

Health and Safety

(a basic guide for staff
and governors)

2005-6 (version i)

2006-7 (version i)

2007-8 (version ii)

2008-9 (version ii)

- Roles
- Documentation
- Hazards / risks and what to do

Roles

The Governing Body is the employer. All employers have general duties to ensure as far as is reasonably practicable, the health and safety and welfare at work of pupils and employees.

The Head Teacher - in practice functions are handed over to the Head Teacher who works with **all members of the school community** in matters of health and safety.

Employees must take reasonable care of themselves and others. In the school community this clearly includes the children in their care. Employees must co-operate in matters of health and safety and not misuse any equipment. It is important that all staff familiarise themselves with this summary guidance.

The LA Health and Safety Department informs the Health and safety Executive of certain types of major "injuries", "diseases" and "dangerous occurrences" which require reporting.

Documentation

Accident Book - forms are completed by the individual reporting the accident. The School Business Manager then completes a section of the form and the forms are sent to the LA. Forms are completed at Westburn Reception desk and kept for three years.

Risk assessments for educational visits - are completed for all educational visits beyond the school premises. The forms are available on the N drive of the school intranet. The Educational Visits Co-ordinator is Miss Helen Downey. Any member of staff planning a visit must complete a green form (available in the Staff Room). The form needs to be signed by EVC and the Head Teacher. This gives permission to plan a visit. A copy of the Risk Assessment must be given to the EVC a week before the visit, who will view it and may suggest changes. The EVC will then present completed RA's to the HT prior to the visit. The member of staff organising the visit keeps a copy and one copy is left with the Head Teacher (in her absence in the Main School Office - Inner Office). In the case of foreign visits the Risk Assessment must be sent to Derwenthill Outdoor Centre, Portinscale, Cumbria a month before the

visit. For further information regarding educational visits and associated risk assessments please use the EVOLVE Risk Assessment system in use in the LA see Miss Helen Downey (EVC).

Risks, hazards and control measures

Hazards - may be physical, may be connected to processes or may be related to the work environment

Risks - the likelihood of a hazard actually causing injury, the number of people likely to be involved and the degree of injury likely to occur

Control measures - steps to protect employees and others from identifiable risks. Control measures remove the risk or reduce the level of risk to a minimum

Risk assessment - writing down the above process. Any assessment of risk (other than an educational visit risk assessment will be undertaken by the Premises Supervisor (Mr. Dave Whelan), Assistant Head Teacher (Mr. Bob Ratcliffe) or the Head Teacher (Mrs. Monica Shepherd) dependent upon the nature of the risk.

Hazards and risks and what to do:

Aids/HIV

A breakdown of the body's immune system - not a disease - making it subject to serious infection. It can only be transmitted through direct physical contact with infected blood or other body fluids. It cannot be transmitted through normal social contact.

What to do?

- *All spills of body fluids should be dealt with wearing disposable gloves and a solution of bleach and cold water (1:10)*
- *Disposable items should be disposed of securely or burnt*
- *Wash any splashes on skin with soap and/or water*

Asbestos

There are three types of asbestos:

- *White*
- *Blue*
- *Brown*

Nowadays the use of all types is banned. However, most schools were built when asbestos was widely used in the construction industry and therefore contain asbestos.

What to do?

Damaged asbestos - containing materials must be sealed/enclosed/removed. Removal is often very hazardous and highly expensive. In most cases sealing is the best solution.

Do not pin or staple items to the ceilings as most ceiling tiles are made from asbestos.

The Premises Supervisor is aware of sites in school where asbestos is present and monitors the condition of the asbestos. A register is kept in line with national standards.

Specialists are used when construction takes place in areas with asbestos used in their construction in line with the regulations relating to hazardous substances

Contractors on site

Contractors may be working on site throughout the school year.

What to do?

All contractors must sign in and wear Visitors Badges available from Reception.

All Contractors work to CDM (Construction Design Management) standards.

Any cause for concern please notify the Assistant Head Teacher (Mr. Bob Ratcliffe) or Premises Supervisor (Mr. Dave Whelan).

Electrical Equipment and Lighting

Electricity is a safe source of energy when used properly.

Rooms and corridors should be lit by natural light where at all possible. Blinds should be open, except on occasions when a darkened room is required for films, whiteboards etc.

Electrical contractors fit light fittings in line with national standards.

What to do?

The Assistant Head Teacher and Premises Supervisor ensure that all electrical installations in St. Anthony's are constructed by specialists who are members of a recognised trade body with the relevant qualifications. The school complies with LA guidelines on the use of electrical equipment. Staff must report any faults or damage to lighting or electrical equipment to the Premises Supervisor immediately. Working areas should have as much natural light as possible and open blinds.

Fire Safety

N. B. There is a separate document entitled "Fire Safety" which is available at Westburn Reception or on the N drive of the school intranet.

All staff must familiarise themselves with this document.

First Aid

First Aid boxes are available in

- Reception (Westburn)***
- Foyer (Westburn)***
- Technology (Clitherow and O'Connell)***
- All Science laboratories (O'Connell and de Sales)***
- PE (Gym, Pool and PE Office)***
- Art (O'Connell)***
- Reception (Gabriel)***
- Minibuses***

First Aid boxes are maintained by Mrs. T. Giles (Pupil Support Team) - Main School and Mrs. Wilkinson (Gabriel)

The First Aid Rota 2006-7 is available from Mrs. Faith (School Office). The person on duty will respond to requests for First Aid. All staff on rota have attended the LA approved First Aid course.

What to do?

In the case of minor and non-emergency situations please contact Westburn Reception.

In emergency situations please ring the Switchboard 201. Switchboard staff will contact a member of the SLT, ring for an ambulance (if required) and send a First Aider.

If an ambulance is required staff on the Switchboard will contact the Head Teacher/Deputy Head Teacher immediately. Pupil details are then printed by Office Staff. A member of the Pupil Support Team will accompany anyone under 18 to the hospital. Parents will be informed immediately and requested to meet the ambulance at A and E.

A quiet area is available in the Inclusion Area, if required by staff or pupils requiring routine First Aid.

Pupils who are unwell and waiting collection by a parent wait in the foyer area adjacent to Westburn.

Staff undertaking visits take a small First Aid kit.

Accidents are reported in the Accident Book held at Westburn Reception.

Infectious Diseases

Some diseases are notifiable and the LA has a person responsible to take control of some infectious diseases.

Clearly there are many notifiable and non - notifiable diseases which staff may require information on at different times. There are many - some of the main ones of concern are:

Meningitis - inflammation of the meninges (lining of the brain).

Bacterial strains are rare but very serious and need urgent treatment with antibiotics.

Viral meningitis is more common and less serious but cannot be treated by antibiotics.

Only close contacts are said to be at risk of contacting meningitis.

Measles and rubella - a danger to pregnant women. Staff need to be aware of any known cases in school.

TB (Tuberculosis) - on the increase again but someone with TB is very unlikely to infect others via sputum.

Legionnaire's Disease - a type of pneumonia caused by inhaling infected airborne droplets of water containing legionella bacteria.

Legionella can be found in systems that store water such as shower heads or air conditioning, particularly if the water is kept at temperatures between 20c and 45c.

What to do?

If there are any concerns about any of the above see a member of the SLT. Medical advice will then be sought from the LA team.

NHS Direct on-line also provides summary information on infectious diseases. Storage tanks should be subject to regular checking by the Premises Team.

Washing of hands by staff and pupils is one of the keys to infection control. Cleaning staff and Premises Team must ensure sufficient hot water, soap and paper towels are available. Staff must alert these teams to any shortages.

Medication in schools

See separate guidance entitled, "Managing Medication in Schools" advice available in the Staff Room.

Minibuses

All minibuses have a "Section 9 Operating permit" from the LA which must be displayed and drivers require an LA approved assessment course.

The following staff are currently licensed to drive the minibus:

What to do?

Drivers require an LA approved assessment course.

Seat belts must be worn by all occupants.

Approved mini-bus drivers:

- | | | |
|-----------------------------|----------------------------|-----------------------------|
| <i>• D. Whelan</i> | <i>• D. Egan</i> | <i>• T. Robinson</i> |
| <i>• A. Coulton</i> | <i>• F. Preston</i> | <i>• M. Flores</i> |
| <i>• D. Reeve</i> | <i>• D. Cox</i> | <i>• J. Oliver</i> |
| <i>• J. Witney</i> | <i>• G. Dunn</i> | |
| <i>• J. Charlton</i> | <i>• S. Young</i> | |

Copiers and Printers

Copiers and printers can produce ozone. If present in high concentrations it can cause health problems.

What to do?

Regular maintenance of equipment

Open windows to increase ventilation.

*Switch equipment off when not in use.
Avoid overcrowded and cramped positioning of copiers and printers.*

Security/Emergency Situations other than Fire

Vigilance by all staff and pupils is required to ensure security for all members of the school community.

What to do?

Security

All visitors and parents enter the school by the main gate of either Westburn or Gabriel House, report to Reception in Westburn (Main School) or Gabriel House (Sixth Form), sign in and obtain a visitors badge.

All visitors and parents on the premises should be collected from Reception by a member of staff.

All staff wear staff badges and all visitors obtain "Visitor badges" from Westburn/ Gabriel House.

Telephone calls from parents are directed by office staff to SLT/LT or Pastoral Leaders dependent upon the type of call.

Reception areas in Westburn, Gabriel and Somerleyton are staffed from 8.30pm - 4pm. The main School Office is staffed from 8am - 5pm during term time and 8.30am - 3.30pm during school holidays (except public holidays and the week between the Christmas and New Year holidays).

During school holidays staff on the premises must sign in at Westburn Reception. Lists of any pupils on the premises undertaking holiday classes must be left at Westburn Reception in the signing in file.

Doors to buildings should be closed, particularly the door of the foyer of Our Lady's Hall. This door must not be left unlocked, as it can provide unauthorised access which makes the whole building vulnerable. This area should not be used by pupils unless accompanied by a member of staff.

There are phones in all offices and Pastoral Leader rooms across the school.

Staff working on site after 4pm must work in the Main Building ie. Westburn/ Somerleyton area. The Premises Team will lock more remote

facilities after 4pm during winter evenings to ensure security for staff and equipment.

If you are aware of an intruder on the site please contact the Premises Team or a member of the SLT by ringing the Switchboard 201. The police will be called, as required.

Emergency evacuation/situations other than fire:

Alert Head Teacher immediately. A decision will be made by the Head Teacher (in her absence by one of the Deputy Heads) to evacuate, if required, to one of three evacuation areas dependent upon the emergency situation. The Head Teacher will contact members of SLT/LT who will then alert Subject Leaders, Pastoral Leaders.

SLT/LT/Subject Leaders will take charge of their nominated area under the direction of the most senior member of staff and give instructions regarding the evacuation/situation. One of three nominated evacuation areas will have been identified by the Head Teacher.

Nominated staff:

- Westburn/demountable classrooms - Dr. Thomson and Mrs. Shepherd and all Subject Leaders and Deputy Subject Leaders working in these areas.*
- OLH/de Sales - Mrs. Burns and Mrs. Taroni and all Subject Leaders and Deputy Subject Leaders working in these areas.*
- Lourdes and Clitherow - Mr. Flores and the Subject Leader/ Deputy Subject Leader working in this area.*
- O'Connell/ O'Connell Annexe - Mrs. Schofield, Mr. Mc Donagh and all Subject Leaders and Deputy Subject Leaders working in this area.*
- Somerleyton and adjacent areas including PE block - Mr. Shevlane and all Subject Leaders and Deputy Subject Leaders working in these areas.*
- Gabriel House - Mrs. Robley (and in her absence the most senior member of staff in the building).*

Pastoral and Deputy Pastoral Leaders will evacuate their class and then arrive in the designated evacuation area to supervise arriving pupils:

Nominated areas:

1. Thornhill Terrace (the same as Fire Drill)

or

2. Outdoor Assembly Areas:

- *Y7 Westburn Yard*
- *Y8 Clitherow Yard*
- *Y9 O'Connell Annexe Yard*
- *Y10 Yard adjacent to Dining Rooms*
- *Y11 School Field*
- *Y12/13 Gabriel Yard or Yard adjacent to McAuley.*

or

3. Indoor Assembly Areas (where morning Assembly is held):

- *Y7 Westburn Hall*
- *Y8 Old Gym*
- *Y9 O'Connell Hall*
- *Y10 New Gym*
- *Y11 Our Lady's Hall*
- *Y12/13 Common Room*

Smoking

The medical evidence against smoking is clear. Even passive smoking is associated with a 50-60% increased risk of heart disease.

What to do?

Since 2005 the school premises have been a "No Smoking" area.

Sun Safety

Ultraviolet (UV) radiation is made up of UVA and UVB rays. UVA ages the skin and UVB burns. Both can cause skin cancer. Sunlight in moderate amounts is vital to replenish the body's vitamin D reserves.

What to do?

Staff have a duty of care to themselves and to pupils. Pastoral teams and PE staff must alert pupils to the danger of excessive exposure to the sun and the need to bring sun screen and apply it in line with the instructions on the product. As a school we are gradually increasing the number of shaded areas around the school grounds to provide more shade.

Subject specific health and safety

Some departments in school, due to the nature of the subject, have very detailed Health and Safety documentation. These departments include PE, Science and Technology.

What to do?

Subject Leaders will give staff working in these departments a copy and ensure that staff are informed and updated.

Swimming Pool

What to do?

All swimming instruction is undertaken by qualified teachers and swimming instructors.

No one may use the pool without a qualified teacher, swimming instructor or lifeguard being present.

The instructor is responsible for the students health and safety and should be satisfied that water control checks have been carried out.

For further detail see PE Health and Safety documentation.

Traffic on the school site

Vehicles and pedestrians using a confined space can cause a major hazard.

What to do?

All pedestrians should enter by the gate adjacent to the cottage or the gate adjacent to Somerleyton House at the start of the day, the end of the day and at lunchtime.

All vehicles must enter and depart the main school site by the gate adjacent to Westburn and drive at 10mph maximum in the school grounds.

Parking cannot be guaranteed on the school site due to limited space.

Vehicles must park in allocated areas.

Teaching staff should be present on site at least ten minutes before the start and ten minutes after the finish of the school day. This helps limit the danger of vehicles to pedestrians.

The premises team will supervise any vehicles visiting the site eg. delivery vehicles, contractors etc.

Trips/Slips/Falls

These can occur anywhere.

What to do?

Pay particular attention:

- Deal with spillages immediately/coning off wet areas***
- Keep corridors and stairways clear of both flammable materials and obstructions***
- Maintain tidy working and social areas***
- Report any damage to walkways***
- Take care on stairways to walk, keep to the left and use the handrail***
- Taking care to walk in wet areas eg. pools and changing areas***

N.B. For more detailed information on any of the above or additional health and safety issues is available on the Local Authority web site and DfES web site.