink or drugs and must not drive whilst disqualified.
- Drivers must stop after a crash or similar incident with which they are involved.
- All relevant staff must provide a copy of their driving licence on request and declare any driving convictions.
- All relevant staff must inform the school office if they become aware of any medical condition or take medication that might affect their ability to drive.

For further information, please see school transport.

Electricity

Description

The safe management of electrical installations and equipment is essential within the school. It is therefore imperative that electrical systems and equipment are designed, constructed, selected, maintained and used with care.

Associated hazards

- Contact with live parts, causing shock and burns.
- Faults that could cause fires.
- Fire or explosion where electricity could be the source of ignition.

All members of staff have a responsibility to: -

- Co-operate with management arrangements for electrical safety in the workplace.
- Use the protective and safety equipment provided.
- Not endanger themselves or others.
- Report hazardous or dangerous operations.
- Follow the training and guidance provided to prevent injury to themselves and others.
- Comply with safety rules and use work permits/lock out procedures as applicable.
- Not bring private electrical equipment onto school premises without prior authorisation from management. Any such equipment must be tested in accordance with school procedures.

Epilepsy

Description

Epilepsy is defined as having repeated seizures, which start in the brain. A brief disturbance to the brain's normal electrical activity causes the nerve cells to fire off random signals. The result is like an electrical storm that causes a temporary overload in the brain.

There are many different kinds of seizure. Some end in seconds while others may last several minutes. People affected might lose awareness of what is happening or where they are during a seizure and they may lose consciousness altogether. Each person's experience of epilepsy is unique.

Recognition of minor epilepsy

- Sudden 'switching off'; the casualty may be staring blankly ahead.
- Slight and localised twitching or jerking of the lips, eyelids, head or limbs.
- Odd 'automatic' movements such as lip smacking, chewing, or making noises.

Teacher's responsibilities

- Co-operate with the school in relation to health and safety arrangements.
- Follow any training, guidance and instruction.
- Report any accident or incident.

Individuals suffering from Epilepsy have an additional duty to

- Alert the school if his/her epilepsy is having an adverse effect on his/her tasks.
- Inform the school if the condition could increase the risk of an accident.
- Notify the school and the DVLA if receiving treatment or tablets. Notification to the DVLA is a strict legal requirement.
- Follow any training, guidance and instruction provided by the school.

Events Safety

Description

All events, irrespective of their size and complexity, are covered by legal requirement. The arrangements for each event therefore, may need to vary accordingly. Robust planning and management are fundamental to the success of the event.

Note: These arrangements cover small events taking place either wholly or partially in the open air or in marquees or other temporary structures. The general safety advice is however also pertinent for small events taking place indoors in fixed buildings.

Associated hazards

- Poor 'Build Up' - venue design, worker competence, stages, marquees, fencing etc.
- 'Load In' - delivery and installation of equipment and services.
- Crowd Management
- Transport Management
- Medical emergencies and Major Incidents
- Load Out -removal of equipment and services
- Waste Management

Teacher's responsibilities

- Comply with the arrangements put in place for the event.
- Report any unsafe situations or acts to the person in charge at the event.
- Maintain responsibility for all pupils in their care.

Fire

Description

Fire prevention is an important obligation for all schools. Shirebrook Academy has a responsibility for ensuring the health, safety and welfare of all staff and pupils who may have access to the premises. These general duties include safety in relation to fire hazards, both from the work processes and activities, as well as general fire safety.

It is the policy of Shirebrook Academy to ensure that all staff, pupils, visitors and contractors are protected from the risks of fire. In order to achieve this, appropriate fire prevention, precautionary and evacuation measures shall be taken in compliance with the relevant fire legislation and recognized good practice standards.

Associated hazards

- Flames and heat.
- Smoke and toxic fumes.
- Reduced oxygen.
- Collapse of buildings.

Staff Member's responsibilities

All staff are required to: -

- Practice and promote fire prevention.
- Raise the alarm on discovery of a fire.
- Report any concerns regarding fire safety to management, so that any shortfalls can be investigated and remedial action taken.
- Receive basic training in the action to take in the event of fire.
- Follow instructions and training in relation to fire safety in the workplace.
- Co-operate with management arrangements for fire prevention in the workplace.
- Accept individual responsibility to take reasonable care for the health and safety of themselves and for any other person who may be affected by their acts or omissions.

Shirebrook Academy does not expect staff to fight fires, however, extinguishing action can be undertaken if it is safe to do so and you have been trained. On no account should a closed room be opened to fight a fire.

Fire action

If you discover a fire

Immediately operate the nearest alarm call point.

Attack the fire (if trained to do so) with the appliances provided but without taking personal risks.

Reception will call the fire brigade immediately by: -

- Using the phone to dial 999.
- Giving the operator the telephone number and asking for the fire brigade.
- When the fire brigade reply, give the response distinctly: -
- "We have a fire at Shirebrook Academy" and give the operator the address from which the call is being made.
- Do not replace the receiver until the fire brigade has confirmed the details.
- Call the fire brigade immediately to every fire or on suspicion of a fire.

On notification of a fire

- Everybody that is affected will evacuate the building by the nearest available exit and proceed to the nominated fire assembly point as identified on the fire action notices.
- The Fire Marshals will take charge of the evacuation and ensure that everybody is accounted for.

Use the nearest available exit.

Do not stop to collect personal belongings.

Do not re-enter the building until told to do so by the Senior Fire Officer.

In the event of a fire, the safety of a life shall override all other considerations, such as saving property and extinguishing the fire

First aid

Description

Staff and pupils can sustain an injury or become ill and it is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential; it can save lives and prevent minor injuries becoming major ones.

Associated hazards

- Bodily injuries: blows, impact, crushing, stabs, cuts, grazes, scalds, falls from height.
- Illnesses: asthma, diabetes, epilepsy etc.

Teacher's responsibilities

To reduce the risks of suffering personal injury or delay in getting treatment, staff must:-

- Co-operate with the school arrangements for first aid.
- Know what the procedure is for summoning help.
- Follow any guidance or instruction given, to prevent injury or ill health.
- Report any hazardous or dangerous situations.

First aid in the workplace

Description

People at work can sustain an injury or become ill and it is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential; it can save lives and prevent minor injuries becoming major ones.

Associated hazards

- Bodily injuries: blows, cuts, impact, crushing, stabs, cuts, grazes, scalds, falls.
- Illnesses: asthma, diabetes, epilepsy etc.

First-Aiders are responsible for

- Undertaking an appropriate training course and, if required, attending refresher courses annually.
- Ensuring that their First Aid at Work or Emergency First Aid at Work Certificate is kept up to date.
- Assessing the immediate situation where first aid is being applied, acting without placing themselves or others in danger and making the area safe.
- Administering first aid as required but within their capabilities. Where there is any doubt, managing the situation while waiting for medical assistance to arrive.

Appointed persons are responsible for

- Calling for the appropriate medical assistance.
- Keeping first aid signs up to date and legible.
- Ensuring first aid kits are checked regularly and contents are in date.
- Notifying the designated person if there are any entries in the accident book.

Employee's responsibilities

To reduce the risks of suffering personal injury or delay in getting treatment, employees must: -

- Co-operate with management arrangements for first aid in the workplace.
- Know the procedure for summoning help.
- Follow any guidance or instruction given, to prevent injury or ill health.
- Report any hazardous or dangerous situations to the employer.

Food technology and textiles classes

Description

One of the main purposes of effective teaching and learning in home economics is to develop pupils' abilities in handling craft processes, particularly in fabric and food.

To achieve this, the school utilises a variety of equipment ranging from small hand tools through to larger items necessary for the preparation, storage and distribution of food.

It is our policy to ensure that teachers have a safe place in which to work and that pupils have a safe place in which to develop their skills.

Associated hazards

- Machinery safety.
- Slips and trips.
- Cuts.
- Burns and scalds.
- Manual handling.
- Food poisoning.

Teachers will:-

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility.
- Provide adequate supervision in class, proportionate to the age and ability of individual pupils
- Not interfere with any safety device used on equipment and check all guards before the equipment is used.
- Remove from use, and report any faulty equipment.
- Ensure that any food or drink that is accidentally spilt will be cleaned up immediately and where appropriate, display suitable warning signs in prominent positions.
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use.
- Wear and ensure that pupils wear, any personal protective equipment (PPE) provided.
- Carry out and promote good personal hygiene.

Reporting Illness/Exclusion

Home Economics teachers and pupils are encouraged to report if they or anyone in their household are suffering from diarrhoea, stomach upset or vomiting. In keeping with good practice, food handlers suffering from any of the complaints listed above will be excluded from food handling activities until they have fully recovered.

Gas Safety

Description

Every year, a number of people die from carbon monoxide poisoning caused by gas appliances or flues which have not been installed properly or maintained. When gas does not burn properly, carbon monoxide is produced, which is poisonous.

Associated hazards

- Tiredness.
- Drowsiness.
- Headache.
- Stomach pains.
- Nausea.
- Chest pains.

Teacher's must: -

- Co-operate with management arrangements for gas safety.
- Not carry out repair work to gas appliances unless competent to do so.
- Follow any training, guidance and instruction given to prevent injury or ill health.
- Report any hazardous or dangerous situation.

Glazing

Description

The Health and Safety at Work etc Act does not specifically mention glazing, but the introduction of the Workplace (Health, Safety and Welfare) Regulations included requirements for glazing, for which the duty to comply will fall to the school.

Associated hazards

- Cuts and lacerations from exposed edges or broken glass panels.
- Eye injuries from small flying glass particles.

Teacher's responsibilities

- Report all damaged or broken glazing to the maintenance department.
- All accidents and incidents must be reported to the School management team.

Hazard reporting

Description

A hazard is something that has the potential to cause harm, ill health or injury, the associated risk is the likelihood that a hazard will cause harm during the course of the work activity.

Associated hazards

- Tripping on trailing wires or loose floor coverings.
- Faulty electrical fittings.
- Unguarded edges.
- Obstructed emergency exit routes.

Near misses are hazardous incidents with the potential to cause an injury, e.g. a member of staff tripped over a trailing cable but no injury occurred.

Teacher's responsibilities

All staff should use the hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the school; this is to be done verbally and in writing using the forms provided.

When a hazard has been identified it must be reported immediately to the maintenance department. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

Health surveillance

Description

Health surveillance is conducted by observation, communication and systematically watching for early signs of work-related ill health. Health surveillance is essential if there is an identifiable disease or adverse health which could affect a member of staff or a pupil.

It requires the implementation of certain procedures to achieve this, including simple methods (i.e. looking for skin damage on hands), technical checks (i.e. audiology tests) or more involved medical examinations.

Some hazardous substances, as referred to in the HSE's EH40 and other guidance, will specify health surveillance.

Health surveillance records should be kept for forty years and include: -

- Surname and forename.
- Permanent address.
- Sex.
- Date of birth.
- National Insurance Number.
- Date of commencement of present employment.
- A historical record of jobs involving exposure to the hazardous substances requiring the health surveillance.

Teacher's responsibilities

Teachers must co-operate with their school on matters of health and safety. This extends to health surveillance where it has been identified as a necessary control measure or where there is a specific statutory requirement.

If a member of staff has a concern about their health and safety, and that of others affected by their work or encounters symptoms of ill health, they must inform the school immediately.

Housekeeping

Description

Often poor standards of housekeeping are a common cause of injury and damage at work and can create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace.

Associated hazards

- Fire.
- Slipping, tripping/falling over.
- Poor cleanliness.
- Dirty equipment.
- Cluttered pedestrian gangways.

Teacher's responsibilities

Teacher's must: -

- Co-operate with management arrangements for good housekeeping in the workplace.
- Follow any guidance and instruction given to prevent injury or ill health.
- Report to the school management team any hazardous or dangerous situations.

Information, instruction and training

Description

Preventing accidents and ill health caused by work is a key priority for Shirebrook Academy. Health and safety information, instruction and training helps the school to ensure all members of staff and pupils are not injured or made ill by any activities that they do; promotes a positive safety culture, where safe and healthy working becomes second nature to everyone; and enables the school to meet its legal duty.

All staff will:-

- Co-operate with the school in relation to all training aspects.
- Attend any training courses that are identified as necessary.
- Follow training, guidance and instruction to prevent injury or ill health.
- Use protective and safety equipment provided.
- Report to their line manager any hazardous or dangerous situations.
- Co-operate with management arrangements for health and safety.

Kitchen safety

Description

Due to the nature of the school we utilise a variety of equipment for the preparation, storage and distribution of food. It is our policy to ensure that these areas are safe and without risks to the health and safety of members of staff and pupils, those accessing the kitchen and those we are providing food for.

Associated hazards

- Machinery safety.
- Slips and trips.
- Cuts.
- Manual handling.
- Occupational dermatitis and asthma.
- Burns and scalds.

All relevant staff will:-

- Comply with this policy and follow the associated protocols/procedures/safe systems of work for their areas of work and responsibility.
- Not interfere with any safety device used on equipment and check all guards before the equipment is used.
- Report any faulty equipment or missing guards to management.
- Any food or drink that is accidentally spilt will be cleaned up immediately and the appropriate warning signs displayed in prominent positions.
- Familiarise themselves with COSHH assessments and safe handling of chemicals before use.
- Wear any personal protective equipment (PPE) provided.
- Carry out good personal hygiene.

Ladders and stepladders

Description

A third of all reported falls from height incidents involve ladders or stepladders, and many injuries are caused by inappropriate or incorrect use of the equipment.

By conducting a risk assessment it may be determined that ladder use is acceptable for work of short duration (between 15 and 30 minutes), providing three points of contact can be maintained whilst working from the ladder or steps.

Associated hazards

- Failure of the ladder itself, causing persons or equipment to fall.
- Items falling from the ladder.
- Users over-reaching or stretching from the ladder.
- Overloading of the ladder.
- The ladder slipping and falling due to not being correctly secured.
- Faulty equipment.
- Inappropriate use of ladders.
- Manual handling when using ladders.

All relevant staff will:-

- Follow instruction, training and information provided by the school on the safe use of ladders.
- Check whether the type of work activity requires the use of a ladder; establish whether the ladder is suitable for the task and match the ladder to the job.
- Ensure the ladder is in good condition; check that it has been inspected and stored correctly; any repairs have been carried out correctly; that it has been regularly maintained and that it is free from defect, of good construction and of sound material.
- Report any defective ladders immediately.
- Make use of any personal protective equipment provided by the school.
- Advise the school of any health issues, which may affect the ability to work at height.

Safe use of ladders

- Ladders should be appropriate for the job and not exceed 9 metres in length.
- Ladders should comply with British/European Standards. Domestic equipment should not be used.
- Ladders must be undamaged and free of paint or any other coating which could hide cracks or splits.
- Ladder stiles must be undamaged and unbent.
- Wood should be free of warping or splitting.
- Metal ladders must be free from corrosion, sharp edges or dents and rungs free from distortion.
- Footpads must be in good condition.

- Ladders should have slip-resistant rubber or plastic feet.
- Ladders must be free of missing/loose rungs.
- Ladders should be regularly inspected and defective ladders removed from use.
- If ground conditions are poor, ladder feet should be tied into stakes in the ground, with a large flat wooden board as a base.
- During use, ladders should extend at least 5 rungs (1.05m) past the landing point or above the highest rung on which feet rest.
- Ladders should be positioned one metre out at the base for every four metres in height.
- Ladders should be secured at the top or if this is not practicable, ladders should be secured near the bottom or weighted or footed to prevent flipping.
- The overlap for extension ladders should be up to 5m closed length 2 rungs, 5-6m closed length 3 rungs, and over 6m closed length 4 rungs.
- There should only be one person on the ladder at any one time.
- Relevant members of staff will be trained to transport tools in a shoulder bag or wear a tool belt. Consider the use of a gin wheel or other lifting equipment.
- Relevant members of staff will be fully trained in ladder use.
- Never use ladders near power lines or in strong winds.

Safe use of stepladders

- Stepladders should be of robust construction and in good condition.
- Any retaining cords or straps must be of equal length and in good condition.
- Any metal braces between the legs must be locked into place.
- Legs of stepladders must be opened fully when in use.
- All legs need to be firmly and squarely placed on a solid level surface.
- The stepladder should be positioned close to the work to prevent over-stretching.
- The stepladder should be placed at right angles to the work if the work could cause sufficient force to make the stepladder unsuitable if used sideways.
- The top tread should not be used unless it has been designed as a platform with a secure handhold.
- When in use, the knees should be kept below the top of the steps for support and stability.
- Only one person should use the stepladder at any one time.
- The stepladder should be located or measures taken to prevent the stepladder from being struck by doors, vehicles etc.

Legionella

Description

Legionnaire's disease is one of a group of diseases collectively known as Legionellosis. People inhaling aerosols, which are contaminated with Legionella bacteria. A particular hazard arises from showers, fire sprinkler systems, and hot water systems containing dead-legs. The disease can affect anyone however, young people and weak individuals are more susceptible and this group can suffer far more significantly.

Associated hazards

- Health hazards: Legionnaire's disease, Pontiac fever, Lochgoilhead fever.

Staff member's responsibilities

All staff will: -

- Co-operate with management arrangements for the control of Legionella in the workplace.
- Follow any information, training and instruction given by the school to prevent ill health.
- Report any hazardous or dangerous situations to the school management team.

Lighting

Description

Providing adequate lighting levels to enable people to work is a basic necessity. Good lighting that considers physiological and psychological needs of staff and pupils will create an environment that is welcoming, energising and productive.

Associated hazards

- Bodily injuries.
- Slipping/falling over.
- Electrical hazards.
- Poor housekeeping.

All staff members will: -

- Report any defective lighting.
- Report any discomfort experienced as a consequence of lighting in the workplace.
- Co-operate with management arrangements for workplace lighting.

Lone working

Description

Lone workers can be anyone who works by his/herself without direct contact or supervision. Example is: - a caretaker working on his/her own in a school.

Associated hazards

- Accidents.
- Fire.
- Inadequate provision of rest, hygiene and welfare.
- Violence whilst at work.
- Manual handling activities.
- Injury received whilst entering unsafe premises.
- Lack of adequate visibility, due to poor lighting.

Staff member's responsibilities

Staff who are recognised as lone workers, must: -

- Co-operate with the school by following rules and procedures designed to protect their safety as a lone worker.
- Attend personal safety training programmes as necessary.
- Provide information on their whereabouts during working hours to the school management team.
- Report all incidents relating to lone working using Shirebrook Academy's reporting procedure.

Maintenance

Description

Every year, there are a number of accidents arising from the use of work equipment, including machinery. Many are serious and some are fatal.

By using safe, well maintained equipment, operated by adequately trained staff, accidents and associated financial costs can be reduced or prevented. Maintenance also includes cleaning and adjusting.

Associated hazards

- Scheduled maintenance not being undertaken as required or breakdown maintenance inadequate, leading to unrevealed failures of safety critical items.
- Human error or incompetence of maintenance staff.
- Poor communication between maintenance staff and other members of staff.
- Lack of knowledge by maintenance staff of the working environment where maintenance is being carried out (i.e. lack of risk assessments, warning signs, method statements, emergency procedures.
- Unauthorised staff performing maintenance functions.
- Failure to re-commission plant correctly after maintenance to ensure that operations are not adversely affected in terms of safety considerations.

Relevant members of staff will: -

- Follow instruction, guidance and safe systems of work in respect of machinery maintenance.
- Notify the maintenance department of any problems or hazards on a machine, such as an unguarded part.
- Not carry out any maintenance activities on machinery unless trained to do so.
- Co-operate with the school arrangements for maintenance of machinery.
- Make full and proper use of all PPE that has been issued to them.

Manual handling

Description

Manual handling injuries can occur wherever people are at work. Manual labour, awkward postures, manual materials handling and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

Associated hazards

- Sprains, strains.
- Hernias.
- Damage to the joints, ligaments, muscles and vertebrae.
- Slips, trips and falls.

All staff members involved with manual handling activity should: -

- Follow the safe system of work designed and introduced by the school and should not deviate from this without good reason.
- Not undertake a manual handling activity when a reasonably practicable alternative exists.
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately.
- Assist and co-operate with the process of the assessment of risk.
- Assist the school with the implementation of training, attend training sessions as required and should apply the knowledge gained from training to their daily work.
- Report all accidents, injuries and near misses involving handling activities – however trivial.
- Inform the school if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
- Not undertake any manual handling operation that they believe is beyond their capability.
- Report any unsafe systems of work.

Missing pupil

Description

Pupils may go missing when in school or when on school trips.

This could be for a number of reasons and it is essential that appropriate action is undertaken that identifies and minimises the risks to the pupil.

All incidents will be monitored to help address any causes and potential problems. It is essential that each incident is fully investigated to establish cause, and that issues are addressed in such a way as to minimise the likelihood of recurrence.

Associated hazards:-

- Physical attacks.
- Verbal abuse.
- Injury to the pupil.
- Abduction.

Staff Responsibilities:

The Head Teacher will ensure that:-

- Registers of pupil attendance are maintained for both school and school outings.
- All staff are familiar with the arrangements in the event of a missing pupil.

The class teacher or visit leader will enact the school policy in the event of a missing pupil.

All staff will comply with the policy arrangements for missing pupil.

New and expectant mothers

Description

Pregnancy is not an illness and whilst it is important to realise that there is a natural incidence of problems for the new and expectant mother and for her child, it is known that their health may be affected by external workplace factors.

We are committed to protecting the health and safety of all new and expectant mothers. The phrase "new or expectant mother" means a worker/pupil who is pregnant, who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined in the regulations as delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child.

Associated hazards

- Physical.
- Biological.
- Chemical.
- Psychological.

Teachers will: -

- Report their pregnancy as soon as it is confirmed.
- Follow advice and information given by the school in relation to safe working practices.
- Report any hazardous situation so that arrangements for the appropriate remedial action can be taken.
- Co-operate with management arrangements for health and safety.

Permit to work

Description

A permit to work system is an advanced formalised development of the method statement, and is usually introduced where the following criteria exist: -

- High risk activities.
- Required precautions are complicated.
- Where the activities of different groups of workers need to be co-ordinated to ensure safety of ALL concerned.
- The work areas normally requiring a permit to work system are Confined space entry, excavations, hot works and high voltage electrical works.

Associated hazards

Typically, activity that involves the following issues would normally be controlled with a permit to work system, this includes: -

- Fire resulting from hot works.
- Asphyxiation, drowning, burns, etc., from confined space working.
- Crushing, drowning and asphyxiation in excavations from ingress of materials or water.
- Electrocutation, shock, burns from inadvertent contact with electricity.
- Falls through fragile roofs.
- Any other situation that standard systems or risk assessment do not adequately control.

Maintenance staff's Responsibilities

Observe and understand the rules and report any circumstances to management, which prevents compliance with the system or undermines its effectiveness. Staff members are encouraged to make suggestions during the formulation of written systems or suggest any improvements.

Personal hygiene – food areas

Description

Personal hygiene is an important part of food hygiene and applies to every person who works in food handling areas. Personal hygiene includes personal cleanliness and the use of suitable protective clothing. If personal hygiene rules are not applied, food may be exposed to the risk of contamination.

Reporting Illness/Exclusion

Staff are encouraged to report if they or anyone in their household are suffering from diarrhea, stomach upset or vomiting. Food handlers suffering from any of the complaints listed above will be excluded from food handling duties until they have fully recovered.

Food handler's responsibilities

All members of staff must comply with the following: -

- Hands must be washed thoroughly, before starting work, before handling food, after using the toilet, after handling raw foods or waste, after every break, after eating and drinking, after cleaning, and after blowing your nose.
- Hair must be tied back and preferably covered.
- Food handlers must not spit, sneeze or cough over food.
- Food handlers must not smoke in a food preparation area.
- Cuts and sores must be covered with a waterproof (preferably highly visible) dressing.
- Jewellery must be kept to a minimum when preparing and handling food – a plain wedding ring and sleeper earrings are acceptable.

Personal protective equipment

Description

Personal protective equipment (PPE) is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE will only be used as a last resort when preventative or other control measures cannot be applied.

Associated hazards

- Bodily injuries: - blows, impact, crushing, stabs, cuts, grazes, scalds, falls from height.
- Health hazards: - dust, fumes, vapours, gases, bacteria, viruses, fungi.
- Noise.
- Vibration.
- Slipping/falling over.
- Electrical hazards.
- Non-ionising radiation.

All staff must: -

- Ensure all pupils are trained to use any necessary PPE correctly.
- Make full and proper use of all PPE that has been provided.
- Inspect all PPE before use to ensure that it is suitable, clean and undamaged.
- Ensure all PPE is sterilised when worn by multiple individuals.
- Report any defective PPE to the School management team.
- Report any discomfort or ill health experienced as a consequence of wearing the equipment.
- Not undertake any activities or work unless the correct equipment is being worn.
- Store PPE securely at all times.

Pest control

Description

Pests can be divided into three groups: - rodents, insects and birds. They can enter the building via open doors and windows as well as gaps in building structures, looking for warmth, food and shelter. Unfortunately they can spread disease, viruses, bacteria and parasites so any infestation requires urgent action. Pests also cause damage to premises and equipment by their habits, for example burrowing and gnawing.

Associated hazards

- Bacterial contamination (bacteria on the pest or in droppings).
- Physical contamination (droppings, eggs, hair and dead bodies).
- Cross contamination (bacteria left on surfaces and utensils).
- Chemical contamination (poor and uncontrolled use of insecticides).
- Damage to premises.

All staff will:-

- Ensure windows and doors are kept closed when not in use.
- Ensure cleaning schedules are followed and premises are kept clean and tidy.
- Ensure all spillages and food debris are cleared away immediately to ensure that a good standard of housekeeping is achieved at all times.
- Not allow waste receptacles to overflow, especially those in external areas.
- Follow good storage procedures and will follow regular stock rotation to identify any pest activity.
- Inform the school management team of any evidence of infestation.
- Not interfere with any measures taken by the school management team to control pest infestation.

Physical education classes

Description

Physical Education (PE) includes a wide variety of indoor and outdoor activities, each having an inherent element of risk. Experienced in a safe and supportive environment, PE contributes to a pupil's physical development and well-being.

Teachers, and others in positions of responsibility should ensure that planning and implementation of PE activities includes recognition of safety as an important element. This applies to all activities within the school curriculum, to extra-curricular activities during or outside normal school hours and whether undertaken on or away from school premises.

Associated hazards

- Slips trips and falls.
- Falls from height.
- Missiles.
- Moving and handling apparatus.
- Defective equipment.
- Inappropriate clothing / footwear.

PE Teachers will:-

- Comply with this policy and follow the associated protocols/procedures/safe systems
- Ensure that pupils clothing and footwear is appropriate to the activity and the environment in which the activity is taking place.
- Provide adequate supervision in class, proportionate to the age and ability of individual pupils, the activity being undertaken, location travel distance and weather conditions.
- Carry out pre-use visual checks of equipment to identify obvious defects - this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.
- Carry out at least on a weekly basis, a general inspection of the PE equipment and keep records of all inspections and any resulting action necessary.
- Immediately remove from use, and report any faulty equipment.

Risk assessment

Description

In many premises there are risks, which may affect the health and safety individuals within the building. A properly conducted risk assessment is an important step in protecting members of staff, pupils and the school, as well as complying with the law. In many instances, straightforward measures can control risks, and whilst the law does not expect schools to eliminate all risks, they are required to protect people so far as is reasonably practicable.

Associated hazards

- Physical, chemical and/or biological agents.
- Working conditions and processes.
- Manual handling activities.
- Exposure to infectious diseases.
- Work-related stress.
- Long working hours.
- Workstations and posture.
- Other workplace hazards.

All staff must: -

- Co-operate with management arrangements in respect of workplace risk assessments.
- Follow any training, information, guidance and instruction given by the school.
- Comply with any control measures laid down within risk assessments.
- Report any hazards or defects to the school management team immediately.
- Make full and proper use of any PPE provided.

Safety signs

Description

Safety signs include the use of illuminated signs, hand and acoustic signals (e.g. fire alarms). Traditional signs such as prohibition and warning signs may need to be supplemented to comply with more specific legislation e.g. photo luminescent signs for fire exits and fire-fighting equipment.

Shirebrook Academy will provide specific safety signs whenever there is a risk that cannot be avoided or controlled by other means, for instance by engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.

All safety signs are colour coded and each colour has a meaning, for example: -

- White circle with red edging and a diagonal line indicates **PROHIBITED** for example, no smoking.
- Blue signs indicate that it is **MANDATORY** to carry out an action such as the wearing of personal protective equipment.
- A triangular sign with black edging and a yellow background indicates **WARNING** of a hazard and would normally contain a black pictogram.
- Green signs identify or locate safety equipment as well as marking emergency escape routes.

Staff will:-

- Familiarise themselves and comply with any signs and notices that are displayed.
- Bring any defects to the attention of the school management team.
- Follow safe operating procedures.

School outings

Description

School outings form an important part of the school curriculum and are designed to stimulate the mental spiritual and physical development of the pupils.

School outings, which may include short visits to premises close to the school, visits further afield to outdoor centres or other schools, evening trips and charitable events or sponsored walks.

Preparation and planning are the key to a successful and safe school trip.

Associated hazards:-

- Unsuitable outings and activities.
- Unsuitable transport arrangements.
- Poor discipline.
- Medical emergencies.

Teachers will

- Comply with this policy and follow the associated protocols and procedures.
- Plan and Prepare each and risk assess all associated activities.
- Exercise their common law duty to act as a "reasonable parent".
- Maintain responsibility for all pupils in their care throughout the entire trip.
- Maintain good order and discipline at all times.

School transport

Description

The provision of school transport includes a diverse range of vehicles. 18% of children killed or seriously injured on the roads were traveling to or from school. However, casualty statistics indicate that fewer casualties occur to children traveling to and from school in PSV vehicles than amongst those who walk or are driven in cars.

There are two categories of school transport drivers, professional drivers and non-professional drivers.

Associated hazards

- The driver: - competency, training, fitness and health.
- The vehicle: - suitability, condition, safety equipment (seat belts), and ergonomic considerations.
- The journey: - routes, scheduling, time, distance, weather conditions.
- The pupils:- behaviour and discipline

Teachers engaged in driving the school bus will:

- Follow any advice, information, instruction and training given by the school governing body.
- Hold a valid drivers' licence for the class of vehicle they are driving.
- Ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose and is in a safe mechanical condition.
- Comply with traffic legislation, be conscious of road safety and demonstrate safe driving.
- Not be under the influence of drink or drugs and must not drive whilst disqualified.
- Stop after a crash or similar incident with which they are involved.
- Provide to the school governing body a copy of their driving licence, on request, and declare any driving convictions.
- Inform the school if they become aware of any medical condition or take medication that might affect their ability to drive.
- Implement the school's code of conduct for pupils.

Stress

Description

It is Shirebrook Academy's policy to address all work-related illnesses and in particular stress, to control, reduce or eliminate so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the school. We recognise that our personnel are the school's most valuable assets and that any problem associated with work-related stress is a management duty.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the school aim to address.

Through the risk assessment process, Shirebrook Academy will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

The main problem with stress is the self-realisation that we are actively suffering from it! Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosy.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. However, there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are: -

Possible environmental stressors include noise, temperature, overcrowding and humidity.

Possible work-related stressors include working to tight deadlines, overwork and change to organisation. Other issues that may have an impact include: -

- Under challenged.
- Promotion prospects.
- Racial or sexist remarks.
- Personal relationships with other members of staff.
- Travelling.
- Job satisfaction.
- Harassment and confrontation.

Stress counselling can often have a stigma that it is only for the 'weak' or 'mentally ill'; however the reverse is actually true.

It may be difficult to talk to a colleague about the problem face to face, as it might be this relationship that is the cause. It is our policy that all members of staff can approach management to raise concerns relating to stress. All conversations will be addressed in the strictest confidence and we will try and assist any individuals suffering from stress.

Violence and aggression

Description

Shirebrook Academy recognises the difficulties in managing violence and aggression at work and aims to put in place steps to identify and minimise risks to support members of staff and monitor incidents to help address any potential problems.

The Health and Safety Executive's definition of work-related violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. All staff whose job requires them to deal with the public can be at risk from violence.

Associated hazards: -

- Physical attacks.
- Verbal abuse.
- Low morale.
- Depression.
- Stress.

Staff members will: -

- Attend appropriate training sessions if they are deemed to be at risk at work from violence or aggression.
- Report any incidents of violent or threatening behaviour to the school management team.
- Complete an incident report form after any violent incidents. This form outlines who has been involved along with details of the situation that lead to the incident occurring.
- Co-operate with management arrangements for dealing with violence and aggression at work.

Visit by an Enforcement Officer

The Health and Safety at Work etc. Act 1974 and associated legislation conveys powers on inspectors who are appointed by the relevant enforcing authority, in order that they ensure statutory requirements are being complied with.

Most dealings with those on whom the law places duties are informal - inspectors offer information, advice and support, both face to face and in writing. They may also use formal enforcement mechanisms, as set out in health and safety law, including improvement notices where a contravention needs to be remedied and prohibition notices where there is a risk of serious personal injury, or ultimately prosecution.

Non-compliance can lead to prosecution but this is always seen as the last step in the process, except for: -

- Failure to comply with an Improvement or Prohibition Notice.
- Breach of the law that has significant potential for harm, regardless of whether it caused an injury.
- Reckless disregard for the health and safety of workers or others.
- Repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal adequately with.
- Substantial legal contravention, where there has been a serious accident or a case of ill health.

Staff members should: -

- Not obstructing any reasonable request made by an Enforcement Officer.
- Complying and co-operating with requests by the officer.
- Follow instruction and guidance given by the school.

Waste disposal

Description

This arrangement covers the general waste generated by the school in carrying out its activities but not those related to the disposal of waste food.

Associated hazards

- Build up of combustibles presenting a fire hazard.
- Health hazard due to possible vermin infestation.
- Poor housekeeping presents a tripping hazard.

Staff member's responsibilities

- To dispose of waste as instructed.
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal.
- Not to climb onto skips or other waste receptacles.
- To inform management if waste receptacles are full and need emptying.
- Not to remove items from waste receptacles and take or use for personal use.

Welfare

Description

The provision of welfare in the school should be taken seriously.

Welfare provisions will be provided for those people who are not members of staff but may use the premises on an infrequent basis e.g. visitors and contractors.

For disabled persons it may be necessary to specifically make parts of the school accessible for their use e.g. toilets, washbasins, doors, passageways etc.

Staff members and pupil's responsibilities

The welfare facilities provided and maintained by Shirebrook Academy are for the benefit of all members of staff, pupils and visitors. Staff and pupils have a responsibility to use the facilities in a proper manner and not damage or misuse any equipment that is provided.

Personal responsibility should be taken for clearing your own waste and cleaning any utensils when eating or drinking on the premises. Any damage or defects should be reported immediately to enable attention and repair.

Work equipment

Description

The definition of work equipment is wide and includes machinery, apparatus, equipment, installations and tools. Therefore items as diverse as mini-buses, photocopiers, laboratory equipment and apparatus, soldering irons and scalpels are included. Scaffolding, access equipment and safety devices etc are also considered to be work equipment.

Associated hazards

- Dangerous/rotating parts of machinery.
- Ejection of materials.
- Rupture or disintegration.
- Fire, overheating or explosion.
- Unintended discharge of gas, liquid, vapour or other substance.
- Excessively hot or cold surfaces.
- Failure of safety controls on powered equipment.
- Dangers from instability, poor lighting or poor maintenance.

All staff and pupil's will: -

- Use work equipment safely and in accordance with the information, instruction and training provided by the school.
- Only use the equipment that they are trained on.
- Visually check and carry out other checks, required by risk assessment, prior to and during use and report any faults and unsafe conditions to the employer.
- Take reasonable care of themselves and others who may be affected by their actions.
- Co-operate with the school in the management arrangements for the provision and use of work equipment.
- Seek the permission of the school before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities.
- Make full and proper use of any personal protective equipment provided by the school.

Work experience

Description

Work experience may be defined as giving a pupil the opportunity to undertake a task or range of tasks on an employer's premises, much as would an employee, but with the emphasis on learning. As such it is an important part of a young person's education, helping to develop their understanding of the workplace, their personal and social skills and their employability.

Associated hazards:-

- Unsuitable work placements
- Lack of supervision.
- Use of work equipment

Teacher's responsibilities:-

- To cooperate and comply with the school's arrangements for pupils undertaking work placement experience.
- To report any adverse feedback or concerns, in relation to work placements.

Working at height

Description

Falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury. A place is at height if a person could be injured falling from it, even if it is at or below ground level. Work includes moving around at a place of work, but not travel to or from, a place of work.

Associated hazards

- Falls from equipment and structures.
- Falling objects.

All staff will:-

- Comply with training for working at height.
- Only use the height access equipment identified in the risk assessment.
- Make use of any personal protective equipment provided by the school.
- Follow safe systems of work devised by the school.
- Report any accidents, incidents and near misses to the school.

Receipt of health and safety handbook

Shirebrook Academy have compiled a health and safety policy as legally required under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations, the full policy is available for inspection upon request.

To assist with the communication of information, the school will issue each employee with a reduced copy of the health and safety policy, this is in the form of a handbook. It is important that the contents of the handbook are read and understood prior to returning this acknowledgement slip.

I confirm that I have read and understand the employee health and safety handbook and will comply with all rules that are imposed in the interest of safety.

Name: - _____

Signature: - _____

Date: - _____

Please return this form to David Plummer.

Citation
PROFESSIONAL SOLUTIONS