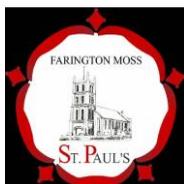


Farington Moss St. Paul's C. OF E. Primary School



SAFETY HANDBOOK

for Employees and Temporary Staff

Issue 1

September 2017

This book belongs to:
Job Title:
Head teachers Name & Number:
Contact in Case of Emergency:
Health & Safety Advisor – Name & Number:
Occupational Health – Name & Number:
Other Useful Contacts:

Health & Safety Policy Statement

The Governing Body of Farington Moss St. Paul's C of E Primary School will meet its responsibilities under the Health and Safety at Work etc Act 1974 and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure their work does not adversely affect the health and safety of others such as pupils and visitors. We are responsible for reducing injury and illness at work.

Our commitment is to:

- Develop and embed a safety culture that recognises the importance and value of effective safety management.
- Clearly define for all staff their responsibilities and allocation of duties within the safety management system.
- Identify the hazards to employees, children and other third parties affected by work. Effectively manage all significant risks to safety and health and reduce them to the lowest reasonably practicable level.
- Consult with staff at all levels on safety and health issues and encourage active participation.
- Ensure that all staff are provided with adequate and appropriate safety and health information and training, are competent in safety and health matters and are only allocated tasks commensurate with their skills.
- Provide a safe, healthy working and learning environment. Ensure adequate welfare facilities exist throughout our school.
- Comply with and wherever possible exceed legislative health and safety requirements.
- Establish and measure our safety performance against objectives
- Continually improve our safety performance
- To work, through continuous improvement to prevent accidents and work-related ill health

We all have a personal responsibility to act in a safe manner at all times and to ensure that others do likewise.

Signed by : *I. Quinn* Date: 15.09.2017
Chairman of Governors

Signed by: *A. Gibson* Date: 15.09.2017
Head teacher

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Introduction

This book has been produced for all Farington Moss St. Paul's C of E Primary School employees and temporary staff and has the following aims:

- to assist you in the safe execution of your duties;
- to promote accident prevention in the workplace;
- to ensure that all staff use methods of work that are both efficient and appropriate;
- to ensure compliance with health and safety legislation; and
- to provide a means of recording any health and safety training you receive.

This book provides guidance on a number of issues that you may encounter every day whilst at work. It is not meant to be exhaustive and is intended to supplement our health and safety policies and procedures. It should be used as an aid to working safely.

Communication is important in relation to health and safety. Therefore if you wish to discuss any items contained within this book, please contact the Head teacher. Staff are also encouraged to contribute to our school's health and safety policies and procedures and if you have any suggestions then please pass them on to the Head teacher.

Accident Reporting

In the event of an accident, remember that the treatment of the casualty is the first priority (refer to the First Aid section of this book).

Important Note:

All accidents must be reported no matter how small.

Minor Injuries/Near Misses and Incidents

Accidents involving injury to yourself, other employees, pupils, visitors or contractors must be reported to the Head teacher and details, including treatment given, must be recorded in the accident book. Near misses and incidents must also be reported to the Head teacher.

Major Injuries/Dangerous Occurrences

Some accidents involving injury to staff (e.g. fractures) and certain categories of dangerous occurrences (e.g. an electrical short circuit or overload causing fire or explosion) are reportable under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations* (RIDDOR).

All such incidents must be reported immediately to the Head teacher, who will then record the details of the injury in Accident/Incident reporting form and complete a HSE online RIDDOR report form (F2508). The Head teacher will inform the LEA as appropriate.



Asbestos

Asbestos is a generic term for several naturally occurring mineral substances which have been used for many years as insulating materials. During the last decade asbestos has emerged as a big cause of death from work-related activities. Exposure to asbestos can lead to either asbestosis (pneumoconiosis or fibrosis of the lung) or mesothelioma (tumour covering both the lungs and lining of the inner wall of the chest cavity).

Recognising Asbestos

Where asbestos has been discovered it should be suitably labelled as shown in Figure 1. If you discover any material with this label attached do not disturb it. If the material is disturbed the fibres can be released into the atmosphere.



Figure 1 Label for raw asbestos, asbestos waste and products containing asbestos

Any disturbances to an asbestos containing material should be reported immediately to the Head teacher.

Employers Duties

Where the presence of asbestos is suspected, the duty holder (i.e. person in charge of the premises), must carry out a survey to establish the type and extent of asbestos. If asbestos is present our school must (a) prevent exposure, (b) carry out a risk assessment, (c) inform all staff who may be exposed to the asbestos about its location, (d) provide staff with suitable instruction and training about asbestos safety and any precautions to be taken, and (e) carry out further surveys to monitor the asbestos.

COSHH



The *Control of Substances Hazardous to Health Regulations* (COSHH) provide a systematic approach to the control of hazardous substances at work which could result in risks to health.

Farington Moss St. Paul's C of E Primary school has a duty, under the regulations, to:

- assess risks to health arising from exposure to hazardous substances;
- prevent or adequately control exposure;
- ensure control measures are used, maintained, examined and tested;
- in some instances, monitor exposure and carry out appropriate health surveillance; and
- inform, instruct and train all staff.

In return, all staff must:

- make proper use of control measures and PPE; and
- attend all health surveillance appointments.

When using hazardous substances, always:

- read and follow all instructions supplied with the substance;
- use PPE where prescribed;
- report all spillages and other uncontrolled exposure;
- ensure first aiders are aware of substances when dealing with accidents;
- ensure adequate fire precautions are in place, where necessary; and
- only use substances for the prescribed purpose.

Remember: never mix chemical substances

Display Screen Equipment (DSE)

The use of DSE is regulated by the *Health and Safety (Display Screen Equipment) Regulations*. Under the regulations our school has a duty to assess the risks to staff using DSE and to ensure adequate provisions are made for the safety of all staff using the equipment. DSE means computers or any other form of visual display unit (e.g. CCTV monitors).

Assessment

Before anyone uses DSE a full and proper assessment of the equipment and the workstation must be completed to ensure that all identified risks can be eliminated or adequately controlled.



Workstations and the Environment

All staff using DSE will be provided with a workstation which is adequate in strength and stability, provides sufficient workspace, has adequate storage space and a suitable operators chair. The environment in which DSE users work must provide for adequate heating and ventilation, suitable lighting, and adequate space.

Eye and Eyesight Tests

Anyone who is classed as a user (uses DSE for at least 1 hour each day or frequent occasional use for long periods) may require eyesight tests.

Rest Breaks

Anyone using DSE is entitled to rest breaks away from the screen. This should be on a frequent short basis (e.g. 5 minutes every hour) and doesn't always mean a break from work but could be a change of activity.

Educational Visits

Planning

Taking children out of school is a major responsibility for staff and careful planning is essential to ensure that a visit is safe and enjoyable.

All visits are planned with reference to our School Policy and the Policy, guidance and information provided by the LEA.



Educational Visits Co-ordinator (EVC)

Our schools EVC has specific duties to undertake when organising school trips, this includes, a pre-visit to undertake a specific risk assessment outlining hazards and appropriate control measures. Risk assessments are completed online on EVOLVE

Approval for any off site visit must be granted by the educational visits co-ordinators Mrs. Oaten and/or the Head teacher. The formal system for approval includes completion of an Application for the Approval of an Educational Visit.

High risk activities

If the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit must also be sent to the [{LEA Educational Visits Adviser}](#) by the EVC for approval that all the procedures have been satisfactorily completed.

Electricity

If properly used, electricity is a valuable and efficient source of energy. However, if it is misused or allowed to get out of control it can cause damage to property, injuries or even kill.

Hazards

Electrical hazards arising from bad design, installation or misuse can result in electric shock or burns. Electric shock is caused by an electric current flowing through the body affecting the nervous system and upsetting bodily organs and functions. The value of the current and length and exposure will determine the effect on the body. It should be noted that electric shock can also cause further risk of injury from other sources, for example: an electric shock received whilst working at height could cause the person to fall. Burns are caused by the intense heating effects of an electric current flow which usually arises from arcing between broken conductors or between hand tools and live terminals.



Preventing Electric Shock

In order to prevent shocks and burns from electricity, any portable hand tools are regularly inspected for correct fuse usage and earth continuity tests. Circuit breakers are also be subjected to regular inspections. Farington Moss St. Paul's C of E Primary school recognises the importance to ensure that staff using portable tools are properly trained and that nobody can work on live electricity unless competent and formally authorised to do so.

Treatment for Electric Shock (by a qualified first aider where possible):

- don't touch the person until the source is removed or cut off
- if not breathing, commence resuscitation
- if breathing, put the person in the recovery position
- call for emergency services

Fire Precautions

There are three things required to make a fire, they are: (a) oxygen; (b) fuel; and (c) source of energy. These three elements form what is commonly known as the 'Fire Triangle'. Once a fire is underway it needs to maintain sufficient levels of all three items, by taking one away the fire will be extinguished.

Farington Moss St. Paul's C of E Primary school assess the risks and provides sufficient controls to prevent a fire from occurring in the workplace. It is important to note that no matter how good the controls are there will always be an element of risk from fire. The controls should be suitable and effective and include appropriate training for all.



Fire Extinguishers

The most common form of fire control is that of the extinguisher. Each extinguisher is designed to tackle a specific class of fire (e.g. water extinguishers for Class A fires – wood, paper etc.). All fire extinguishers are red with 5% of the body being colour coded for each type: red – water; blue – dry powder; black – CO²; and cream – foam. Extinguishers should only be used by those properly trained in their use and are provided only to aid a safe escape.

Fire Escape

If a fire is discovered, raise the alarm and exit the building using the nearest escape. Our school has designated fire wardens to ensure everyone is out of the building and to liaise with the fire service. Only use fire equipment to aid your exit and once out of the building don't go back in until instructed to do so by a fire warden or the senior fire officer on duty.

First Aid

It is a fact of life that people can and do suffer injuries or fall ill whilst at work; it is therefore important that they receive immediate attention. The *Health and safety (First-Aid) Regulations* place a duty on our school to provide facilities for the administering of first aid in the workplace, this includes provision for pupils.

Assessment of First Aid Needs

To ensure that adequate first aid needs are provided for, our school has carried out an assessment of first aid need and provided adequate provisions in light of the results.



First Aiders

A suitable number of first aiders are provided in the school commensurate with the risks and the numbers of staff employed. Typically there will be at least 1 first aider per 50 people. To be suitably qualified first aiders must have attended a 2-day course and passed an HSE approved examination. First aid qualifications are valid for 3 years and must be renewed before they expire.

Appointed Persons

To assist first aiders, and when staff are off duty, appointed persons may be needed, this will include welfare staff. This usually involves a ½ or 1-day course and is valid for 3 years.

First Aid Kits

First aid kits are provided in the workplace which comply with the regulations.

Health & Safety Training

Health and safety training is an integral part of the communication process to ensure that all staff are aware of the risks associated with their work activities. During your employment at Farington Moss St. Paul's C of E Primary School you will be required to attend the following health and safety training courses (at no cost to you):



Induction Training

When you commence work with our school you will attend a health and safety induction session (this may be included as part of your employment induction). The session will provide you with information on current safety legislation, school policies and procedures, risk assessments for the work activities you will be carrying out, safety rules and regulations, fire and emergency procedures (including first aid), accident reporting procedures and your health and safety duties.

Refresher Training

Periodic refresher training will be provided, as required, at intervals not exceeding 2 years from the last training session.

Job Specific Training

Training which is specific to your activities will also be provided where necessary. This training may be required by law, (e.g. Display Screen Equipment use) or it may be required for specific safety reasons (e.g. the safe use of interactive whiteboards).

REMEMBER: Communication is an essential part of health and safety – ask if you don't understand.

Housekeeping

Slips, trips and falls are one of the most common types of accident causes in the workplace. In order to reduce or eliminate the risks to everyone whilst in school, it is essential that we all take responsibility for ensuring that the workplace is safe and the environment is kept tidy.

Good housekeeping in the workplace will not only prevent accidents but also encourage a happy and contented workforce by creating a more pleasant environment in which to work.



Housekeeping Schedule

We can all play our part in keeping the workplace tidy by establishing a housekeeping schedule where everyone is involved. This will ensure a regular tidy-up takes place and that everyone helps and it's not left to the same few each time.

Responsibility

If everyone takes responsibility for their own workspace we can reduce the risk of accidents in the workplace. By keeping all work areas safe and tidy at all times also reduces the time required for carrying out lengthy cleaning tasks.

Decoration

Part of good housekeeping is ensuring that the work areas are kept in good order and decoration. Regular maintenance schedules are so arranged to ensure that this work is carried out.

Hygiene

Good hygiene practice is essential to the well-being of staff and ensuring that staff are not exposed to infections and illness whilst at work.

Infection Control

For infections to spread there must be a source of the infecting organism, a means or route of transmission and a host for the infection to settle into. Common sources of infection are from: another person (pupils); a contaminated environment (e.g. stagnant water); food. To prevent or control the risk of infection always: cover cuts and grazes with a waterproof dressing; practice good hygiene (see below); avoid contact with bloods or bodily fluids; use PPE where appropriate.

Good Hygiene

Good hygiene practice will reduce the risk of infection and hand washing is one of the most important procedures for preventing the spread of disease. There is no set frequency for hand washing, it is determined by actions completed or intended or performed. As a general rule, hand washing should take place:

- before handling or eating food
- before smoking or applying make-up
- after visiting the toilet
- when hands are visibly dirty
- after removing gloves
- for first aiders – before and after treatment.

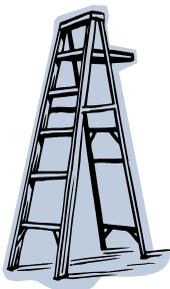


Skin Care

Bacterial counts increase on skin that is damaged therefore thorough washing, rinsing and drying of hands should always be practised.

Ladders & Steps

Most stepladder accidents are caused by human error, not by the ladders failing. Any equipment in poor condition is potentially dangerous and ladders are no exception. Before use you should check that the ladder has been subjected to routine inspection. Any ladders which are found to be faulty must be taken out of service, labelled and then either repaired (if safe to do so) or replaced.



Is it Safe?

Before working with ladders or steps, check that they are safe to use. When checking the state of ladders check that there is no damage to the uprights or steps, check that non-slip feet (where provided) are in place, and make sure they are clean and dry. **Note:** wooden ladders must not be painted, as this will hide defects.

Safe Use of Ladders

Falls and injuries from working with ladders can be easily prevented by following these actions:

- *Getting ready* – wear flat, firm soled shoes and check that there are no overhead hazards near to your work area.
- *Setting up* – check the ladder is locked into position (tied at the top when using single ladders), rest on a firm base (if working outside use a flat board on soft ground) and always position front-on to the work, never work sideways.
- *On the ladder* – keep a secure grip at all times, only one person on the ladder (for single ladders it's advisable to have someone footing the ladder), always keep both feet on the ladder and never overreach.
- *When you've finished* – keep your ladder protected from the weather and never hang ladders from one of the steps.

Legislation

Health and safety in the workplace is regulated by legislation comprising Acts (known as statutes) and Regulations. Acts, such as the *Health and Safety at Work Act*, comprise the statutory duties passed by parliament. Regulations, such as the *Manual Handling Operations Regulations*, are made by Government using powers given to them by the Acts. All statutory duties are obligatory and are punishable through the courts under criminal law.

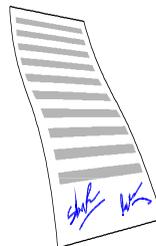
Health and Safety at Work etc. Act 1974

In 1974 the *Health and Safety at Work Act*, upon which most present day legislation is based was introduced. The Act places duties on both the employer and its employees. As the employer, our school has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff and anyone else who may be affected by its activities. As employees, you have a duty to take reasonable care for the health and safety of yourself and anyone who may be affected by your work activities and to cooperate with our school.

Regulations

Since the *Health and Safety at Work Act* was introduced the Government have made numerous regulations to manage various aspects of health and safety in the workplace. There are far too many regulations to list them all here, but in this list are some of the key topics addressed by these regulations:

- *Management of Health and Safety at Work*
- *Electricity at Work*
- *Workplace & Asbestos*
- *Manual Handling Operations*
- *Display Screen Equipment*
- *Control of Substances Hazardous to Health*
- *Fire Precautions & First Aid*



Manual Handling

More than one third of accidents reported to the Health & Safety Executive (HSE) result from manual handling. Many of these accidents relate to back injuries but injuries to feet, hands, arms and legs, including fractures and lacerations, also occur.



Responsibilities

Our school is responsible for assessing the risks to staff which are a direct result of manual handling tasks. All staff must comply with the resulting actions taken by our school and must follow all safety rules and instructions whilst engaged in manual handling operations.

Safe Manual Handling

When undertaking manual handling operations remember the following points:

- Use mechanical aids if possible
- Get help if you need it
- Always bend your knees and lift with your legs
- Don't lift above your shoulders
- Ensure you have good vision of the route ahead
- Don't twist your body
- Keep your hands and feet clear when unloading

REMEMBER: The results of poor manual handling are not always apparent immediately, manual handling injuries are often cumulative. Safe lifting now can prevent injuries developing later.

Occupational Health

Occupational health is primarily concerned with the effect of the working environment and work practices on the health of employees. Its aim is to promote the health, safety and welfare of all employees whilst at work through prevention and investigation of health problems in the workplace.

In order to achieve this aim occupational health services are provided by the {LEA}.

Individual confidential consultations with an occupational health nurse may be arranged for a number of reasons, including:

- Support following injury or illness
- Advice on particular health issues
- Sickness absence
- Disability
- Counselling for personal problems

All occupational health staff members work to a strict code of ethics and conduct that ensures complete confidentiality of consultations and health records.



Please ask the Head teacher for further details and how to contact the occupational health consultancy service.

School Office Safety

Accident statistics show that around 21 major accidents take place per 100,000 people in the office sector compared with 216 per 100,000 in the manufacturing sector. Accidents of course, do happen anywhere at work and the office environment is no exception. The risks may be lower but, more often than not, the resulting injuries are not reported because staff can sometimes incorrectly consider them to be unimportant. It should be remembered that all accidents, no matter how small, should always be reported.



Risk Assessment

People working in offices are not in a risk free environment; all risks to staff whilst at work are subjected to a suitable and sufficient assessment. When carrying out risk assessments in the office the school considers it more practical to assess each individual's role rather than each task as the latter would be far too time consuming. The assessments have taken into account the workplace hazards and those of equipment (e.g. photocopiers, shredders, display screen equipment etc). Any hazardous substances and manual handling tasks have also been taken into account.

Hazards in School Offices

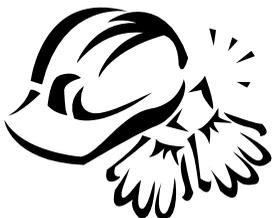
When assessing risks in the office, hazards considered are:

- Electricity – checks that sockets are not overloaded and report any defective plugs, sockets and leads
- COSHH – ensured hazardous items are assessed
- Slips, trips and falls – checked for trailing leads, spillages, carpet tears, storage in corridors/gangways etc.
- Workplace – report toilet/wash facilities that are unhygienic, keep offices clean and tidy, report defective lighting, heating and ventilation.

Personal Protective Equipment (PPE)

The principals of good health and safety management are to provide safe systems of work with control or prevention measures which serve to protect everyone at work. PPE is always considered to be the 'last resort' because the advantages are limited only to the individuals concerned.

The objective of workplace and activity risk assessments should always be to prevent or reduce risks to an acceptable level. Where this is not practicable then personnel must be protected from contact with the risk as far as possible. Then, and only then, should PPE be considered as a practical solution to any remaining risks.



Suitability

Once the need for PPE has been established, it is the responsibility of Farington Moss St. Paul's C of E Primary school to ensure that any PPE provided is suitable and fit for the purpose. Cost will not play any part in determining

suitability

Use of PPE

Where it has been deemed necessary by school to provide PPE whilst at work then everyone affected must use the PPE provided and only use it for the purpose intended.

Maintenance

PPE provided for work activities must be kept in good working order and in a clean condition.

Replacement

PPE should be replaced at intervals prescribed by the manufacturer or when it is no longer fit for the purpose.

Personal Safety

The personal safety of all staff has been considered with regard to working in school; no member of staff should be exposed to unnecessary risk from personal or physical injury.

Lone Working

When arriving at school you should ensure, before commencing work that your personal safety is not at risk. This is particularly important when working alone or out of hours. When you have to attend school alone, always make sure someone knows of your whereabouts, the time you intend to be at school and then let them know when you leave. Always carry a mobile phone or other form of communication in case of emergency.

Violence

Our school is responsible for assessing the risk of violence to staff, however it is recognised that there may be times during your work when you may be faced with a violent situation which is unforeseen.

Should you be confronted with violent or aggressive behaviour do your best to defuse the situation by talking calmly and rationally. Do not exacerbate the situation or appear confrontational. Leave the area as soon as practically possible and report the incident to the Head teacher immediately.



When reporting any incidents of violence always include:

- An account of what happened
- Where possible, details of the assailant and witnesses
- The outcome of the event
- Details of the location of the incident

Safe Working

The importance attached by health and safety legislation to the provision of safe systems of work can be demonstrated by the *Health and Safety at Work etc. Act 1974* which requires all employers to “ensure, so far as is reasonably practicable, the health, safety and welfare at work of his employees”. The provision of a safe system of work will generally involve carrying out a risk assessment, identifying hazards and the steps to be taken to remove them, developing a safe system of work for dealing with hazards that cannot be removed and formalising the system of work into local procedures.

Risk Assessment

The requirement to carry out risk assessments has been undertaken and is a familiar part of health and safety management within our school. Any additional hazards identified through our Safety Management System inspections procedures or employee notification, will be subjected to a suitable and sufficient assessment of the identified risks. The assessment will take account of the hazards present and the likelihood that the hazard will result in harm being caused. The assessment will also evaluate the steps to be taken to either eliminate or reduce the risk. Particular attention is paid to young persons and new or expectant mothers.



Safe Systems of Work

A safe system of work must take into account the task, the working environment, suitability to carry out the tasks and, where appropriate, arrangements for emergency rescue. Employees should always use safe working practices whilst at work. In particular never perform a task without suitable knowledge/training and always follow safe working instructions.

School Security

Our school has procedures in place to ensure the safety of all staff, pupils and any visitors.

Visitors

All visitors to school must arrive at reception where they must complete the visitor's book and wear a badge at all times whilst on the premises. All visitors must be accompanied around school and must sign out on leaving school.

No unauthorised person is allowed on the premises, including in the playground. It is the responsibility of all teachers and welfare staff to approach any strangers and ask them to report to our school office to obtain a visitors badge.

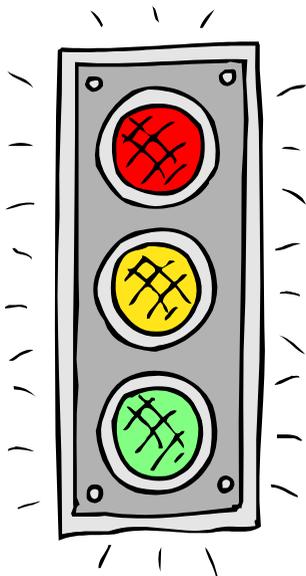
Security measures

Our school has a door entry system installed which is monitored daily by the school office. There are clearly defined boundaries, with secure fencing and gates, which should be closed and/or locked at all times. The site supervisor is responsible for ensuring the gates are locked, in accordance with school policy, during school and out of school hours.

Security policy

The measures we have in place to protect our school are supported by our Security Policy which outlines the procedures to be followed e.g. working out of school hours; setting and responding to the security alarm etc.

Above all else, the key message is.....



Arrive Safely

Work Safely

Leave Safely

**“REMEMBER IF THE SITUATION IS UNSAFE OR YOU ARE
PUT IN DANGER – PUSH THE STOP BUTTON!”**

