

## Burlington Infants School



## HEALTH AND SAFETY POLICY

### Introduction

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff. The school achieved 'National Healthy School' status in 2010. This Health and Safety policy links closely with all the work done to achieve this award and should be read, among others, in conjunction with the following:

- PSHE Policy
- Drugs Policy
- Food Policy
- Sex Education and Relationships Policy
- First Aid Policy
- Medical Needs Policy
- Safeguarding and Child Protection Policy
- Safe Working Policy
- Educational Visits Policy
- Special Educational Needs Policy
- Disability Duty Action Plan

This Health and Safety policy is to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all employees and other persons and to provide such information, training and supervision as is necessary to achieve this aim.

This does not replace the **East Riding of Yorkshire Council's Corporate Health & Safety Policy** including its '**Statement of Safety Policy**' but is additional to it, for the benefit of all employees, visitors and other individuals, including contractors.

This Health and Safety Policy will be reviewed on an annual basis or when changes in legislation so warrant.

### Aims of the Health and Safety Policy

The aim of the policy is to ensure that reasonable action is taken to ensure the health, safety and welfare of all persons using the premises:

- To establish and maintain a safe and healthy environment throughout the school;

- To promote and maintain safe working procedures for employees and other persons;
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- To ensure the provision of sufficient information, instruction, training and supervision;
- To maintain a safe and healthy place of work and safe access and egress from it;
- To produce effective emergency evacuation procedures;
- To produce adequate accident reporting procedures;
- To provide and maintain adequate welfare facilities;
- To make any special arrangements as may be necessary to ensure the health and safety of any disabled person, in line with the Disability Duty Act and School Action Plan, using the premises.

## **Organisation**

The East Riding of Yorkshire Council, through its Chief Executive, issues and reviews, as necessary, a **Corporate Health and Safety Policy** based upon the Authority's **Statement of Safety Policy** (see Appendix 1). This explains in detail the organisation and framework for safety, health and welfare within the Council. A copy of the **EYRC Corporate Health and Safety Policy** is available on the Safety Services Unit intranet site and its existence is drawn to the attention of every employee at our school.

## **Responsibilities**

**The Council** retains overall responsibility for health, safety and welfare within education establishments.

**The Governing Body** has responsibility for ensuring that any health and safety directions issued by the Council are complied with and that there is a regular oversight of health and safety issues within the school.

**The Head Teacher** is responsible and accountable for achieving the objectives of the Health and Safety Policy, within the area of work activity, including the following:

- ensure that a school Health and Safety Plan is agreed and implemented in line with the Council Policy;
- monitor, review and report progress of the School's Health and Safety Plan to the Board of Governors;
- ensure that Risk Assessments are carried out and reviewed as required by legislation and the Council Policy;
- ensure that methods and systems of work are safe and that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied;
- ensure that all employees are aware of and fulfil their safety responsibilities, if necessary arranging for any required training;
- ensure the provision of adequate resources, plant, equipment, tools and protective equipment to enable work and school activities to be done safely;

- ensure that plant, equipment, tools, buildings etc are maintained in a safe condition and arrange inspections to monitor this. This will apply equally in all parts of the school premises e.g. offices, classrooms, workshops, etc;
- arrange for the checking and verification of accident reports and investigations, and ensure remedial action is taken including the revision of Risk Assessments;
- ensure that formal health and safety inspections are carried out each term and remedial action taken where necessary;
- establish a system to process safety and health defects and monitor and review progress, report any concerns to the Board of Governors;
- ensure that fire risk assessments are carried out and that the Fire Log Book is maintained;
- ensure that traffic risk assessments are carried out and that remedial action is taken to rectify any areas of concern;
- where necessary, ensure that a Safety Supervisor is designated on each site with responsibility for ensuring that health, safety and welfare matters are attended to;
- ensure that an Educational Visits Coordinator is appointed;
- It is the responsibility of Head Teachers to ensure compliance with the Council Standing Orders, or the schools own standing orders (approved by the Local Education Authority) relating to the award of contracts. Head Teachers are also responsible for ensuring that appropriate monitoring and supervision arrangements are in place in relation to each contract.

**All employees** have a duty under Section 7 of the Health and Safety at Work Act to take care for their own safety and that of other workers, and to co-operate with the employer so as to enable it to carry out its own responsibilities successfully. Furthermore, the following requirements are expected of every employee: -

- carry out assigned tasks and duties in a safe manner in accordance with the instructions, departmental methods and procedures and comply with safety rules, regulations and codes of practice;
- if aware of any unsafe practice or condition, or if in any doubt about the safety of any situation consult their supervisor or the Headteacher;
- obtain and use the correct tools, equipment and materials for the work and not use any that are in an unsafe condition;
- use the guards, safety devices, safety equipment and personal protective equipment provided;
- identify any training needs and bring them to the attention of their supervisor or the Headteacher;
- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions;
- co-operate with the employer or any other person so far as is necessary to enable any statutory duty or requirement to be performed or complied with;
- not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or welfare, or do anything likely to endanger oneself or others.

For more details regarding responsibilities refer to the East Riding of Yorkshire's Corporate Health and Safety Council Policy.

## **Arrangements:**

For the following items reference must be made to any guidelines issued by the Directorate of Lifelong Learning.

- **Display Screen Equipment Regulations 1992**

All DSE work stations should comply with the Authority's 'User' Assessment Form.

Display screen equipment users will be entitled to eye and eyesight tests and provided with corrective appliances (spectacles) if deemed necessary. Further information is available from the Occupational Health Unit.

- **Manual Handling Operations Regulations 1992**

Assessments for the manual handling of loads, persons and animals will be undertaken by the appropriate premises manager or line manager and the assessments will be retained by the Head (Refer to the Guidance Relating to Manual Handling).

- **Personal Protective Equipment Regulations 1992**

The provision of personal protective equipment will be determined by the appropriate line manager and agreed with the Director of Education, Leisure and Libraries. Advice on these regulations can be obtained by contacting the Safety Services Unit.

- **Workplace (Health, Safety and Welfare) Regulations 1992**

All buildings, extensions and building modifications must comply with these regulations. To ensure compliance reference may have to be made to the Education (School Premises) Regulations 1996. Advice on these regulations can be obtained by contacting the Safety Services Unit.

- **Provision and Use of Work Equipment Regulations 1992**

Wherever possible, any equipment provided for use at work will be purchased to meet an appropriate (Conformité Européen) mark or relevant British Standard, in line with the Guidelines Relating to the Provision and Use of Work Equipment.

For the avoidance of doubt, all employees are advised of the existence of detailed Policies, Codes of Practice and Guidelines, produced by the Authority, which form part of the Councils overall Health and Safety Policy. These are available on the Safety Services Unit (SSU) intranet site and hard copies are also available in the Head's Office (Yellow H&S information Folder). A list of these is attached as Appendix 2.

## **Risk Assessment**

The Management of Health and Safety at Work Regulations 1992 require that assessments are undertaken to determine any significant risk to employees and other persons. Significant findings of assessments are recorded and action taken to reduce the level of risk.

The risk assessment identifies the hazards present and evaluates the extent of the risk. Risk assessments will be carried out by the Head. Risk assessment is a continuous process (see Appendix 3 for sample form). An important element in risk assessment process will be the regular Health and Safety checks carried out by the Head, Caretaker and Chair of Governors, using the Authority's Health and Safety Inspection form. Risk assessments will result in particular requirements from and advice to staff (see Appendix 4.)

Copies of these are attached to this Policy and are available in the Head's Office, staff room Health and Safety folder and online in the 'Staff Shared Area' in the 'Health and Safety' folder.

### Smoking

The school is a 'No Smoking' and 'No Vaping' site.

### First aid

First aid procedures and first aid box contents will be in accordance with the Authority's Guidelines Relating to the Health and Safety (First Aid) Regulations 1981. All staff are currently trained in 'Emergency First Aid' in order to make available sufficient personnel who can;

- a) give resuscitation
- b) control bleeding
- c) treat unconsciousness

Two members of staff have completed the 4 day 'First Aid at Work' training and two members of staff have completed the 'Paediatric First Aid' training. The Headteacher will identify through risk assessment any further first aid training needs and arrange for training sessions and refresher training to be held.

Lists of qualified first aiders or appointed persons and their locations are posted in each area.

A first aid box is kept in each year group area and in the Office. A central store of first aid equipment is also kept in the small gray cupboard in the staffroom. Replenishments required for first aid boxes should be notified by staff in that area to the School Business Manager who will ensure that an order is raised via the Headteacher.

### Accidents

An accident record book is kept for children and completed for every accident or injury, however minor. 'Bump Notes' are sent home to inform parents of any injury. Yellow 'bump notes' are sent home with specialist advice if there is a head injury.

If an accident occurs then a report must be completed in accordance with the Authority's requirements. You must refer to the Corporate Accident and Incident Reporting Procedure for accidents to pupils/students. These are available on the safety services intranet site and in the staff shared area 'Accident Reporting' folder.

### Reporting of an Accident

Accident Incident Forms (AIF 2012), Accident Incident Investigation Form (AIF 2012) and Accident Incident Personal Statement (AIPS 2012) should be used to report all accidents and incidents suffered as a result of work activities, including incidents of violence and aggression.

A separate Near Miss Report form (NMR 2012) is available to record all incidents which have the potential to cause loss or damage to life or property.

Accident Incident Forms and Near Miss Reports are available in the staff shared area 'Accident Reporting' folder or School Office and should be completed and emailed to [accident.reporting@eastriding.gov.uk](mailto:accident.reporting@eastriding.gov.uk)

For further guidance, contact Safety Service on 01482 391117 or email [safety.services@eastriding.gov.uk](mailto:safety.services@eastriding.gov.uk)

### Emergency procedures

In any school there is always the potential risk of a fire and to a much lesser degree, a bomb threat. The Principal Fire Marshall and Bomb Alert Warden will be the Headteacher; Teaching Assistants will act as Fire Wardens.

It is imperative that all building users are aware of and understand the emergency evacuation procedures.

In the event of a fire or bomb threat, building users must follow the instructions, e.g. fire action notice, evacuate the building and assemble at the designated assembly point.

Escape routes and doors must be clearly signed and free of obstructions at all times and doors easily operable.

Fire fighting appliances should be periodically checked by the Fire Warden(s) and must be annually inspected by the Authority's designated contractor.

A record must be kept of all fire drills and practices in the school log book.

Further information can be found in the Log Book and Fire Risk Assessment Procedure.

### Electrical safety

All portable electrical appliances will be examined on a twelve monthly schedule using contractors who are NICEIC registered. The examination of the fixed equipment, i.e. from the mains distribution board to the socket outlet, will be arranged by the Department of Planning, Environment and Technical Services.

The use of personal electrical appliances on site is prohibited unless evidence is produced to show a test/examination or arrangements are made for such a test/examination.

## Defective equipment

Any defective equipment must be taken out of use immediately and arrangements made for either its repair or disposal. Repaired equipment must be checked prior to use.

## Control of substances hazardous to health (COSHH)

Under the COSHH Regulations all staff have a duty to prevent or control exposure of employees and other persons to substances hazardous to health.

The regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, bleach fumes etc.

COSHH assessment is an on-going process. Current evaluations can be found in COSHH folder.

All COSHH assessments are reviewed on a regular basis or whenever there is a change in circumstances concerning use.

Schools holding stocks of hazardous substances are required to check the stocks on a regular basis, at least annually, and list and arrange for disposal of all substances no longer required.

All hazardous substances and containers must be labelled, adequately sealed and stored in the correct manner.

Schools are responsible for arranging for the airflow testing of fume cupboards and local exhaust ventilation systems to ensure compliance with the regulations and design criteria.

Further information can be found in the Guidelines Relating to the Control of Substances Hazardous to Health Regulations 1994.

## Defects in buildings

Any person discovering a building defect must report the matter to the Headteacher. The area must be rendered safe or made out of bounds and reported to the Building Surveyor for action.

## Training

When deemed necessary, health and safety training will be arranged for employees. All employees shall have access to relevant information, instruction, training and supervision to enable them to work safely, efficiently and effectively.

All new members of staff and governors will be given induction training, as applicable to their area of work and responsibilities. See suggested Safety Induction Checklist (Appendix 6).

### Contractors and visitors

All contractors and visitors must report to reception, sign in and obtain an identification badge, and be informed of any known hazards on site and shown a copy of the latest Asbestos Report. Any site safety rules must be explained.

### Infectious disease

Information and advice on infectious disease can be obtained from the Department for Children, Schools and Families (Chief Medical Officer) and Occupational Health Unit at County Hall

### Safety Services Unit

Advice and information regarding health and safety issues can be obtained from the Safety Officers employed in the Safety Services Unit (Tel 01482 391117). The Unit will issue health and safety information, as necessary. This is available on the Safety Services Unit Intranet. A Safety Officer is employed as a consultant who can be employed by schools to undertake risk assessments on their behalf.

This document is not a finite statement and cannot include all items necessary to achieve safe working conditions. It is incumbent upon us all to comply with statutory requirements and internal arrangements to help achieve and secure a safe and healthy place to work.

## **Policy East Riding Of Yorkshire Council and Its Partners**

### **Statement of Safety**

The East Riding of Yorkshire Council recognises that making appropriate provisions for the health and safety of its employees is an integral part of its activities. It is therefore the policy of this Council through the Chief Executive to conduct its operations in such a manner as to secure the health and safety of its employees, partners and to protect members of the public who may be affected.

Implementation of this Policy will contribute to the performance of the Council by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.

There is no conflict between commercial considerations and safety; on the contrary, good safety is good business.

This Council is committed to pursuing progressive improvements in health and safety performance in line with the Governments and Health & Safety Commissions Revitalising Health & Safety Strategy.

It is the prime responsibility of the Council and its partners through each manager to provide and maintain measures so far as is reasonably practicable which will ensure that every employee has a place of work which is both safe and without risk to health. Equally it is the duty of each and every employee to co-operate with management in regard to health and safety matters. The Council expects each employee to take reasonable care for their own safety and that of others who may be affected by their acts or omissions, to prevent accidents and avoid hazards to health.

This Safety Policy and accompanying Organisation and Arrangements will contribute to the Council's overall business performance by reducing injuries and ill-health at work, both to employees and to any other person who may be affected by the Council acts or omissions at work, and will protect the environment and reduce unnecessary losses and liabilities. These measures are vital to the Council's business objectives and continuous improvement of its health and safety performance for higher standards.

To achieve this, the Council will:

- i) set and maintain high standards for health and safety by controlling workplace hazards by assessing risks and establishing risk control measures which are suitable and sufficient;
- ii) ensure that all employees are informed of these standards, by providing adequate and appropriate facilities for communication and consultation;
- iii) ensure that employees understand their responsibilities at whatever level they operate and discharge them with care;
- iv) provide adequate levels of training including induction training and instruction to ensure that employees are competent to carry out their duties;
- v) within its Annual Report, the Council will give due regard to assessing and monitoring its Health and Safety performance.

A copy of this Statement of Policy is brought to the attention and made available to all employees. It will be reviewed and modified as necessary and will be supplemented in appropriate cases by further statements relating to the work of individual Directorates or groups of employees and a copy of the list of policies, codes of practice and guidelines will be posted on dedicated notice boards.

### **Implementation**

The organisation and arrangements designed to achieve implementation of this policy are contained in each Directorate's Health and Safety Policy and Safety Manual. Copies of which shall be made available at each major workplace.

Chief Executive

### **Health and Safety Policy – Appendix 2**

For further guidance, contact Safety Service on Tel 01482 391117 or email [safety.services@eastriding.gov.uk](mailto:safety.services@eastriding.gov.uk)

# Safety Services Unit CODES OF PRACTICE LIST

|   |        |
|---|--------|
| Accident & Incident Reporting Procedures            | SSU08  |
| Asbestos Control at Work Guidelines                 | SSU18  |
| Confined Spaces Code of Practice & Guidance         | SSU13  |
| Construction, Design & Management Guidelines        | SSU09  |
| Consultants H&S Requirements                        | SSU11  |
| Contractors H&S Requirements                        | SSU10  |
| Control of Substances Hazardous to Health (COSHH)   | SSU04  |
| Display Screen Equipment Guidelines                 | SSU15  |
| Drug & Alcohol Testing Policy & Procedure           | SSU36  |
| Electricity at Work Code of Practice                | SSU22  |
| Electricity at Work Guidelines                      | SSU21  |
| Equipment at Work Provision & Use Guidelines        | SSU16  |
| Events on Council Land Planning Pack                | SSU17  |
| Expectant Mothers at Work Guidelines                | SSU26  |
| Fire Precautions Code of Practice & Guidelines      | SSU19  |
| First Aid at Work Guidelines                        | SSU07  |
| Hand Arm Vibration Syndrome Guidelines              | SSU23  |
| Health and Safety Corporate Policy                  | SSU01  |
| Health and Safety Policy Acceptance Questionnaire   | SSU25  |
| HIV & Aids Policy & Guidelines                      | SSU35  |
| Home Working Employees Guidelines                   | SSU34  |
| Legionellosis – Inc Legionnaires Disease Guidelines | SSU24  |
| Lifting Operations & Equipment Guidelines           | SSU20  |
| Management of H&S At Work                           | SSU02  |
| Mobile Telephones Safe Use Guidelines               | SSU28  |
| Moving & Handling Guidelines                        | SSU03  |
| Moving & Handling People Guidelines                 | SSU31b |
| Noise at Work Code of Practice & Guidelines         | SSU30  |
| Personal Protective Equipment Guidelines            | SSU14  |
| Smoking Policy                                      | SSU12  |
| Violence, Challenging Behaviour & Working Alone     | SSU06  |
| Wellbeing Code of Practice & Guidelines             | SSU27  |
| Working at Height Guidelines                        | SSU05  |

**Risk Assessment**

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|                             |  |                                       |
|-----------------------------|--|---------------------------------------|
| <b>Risk assessment for:</b> | <b>Assessment undertaken</b><br><br>Date:<br><br>Signed: | <b>Assessment to be reviewed.....</b> |
|-----------------------------|--|---------------------------------------|

| <b>HAZARD</b> | <b>WHO IS AT RISK?</b> | <b>HOW IS THE RISK CONTROLLED?</b> | <b>WHAT FURTHER ACTION IS NECESSARY TO CONTROL RISK?</b> |
|---------------|------------------------|------------------------------------|--|
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## Health and Safety Policy – Appendix 4

### Special Considerations arising from Risk Assessments

| Priority | Identified Risk   | Considerations for staff  |
|----------|---|---|
| 1        | Use of mains electricity – risk of electric shock, burns                              | The Caretaker is the only member of staff with authority to reset a trip switch. Management to ensure cyclical maintenance is maintained.   |
| 2        | Use of portable electrical equipment – risk of electric shock                         | Staff are asked to perform regular visual checks (looking for damage to casing or exposed or frayed wiring). Any defects should be reported for repair. Staff should ensure that equipment is placed in a safe position to avoid trailing wires and contact with liquids. |
| 3        | Unguarded plug sockets - risk of electric shock                                       | Staff are asked to replace socket covers after disconnecting equipment.   |
| 4        | Projectors left on – potential fire hazard  | Staff to be reminded to check projectors turned off at end of day.  |
| 5        | Glazing – risk of cuts from impact with low level glass.                              | All new glazing should meet safety requirements.  |
| 6        | Storage and use of medication – risk of illness to pupils                             | Medicines and medical procedures should be carried out according to the school's Medical Needs Policy.  |
| 7        | Use of infant play equipment – risk of falls, bumps                                   | Visual inspection should take place (using common sense criteria) each time equipment is used and worn or damaged items removed immediately.  |
| 8        | Working at height- risk of injury from falls  | Ensure that assistance is available when working with ladders. Use 'kick stools' to stand on not furniture.   |
| 9        | Fire – inadequate means of escape   | Fire escape routes should be kept clear of furniture or any other obstructions.   |
| 10       | Storage of material – risk from fire  | There should be no need to store large quantities of inflammable materials. The Head should be informed if any temporarily on site.   |
| 11       | Contractors working on site – risk to staff, pupils and visitors from work activities | The Head/Caretaker will monitor outside contractors on site. Any staff member seeing unsafe practices are asked to inform the Head.   |
| 12       | School events – galas, sports days, school fairs                                      | Senior Staff/Caretaker will monitor the site for risks to staff, pupils and visitors.   |

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| 13 | Visitors to school  | Staff are asked to ensure all visitors are sign in/out and CRB's checked at Office.   |
| 14 | No vision panels in doors - risk of injury when colliding with them             | Staff are asked to take care opening doors.   |
| 15 | Carrying hot liquids - risk of scalds   | When children are in the building, staff are asked to use only safety cups with lids outside the staff room.  |
| 16 | Siting desks under shelves - risk of injury to person standing up               | Ensure that desks are not sited beneath shelving unless the person standing up from the desk cannot come into contact with the shelving.                                    |
| 17 | Visits, activities away from the school premises                                | Staff are asked to conform with the Authority's guidance on Educational Visits and complete risk assessment (in Shared Area – 'School visits' folder)                       |
| 18 | Use of hazardous substances for grounds maintenance                             | The Head/Caretaker will <i>try</i> to monitor substances used by Grounds Maintenance staff.   |
| 19 | Unsecured bookcases - injury if bookcase falls on pupil                         | Staff are asked to ensure bookshelves have a stable base. If any are thought to be insecure, please inform the Head.  |
| 20 | Pupil PE activities - indoor  | Pupils should always be closely supervised in PE. Jewellery should be removed prior to PE sessions. All equipment should be stored away after use in its appropriate place. |
| 21 | Pupil PE activities - outdoor   | See above.  |
| 22 | Using hand tools – risk of cuts   | Pupils should be taught to use tools safely. Tools should be safely stored.   |
| 23 | Visits to pond areas - exposure to risks from drowning                          | Children should not be allowed near the pond in Wildlife Area unless supervised.  |
| 24 | Visits to nature areas - risk of trips, bites from animals, contact with plants | The Authority's Guidelines should be followed   |
| 25 | Manual handling of furniture and equipment – risk of sprains, strains etc.      | Staff are asked to abide by recommendations from Manual Handling Risk Assessments.  |
| 26 | Use of portable equipment – risk of injury from falls from height               | See 8 above.  |
| 27 | Use of portable equipment – risk of injury from ejection                        | Suitable protection should be worn.   |
| 28 | Use of portable equipment – risk of injury from equipment                       | Suitable protection should be worn.   |
| 29 | Use of hand tools – risk of injury from defective screwdrivers, chisels,        | Suitable protection should be worn. Defective tools should be disposed of.  |

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|    | hammers etc.  |  |
| 30 | Working alone – lack of assistance if injured or attacked         | As far as possible, staff are asked to inform others if they are working in isolated or remote parts of the site and ensure they have mobile telephone – see Lone Working Policy.  |
| 31 | Disposal of clinical/ medical waste                               | Staff area asked to ensure they avoid direct contact with bodily wastes by wearing appropriate protective equipment.   |
| 32 | Boiler duties – exposure to dusts, gases, oil etc.                | Appropriate protective equipment should be worn. See 30 above.   |
| 33 | Dealing with bodily fluids, blood, vomit, urine etc.              | Protective clothes should be worn.   |
| 34 | Floors – Slips and trips due to uneven, wet, and damaged surfaces | Staff are asked to use the illuminated walkway to the car park when it is dark. New safety light has been fitted to illuminate steps to car park.  |
| 35 | Storage of material – risk from trips                             | Staff are asked to <i>try</i> and keep storage cupboard floors free from trip hazards.   |
| 36 | Storage of material – risk from materials falling from shelves    | Staff are asked to <i>try</i> and store equipment safely.  |
| 37 | Housekeeping – risk of trips                                      | Staff are asked to encourage children to store items safely after use.   |
| 38 | Sticking doors - risk of injury when colliding with them          | Staff are asked to ensure defects are reported.  |
| 39 | Use of paints – exposure to dust                                  | Suitable drying areas should be used for painting.   |
| 40 | Use of Baby Belling oven - risk of burns and scalds               | Great care must be taken when moving or repositioning the cooker. Children should be supervised very closely.<br>All transportable cookers should be allowed to cool before being moved. A fire blanket should be kept with the mobile oven. |
| 41 | Use of ladders – risk of falls from height                        | Equipment should be regularly visually checked. An assistant should be present when ladders are used.  |
| 42 | Use of cleaning materials - exposure to hazardous substances      | Staff are asked to use only substances that have been assessed.  |
| 43 | Litter picking – exposure to sharps, manual handling.             | Staff are asked to use appropriate equipment.  |

## Appendix 5

### Health and Safety 'Do's and Don'ts' Quick Checklist for staff

- Remember everyone has a duty to take care of their own safety and that of other workers.
- During the school day, hot drinks to be kept in the staff room. Please use safety cups in playground to reduce risks of scalds.
- 'Kick stools' or step ladders to be used when putting up displays/working at height etc. Need to sign in ladder book when used.
- No heavy items to be stored on top shelves and no glass/china breakables in classrooms.
- Please keep all storage areas (shelves/cupboards/offices etc) as tidy as possible and access routes as clear as possible.
- Check any electrical equipment for trailing leads etc and make safe. Spare socket covers available from Office.
- Any electrical equipment brought into school needs to be 'PAT' tested unless brand new.
- Please be energy efficient - turn off lights, computers (especially check ICT suite!), projectors/visualisers etc when not in use and at end of day.
- Please check store cupboards at end of each day - doors need to be closed and lights off to reduce fire hazard.
- Be aware of any trip/slip hazards and inform Headteacher/Caretaker.
- If going on school visit, complete risk assessment in 'Schools Visit' Folder on shared area (use alongside Routine Procedures checklist).
- Report any personal accidents or near misses at Office.
- Report any concerns/damage or health and safety issues immediately to Headteacher, School Business Manager or Caretaker.
- Remember to use lighted route to car park when dark.

*Thank you for helping to make our school as safe as possible!*



