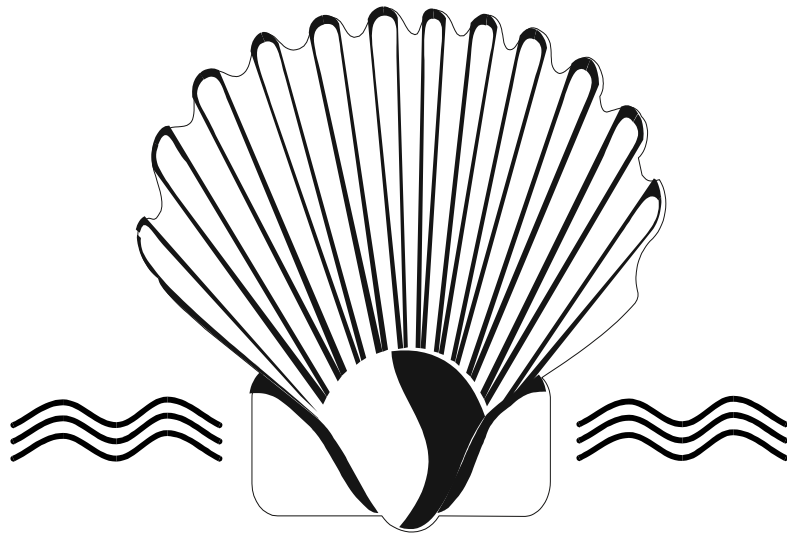


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DEEPING ST JAMES COMMUNITY PRIMARY SCHOOL



Health and Safety Policy

Deeping St James Community Primary School

Governor Responsible for Health and Safety: **Paul Cradock**

Statement of Health and Safety Policy and Intent

The Governing Body is committed to:

- **the provision of safe and healthy conditions for pupils, employees and visitors;**
- **compliance with all relevant health and safety legislation;**
- **seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.**

The main hazards and risk control arrangements are detailed in Section 3.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

Signed

Chair of Governors

Signed

Health and Safety Governor

Signed

Head Teacher

Date

HEALTH AND SAFETY AT WORK POLICY

1.0 INTRODUCTION

1. This statement covers the activities of Deeping St James Primary School. It is to be read in conjunction with the general statement of safety policy issued by the Lincolnshire County Council and the Education Department's Health and Safety policy.

2. The Governors and Headteacher recognise the importance of safety, health and welfare, in the successful operation of all its activities. They believe in the active participation of every person within the organisation, in order to achieve and maintain the highest practicable standard of accident prevention. Success in this relies on initiative, teamwork and the co-operation of all staff.

3. The Governors and Headteacher are required by the Health and Safety at Work etc. Act 1974 to afford facilities for consulting with Trade Union safety representatives, and to establish safety committees where requested.

2.0 Organisation and General Responsibilities

Overall and final responsibility for health and safety is that of the Governing Body.

Day to day responsibility for health and safety is delegated to the Head Teacher

2.1 Governing Body

Are responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored by direct involvement or by considering inspection reports;
- actions are prioritised where resources are required;
- health and safety is an agenda item at Governors' meetings;
- a Governor is given specific responsibility for health and safety;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- the Director of Education and Cultural Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

2.2 Head Teacher

The Head Teacher is responsible to the Governing Body for ensuring that:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;

- the significant findings regarding the above are recorded in the Health and Safety Policy;
- the arrangements are monitored to ensure they are working;
- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems in implementing appropriate health and safety standards are reported to the Governing Body;
- specialist help and assistance is obtained where necessary;
- the reports of health and safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitor

2.3 School Health and Safety Co-ordinator (if appointed)

Is responsible for assisting the Head Teacher with the above and specifically for:

- liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented;
- monitoring the health and safety standards of the school on a day to day basis, reporting any problems that cannot be rectified to the Head Teacher.

2.4 All Employees

Are responsible for:

- taking reasonable care for their own health and safety and that of other employees and visitors who are affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Head Teacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangement

2.5 Pupils

Pupils are expected:

- to exercise personal responsibility for their own health and safety and that of their classmates;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of teachers.

2.6 Health and Safety Assistance

The Health and Safety Team is appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999 and is responsible for providing the health and safety assistance as and when requested. The Team can be contacted on 01522 552205 or E-Mail lzc@lincolnshire.gov.uk

3.0 Arrangements and Significant Findings of Risk Assessments

3.1 General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags are not to be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Caretaker or Site Manager.

Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the Caretaker. Staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Caretaker. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

Pupils are reminded on a regular basis about the risk of fingers being trapped in doors. The Caretaker is responsible for checking routinely that the self closers operate properly, ensuring that adjustments are carried out if doors close too quickly. Most doors have been fitted with finger protector strips to eliminate the risk of injury.

All radiator spindles must be fitted with a hand wheel or cap to prevent penetration injuries.

Heaters with hot surfaces are fitted with guards to prevent injuries and hot water temperatures in pupils' areas are set so as not to exceed 43 degrees C to prevent

scalding.

Running is not permitted within the school building (apart from in PE halls during PE) and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

3.2 Guardrails on Stairs and Landings

Falls down stairwells are a major risk to pupils in schools with multiple floors. To minimise the risks, staff must ensure good discipline in these areas, making sure that pupils do not run or play about on stairs or landings. The guardrails on the stairs and landings have been checked to ensure they meet the requirements of the Health and Safety (Workplace) Regulations 1992 (at least 900mm on stairs, measured vertically from the stair nose to the top of the rail and at least 1100mm on landings, both sufficiently in-filled so that gaps do not exceed 100mm and which prevent easy climbing).

3.3 Vulnerable Glazing

The vulnerable areas of glazing have been protected with anti-shatter film to prevent serious injuries in the event of breakage. This includes all wired glass in doors/sidepanels and below 800mm from the floor. In addition, the glazing in windows facing the play ground and all glazing below 2 metres in the hall have been safeguarded.

3.4 Electrical Equipment

Staff shall not attempt repairs nor make modifications to electrical equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.

Only electrical equipment provided by the school shall be used. Formal visual inspections/tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger. Low risk office equipment, such as computers where the mains cables are organised to prevent damage, are unlikely to require maintenance to prevent danger and are not included.

Staff are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

It is essential that, where portable electrical equipment is used outdoors, a residual current device (RCD) is used to reduce the risk of serious electric shock. Staff must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

3.5 Working at Heights

Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

The need to reach things at heights should be eliminated wherever possible e.g. displaying pupils' work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following rules followed:

Staff shall not use ladders or step ladders if they are working alone in or around the school; if an incident occurs there is no one to call for assistance.

Before using a ladder or step ladder, make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturers' instructions by a person who is competent, having received sufficient instruction and training.

Ladders and Step Ladders - General Rules

- Check that equipment is in good condition, do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects.
- Check the ladder is clear of overhead electrical cables.
- Set the ladder at the correct angle (1 out to every 4 up)
- Never climb higher than the fourth rung from the top to ensure adequate hand hold.
- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down.
- Move ladders and step ladders so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible; this ensures the ladder cannot slip sideways or backwards and whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3m in length, where securing or footing is not practical, can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non slippery surface.
- Ladders over 3m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse.
- Stand the ladder or step ladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use; make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position.
- Step ladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform on a step ladder unless it is constructed with a secure hand hold.

- Always spread step ladders to their fullest extent for stability and check that retaining hinges/cords/clips are secure.
- Whenever possible place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable; where this is unavoidable another person should support the steps to prevent them tipping

3.6 Substances Hazardous to Health

Where possible all substances used in the school should be non hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and - when necessary - disposed of in accordance with the manufacturers' instructions. Staff should be aware of the requirement to assess the risks to health of any hazardous substances brought into the school to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.

Some hazardous substances are unavoidable: the COSHH assessment for cleaning substances and legionella bacteria are given below. The control measures for the hazardous substances used in Science, Technology, Art (and Catering where applicable) are as recommended in the relevant section.

School Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for general purpose cleaning in the school.

These substances are necessary; substitutes without these hazards are considered not to be effective.

The following measures are used to control the risks to health from the use of these substances:

- The substances are kept secure at all times when not in use to prevent access by pupils and unauthorised persons.
- The substances are only to be used as directed by the manufacturers on the containers.
- Substances shall not be mixed together. This is particularly important with bleach, where toxic fumes can be generated if this is mixed with other substances.
- Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, excema or dermatitis. Contact with the skin is to be avoided by the wearing of protective gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.
- Accidental splashing on the skin or in the eyes needs to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Head Teacher and, where appropriate, to a medical practitioner.
- Where substances are transferred into smaller containers for use, they are marked with their contents, dilution ratios and appropriate hazard sign.

The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

Legionella Bacteria

There is a small risk of legionella bacteria developing in the domestic water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons. A company specialising in water hygiene has been commissioned to assess the risks and the recommended remedial work has been carried out to prevent contamination and stagnant water gathering in dead legs of pipework etc. In addition, the Caretaker is responsible for ensuring that shower heads are cleaned and the hot and cold water services are thoroughly run through prior to the school re-opening after more than 5 days closure. This is recorded.

3.7 Fire Risk Assessment

A fire risk assessment has been carried out as required by the Management of Health and Safety at Work Regulations 1999. The significant findings of the fire risk assessment are attached to the back of this policy.

3.8 Manual Handling of Items and Loads

Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all staff. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Head Teacher.

When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.

Special care is to be exercised where pupils are involved with the moving of objects eg moving trampolines or pianos. Staff are required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided, is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

The following operations have been assessed and, along with the manual handling training that has been provided, are considered to be adequate to reduce the risks to the lowest extent reasonably practicable.

Chair and Table Moving

Measures to reduce the risk of injury:-

- using correct lifting techniques;
- carrying no more than 3 chairs at a time;
- using special trolley for moving stacks of chairs;
- carrying no more than 1 table at a time (single tables);
- obtaining assistance where the timescale involved could lead to over-exertion.

Miscellaneous Packages and Items

Measures to reduce the risk of injury:-

- using correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance where the weight/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards etc

Measures to reduce the risk of injury:-

- using the correct lifting techniques

3.9 Moving and Handling Assistance for Pupils with Special Needs

An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors.

The assessment will identify the moving and plan appropriate for each pupil. The hierarchy of measures in these plans shall be as follows:

- Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and, where appropriate, encouraging pupils to move themselves or by re-organising activities.
- Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable; training for staff in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.
- The moving and handling plans will be recorded in the pupil's care plan.
- The assessments shall be reviewed each term or when significant changes occur.

3.10 Display Screen Equipment (DSE)

Computer equipment is used extensively by staff in the school office and teachers. These members of staff have been designated as ‘users’ under The Health and Safety (Display Screen Equipment) Regulations 1992.

‘Users’ are provided with information and training about the risks to their health and how to minimise them.

Workstations used by the above ‘users’ have been assessed to ensure they satisfy minimum requirements and the risks are reduced to the lowest level reasonably practicable.

Frequent changes of activity occur, therefore no special breaks need to be planned into work routines to prevent the onset of fatigue.

‘Users’ are entitled to eye tests and any special spectacles required for display screen work. Initially ‘users’ are to request these through the Head Teacher who will provide referral letters to take to an optician of their choice.

Work related upper limb disorders such as pain to the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged work stations and organisational systems will minimise the risks of these disorders. Staff should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

3.11 Smoking at Work

Smoking is not permitted in the school or in any part of the school grounds – this includes e-cigarettes and vaping. This is to prevent unwanted exposure to environmental tobacco smoke (or the like) which is a health hazard and, in cigarette’s case, to minimise the risk of fire.

3.12 Contractors’ Activities

Construction and maintenance work involves major hazards, and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The school has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on the County Council’s approved list, or can show in some other way that they are competent to carry out their work in accordance with the relevant statutory provisions, will be selected for work on the premises. Before work commences, the Head Teacher or delegated members of staff must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, staff and visitors. The Head Teacher or delegated member of staff shall then monitor the contractor’s activities to ensure the arrangements are adequate. Any situation where the control measures are insufficient must be raised immediately with the contractors.

The Construction (Design and Management) Regulations 1994 (CDM Regulations) will apply to larger projects. i.e. all demolition work irrespective of size, and construction work which involves more than four persons or takes longer than 30 days. In these

cases the Head Teacher or delegated member of staff is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

3.13 First Aid Arrangements

Having staff trained in emergency first aid is considered to be appropriate for the risks and numbers of persons present. It is the policy of the school to train as many teachers and midday meal supervisors as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and Mrs Holden is responsible for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly. In these cases an ambulance can be summoned from the telephone in the office.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head Injuries

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non significant head bumps which show no signs or only slight reddening. See Appendix.

Other Injuries

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Infection Control

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Public Health Agency poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the Staffroom and in Reception.

3.14 Pregnancy and Work

Staff who become pregnant shall inform the Head Teacher so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Advice on pregnancy and work is given in the County Council leaflet PO/EL/12 and in the Department of Health poster 'Guidance on infection control in schools and nurseries' which is displayed in the staffroom.

3.15 Young persons working or on work experience in the school.

If young persons come to the school to work, or are on work experience, special Regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory school age. Where such young people are involved, specific risk assessments need to be undertaken to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced member of staff who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are aware of this, they shall be informed as described above; a copy of this policy shall be forwarded to them with the confirmation letter.

3.16 School Security

Access to the school is only via the Reception entrance which is monitored at all times to prevent unauthorised access.

All other doors are locked from the outside to prevent unauthorised access but these can be readily opened from the inside in case of emergency.

In addition there is a security gate at the front of school with a video camera to monitor people on and off the site.

The car park is away from pupil access.

When pupils are outside at play times or during sports they are supervised closely.

All visitors are required to report to the Reception Office or to the Caretaker on arrival.

The names of all visitors and their time of arrival and departure should be recorded and a badge issued for identification whilst on the school site.

Unknown persons on the school site not wearing a visitor's badge are to be asked what they are doing and if they require assistance. In some cases it may not be appropriate for a lone member of staff to make this approach; in these cases the Head Teacher is to be informed and, if necessary, the police called for assistance.

3.17 Violence at Work

The school seeks to minimise staff vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from pupils or parents and further action such as

exclusion/banning/prosecution will be considered. The following steps should be followed:

- Staff who have any qualms about parental interviews should arrange for a colleague to be present;
- Staff should not become confrontational even if provoked; offer to arrange another meeting with senior colleagues and close the interview;
- Do not hold meetings with parents in isolated classrooms and have clear objectives and a set timescale;
- Do not make home visits alone;
- If verbally or physically abused, leave or call for assistance immediately;
- Staff should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Head Teacher. This will enable incidents to be monitored, investigated, and appropriate action taken.

A register is kept of those who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.

- Staff who suffer violence at work will be sympathetically treated and a variety of support systems are available.

Further advice on violence at work is given in the leaflet PO/EL/18.

3.18 Educational Visits

Staff should note that pupils face far higher risks on school visits than they do in the school. The hazards of all visits must be identified and appropriate risk control measures built into the arrangements. A summary of these must be recorded for all visits undertaken. 'Health and Safety of Pupils on Educational Visits' is used as a guide for the risk control arrangements.

Farm visits pose a risk of infection and the precautions are detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' and the DfEE memo on this subject must be followed. This poster is displayed in the Staffroom.

3.19 Medicines and Infection Control

The storage and provision arrangements for pupils' medicines are set out in a separate statement in the Supporting Children with Medical Needs Policy.

Pupils who are unwell with an infectious disease should not be at school and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in

the Department of Health poster 'Guidance on infection control in schools and nurseries'. This poster is displayed in the Staffroom.

3.20 Injury Reporting

Minor injuries to staff and pupils shall be recorded in the accident book by the person administering first aid.

The Head Teacher is responsible for ensuring that the on line incident form is completed for more serious injuries and for carrying out the statutory reporting procedures for 'major' and 'over 3 day absence' injuries as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

This form must be used to notify the Health and Safety Executive (HSE) of any 'major' injuries to staff, pupils or visitors and any 'over 3 day absence' injuries to staff.

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation such as lack of care, not those which arise from play or sport activities or which arise from health condition.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

All 'major' injuries must be notified to the HSE immediately by telephone 0115 971 2800, and on the on-line incident form within 10 days.

'Over 3 day absence' injuries to employees do not require telephone notification but the PO3 form must arrive at the HSE within 10 days of the injury.

Some incidents which do not result in injury must be reported by telephone and PO3 form to the HSE. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing sectors but some, such as a fire or electrical short circuit which disrupts activities for more than 24 hours or the failure of a lift, will apply.

The Health and Safety Team (01522 552205) shall be contacted if in doubt about these reporting procedures.

3.21 Statutory Notices

The Head Teacher is responsible for ensuring that a 'Health and Safety Law' poster is displayed in the offices where staff can read it.

In the case of a foundation school the Head Teacher shall also ensure that a current copy of the employers liability insurance certificate is displayed where staff can see it.

3.22 Health and Safety Consultation

Health and safety is a regular item on the agenda of staff and full governors' meetings at the school.

3.23 Staff Induction Procedures

The capabilities of all new members of staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:-

- Evacuation procedures;
- First aid and injury reporting arrangements;
- Any other relevant emergency procedure.

3.24 Physical Education, Sport and Play Activities

Most injuries to pupils occur during these activities.

General rules for play times:

A sufficient number of staff will be available to supervise play times and will be positioned where they can see all pupils.

Staff shall watch for and control over-enthusiastic behaviour and ensure that there is no overcrowding on certain pieces of equipment.

The retrieval of balls from neighbouring gardens by climbing fences or entering without specific permission is prohibited.

Fixed outdoor play equipment shall be visually inspected on a daily basis by staff or the caretaker. All play equipment is annually inspected by a specialist contractor.

General rules for sport and physical education

It is the policy of the school to follow the guidance in the document 'Safe practice in Physical Education' published by the British Association of Advisers and Lecturers in Physical Education (BAALPE) and the guidance from the relevant national governing body for the activity concerned.

Only suitably qualified members of staff are to supervise physical education and particular attention should be paid to the following:

- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played;
- Ensure pupils are involved in activities appropriate to developing their existing abilities;
- Staff shall position themselves where they can see all pupils;
- Appropriate clothing should be worn at all times. Loose and floppy clothing should be tucked in shorts; no baggy tops should be allowed;
- Long hair should be tied back;
- Watches, large rings and all earrings must be removed;
- Sports areas and pitches should be checked before activities start, to make sure there are no dangerous objects around the side of the hall or any of the outside areas being used;
- Ensure all equipment is safely set up before using;
- Check equipment for signs of wear/defect regularly;
- Limit the number of pupils using any one piece of apparatus – this also applies to the trim trail;
- Set up apparatus with adequate spacing between each item;
- If pupils are involved in moving equipment, make sure this is done using the correct techniques with enough pupils to ensure that they do not have to struggle;
- Apparatus being used should be at least two metres from any wall;
- Pupils must be supervised at all time in the hall;
- Make sure that equipment is put away safely.

3.25 Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas, are a major risk and can cause serious, even fatal injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the school premises. In particular:

- Pupils shall not be allowed on the playing field whilst grass mowing takes place;
- Pedestrians must use the separate entrance provided;
- Delivery and contractors' vehicles must be prevented from entering the premises at school starting and leaving times;

3.26 Science, Technology and Art

Teachers shall ensure that:

- Sharp knives and sharp ended scissors are stored securely and only used by older pupils under close supervision.
- Round ended scissors to be used where possible.
- Only non-hazardous paints and glues are used.
- Pupils shall be shown how to use the simple hand tools available to them in the classroom safely and it must not be assumed that they have been taught this previously because they have used the tools before.
- Eye protection is used by pupils where materials or tools are likely to produce chips or splinters which fly off.
- Hot wire polystyrene cutters are only to be used in well ventilated rooms.
- Pupils do not use spray glue.
- Only low temperature glue guns are to be used by pupils
- In cookery lessons the quantities of hot liquids are to be kept to a minimum and pans positioned so as not to be knocked over.

3.27 Statutory Engineering Inspections

Thorough examinations are carried out by engineers from an Insurance Company every year for the passenger lift to the first floor. The reports from these examinations are reviewed by the Head Teacher who will initiate any necessary action to prevent danger. The reports are then kept available for inspection for at least 2 years.

3.28 Working Alone - see separate Lone Working Policy

Some activities involve special risks and shall not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below. These require specific risk control measures which are not detailed here.

Working at heights of more than 2 metres (from floor to feet position).

Moving and handling tasks where assistance is required to minimise the risk of injury.

Work in roof spaces.

Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.

If a member of staff is working alone on the field/on the playground e.g. in an afterschool club, then they will need to take a walkie talkie out with them and ensure that there is a member of staff briefed to respond to any emergency whilst on the playground/field.

3.29 Working Time

The school recognises that when people work too many hours, their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks. Normal school arrangements usually ensure that staff receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some members of staff, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any member of staff whose workload dictates that they are required to work excessive hours should raise this with the Head Teacher.

Risk Assessment Procedures

Risk assessments shall be recorded on the attached form and will be stored in electronic copy on the school server and in hard copy in the main school office.

Risk assessments will be reviewed every year or when circumstances change.

Significant Findings of Risk Assessments

Assessment Number		Area/Activity		Carried out by		Date	
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk

Assessment Number	Area/Activity
1.	Caretaker's Activities
2.	Legionella Bacteria
3.	Asbestos
4.	School Security and Vehicle Hazards
5.	Pupil Play Activities
6.	Pond
7.	School Corridors (Risk Assessment Attached)
8.	Classrooms
9.	PE Activities
10.	Hall
11.	ICT Room
12.	Office
13.	Staffroom
14.	Design and Technology Activities
15.	Science Activities
16.	Educational Visits and Trips.
17.	Clay Work and Kiln Operations.
18.	Pupils' Toilets
19.	Work Related Stress
20.	Violence at Work
21.	Contractors' Activities
22.	Working Alone
23.	Moving and Handling Assistance for Pupils with Special Needs
24.	Initial Risk Assessment for Expectant Mothers
25.	Fire Risk Assessment

The school may not hold risk assessments which do not apply to the school e.g. ICT Room, Kiln Operations risk assessment. Electronic versions of these model risk assessments are available from **corporatehealth&safety@lincolnshire.gov.uk**

Significant Findings of Risk Assessments

Assessment Number	1	Area/Activity	Caretaker's Activities	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Manual handling: Moving furniture and equipment. Distributing supplies of paper, books, clay etc. to where needed in the school. Litter picking.	Caretaker	Suitable barrows and trolleys provided. Large items are split down where necessary. Assistance is available for heavy/large objects. Protective gloves provided. A long handle grab is provided for litter picking to reduce bending. Staff have been provided with manual handling training to reduce the risk of injury.	Yes	
Falls from heights: Clearing gutters. General cleaning. Changing light tubes.	Caretaker	All work above 3 metres from the ground is contracted to specialists. Suitable length aluminium stepladders are provided. (Additional risk assessments are required for the use of ladders and mobile scaffold towers) Stepladders are checked regularly and records kept, see attached sheet. General rules for the use of stepladders have been drawn up (attached). Caretaker is physically fit and comfortable using stepladders for work up to 3 metres from the ground.	Yes	

Electricity	Caretaker	<p>Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. See pre use checklist.</p> <p>Electrical equipment inspected and tested annually.</p> <p>Electrical installation inspected and tested every 5 years.</p> <p>Modern double insulated vacuum cleaners provided.</p> <p>Lights switch off prior to changing tubes.</p> <p>RCD protection to be used when using mains equipment outdoors.</p>	Yes	
Cleaning Substances	Caretaker Cleaners	<p>Only non-hazardous or low hazard (those labelled 'Irritant' or 'Harmful') substances are used.</p> <p>(Additional risk assessments are required for the use of any substances marked 'Toxic', 'Corrosive' or 'Highly Flammable')</p> <p>Manufacturer's safety data sheets kept available for the substances used.</p> <p>Caretaker and cleaners have been trained in the correct use and health and safety requirements for the cleaning substances.</p> <p>All containers are marked with their contents and kept secure when not in use.</p> <p>Chemicals are diluted and used in accordance with manufacturers instructions.</p> <p>Chemicals are not mixed together.</p> <p>Protective gloves are provided and used.</p>	Yes	
Gas fired boilers		<p>Modern gas boilers installed and serviced regularly by CORGI engineers.</p>	Yes	

Working alone	Caretaker Cleaners	<p>Working alone on the premises is avoided where possible, where not the following measures are implemented:</p> <ul style="list-style-type: none"> • the school is secured to prevent unauthorized persons entering • high hazard work such as using stepladders is not to be carried out • a mobile phone to be kept readily available to summon assistance if required. • Staff shall inform another person who is to make contact/raise the alarm if they are overdue 	Yes	
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Rules for Using Stepladders and Record of Inspections

Rules for Using Stepladders

1. Stepladders shall only be used for short duration work up to 3 metres from the ground that can be done safely.
2. Stepladders must be visually checked before use, do not use equipment with defective feet, stiles, rungs, steps, hinges, cords or clips etc.
3. Stepladders must be long enough to reach the work and provide a secure handhold. Do not use the top 2 steps unless a suitable handhold is available on the stepladder.
4. Always spread stepladders to their fullest extent for stability and check retaining hinges/cords/clips are secure.
5. Whenever possible place stepladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on stepladders should be avoided because it is less stable, where this is unavoidable another person should support the steps to prevent them tipping.
6. Move stepladders as necessary to avoid the need to overreach.
7. When climbing a stepladder have at least one hand free to hold on, carry light tools and equipment in pockets or a holster/tool bag slung over the shoulder or use a hoist line or get a colleague to pass items up.
8. When working from a stepladder hold on with one hand where possible and only have both hands free where you are protected by platform guardrails or you are straight up and leaning into stepladder.

List of stepladders used on the site

– Stepladder No	– Description
–	–
–	–
–	–

Record of monthly inspections of the above stepladders

– Stepladder No	– Date	– Comments	– Carried out by:
–	–	–	–
–	–	–	–
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Portable Electrical Equipment – Pre-Use Checklist

Pre-use checks should be carried out on portable equipment such as electric tools, garden & kitchen equipment, fans, irons, visual aid equipment, phone & laptop chargers, floor cleaners and extension leads to make sure they are in good condition.

Pre-use checks should be carried out as follows:

1. Switch off and unplug the equipment before you start any checks.
2. Check that the plug is not damaged and that the cable is properly secured with no internal wires visible.
3. Check the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector.
4. Check that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards
5. Check for burn marks or staining that suggests the equipment is overheating.
6. Check that any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.
7. If you are concerned about the safety of the equipment you should stop it from being used and report it to your manager or supervisor.

Significant Findings of Risk Assessments

Assessment Number	2	Area/Activity	Legionella Bacteria	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Inhaling droplets of water contaminated with Legionella bacteria	Employees Pupils Visitors Contractors	<p>An assessment of the water systems in school has been carried out by specialists. Remedial work identified in this assessment has been carried out.</p> <p>All outlets except the shower are used regularly during term time and flushing is not required.</p> <p>The Caretaker flushes the shower through weekly and keeps records.</p> <p>The Caretaker flushes all outlets before school resumes after closures of more than one week.</p> <p>The Caretaker checks water temperatures on a monthly basis and keeps records to ensure:</p> <ol style="list-style-type: none"> 1. Hot water is stored above 60 deg C. 2. Hot supplies are a min. of 50 deg C after 1 minute. 3. Cold supplies are a max of 20 deg C after 2 minutes. 	Yes	

Significant Findings of Risk Assessments

Assessment Number	3	Area/Activity	Asbestos	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Inhaling asbestos fibres.	Employees Pupils Visitors Contractors	<p>Specialists have carried out a full asbestos survey of the premises and all high risk asbestos containing materials have been removed.</p> <p>An asbestos management plan (attached) has been implemented for the low risk asbestos containing materials left in the school.</p>	Yes	

Asbestos Management Plan
<i>All contractors must report to Reception where they will be shown the Asbestos Register.</i>
<i>Contractors must sign the record sheet (attached) to confirm they have been notified of the asbestos containing materials (ACM's) in the school and they will not disturb them.</i>
<i>All building works to be planned in advance and checks made to ensure ACM's are not affected.</i>
<i>All building works to be monitored by the Head teacher & Caretaker to ensure ACM's are not disturbed.</i>
<i>Specialist assistance to be obtained from the Premises Advisor if it is likely that ACM's need to be disturbed.</i>
<i>The Asbestos Register Section at HBS Property to be informed if ACM's are removed or treated in any way by specialists.</i>
<i>The condition of ACM's is to be monitored on a monthly basis by the Caretaker to ensure no deterioration, damage or disturbance. Monitoring records are kept on the attached sheet.</i>
<i>Entry to any areas where deterioration, damage or disturbance to ACM's occurs shall be prohibited and urgent remedial work by initiated by specialists.</i>

Contractor's Signing-In Sheet

- 1. I confirm that the Asbestos Survey Report has been brought to my attention and my work will not disturb these materials.**
- 2. I also confirm I will not disturb any potential ACM's I discover which are not listed on the above and report these immediately to the Head teacher/Caretaker.**

[illegible]

Asbestos Containing Materials (ACM's) Monitoring Records

[illegible]

***If No, state what action has been taken to rectify defects.**

Significant Findings of Risk Assessments

Assessment Number	4	Area/Activity	School Security and Vehicle Hazards.	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Being run over or colliding with vehicles in school car park and loading/delivery area.	Pupils Staff Visitors	<p>Pupils are excluded from the vehicle entrance and car park, a separate pedestrian entrance is provided for pupils and their areas are totally separated from vehicle movements.</p> <p>Parking and turning room is tight and care must be exercised by drivers, particularly when reversing.</p> <p>A speed hump installed on vehicle entrance.</p> <p>Parent's cars are not allowed within the school.</p> <p>Buses park at the kerbside adjacent to the school entrance before finishing time.</p> <p>Pupils wait in the playground until called forward and sufficient staff are provided to escort pupils safely onto the buses.</p> <p>Taxis drop pupils off at the main pupil entrance.</p> <p>Taxis arrive before finishing time and wait in designated areas away from pedestrian routes.</p> <p>Pupils wait in school until they are escorted to taxis.</p>	Yes	

Pupils leaving school without supervision and going missing or being involved in an accident with vehicles on the road outside the school.	Pupils	<p>The school is securely fenced and the pupil gate is locked after school starting time and remains locked until the end of the school day. The only way in & out during the school day after this is via the accessed controlled Reception door.</p> <p>Class teachers ensure that younger pupils leave school at the end of the day into the care of a recognised person.</p> <p>Older pupils are only allowed out with the permission of parents to leave unaccompanied.</p>	Yes	
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Significant Findings of Risk Assessments

Assessment Number	5	Area/Activity	Pupils' Play Activities	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
General play hazards.	Pupils	Playground rules drawn up and enforced by staff. From 8.40 am the playground is supervised. Parents are encouraged not to send their children in before this time. Staff supervise the playgrounds at break times. Ball games only permitted in designated areas and restrictions are put on the types of balls used. Good surface maintained on playgrounds.	Yes	
Slip, trips and falls.	Pupils Staff	Playground and outside walkways maintained in good condition. Leaves cleared up to prevent slipping hazard. Rock salt stocked and spread on slippery areas in frost and snow conditions.	Yes	
Injuries from climbing fences surrounding the sports field to receive balls from gardens.	Pupils Staff	The retrieval of balls from neighbouring gardens by climbing fences or entering without specific permission is prohibited.	Yes	

Finger traps and collisions from outward opening doors to playground.	Pupils	Finger guard strip fitted to the hinge side of doors. Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps. Drop bolts fitted to hold doors open and prevent violent closing.	Yes	
Collisions with glazing in doors and low level windows.	Pupils	All glazing in doors and low level glazing has been safeguarded with anti-shatter film.	Yes	
Falls and bumps whilst entering school at start of the day and after breaks.	Pupils	A closely supervised system is used to manage the pupils into the school in an orderly fashion.	Yes	
Injuries from playing on logs	Pupils	Top edges of the logs have been chamfered to minimise injury severity if a pupil slips and falls. Close supervision by staff.	Yes	

Outdoor play equipment	Pupils	<p>Play equipment meets requirements of European Standards for Play Equipment EN1176 and has been installed by a competent (ROSPA listed) supplier.</p> <p>Annual thorough examinations take place by an independent specialist.</p> <p>Formal monthly inspections are carried out by staff and records kept.</p> <p>Pre-use visual checks are carried out by staff.</p> <p>Pupils are closely supervised whilst using the equipment to prevent unsuitable behaviour and misuse.</p> <p>Pupils must wear suitable clothes.</p> <p>Equipment is not used in poor weather conditions.</p>	Yes	
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Significant Findings of Risk Assessments

Assessment Number	6	Area/Activity	Pond	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Drowning in pond	Pupils	<p>The pond area is secured by a fence and a locked gate to prevent pupils gaining unsupervised access. (The fence is 1.1 metres high with 100mm spaced vertical bars in accordance with ROSPA recommendations.)</p> <p>Close supervision is provided by staff during visits to the pond area.</p> <p>The pond is not deep (less than 500mm) and has gradually sloping sides. This allows Staff to easily carry out a wading rescue if a pupil falls in.</p>	Yes	

Significant Findings of Risk Assessments

Assessment Number	7	Area/Activity	School Corridors	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Pupils Staff	Floor surfaces carpeted and maintained in good condition. Minor defect report book kept outside Caretaker's Room for staff to notify any problems. Book checked regularly and defects attended to on the same day where possible. Trailing cables avoided. Main corridors kept clear and at least 1 metre clear passage route maintained in other corridors.	Yes	
Pupils colliding with one another.	Pupils	No running allowed in the school and good pupil discipline maintained. A one-way system through the double swing doors is enforce	Yes	
Lacerations from the breaking of glazed panels in corridor fire doors.	Pupils Staff	Anti shatter film fitted to wired glazing panels to prevent serious lacerations if glass is broken.	Yes	
Finger traps in hinge side of corridor fire doors.	Pupils	Finger guard strip fitted to the hinge side of doors. Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps.	Yes	

Significant Findings of Risk Assessments

Assessment Number	8	Area/Activity	Classrooms	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Pupils Staff	Floor surfaces carpeted and maintained in good condition. Minor defect report book kept outside Caretaker's Room for staff to notify any problems. Book checked regularly and defects attended to on the same day where possible. Furniture and equipment organised to provide clear walkways. Trailing cables avoided.	Yes	
Falls from heights whilst putting up displays.	Staff	Max height of displays is 2.5 metres. Chairs shall not to be used for putting up displays; stepladders are readily available in all areas.	Yes	
Falls from heights whilst reaching items on upper shelves in store rooms and falls of items from shelves.	Staff	Max height of shelves is 1.85 metres. Chairs shall not to be used; step stools and stepladders are readily available in all areas. No climbing on boxes or up racks. Items stored carefully on shelves to prevent falls.	Yes	
Manual handling boxes of paper/books, trays of lunch boxes and other items for teaching.	Staff Pupils	Most items weigh below 15kg. Larger loads can be split down to reduce weight or assistance obtained from other staff. Staff have been provided with manual handling training to reduce the risk of injury. Barrows and trolleys are available and assistance is available. Staff ensure that any manual handling carried out by pupils is well within their capabilities.	Yes	

Electricity	Staff Pupils	<p>Low risk office type electrical equipment used, most is modern double insulated equipment for audio and visual aids.</p> <p>Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. See pre use checklist attached.</p> <p>Electrical equipment inspected and tested annually.</p> <p>Electrical installation inspected and tested every 5 years.</p> <p>Socket outlets in nursery and reception classes are fitted with blanks to prevent contact with the live electrical terminals.</p> <p>RCD protection to be used when using main equipment outdoors.</p>	Yes	
Lacerations from the breaking of glazed panels in windows and doors.	Staff Pupils	Anti shatter film fitted to glazing panels in doors and any windows below 800mm. to prevent serious lacerations if glass is broken.	Yes	
Finger traps from doors.	Pupils	<p>Finger guard strip fitted to the hinge side of doors.</p> <p>Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps.</p> <p>Drop bolts fitted to outward opening doors to hold doors open when required to prevent violent closing.</p>	Yes	
Electric oven & hotplates in hall	Pupils	Pupils do not handle hot items and are closely supervised and kept well clear.	Yes	
Legionella bacteria in water system supplying sinks	Pupils Staff	<p>Cold water supplies only at the sinks.</p> <p>Aerosol generation is low.</p> <p>See separate Legionella assessment.</p>	Yes	
Fire		See separate fire risk assessment.	Yes	

Significant Findings of Risk Assessments

Assessment Number	9	Area/Activity	PE Activities	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Injuries from grounds maintenance activities	Staff Pupils	School activities do not take place whilst contractors are mowing the grass and carrying out other grounds maintenance work.	Yes	
General PE activities	Pupils	PE safety rules have been drawn up and all activities are closely supervised by staff and carried out in accordance with BAALPE guidelines. Outside pitches and equipment are checked prior to use.	Yes	
Gym equipment: Wall bars, ropes benches, stands, agility tables, vaulting boxes, and mats.	Pupils	All equipment inspected annually by independent specialists and repaired or replaced where necessary to prevent danger. All activities closely supervised by staff and carried out in accordance with BAALPE guidelines.	Yes	
Manual handling gym equipment i.e. benches, vaulting box, stands, agility tables and mats etc.	Staff Pupils	Team lifts used to reduce risks. Larger loads are split down where possible to reduce weight. Staff have been provided with manual handling training to reduce the risk of injury. Trolleys provided for gym mats and these only moved by two persons because of the high weights involved. Pupils carry items in teams to reduce risks. Staff ensure that any manual handling carried out by pupils is well within their capabilities.	Yes	

Significant Findings of Risk Assessments

Assessment Number	10	Area/Activity	Hall	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Pupils Staff	Polished wood block floor is kept in good condition and not excessively slippery. Trailing cables avoided or covered. Equipment store kept tidy to reduce risks of falls. Spillages and food droppings from meal times are cleaned up promptly.	Yes	
Falls from heights whilst putting up displays.	Staff	Max height of displays is 3 metres. Suitable length aluminium stepladders are provided. Stepladders are checked regularly and records kept, see attached sheet. General rules for the use of stepladders have been drawn up (attached). Only staff who are physically fit and comfortable using and stepladders carry out this work. At least two staff carry out this work to reduce risks from manual handling/falls and to keep persons clear whilst the work is going on.	Yes	
Falls from stage	Staff Pupils Visitors	Stage is only low - 0.6 metres. Removable steps provided. Pupils supervised closely when on the stage.	Yes	

Manual handling chairs and tables for meal times.	Staff	<p><i>Wheeled, folding table/chair units have been provided to minimise manual handling. These can be set out and put away easily by one person.</i></p> <p>14 Tables are folding and stacked individually on a trolley which is to be moved by two people and chairs are folding and stacked on a trolley which is also to be moved by a minimum of two people. New staff will be provided with manual handling training to reduce the risk of injury.</p>	Yes	
Electricity	Staff Pupils	<p>Low risk office type electrical equipment used, most is modern double insulated equipment for audio and visual aids. Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. See pre use checklist attached. Electrical equipment inspected and tested annually. Electrical installation inspected and tested every 5 years. RCD protection to be used when using main equipment outdoors.</p>	Yes	
Lacerations from the breaking of glazed panels in windows and doors.	Staff Pupils	Anti shatter film fitted to glazing panels in doors and all windows in the Hall to prevent serious lacerations if glass is broken during PE activities.	Yes	

Injuries arising from whole school assemblies in the Hall.	Staff Pupils	<p>Pupils are led in/out in class groups and closely supervised by staff.</p> <p>Good pupil discipline is maintained because space is tight.</p> <p>Pupils sit cross-legged on the floor close up to one another and do not move until instructed by staff.</p> <p>Clear routes are maintained around the sides and back of the Hall to allow staff to move around without tripping over or stepping on pupils.</p> <p>An adequate number of exits are provided and a clear route is maintained from the corridor to the stage.</p> <p>The maximum time of whole school assemblies is less than 1 hour.</p> <p>Windows are opened before pupils come in to avoid the risks associated with moving around with pupils sat on the floor.</p>	Yes	
Finger traps and collisions from doors.	Pupils	<p>Finger guard strip fitted to the hinge side of doors.</p> <p>Self-closers fitted to doors to control the speed of closing and reduce the risks of collisions and traps.</p> <p>Drop bolts fitted to outward opening doors to hold doors open when required to prevent violent closing.</p>	Yes	
Fire		See separate fire risk assessment.		

Significant Findings of Risk Assessments

Assessment Number	11	Area/Activity	ICT Room (Same as General Classrooms plus items below)	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Computer workstation issues	Pupils	Suitable size chairs and desks are provided so that pupils can view the screen and operate the computer without having neck, back or arm strain. Blinds fitted to windows to prevent glare and reflections.	Yes	
Computer workstation issues.	ICT Teacher	ICT Teacher's workstation has been assessed and meets the minimum requirements of the DSE Regulations, see checklist attached. ICT Teacher has been trained how to set up their workstation to reduce risks. Changes of activity take place naturally to reduce the onset of fatigue.	Yes	
Electricity	Staff Pupils	Modern computer equipment is provided all of which is permanently sited with the mains cables organised to reduce the risk of damage.	Yes	

DSE Workstation Checklist

Name of User ICT Teacher	Location ICT Room	Date 15/8/05	
Checklist completed by	Any further action needed?	No	
You should be able to tick the 'Yes' box to all of the following:	Yes	No	Action required
Display Screen			
Are the characters clear and readable?	√		
Is the text size comfortable to read?	√		
Is the image stable i.e. free of flicker and jitter?	√		
Is the screen clean and do you have access to screen cleaning materials?	√		
Is the screen size suitable for the work you do?	√		
Are the brightness and contrast adjustable?	√		
Does the screen swivel and tilt?	√		
Is the screen free from distracting glare/reflections from windows/lights?	√		
Are suitable blinds provided where necessary and in adequate condition?	√		
Keyboard			
Is the keyboard separate from the screen?	√		
Does the keyboard tilt?	√		
Is it possible to find a comfortable keying position with support for your wrists?	√		
Are the characters on the keys easily readable?	√		
Mouse, trackball etc.			
Is the device suitable for the tasks it is used for?	√		
Is the device positioned closely so you can reach it without stretching or leaning?	√		
Is there support for your wrist and forearm on the desk or on chair arm?	√		
Does the device work smoothly at a speed that suits you?	√		
Can you easily adjust software settings for speed and accuracy of pointer?	√		
Software			
Is the software suitable for the task?	√		
Have you had adequate training in the use of the software?	√		
Furniture			
Is the work surface large enough to position the screen directly in front of you at a comfortable distance and for all equipment and papers etc?	√		
Can you comfortably reach all the equipment and papers you need to use?	√		
Are the work surfaces free from glare & reflections?	√		
Is the chair suitable and stable?	√		
Does the chair have working:	√		
• Seat back height and tilt adjustment?	√		
• Seat height adjustment?	√		
• Swivel mechanism?	√		
• Castors or glides?	√		
Is the chair adjusted correctly supporting the small of your back?	√		
Are your forearms horizontal?	√		
Are your eyes roughly the same height as the top of the	√		

screen?			
Are your feet flat on the floor? If not a footrest may be required.	√		
Environment			
Is there room under the desk for you to change position/vary movement?	√		
Is the space beneath your desk free of objects so that you can sit straight?	√		
Is the workstation free from cables that could cause trips and falls?	√		
Are the mains cables organised to avoid the risk of damage?	√		
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?	√		
Are the heat/humidity levels comfortable?	√		
Other Issues			
Have you been trained how to adjust your workstation to reduce health risks?	√		
Does your work involve activity changes or can you take regular short breaks?	√		
Have you been told of your right free eye tests and how these are obtained?	√		
Has this checklist covered all the issues you have with your workstation?	√		
Do you know to report any problems may you have with your workstation?	√		

Significant Findings of Risk Assessments

Assessment Number	12	Area/Activity	Office	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Staff	Floor surfaces carpeted and maintained in good condition. Minor defect report book kept outside Caretaker's Room for staff to notify any problems. Book checked regularly and defects attended to on the same day where possible. Furniture and equipment organised to provide clear walkways. All cabling positioned at rear of workstations to avoid the need for trailing cables avoided.	Yes	
Computer workstation issues.	Administrators	Workstation has been assessed and meets the minimum requirements of the DSE Regulations, see checklist attached. Secretary has been trained how to set up their workstation to reduce risks. Changes of activity take place naturally to reduce the onset of fatigue.	Yes	
Manual handling boxes of paper/books.	Staff Pupils	Most items below 15kg. Larger loads can be split down to reduce weight or assistance obtained from other staff. Staff have been provided with manual handling training to reduce the risk of injury. Barrows and trolleys are available and assistance is on hand for larger items.	Yes	

Electricity	Staff Pupils	Modern computer equipment is provided all of which is permanently sited with the mains cables organised to reduce the risk of damage. Electrical equipment inspected and tested annually. Electrical installation inspected and tested every 5 years.	Yes	
Photocopier	Staff	Modern photocopier marked with CE as a declaration of conformity to essential safety standards. Non hazardous toner used which is in cartridges designed to avoid toner contact with the skin. Photocopier serviced and maintained by suppliers. Ventilation provided to prevent the build of heat and fumes.	Yes	
Fire		See separate fire risk assessment.		

DSE Workstation Checklist

Name of User Secretary	Location Office		Date 15/8/05
Checklist completed by	Any further action needed? No		
You should be able to tick the 'Yes' box to all of the following:	Yes	No	Action required
Display Screen			
Are the characters clear and readable?	√		
Is the text size comfortable to read?	√		
Is the image stable i.e. free of flicker and jitter?	√		
Is the screen clean and do you have access to screen cleaning materials?	√		
Is the screen size suitable for the work you do?	√		
Are the brightness and contrast adjustable?	√		
Does the screen swivel and tilt?	√		
Is the screen free from distracting glare/reflections from windows/lights?	√		
Are suitable blinds provided where necessary and in adequate condition?	√		
Keyboard			
Is the keyboard separate from the screen?	√		
Does the keyboard tilt?	√		
Is it possible to find a comfortable keying position with support for your wrists?	√		
Are the characters on the keys easily readable?	√		
Mouse, trackball etc.			
Is the device suitable for the tasks it is used for?	√		
Is the device positioned close by so you can reach it without stretching or leaning?	√		
Is there support for your wrist and forearm on the desk or on chair arm?	√		
Does the device work smoothly at a speed that suits you?	√		
Can you easily adjust software settings for speed and accuracy of pointer?	√		
Software			
Is the software suitable for the task?	√		
Have you had adequate training in the use of the software?	√		
Furniture			
Is the work surface large enough to position the screen directly in front of you at a comfortable distance and for all equipment and papers etc?	√		
Can you comfortably reach all the equipment and papers you need to use?	√		
Are the work surfaces free from glare & reflections?	√		
Is the chair suitable and stable?	√		
Does the chair have working:	√		
• Seat back height and tilt adjustment?	√		
• Seat height adjustment?	√		
• Swivel mechanism?	√		
• Castors or glides?	√		
Is the chair adjusted correctly supporting the small of your back?	√		
Are your forearms horizontal?	√		
Are your eyes roughly the same height as the top of the screen?	√		

Are your feet flat on the floor? If not a footrest may be required.	√		
Environment			
Is there room under the desk for you to change position/vary movement?	√		
Is the space beneath your desk free of objects so that you can sit straight?	√		
Is the workstation free from cables that could cause trips and falls?	√		
Are the mains cables organised to avoid the risk of damage?	√		
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?	√		
Are the heat/humidity levels comfortable?	√		
Other Issues			
Have you been trained how to adjust your workstation to reduce health risks?	√		
Does your work involve activity changes or can you take regular short breaks?	√		
Have you been told of your right free eye tests and how these are obtained?	√		
Has this checklist covered all the issues you have with your workstation?	√		
Do you know to report any problems may you have with your workstation?	√		

Significant Findings of Risk Assessments

Assessment Number	13	Area/Activity	Staffroom	Carried out by		Date	15 August 2005
Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk			
Slips, trips and falls.	Staff	Floor surfaces carpeted and maintained in good condition. Minor defect report book kept outside Site Manager's Room for staff to notify any problems. Book checked regularly and defects attended to on the same day where possible. Furniture arranged to keep walkways clear. Items not stored on floor in places that could cause trips and falls.	Yes				
Electricity	Staff	Modern electrical equipment used. Implements not to be used to remove things from toaster. Pre use checks to be carried out and equipment withdrawn from use if defects are found or suspected. See pre use checklist. Electrical equipment inspected and tested annually. Electrical installation inspected and tested every 5 years.	Yes				
Scalds/burns from kettle and microwave oven/Oven in the Kitchen area in the Hall.	Staff	Careful use by staff to ensure hot water is not spilled or splashed whilst filling cups. The instructions on all prepared meals to be followed. Oven cloths used to avoid burns from hot items. Care to be used to ensure metallic items are not placed in the microwave oven.	Yes				
Cuts from sharp knives	Staff	Clean knives kept in a jar with points downwards. Knives not left in washer up water.	Yes				
Fire		See separate fire risk assessment.					

Significant Findings of Risk Assessments

Assessment Number	14	Area/Activity	Design & Technology Activities.	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Cuts from the misuse of hack saws and snippers. Penetration injuries to eyes and skin from the misuse of screwdrivers. Injuries from the misuse of hammers. Injuries from misuse of hand drills. Burns from glue guns.	Pupils	<p>The Qualifications and Curriculum Authority (QCA) schemes of work are followed for Key Stages 1, 2 & 3.</p> <p>The advice and guidance detailed in the CLEAPSS Primary Design and Technology Publications are implemented to control the risks. Staff have access to these publications through the County Council's membership of CLEAPSS. In addition the following measures are in place:</p> <ul style="list-style-type: none"> • Pupils' Health and Safety rules have been drawn up and are enforced by staff. • Close supervision is provided to maintain good pupil discipline. • All tools are kept securely, checked before use and counted out and in. • Non hazardous materials are used. • Low hazard hand tools are used. • Aprons are worn during lessons. • Loose clothing is tucked in and long hair tied back where necessary to prevent entanglement and contact with glues etc. • Adequate space is arranged between pupils. • Safety spectacles are worn where there is a risk of eye injury. • Only low temperature glue guns are used. 	Yes	

Significant Findings of Risk Assessments

Assessment Number	15	Area/Activity	Science Activities.	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Burns from hot materials and substances. Low hazard substances and organisms. Low voltage electricity. Insects and small animals.	Pupils Staff	The Qualifications and Curriculum Authority (QCA) schemes of work are followed for Key Stages 1, 2 & 3. The advice and guidance detailed in the CLEAPSS Primary Science Publications are implemented to control the risks. Staff have access to these publications through the County Council's membership of CLEAPSS.	Yes	

Significant Findings of Risk Assessments

Assessment Number	16	Area/Activity	Educational Visits and Trips.	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
<p>Travel and activity hazards dependent on type of visit.</p> <p>Pupils going missing whilst on visits and trips.</p>	Pupils	<p>Control measures and supervision levels are decided by a specific risk assessment for each visit which incorporates regular head counts etc.</p> <p>The advice and guidance in document 'Safety in Outdoor Education' issued by the County Council is followed.</p> <p>The County Council 'Outdoor Education Advisor' is available to give guidance and assist with specific risk assessments.</p> <p>An 'Educational Visits Co-ordinator' has been trained and appointed for the school and all visits are subject to their approval.</p> <p>Only licensed activity centres are used, these all have independently verified risk control systems for the activities provided. (Risk assessments for the travel and accommodation elements are carried out by the school where these centres are used.)</p> <p>Most visits have been carried out many times before and the control measures have been developed through experience.</p> <p>On new trips, staff carry out exploratory visits without pupils to help assess the risks and devise control measures.</p>	Yes	
Road traffic hazards when using a minibus.	Pupils and Staff	N/A		

Significant Findings of Risk Assessments

Assessment Number	17	Area/Activity	Clay Work and Kiln Operations.	Carried out by		Date	15 August 2005
Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk			
Manual handling hazards associated with the packs of clay.	Staff	The Caretaker uses a barrow to move deliveries of clay to where it is used. Max 12.5 Kg packs purchased to reduce manual handling risks to staff. Clay is cut into smaller lumps to reduce manual handling risks.	Yes				
Hazards from contact with wet clay.	Pupils	Aprons worn to keep clay off clothes. Hands washed thoroughly after working with clay. Close supervision by staff.	Yes				
Dust from dried clay	Pupils	Dried clay objects are not abraded. Clay areas are thoroughly wet mopped after use to reduce dust evolution when surfaces dry	Yes				
Glazes	Pupils Staff	Only low hazard, ready mixed wet glazes are used. Pupils are closely supervised whilst using glazes. Hands washed thoroughly after working with glazes.	Yes				
Burns, electric shock and fumes from kiln.	Staff	The kiln is located in separate room which is kept locked. The kiln is on a maintenance contract with specialists. Electric supplies to the bare heating elements are interlocked to eliminate shock risks. The kiln room is ventilated positively by extractor fan. A timer is fitted to prevent over firing and light fitted outside room to show when kiln is firing.	Yes				
Fire		See separate fire risk assessment.					

Significant Findings of Risk Assessments

Assessment Number	18	Area/Activity	Pupil's Toilets.	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Slips, trips and falls.	Pupils	Floor surfaces maintained in good condition and any spills cleaned up promptly to reduce risks of slips.	Yes	
Scalding from hot water taps.	Pupils	Mixer taps provided at pupils washbasins to prevent scalding. Water temps checked regularly.	Yes	
Fire		See separate fire risk assessment.	Yes	

Significant Findings of Risk Assessments

Assessment Number	19	Area/Activity	Work Related Stress	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
General work related stress issues	Staff	<p>The general measures to reduce the risks of work related stress are to:</p> <ul style="list-style-type: none"> • maintain an open and understanding management style • provide staff with the skills, training and resources they need • treat staff fairly and consistently • communication openly, especially in times of change • provide support and counselling facilities where appropriate • encourage staff to report any work situation causing intense or sustained levels of work-related stress. 	Yes*	<p>*Generally the measures in place are considered adequate. A specific risk assessment to be carried out if individual staff members have problems.</p>
Abuse and harassment from pupils and parents		<p>Support from other staff is available at times when problems are likely to occur. Staff have been trained in techniques which help minimise confrontational behaviour. Staff are instructed to report all incidents of verbal abuse, threats or actual assaults so that action can be taken against those involved. This information will be used to develop future strategies.</p>	Yes*	
Workloads		<p>Individual issues to be discussed with the Head teacher. Re-allocation of duties and supply assistance will be considered where necessary to help with special projects/peaks of demands.</p>	Yes*	

Significant Findings of Risk Assessments

Assessment Number	20	Area/Activity	Violence at Work	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Violence and abuse from pupils, parents and other persons.	Staff	<p>The school grounds are fenced; access to the school is only possible during the school day via the access controlled Reception door.</p> <p>Visitors must report to Reception to enter the premises and given an identification badge.</p> <p>Staff are encouraged to be alert for the presence of strangers on the premises and to challenge when they feel it is safe to do so or report if this is not the case.</p> <p>Staff are trained in techniques which help minimise confrontational behaviour.</p> <p>Staff are instructed to report all incidents of verbal abuse, threats or actual assaults and this information will be used to devise future strategies.</p> <p>Support from other staff is available at times when problems are likely to occur.</p> <p>Staff who experience verbal abuse or assault at work will be treated sympathetically and given support to help overcome the experience</p>	Yes	

Significant Findings of Risk Assessments

Assessment Number	21	Area/Activity	Contractors' Activities	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Vehicle and construction hazards.	Staff Pupils	<p>Only contractors included on County Council lists of approved contractors will be used.</p> <p>All work carried out by contractors is planned in advance and meetings take place to agree the risk control measures necessary. A summary of the risk control measures is recorded.</p> <p>Advice and guidance is obtained from HBS Property Advisors and the HBS Health and Safety Team where necessary.</p> <p>Wherever possible construction and major maintenance work is undertaken at holiday times. Where this is not possible effective separation of the work from school activities is maintained by restricting access to affected areas and the use 'Heras' type fencing.</p> <p>All contractors must report to Reception and sign in on the 'Contractor's Signing-In Sheet' before work of any sort commences.</p> <p>The Head teacher monitors the work of contractors to make sure they keep to the agreed risk control measures.</p>	Yes	

Significant Findings of Risk Assessments

Assessment Number	22	Area/Activity	Working Alone	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
Being injured or becoming unwell and not being able to summon assistance.	Staff	<p>Working alone on the premises is avoided where possible, where not the following measures are implemented:</p> <ul style="list-style-type: none"> • the school is secured to prevent unauthorized persons entering • high hazard work such as using stepladders is not to be carried out • a mobile phone to be kept readily available to summon assistance if required. • Staff shall inform another person who is to make contact/raise the alarm if they are overdue 	Yes	

Significant Findings of Risk Assessments

Assessment Number	23	Area/Activity	Moving and Handling Assistance for Pupils with Special Needs	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
<p>Injuries from assisting pupils:</p> <ul style="list-style-type: none"> • to move around the school • with personal care • to on/off transport 	Staff Pupils	<p>Specific assessments of the moving and handling needs of pupils are carried out before starting at the school. Where necessary advice and guidance will be obtained from parents, the Health Authority and the Moving and Handling Co-ordinator at St Francis Special School in Lincoln. From the assessment moving and handling plans are devised and recorded in the pupil's care plan. These assessments are reviewed each term or when significant changes occur.</p> <p>The general principles of the care plans are to avoid hazardous moving and handling where possible by the use of hoists/slides, tail hoists on vehicles etc. and where appropriate encouraging pupils to move themselves or by re-organising activities.</p> <p>Where avoidance is not possible measures to be implemented to reduce the risk of injury such as</p> <ul style="list-style-type: none"> • training for staff and drivers/escorts • team lifts • wheelchair ramps • transfer boards, handling belts, sliding sheets, turntables, etc. 	Yes	
Fire	Pupils	<p>Specific fire safety plans are devised where necessary to ensure pupils with special needs can evacuate in the case of a fire or go to an area which is effectively protected from fire</p>	Yes	

Significant Findings of Risk Assessments

Assessment Number	24	Area/Activity	Initial Risk Assessment for Expectant Mothers	Carried out by		Date	15 August 2005
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk
<p>School activities, substances and processes.</p> <p>Manual handling</p> <p>Falls from heights whilst accessing storage racks and putting up displays.</p> <p>Violence from pupils or others.</p> <p>Infections such as German Measles, Chickenpox and Slapped Cheek Disease.</p>	Expectant mother and unborn child	<p>No substances, processes or activities are present within the school that are likely to harm an unborn child prior to an employee knowing they are expecting. Therefore women of child bearing age do not have to be excluded from any activity.</p> <p>Staff are encouraged to report to the Head teacher immediately they are aware they are pregnant so that an individual risk assessment can be carried out</p> <p>Expectant staff shall not attempt carry out any heavy lifting tasks. Items to be split down into smaller units where possible and assistance to be obtained from colleagues where necessary.</p> <p>Expectant staff shall not use stepladders.</p> <p>Expectant staff will be excluded from activities that involve foreseeable violence from pupils or others.</p> <p>Specific advice to be obtained from the County Council's Occupational Health Service and the staff member's GP if these illnesses are reported within the school.</p>	Yes*	*Individual staff risk assessments to be carried out when pregnancy is notified.

Record of the Significant Findings**1) Fire hazards identified in the premises.****A) Combustible materials and flammable liquids/gas hazards**

Pupils' coats and outdoor clothing, books, papers, cardboard/paper displays, carpets in some rooms, soft toys, soft balls/footballs, bean bags, plastic covered foam filled gymnasium mats, dressing up clothes, foam filled chairs (Staffroom only), , waste paper/packaging, tea towels, Christmas decorations during Dec/Jan.

B) Source of ignition hazards

Fixed and portable electrical equipment, gas fired boiler for the hot water radiator central heating system.

2) Risk assessment and control measures**A) Preventing a fire starting**

The main control measure to prevent fires starting in the school is to ensure that combustible materials do not accumulate around the electrical equipment, that staff are aware of this and routine monitoring is carried out by the Head Teacher. A high proportion of the combustibles are kept in storerooms, items being stacked carefully to prevent any likelihood of contact with the lights.

Waste bins are emptied into plastic sacks at the end of each day, the sacks are placed in bins located at the back of the school bins are locked closed. Any large amounts of waste packing materials are removed to bins immediately.

Smoking is not allowed in the school.

The boiler is located in a separate room which is kept free of combustibles. Supplementary heaters are not needed

The fixed and portable electrical equipment is inspected/tested at the recommended frequencies and maintained where necessary to prevent danger.

A meeting is held with contractors before any maintenance work is carried out at the school. The measures necessary to safeguard pupils and staff are agreed, along with fire prevention measures where blowlamps, pitch boilers or other heat producing equipment is to be used.

B) Limiting the injury and damage if a fire starts

(i) General

No one is particularly at risk from fire. Combustible materials are kept to a minimum to limit the size of any fire that starts.

(ii) Fire detection and warning

During the normal school day, staff are in and around all parts of the building every few minutes and a fire developing would be noticed quickly. A break glass operated, electrical fire alarm is fitted with break glass points at each exit door. The sounders can be heard throughout the school.

(iii) Means of escape

All classrooms have an exit door to the outside of the school. Teachers should keep this door free from obstruction. Other escape routes are marked with pictogram signage and emergency lighting. These exits should be kept clear. Children in upstairs rooms escape down the stairs and out through the door at the bottom. No flammable material is kept under the stairwell.

Emergency lights are positioned in the corridors and all exit doors are signed with the 'Fire Exit' notices incorporating 'Pictograms'.

(iv) Firefighting equipment

Water extinguishers (9 litres) are located throughout the school. A dry powder extinguishers (2.5 kg) are located near the electrical installations. A foam extinguisher (9 litres) is located in the boiler house

(v) Planning for an emergency

Procedures to follow in the event of a fire are displayed on notices around the school. Staff are instructed about these on their induction and the procedures are tested by carrying out a fire drill once every term. .

(vi) Maintenance and testing of fire equipment

The following is carried out by the Caretaker:

- The fire alarm is tested weekly from a different point;
- Self closers on fire doors are checked weekly to ensure they fully close automatically;
- Fire extinguishers are checked visually on a weekly basis to ensure they are present and unused;
- The emergency lights are tested in accordance with BS 5266 (checked monthly that lights illuminate when power switched off, every 6 months this repeated but lights

left on for at least 1 hour, every 12 months this repeated but lights left on for at least 3 hours).

Fire extinguishers are serviced annually by chubb and the fire alarm is serviced by specialists on a contract basis.

Assessment carried out by:

Record of Emergency Lighting Tests

Test in accordance with BS 5266:

1. Every month – Switch off supply and check lights illuminate
2. Every 6 months - Switch off supply, check lights illuminate and leave on for at least 1 hour.
3. Every 12 months - Switch off supply, check lights illuminate and leave on for at least 3 hours.

[illegible]

***If No, state what action has been taken to rectify defects.**

Record of Fire Alarm Tests

Test weekly from different call points in accordance with BS5389

[illegible]

***If No, state what action has been taken to rectify defects.**

Record of Fire Evacuation Practices

[illegible]

Primary School Science

Also refer to Self Assessment Checklist Number 25(a)

A separate health and safety policy should be produced for science. A model policy for a primary school is available from CLEAPSS as follows:

L224 Model Health and Safety Policy for Primary Schools. Guidance on producing a school policy, and on risk assessments for teaching science. 01/99

The health and safety arrangements in science should be based on the advice and guidance

issued by CLEAPSS. A Primary School Science Checklist is attached which can be used to audit standards.

The CLEAPSS advisory documents for primary schools are categorised under the following headings. These should be used to help assess the risks and determine the control measures necessary. The individual documents are too many to list; full details are available on the CLEAPSS website www.cleapss.org.uk.

Experimental and Investigative Science Sc1

Life Processes and Living Things Sc2

Materials and their Properties Sc3

Physical Processes Sc4

Information Technology

Managing Science

Primary Science and Technology Newsletters INDEX for Issues 1 - 19 (Spring '94 – Spring '01)

Primary School Science

A separate health and safety policy should be produced for Science.

Design and Technology

Also refer to Self Assessment Checklist Number 26(a) *[unable to check this header for accuracy]*

A separate health and safety policy should be produced for Design Technology.

BS 4163:2014 'Code of Practice for Health and Safety in Workshops of Schools and Similar Establishments' covers most aspects of health and safety in Secondary Schools and should be used as a guide to assessing risks and implementing appropriate controls.

The following CLEAPSS publications are available and these should also be used to help assess the risks and determine the control measures necessary. These documents are available from CLEAPSS, Tel 01895 251496. CLEAPSS also have an excellent web site, www.cleapss.org.uk and can be emailed at science@cleapss.org.uk.

Primary School Publications

L110 Materials & Components for Technology What to buy and the best sources. 03/97

L173 Construction Kits. Details of over 180 products including relative sizes of models plus advice on what to buy for different pupil age ranges and various tasks. 05/93

L18 Glues and Adhesives. Advice on which glue to use for different materials; glue guns included. 05/00

Primary School Design and Technology

A separate health and safety policy should be produced for Technology

