



HEALTH & SAFETY AT WORK

MORETON HALL PREPARATORY SCHOOL

The 1974 Health & Safety at Work Act requires employers to provide a General Policy on Health & Safety.

The school recognises and accepts the responsibility to provide and maintain safe working conditions for all staff and a healthy environment for all persons who may be affected. A copy of the Health & Safety Executive poster "Health & Safety Law - What you should know" is displayed in the staff kitchen area.

It is the policy to:

- Provide equipment and systems of work that are safe and free from risks to health.
- Provide physical features eg stairways, balconies, furniture, fittings etc. that are safe to use and suitable for the school.
- Provide an efficient power supply that will ensure that heating, lighting and hot water can always be provided.
- Provide and maintain domestic and kitchen equipment to the standards expected of the Trust, to include facilities for employees' welfare.
- Ensure that all staff have the necessary experience and capability to carry out the tasks they will be expected to undertake.
- Ensure the absence of risks to health in connection with the use, storage and handling of substances by carrying out an assessment of their effects as required by C.O.S.H.H. 1988 (Control of Substances Hazardous to Health) and implementing any control measures found to be necessary.
- Provide such information, instruction, training and supervision as is necessary to ensure the Health and Safety of all within the school, or who may visit it.
- Report certain injuries, diseases and dangerous occurrences to the Health and Safety Executive.

The employee's responsibility includes:

- Care for their own personal safety and that of colleagues, pupils and visitors who may be affected by what you do or do not do.
- A duty to comply with any safety instructions and directions laid down.
- To use properly the means and facilities provided for Health & Safety within the school.
- The duty to refrain from the wilful misuse, or interference with anything provided in the interests of Health, Safety and Welfare and any action that might endanger any person within the school.

STATEMENT OF POLICY

The headmaster and governors of Moreton Hall, in accordance with the above Act, hereby acknowledge the responsibility placed upon them by the Act, and declare it is their policy to ensure the Health and Safety of all employees, pupils and visitors.

All areas of the school have been risk assessed and regular visits are made to monitor the performance of Health & Safety measures. Reviews of the risk assessments are implemented based on the review date of the individual risk assessment. If there is any material change to any area, an immediate review is implemented and the Health & Safety risk assessment.

Risk assessments are conducted in full consultation with staff associated with the area concerned.

Kitchen Staff:

- Kitchen staff will observe all instructions regarding the use of equipment in respect of guards.
- Care should be taken in the use of sharp utensils.
- Floors should be kept clean and dry. Wet Floor signs to be positioned clearly when floor has been washed.
- Strict personal hygiene should be practiced at all times.
- Special statutory regulations apply to all areas where food is prepared or handled and these are displayed in the areas in which they apply.

Staff:

- Special care must be taken in the storage and labelling and administration and checking of medications.
- All statutory regulations in relation to dangerous drugs must be strictly complied with.
- Staff should be conversant with the correct techniques for the administration of all medication and appropriate medical techniques.
- Matrons are responsible for disseminating medical information regarding pupils to the relevant teaching staff.

All Staff:

- Care should be exercised when using electrical appliances.
- Faulty equipment should not be used and should be reported immediately to the Headmaster and taken out of use.
- On no account should employees, other than qualified electricians, tamper with electrical apparatus.
- Floors should not be left in a slippery condition.

It is the responsibility of each employee to be ever mindful of their duty towards pupils, parents and other employees in respect of health and safety. They must observe all instructions and comply with all codes in respect of health and safety at work. In general, all potential hazard risks should be clearly identified and reported to the Headmaster. He will take whatever action is appropriate concerning health and safety at work.

SMOKING POLICY

There is a no-smoking policy throughout the school.

Since 1st July 2007 it has been the law that no smoking is allowed within enclosed places. Premises have placed a total ban on smoking within their grounds. The policy for smoking at Moreton Hall is as follows:

- No smoking is allowed within the building or where smoke can be transmitted into the building.
- Any member of staff wishing to smoke must only smoke outside the confines of the building.
- No cigarette butts should be discarded at the entrances to the building.

If you are unsure about any aspect of the smoking policy please speak to a member of the management team.

OFF SITE VISITS

The full details of the Health & Safety measures that are required when taking pupils on off site visits can be found in the separate Policy Document entitled “Educational Visits”. This can be found in the Policy Vault.

VIOLENCE

The Headmaster, headmaster and governors of Moreton Hall take the safety of the staff very seriously. No abuse or violence towards staff is accepted. The school have a clear policy on handling violence in the workplace and there is a recognised reporting system. The policy and copies of the incident form can be found in the Policy Vault.

ON SITE VEHICLE MOVEMENTS

It is fortunate that the majority of the vehicle movements occur outside the front of the school where the movement of children is very limited and is supervised by adults. However, we have adopted a one-way system at the top end of the school drive so that the direction of traffic is clear. Traffic calming measures are also in place (sleeping policeman) at the top of the one-way section so that speed is kept at a low level. Signs warning of people walking are clearly displayed at the gate. Children arriving at the school are supervised by their parent/guardians. Any children leaving the school are required to wait in the front hall until collected. This reduces the risk of accidents involving vehicles.

Any vehicles that require to access the south side of the school require to travel at low speed (the drive does not permit high speed) and they should also activate their hazard warning indication lights.

The contractors who are engaged to cut the playing fields must demonstrate competence and provide a working statement and Health & Safety statement. Children are prohibited from entering the area when the contractor is operating on site. Strict adult supervision ensures compliance.

MANUAL HANDLING

MANUAL HANDLING OPERATIONS REGULATIONS 1992

The Manual Handling Operations Regulations 1992 came into force on 1st January 1993 to implement a European directive on manual handling of loads. The Regulations supplement the general duties placed upon employers and others by the Health & Safety at Work Act and the broad requirements of the management of Health & Safety at Work Regulations 1992 and replace a number of earlier, outdated legal provisions. The Regulations aim to reduce the very large incidence of injury and disability caused by manual handling. To achieve this, the Regulations place various duties upon both employers and employees.

Employers Duties:

The employer's duties set out in the Regulations are as follows:

- As far as reasonably practicable, employers should avoid the need for any employees to undertake any manual handling operations which involve a risk of injury. This may be done by redesigning the task to avoid moving the load or by automating or mechanising the process.
- Where manual handling cannot be avoided a suitable and sufficient assessment of all manual-handling operations must be carried out.
- Use assessment to reduce the risk of injury from those operations so far as reasonably practicable - particular consideration should be given to the provision of mechanical assistance but where this is not reasonably practicable then other improvements to the task, the load and the working environment should be explored.

Employee's duties:

The employee's duties under the Regulations are:

- To make full and proper use of any equipment or system of work which is provided to enable the employer to comply with the Regulations.
- To inform the employer of any physical condition suffered which might reasonably affect his/her ability to undertake manual handling operations safely.
- To take reasonable care of their own health & safety and that of their fellow employees who may be affected by their activities while conducting handling operations.
- To co-operate with their employer to enable them to comply with their health & safety duties.

If in doubt ALWAYS ask a more senior person.

REPORTING ACCIDENTS/INCIDENTS

REPORTING OF INJURIES, DISEASES & DANGEROUS OCCURRENCES

REGULATIONS (RIDDOR) 1995

There is a legal requirement for the employer to report certain types of accidents, diseases and dangerous occurrences to the Health & Safety Executive under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR). All work activities are covered by RIDDOR.

The employer can only fulfil this duty if there is an established system of accident reporting with which employees co-operate by providing the information. Failure by the employer to report an accident under RIDDOR is a criminal offence and conviction can lead to a substantial fine. The method of reporting to the HSE is on form F2508 (available from HMSO or can be downloaded <https://www.hse.gov.uk/forms/incident/>)

For injuries and dangerous occurrences:

- Form F2508A should be used for cases of disease.
- Forms must be completed and submitted within seven days of any notifiable incident.
- An immediate telephone call should be made to the HSE at the time of the incident.

The **RIDDOR** cover six areas in scope:

1. Fatal Accidents.
2. Serious Injuries or Acute Illness.
3. Accidents Involving More than three days Absence From Work.
4. Occupational Diseases.
5. Dangerous Occurrences
6. Gas Incidents

In the event of an accident/incident requiring reporting under RIDDOR, the Headmaster will complete form F2508 and notify the Health & Safety Executive.

ACCIDENTS TO STAFF

Report accident/ incident immediately to the School Office.

A member of the Senior Management team should immediately see the member of staff concerned and co-ordinate first aid measures as appropriate.

Complete an accident/incident form.

Log as much information as possible about the accident/incident, the causes, consequences and background. If equipment is involved, this must be noted. It may be necessary to take the equipment out of use for inspection if the accident occurred as a direct result of equipment failure. If staff need assistance from paramedics/hospital then personal medical forms are filed in the Headmaster's office. This holds information on medication, medical conditions and allergies.

CALOR GAS SAFETY

There are several Calor Gas appliances within the building. They are the cooking range, the fryer and the gas appliances in the Science Laboratory. All appliances have localised isolating valves.

If there is a smell of gas:

- Extinguish all naked flames.
- Do not strike matches or lighters
- Do not turn electrical lights or appliances on or off.

The gas appliance should be turned off at the isolating valve. They are located as follows:

- Cooker/Oven: On wall at right hand side of back door
- Emergency Stop button at exit door
- First External Valve: Beside gas regulator beside back door
- Main Isolating Point: Located at white Gas Tank outside rear entrance to kitchen
- Science Laboratory: At gas bottle in compound

Any smell of gas must be reported to the maintenance team who should contact the Headmaster as appropriate.

In emergency contact Calor Gas on 08457- 444999.

STAFF FIRST AID KITS

First Aid Kits for the treatment of minor accidents/incidents involving children are kept throughout the school. Every classroom has a first aid box that is checked for supplies regularly by the matron. All staff are trained in First Aid and will offer basic treatment to a child under their supervision. However, if further treatment is required the child should be escorted to the school office where matron can then collect them.

All staff **MUST** report accidents/incidents, however minor, to matron.

Staff responsible for handling food must report any cuts or abrasions sustained to the catering manager and cover them with a blue coloured waterproof plaster.

A separate First Aid Kit is kept in the kitchen (to the right of the door as you enter the kitchen) for the use of staff involved with the handling of food.

Matron is responsible for maintaining adequate supplies of equipment in the Staff First Aid Kits.

Staff are responsible for reporting to Matron the use of a large quantity of products from First Aid Boxes in their classrooms.

A comprehensive statement relating to First Aid can be found in the First Aid Policy.

(Policies are available in the Policy Vault.)

FIRE SAFETY

One of the main risks to any business, including schools, is that of fire. Moreton Hall Preparatory School has a rigorous policy for fire risk prevention. This is found in a full document within the Policy Vault. It is also available within the Information section of our website.

In addition to the Fire Risk (Prevention) Policy, staff should be aware of the Fire Risk Assessment and also the Fire Extinguisher Training information that can be found within the Policy Vault.

A full listing of the locations of the break glass points within the building is printed in the Fire Extinguisher Training document. The locations and types of Fire Extinguishers are also listed in the Fire Extinguisher Training document. A complete site plan within this document also illustrates the locations of the break glass points and Fire Extinguishers.

Any area of the buildings, or the operation of the school, that appears to be in need of review relating to the fire assessment should be brought to the attention of the Headmaster as a matter of urgency.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (C.O.S.H.H.)

As part of our Health and Safety policy, we recognise our obligations under the Control of Substances Hazardous to Health Regulations (C.O.S.H.H.), 1988 and have taken the necessary action in order to ensure compliance.

From amongst the nineteen Regulations, seven are distinct and require us, as employers, to take action in one way or another. The following regulations are therefore of prime importance:

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| Regulation 6 | Involves carrying out an assessment of the risks to health of employees who may be exposed to substances hazardous to health, as defined. In all but the simplest cases, the assessment must be in writing. |
| Regulation 7 | The prevention or control of exposure to substances hazardous to health. |
| Regulation 8 | Use of control measures etc. |
| Regulation 9 | Maintenance, examination and test of control measures etc. |
| Regulation 10 | Monitoring exposure at the workplace. |
| Regulation 11 | Health surveillance. |
| Regulation 12 | Information, instruction and training for persons who may be exposed to substances hazardous to health. |

Information on all chemicals is held in a separate C.O.S.H.H. file.

Since most chemicals are associated with the kitchen area, the folder with all COSHH Sheets is held in the kitchen administration area.

Staff who regularly use any chemical should also have a copy of the relevant data sheet within their working area.

Any questions regarding data sheets or COSHH should be addressed to the Headmaster.

Location of equipment, cleaning fluids and toiletries:

ALL CLEANING FLUIDS MUST BE KEPT IN LOCKED CUPBOARDS

Access to cleaning equipment and cleaning fluids is restricted to authorised personnel only. Such personnel will have received adequate instruction as to the use of the equipment and the chemicals.

SECURITY

- It is the responsibility of every member of staff to ensure that security is maintained at all times. The front door must be kept shut at all times. It has an automatic door closure and a magnetic latch. All visitors are required to ring the doorbell. This activates an intercom in the school office. The visitor can then be escorted to the relevant part of the school or alternatively asked to sit in the front hall until the relevant member of staff is informed of their arrival. On no account should strangers be permitted to wander unaccompanied through the building.
- All visitors will be issued with a visitor badge that is on a red lanyard. Contractors visiting the site will be given a visitor badge on a blue lanyard. The colours assist in the identification of visitors.
- All external access doors are fitted with a security locks. The front door security code will be given to staff but must be kept confidential. The code must not be given to anyone except staff who are employed by Moreton Hall School. The code will be varied from time to time and staff will be informed of code changes.
- Doors providing access at the rear of the school (boot room door and access to the quad) are controlled by keypad entry systems.
- Security lighting is provided. This operates automatically when people approach the area.
- The front door is fitted with an external light.
- All storage cupboards must be kept locked at all times. Doors to the roof, boiler house, cellars etc must be kept locked. The Headmaster and maintenance team have access to the keys.

DOGS

Dogs are an important part of life for many Moreton Hall families, and as such, are often included in day-to-day activities such as taking children to and from school. The school appreciates this inclusion and values pet ownership as an educational experience but in the interests of health and safety Moreton Hall operates a strict no dog policy on site with the exception of guide dogs or hearing dogs. Parents, staff and visitors involved in and or attending the school must not bring dogs on to the grounds or inside school buildings at any time.