



Rockland St Mary and Surlingham Primary Schools

Code of Practice for the Management of Risks at the School

Date of issue - 1st September 2018

Reviewed – 9th September 2019 (annex A updated) by C Lloyd HSO

Date of next review - September 2020

Composed by - C Lloyd, Health and Safety Officer, Sapientia Education Trust

Contents

- 1) Introduction
- 2) Responsibilities
- 3) Risk assessment
- 4) Safety inspections
- 5) Fire safety
- 6) First aid
- 7) Manual handling
- 8) Premises and facilities
- 9) Display screen equipment and workstations
- 10) Working at height
- 11) Driving for work
- 12) Hazardous substances
- 13) Off site visits and trips
- 14) Furniture, fittings and equipment
- 15) Safety record keeping at the school

Annexes

- A. List of SET Health and Safety Policies
- B. Safety checking of active play equipment
- C. Fire action plan
- D. Pre use minibus checks
- E. Hazardous substance classification

1. INTRODUCTION

This Code of Practice (COP) aims to provide employees with the essential day to day routine arrangements to provide a safe environment at the School. It should be read in conjunction with the School Health and Safety Policy. Full details of the safety arrangements in relation to specific hazards are provided within the health and safety policies for the Sapientia Education Trust (SET). These should be referred to when employees are managing the risk presented by a specific hazard. A list of the SET policies is provided at annex A.

2. RESPONSIBILITIES

2.1 All employees have a duty to take care of their own health and safety and that of others who may be affected by their actions at work. The Health and Safety responsibilities for staff are set out in the School Health and Safety Policy.

2.2. In relation to this Code of Practice the following responsibilities are relevant:

The **Head teacher** is responsible for -

- Ensuring the School health and safety policies and procedures and Codes of Practice are adopted, monitored and brought to the attention of all relevant staff.

All staff at the School are responsible for-

- Following the safety measures as set out within this COP and associated health and safety policies and procedures.

The **Health and Safety Officer for the SET** is responsible for:

- Annual review of the COP in conjunction with the Head Teacher.
- Providing safety advice and support to any member of staff with the agreement of the Head Teacher.

3. RISK ASSESSMENT

3.1 Safety on the site is informed by the School Risk Assessment. A record of this is held in the School Office. Fire and traffic as hazards, present the highest potential harm and have therefore been subject to specific risk assessments. Records of these are also in the Office. The SET has in place risk assessments for the range of hazards associated with the premises and those activities which apply to all schools within the Trust.

3.2 The assessments at 3.1 do not cover specific activities associated with lessons, activities or for off site visits. Where during a lesson, the pupils may be exposed to a hazard as a result of the lesson activities, equipment or the materials used, a risk

assessment must be undertaken and recorded by the teacher. For other activities, including all visits, a risk assessment must be carried out and recorded by the employee leading the activity.

3.3 Where a risk assessment is undertaken, a record must be kept of the significant findings and specifically the control measures to support the safe undertaking of the activity.

3.4 A risk assessment must be undertaken in respect of any substance which presents a hazard. A material data sheet must also be available for the substance (see section 12).

3.5 Staff must ensure lesson planning and risk assessment has due regard for those pupils with allergies or other medical issues. Individual Health Care Plans are held by the School Office.

3.6 Any large-scale event or performance at the School must be supported by a risk assessment.

3.7 Should there be doubt as to the suitability of safety arrangements set out within a risk assessment or a new or unusual activity is planned, this must be referred to the Head Teacher for approval.

3.8 Guidance on the risk assessment process and record keeping is available from the SET policy for Risk Assessment.

4. SAFETY INSPECTIONS AND CHECKS

4.1 A safety inspection of the School is undertaken once a term by the Health and Safety Officer for the SET. A record of this is provided to the Head Teacher with an action plan for any improvement work which may be needed.

4.2 Teachers must undertake a start of day check of their classroom to ensure it is safe for themselves, colleagues and students. A record of this check is not required. This is a visual check to ensure-

- walkways are clear of any trip or slip hazards
- the route to the fire exit is not obstructed
- no hazardous items have been left out through cleaning or maintenance work such as chemicals, equipment or materials
- there are no obvious defects to furniture, fittings and glazing

4.3 Staff supervising play time must undertake a visual check at the start of any activity, a record of this not required. The pre use check should ensure-

- the play surface is not excessively slippery or defective

- there are no obvious defects to the play equipment
- any security measures are in place

4.4 All staff should inspect areas after any activity to ensure it is left in a safe condition, a record of this is not required. An inspection should take place when-

- there may have been a resultant spill or trip hazard created
- furniture or fittings have been moved from their normal location
- any substances or equipment may have been left out which present a hazard
- any protective safety or security measure has been moved or unlocked

4.5 All staff must undertake a pre use visual check of any powered equipment before use to ensure there are no obvious defects and that any protective measures are in place. A record of this is not required.

4.6 The School Estate Manager must undertake an inspection of all physical activity play equipment at the start of the school year. Any new items (see section 14) must also be subject to a safety inspection. An inventory should be held of what items are held and a record kept of the inspection. A standard format is at Annex B.

4.7 A pre use safety check must be made of any vehicle used to transport students (see section 11).

5. FIRE SAFETY

5.1 A copy of the fire action plan for the School is at annex C.

5.2 A Fire Policy is held by the SET. Key components of this are-

- Employees must be familiar with the fire action plan.
- The raising of the alarm of fire is the priority, followed by the evacuation to the assembly point.
- Employees are not expected to fight a fire, unless it involves a person's clothes, or they have received training provided by the employer in the use of extinguishers.
- Candles, naked flames or activities which increase the risk of fire are not permitted.
- Staff must close the door to any room or area as they leave the building at the end of the school day.
- All staff have the authority to call the fire service on 999 should a fire be discovered. This must take place after the alarm has been raised and the evacuation to the assembly point.
- A fire drill must be undertaken once a term and a record of this held by the School Office.

5.3 The occupancy capacity of the Margaret Mack Hall based on the availability of two of the fire exits assuming that one is rendered unusable due to the proximity of the fire is -

ROOM TYPE/ACTIVITY	MAXIMUM CAPACITY
Hall (Standing)	200

6. FIRST AID

6.1 A list of first aid qualified staff is provided at the School Office.

6.2 First aid boxes are provided at the reception and at other locations in the school marked with a first aid sign similar to the following:



6.3 All staff have the authority to call 999 for an ambulance. Generally, this call should be made by the Office when the ambulance is required at the School. If the call is not made by the School Office, they must be informed as soon as possible of the emergency.

6.4 A qualified first aider with suitable first aid kit, must travel with any off-site visit.

6.5 More information is available from the SET first aid policy.

7. MANUAL HANDLING

7.1 School staff are not expected or required to lift heavy loads or undertake repetitive actions likely to cause harm.

7.2 Where a risk of this is identified by staff, it must be referred to the Head Teacher for risk assessment and improvement action.

8. PREMISES AND FACILITIES

8.1 There are a range of hazards which may arise associated with the building, the grounds, the services and equipment. These include asbestos, electricity and legionella.

8.2 Management responsibilities for the servicing of facilities and equipment and for the repair of defects is set out within the SET Premises and Facilities Policy.

8.3 Any defects should in the first instance be reported to the School Estate Manager (caretaker), for repair or onward reporting to the SET Estate Manager.

9. DISPLAY SCREEN EQUIPMENT(DSE) AND WORKSTATIONS

9.1 Workstation assessments are available to staff and may be requested via the Head Teacher.

9.2 Guidance is available regarding the safe use of DSE and the set up of a workstation within the SET Policy, DSE and Workstations.

10. WORKING AT HEIGHT

10.1 School staff are not to work at height unless suitably trained and using suitable equipment.

10.2 Staff must not stand on improvised means, such as chairs to work at height.

10.3 Should an essential need be identified to work at height this must be referred to the Head Teacher for training and equipment to be organised including the preparation of an equipment checklist which should be updated weekly. Before this other means to reduce the risk must be explored such as improved storage at low level or not having high level displays.

11. DRIVING FOR WORK

11.1 Staff should refer to the SET policy, Driving for Work.

11.2 The School Office must maintain a record of all staff who drive for work. This includes a copy of the driver's licence and a signed disclosure form (see the SET Policy).

11.3 Where a member of staff is planning to use their own vehicle to transport pupils, evidence of the following must be provided to the School Office-

- a copy of the MOT if applicable
- evidence to show the vehicle is in service date

11.4 The SET motor insurance provides comprehensive business use cover for employees when driving their private car as part of their employment.

11.5 Any staff who drive a minibus with pupils as passengers must have passed a minibus driving assessment within the previous 6 years.

11.6 The pre use vehicle checks to be undertaken by a minibus driver are set out in annex D.

12. HAZARDOUS SUBSTANCES

12.1 Any substances which may be harmful must be clearly labelled and stored in a locked cupboard. A sign to depict the presence of a hazardous substance must be displayed on the door.

12.2 Hazardous substances must not be used where there are pupils present in the room or area.

12.3 A material safety data sheet (MSDS) must be held for any substance in use at the School. COSHH assessments will also be required for those substances designated as potentially harmful (see annex E). The SET has access to CLEAPPS COSHH assessments and will adapt these locally or create new assessments as required. The Head Teacher shall ensure that all relevant staff have read and understand these assessments. A copy of these should be held by the School Office in addition to the storage location. A copy of The MSDS must travel with any person seeking medical treatment following accidental exposure.

13. OFF SITE VISITS AND TRIPS

13.1 Any proposed off-site visit or activity must be approved in advance by the Head Teacher before logistical planning is undertaken.

13.2 The EVOLVE system must be used for the planning of visits and recording of the relevant information.

13.3 A nominal roll with details of the venue address, time of departure and return, the names of all persons travelling and the contact arrangements with the visit leader must be provided by the Visit Leader to the School Office before departure.

13.4 Those planning an off-site activity should refer to the SET Policy for Visits and Trips.

14.FURNITURE, FITTINGS AND EQUIPMENT

14.1 Any furniture or fittings must be removed from use if it is identified they present a hazard to anyone and marked to indicate they are not to be used. Defective items should be disposed of unless they are to be repaired.

14.2 Staff must not bring into the School or accept on behalf of the School any items without the approval of the Head Teacher.

14.3 Pre used items must -

- be defect free and suitable for the proposed activity and age group if for use by pupils
- be suitable for the intended place of use
- be suitable for the purpose for which it is to be used
- PAT tested if electrical

14.4 Items must bear a British Standard or CE mark to show that it conforms to a recognised safety standard. Although equipment made for domestic use may bear a safety mark it may not be suitable for use in a school environment. If in doubt about the purchase of a piece of furniture or equipment, advice should be sought from the Health and Safety Officer.

15. SAFETY RECORD KEEPING AT THE SCHOOL

The following records must be held by the school office-

- School Health and Safety Policy
- Code of Practice for the Management of Risks in the SET Primary Schools
- Code of Practice for the Safe Provision of Curriculum and other Activities in the SET Primary Schools
- School risk assessment
- Fire risk assessment
- Traffic risk assessment
- Asbestos register
- Material data sheets and COSHH assessments for any hazardous substance
- List of first aiders
- Driver records

All other safety related records will be held by the SET Estates Office.

ANNEX A

Sapientia Education Trust (SET)

Supporting Health and Safety Policies

Further information is available about specific hazards and their risk management from the following-

- Accident reporting and recording
- Contractors
- COSHH
- Display screen equipment (DSE)
- Driving for work
- Fire
- First aid
- Lone working
- Managing medicines in schools inc Use of AAI's and Salbutamol inhalers
- Off site visits
- Premises and facilities management
- Risk assessment
- Security
- Supporting pupils with medical conditions



Safety checks of outdoor play equipment (not larger and fixed equipment)

- All physically active play equipment such as bicycles and scooters must be checked each term.
- The record sheet must be initialled and dated to confirm the check has been undertaken and the item is regarded as being safe and suitable for the pupils to use.
- Any item which is regarded as unsafe must be withdrawn for disposal or repair.
- You are not an engineer; this is a common-sense visual check.

What to look for

The item should display either a British Standard kitemark  or a European symbol 

The equipment should work properly and the general condition is suitable.

Check there are no protective covers missing.

Check there are no hand or foot grips or rests missing.

Check for any sharp edges or possibly broken parts creating a sharp edge.

Check for rubber spacers to protect against fingers or hands becoming pinched.

If item is static, check for stability when used.

Check item is suitable for the intended age group.

THE SCHOOL FIRE ACTION PLAN

FIRE EVACUATION PLAN FOR THE MAIN SCHOOL BUILDING

1. Raising the alarm

Raising the alarm is the priority.

If fire is discovered or suspected by any person, the alarm should be raised by operating a break glass call point. In some cases, the alarm will be raised by the automatic activation of a fire detector.

If at any time fire is confirmed or suspected the School Receptionist will make a 999 call to the fire service. Where there is confidence that it is a false alarm, an immediate 999 call is not required.

2. Response to a fire alarm sounding

All staff should immediately evacuate the building ensuring that students move quickly and safely to the assembly point at the front of the school in the playground using the nearest exit.

Pupils to assemble in their class group with their teacher who will undertake a roll call.

Staff should check any 'hidden' areas such as the toilets for pupils.

All other persons in the building without a specific emergency role must report to the assembly point.

The School Estate Manager or in their absence office staff, will check the fire alarm panel and ascertain where the alarm has activated if not already obvious. The alarm is to continue to sound unless it is confirmed to be a false alarm.

The School Estate Manager or designated member of staff will check the building to confirm if fire has occurred if not already obvious.

3. Fire fighting

Raising the alarm to start the evacuation is the priority.

Staff are not expected to extinguish a fire unless trained.

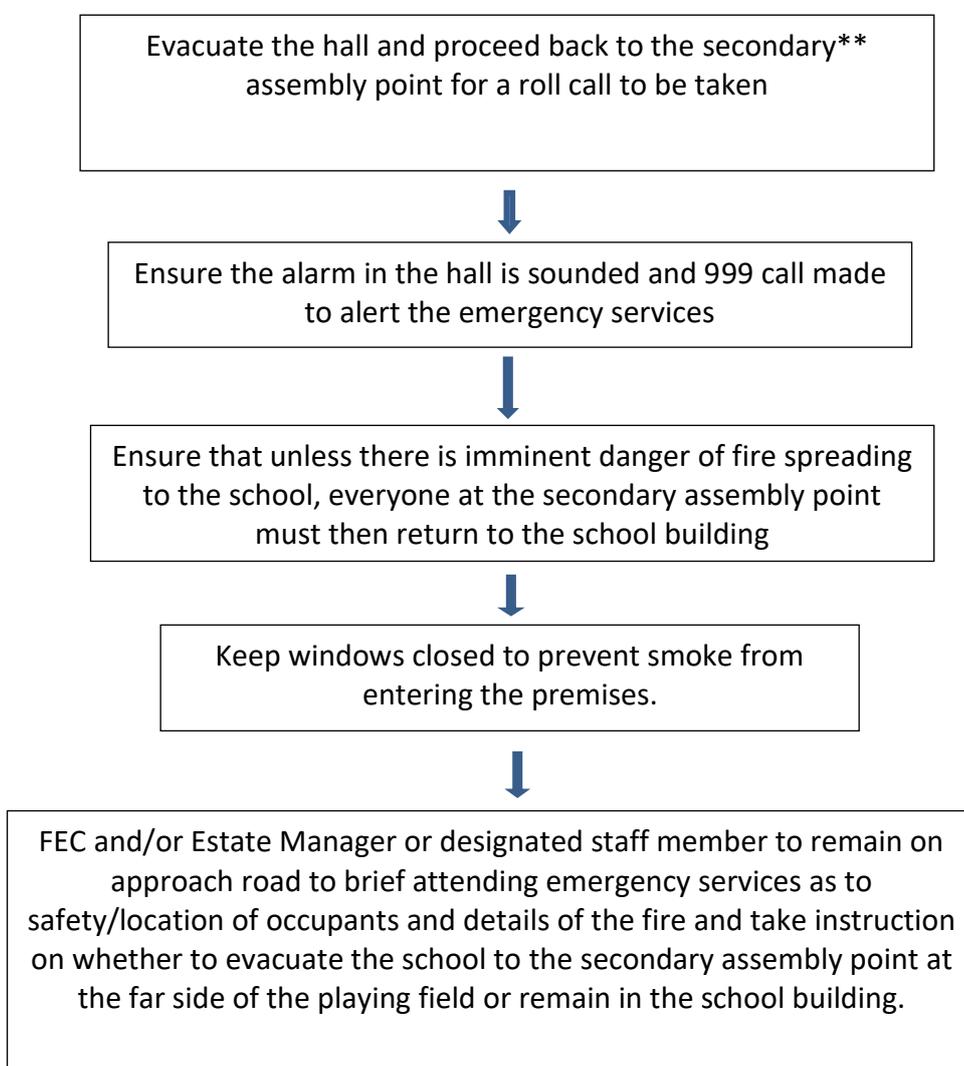
Should clothes be on fire adopt –**stop** the person, **drop** the person to the floor, **roll** the person to smother the fire and apply **cooling liquid** from any source.

4. Re occupation

This will be initiated by the designated Fire Emergency Controller* (FEC) when:
The information received from the School Estate Manager and/or other staff confirms this to be a false alarm

In the event of a fire, re-occupation of the premises is at the sole discretion of the Fire Officer from the fire service attending. No persons may re-enter the premises until the Fire Officer gives the all clear.

PROCEDURE FOR WHEN THE MARGARET MACK HALL IS BEING USED BY THE SCHOOL



* **The senior member of the School present at the time will adopt the role of Fire Evacuation Commander (FEC) and don a reflective tabard kept in the Office. The FEC is in charge of the whole school evacuation (if applicable) and the point of contact for the Fire Service if they attend.**

** **The Secondary muster point is at the far side of the school playing field the furthest distance from the Hall.**



Pre use minibus checks

This form to be completed by the driver and passed to the School Office before departure

Tyres – checked for wear and pressures	<input type="checkbox"/>
Wheels – Security of wheel nuts	<input type="checkbox"/>
Engine oil and brake fluid – check levels	<input type="checkbox"/>
Fuel and water – sufficient for journey	<input type="checkbox"/>
All windows clean	<input type="checkbox"/>
Lights – including stop lamps and indicators	<input type="checkbox"/>
Windscreen wipers and washers	<input type="checkbox"/>
Bodywork – no dangerous parts	<input type="checkbox"/>
Mirrors – positioned correctly, not damaged	<input type="checkbox"/>
Brakes – check when vehicle is stationary and moving (before loading passengers)	<input type="checkbox"/>
Horn in working order	<input type="checkbox"/>
Seatbelts – in good condition, working properly	<input type="checkbox"/>
First aid box- present and well stocked	<input type="checkbox"/>
Fire extinguisher present and within date	<input type="checkbox"/>
Mobile phone – available for group travelling	<input type="checkbox"/>
Warning triangle	<input type="checkbox"/>
Reflective jackets for staff	<input type="checkbox"/>
Drinking water (if long distance or high temperature)	<input type="checkbox"/>

Name of driver

Signature

Date

HAZARDOUS SUBSTANCE CLASSIFICATION

The following symbols denote substances categorised as harmful. COSHH assessments are required for all such substances displaying either variant.

OLD SYMBOLS



NEW SYMBOLS

What do the COSHH symbols mean?		
 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity