



# **RYECROFT C. E. ( C ) MIDDLE SCHOOL**

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## **POLICY STATEMENT**

# **HEALTH & SAFETY**

## HEALTH, SAFETY AND WELFARE POLICY PART I.

### Health and Safety Policy Statement

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy; it records the school's local organisation and arrangements for implementing the County Policy. The LA Model First Aid and Accident policies are also linked to the school's Health & Safety Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this school's Governing Body will ensure so far as is reasonably practicable that:
  - All places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
  - All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
  - Appropriate safe systems of work exist and are maintained.
  - Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
  - A healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above, the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signature Chair of Governors .....

Name Chair of Governors .....

Signature Headteacher .....

Name Headteacher .....

## HEALTH, SAFETY AND WELFARE POLICY PART II.

### Organisation and Responsibility.

Overall responsibility for health and safety in this school rests with the employer – Staffordshire County Council but the school's Governing Body has health and safety responsibilities as the occupier of the premises.

Headteachers are responsible for ensuring that procedures exist which allow the implementation of the health and safety policies of their employer and any arrangements set up by the Governing Body as part of their health and safety responsibilities.

Duties and responsibilities for health and safety have been assigned to Staff and Governors based on the outlines contained in the County Council's Health, Safety and Welfare Policy.

#### 1. POLICY MAKERS.

<b>Governing Body (Chair)</b>	<b>Mrs. P. Curtis</b>
<b>Health &amp; Safety Governor</b>	<b>Mrs E. Ratcliffe</b>
<b>Headteacher</b>	<b>Mr. S. Bardon</b>
<b>Health &amp; Safety Coordinator</b>	<b>Mrs T. Evans</b>
<b>CC Health + Safety Adviser</b>	<b>Wendy Sears</b>

The Policy makers:

- Will be familiar with the overall responsibilities laid down for policy makers in the Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety, which includes planning, implementation of plans, monitoring, reviewing and auditing. This must all be integrated into the day-to-day management of the school.
- Will ensure that plans for continuous development and improvement of health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and fully resourced and arranged to enable health and safety to be managed effectively.
- Must clearly identify those assigned specific health and safety responsibilities and ensure that they are trained or instructed properly.
- Ensure that the school has access to health and safety advice from competent persons.
- Will set targets, in conjunction with planners, to improve health and safety performance.
- Must monitor that health and safety targets are being met and that the school is meeting health and safety obligations by checking the implementation of policies and procedures and by reviewing Key Performance Indicators {KPI} on a regular basis.
- Seek advice and receive reports from County Council Health and Safety Advisers and the School Health and Safety Coordinator as appropriate and take all necessary actions.

- Ensure Health and Safety Audits are completed and Action Plans developed from these audits.
- Must ensure that all their decisions reflect the commitment of this policy and promote a positive health, safety and welfare culture within the school.
- The Governing Body will inform the Children and Lifelong Learning Directorate of any issue with health and safety implications, which cannot be satisfactorily resolved without their support and involvement.

## 2. PLANNERS.

<b>Governing Body (Chair)</b>	<b>Mrs. P. Curtis</b>
<b>Health &amp; Safety Governor</b>	<b>Mrs E. Ratcliffe</b>
<b>Headteacher/Premises Manager</b>	<b>Mr. S. Bardon</b>
<b>Assistant Headteachers</b>	<b>Ms. S. Turner Mr. M. Hall</b>
<b>Senior Leadership Team</b>	<b>Mr. S. Bardon Ms. S. Turner Mr. M. Hall</b>
<b>Health + Safety Coordinator</b>	<b>Mrs. T. Evans</b>
<b>Teacher of Design &amp; Technology &amp; Art</b>	<b>Mr. S. Ravenscroft</b>
<b>PE</b>	<b>Mr S Bardon</b>
<b>Teacher of Science/ICT</b>	<b>Mr. M. Hall</b>
<b>Teacher of Food Technology</b>	<b>Mrs R. Barker</b>

The planners:

- Develop the local plans to achieve both corporate and school health and safety objectives
- Develop management arrangements for risk assessment within their area.
- Must be familiar with their responsibilities, which are laid down in the County Health, Safety and Welfare Policy.
- Take overall responsibility for daily health and safety management of the school and its activities including those taking place outside the school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the planning process.
- Delegate duties to other members of staff to ensure that health and safety is effectively managed whilst still retaining overall responsibility.
- As part of the management process they must appoint a Premises Manager and a Health and Safety Coordinator.
- Ensure all staff receive appropriate health and safety training.
- Ensure that all school staff are fully aware of their responsibilities with regard to health and safety and where specific duties are appointed to staff, i.e. First Aid, these must be clearly identified to all persons on site.
- Keep up-to-date with changes in health and safety issues and management by using Council and other available specialist resources.
- Ensure all employees receive the training they need.
- Set health and safety objectives as part of the school planning process and advise Governors of the school's needs for resources.

- Include health and safety in staff objectives where possible and appropriate and assess staff performance against these on a regular basis.
- Develop a risk assessment process and ensure that the process, results and controls are fully communicated to staff.
- Develop local policies and plans for health and safety which reflect the overall County's Policy.
- Take advice and help from the County Health and Safety Advisers, or other specialists to ensure the full implementation of the health and safety arrangements for the school especially where external support is required.
- Ensure that the annual Health and Safety Evaluation [inspection] of the premises is carried out in line with County Audit arrangements.
- Ensure that an annual Self-Audit of the management of health and safety is carried out in line with County arrangements and that all necessary action plans are put in place and monitored regularly.
- Take part in and cooperate with any Internal Health and Safety Audits, which may be carried out by the Directorate Health and Safety Team.
- Advise the Governing Body of the results of any inspections, monitoring and KPI information available.
- Consult with staff as necessary on health and safety matters, which may affect them at work.

### **Health and Safety Committee.**

The school has established a Health and Safety Committee which meets regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance.

Regular reports are provided to the Governing Body outlining the achievements against the Health and Safety Action Plan. The reports contain a summary of accident statistics and suggestions for health and safety targets and priorities for the forthcoming year, together with any other health & safety issues.

### **3. IMPLEMENTERS**

<b>Headteacher/Premises Manager</b>	<b>Mr. S. Bardon</b>
<b>Assistant Headteachers</b>	<b>Mrs S. Turner Mr. M. Hall</b>
<b>Senior Leadership Team</b>	<b>Mr. S. Bardon Ms. S. Turner Mr. M. Hall</b>
<b>Health + Safety Coordinator</b>	<b>Mrs T. Evans</b>
<b>Teacher of Design &amp; Technology &amp; Art</b>	<b>Mr. S. Ravenscroft</b>
<b>Teacher of Science/ICT</b>	<b>Mr. M. Hall</b>
<b>PE</b>	<b>Mr S Bardon</b>
<b>Teacher of Food Technology</b>	<b>Mrs R. Barker</b>
<b>Catering Manager</b>	<b>Mrs A. Gascoigne</b>
<b>Caretaker</b>	<b>Mr. A. Gill</b>

The implementers will:

- Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks.
- Ensure all systems are working effectively.
- Maintain an understanding of the County and school Health and Safety Policies.
- Demonstrate their commitment to the management of health and safety by –
  - ❖ Setting a good example to others
  - ❖ Promoting good practice
  - ❖ Identifying health and safety problems and rectifying whenever possible
  - ❖ Challenging poor health and safety performance and attitudes
  - ❖ Regular communication about health and safety.
- Be responsible for and take the lead on the implementation of health and safety policies and any arrangements, which have been made.
- Understand and own the plans in place for health and safety as part of the overall school planning process, monitor progress in these areas and advise planners of all results and any deficiencies.
- Ensure personal targets set by Planners are achieved, and feedback any issues identified in this process.
- Ensure individuals have Health and Safety objectives as part of their annual review process.
- Encourage participation in health and safety and ensure that communication about Health and Safety issues takes place
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures are implemented [safe methods of work, PPE etc.] and that these are communicated to all persons on site.
- Ensure that assigned responsibilities for Health and Safety are understood and that all necessary training and instruction has been provided.
- Consult with staff as needed on health and safety matters, which may affect them and receive health and safety reports from Health and Safety representatives, responding as necessary.
- Supervise work to ensure that good health and safety standards are being met and maintained.
- Ensure effective monitoring of health and safety takes place by completing the Premises Health and Safety Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring that is required i.e. accident investigation, near misses and occupational illness, and ensure the information gained is used to improve health and safety in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses and manage all reports effectively.
- Monitor Health and Safety standards at local level by retaining statistics to identify patterns and trends in events.
- Seek advice from County Health and safety adviser or other specialist as required and make use of all other County resources.
- Staff are responsible for the health and safety of all pupils under their control both on and off site if they are involved in organized work activities.

## **Premises Manager (Headteacher)**

The Premises Manager (Headteacher) has specific duties laid down in the County's Health, Safety and Welfare Policy, as well as those itemised above. They are:

- Maintain an understanding of County health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety arrangements, issues and procedures.
- Control contractors working on the premises and ensure that all relevant hazard information has been exchanged and suitable risk control measures implemented at all times.
- Ensure the general cleanliness of the premises and that adequate welfare facilities are provided.
- Arrange for regular inspection of the premises to monitor the effectiveness of health and safety standards and ensure safe access and egress from the premises.
- Ensure adequate fire safety and emergency procedures are in place and are being maintained.
- Ensure plant and equipment is adequately maintained.
- Arrange for regular testing of electrical equipment.
- Maintain records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections, fire alarm tests and fire extinguisher maintenance.
- Ensure adequate first aid provision is in place.
- Ensure the risk assessment process is in place and all control measures are being implemented and monitored.
- Undertake thorough investigation of all workplace accidents and incidents. Ensure an accident book is being used correctly.
- Ensure that there is the full complement of health and safety notices and warning signs in place in order to comply with the Health and Safety [Safety Signs and Signals] regulations.
- Ensure that a copy of the Health and Safety Law Poster is displayed in reception and that its information is kept up to date.
- Maintain a health and safety file which details any construction work covered by the Construction [Design and Maintenance] Regulations and supply this and the Asbestos Register to all contractors working on site.
- Ensure adequate systems are in place for the control of asbestos, Legionella and water temperature and keep the results of all tests in a separate file.
- To respond promptly to "D1 Notifications", i.e. a defect which could affect the health and safety of the building and its occupants or visitors, informed to them by County Property Services as a result of a maintenance contact visit.

Some of these duties may be delegated to the Bursar.

#### 4. ASSISTERS.

<b>Health + Safety Coordinator</b>	<b>Mrs T Evans</b>
<b>Health + Safety Advisor</b>	<b>Wendy Sears</b>
<b>Occupational Health Professionals</b>	<b>County Council Occupational Health Section</b>
<b>Specialist Technical Staff</b>	<b>Mrs S. Andrew – Science/ICT Technician</b>

The assisters will:

- Have the authority, independence and competence to advise Directors, Managers and Employees or their representatives.
- They may also have specialist knowledge within their field i.e. science staff, technicians.
- Act in a supportive role to managers and advise when necessary.

##### **Health and Safety Coordinator.**

- Will be familiar with the responsibilities as defined in the County Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety, the planning and organisation having been carried out by the Planners and Policy makers.
- Will keep up to date with Health and Safety issues by making use of all the resources provided by the County Council.
- May take on certain other functions i.e. collation of statistics, coordination of safety audits etc., however, the overall responsibility rests with the Headteacher.
- May be responsible for collating and producing the annual Health and Safety report for the Governing Body.

##### **Employees** (including temporary staff and volunteers)

- All employees have general health and safety responsibilities both under criminal and civil law.
- Staff are aware that they are obliged to take care of their own health and safety whilst on the premises along with that of others who may be affected by their actions.
- Employees must cooperate with the Governing Body and Senior Management of the school so that they may fulfill any legal requirements placed upon them as employers and/or persons in control of the premises.

##### **Pupils**

##### **This section must be brought to the attention of all pupils.**

- Pupils must follow all instructions issued by members of staff in the case of an emergency.
- They must not interfere with any safety equipment or signs.
- They must inform a member of staff of any situation, which may affect their safety.



### **Staff Safety Representatives.**

Health and Safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Governors are notified in writing of such an appointment, the safety representative will have the following functions –

- To investigate potential hazards and examine the cause of accidents in the workplace.
- Investigate complaints from employees regarding health and safety in the workplace.
- To make representations to the Headteacher on general matters affecting the health, safety and welfare of employees.
- To carry out health, safety and welfare inspections on the premises.
- To attend Health and Safety Committee Meetings.
- To cooperate with employers in promoting health and safety at work.

None of the above functions impose any legal duty or liability on the representative and he/she is in no way obliged to carry out any or all of these functions.

## **HEALTH, SAFETY AND WELFARE POLICY PART III.**

### **Arrangements & Procedures for Health, Safety and Welfare**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

- 1. Accident Reporting, Recording & Investigation (please see also the LA Model Accident Policy):**
  - Details of pupil accidents are recorded in the Accident Book, which is kept in the main reception office. Parents/carers will be contacted if the accident is of a major nature or if there has been a bump to the head. Some accidents may result in a note to parents in the link book. Any accident resulting in a note to parents in the link book or the pupil being sent home during the school day will be followed up the following day in order to establish whether or not the pupil was taken to hospital, etc. The accident is highlighted in the accident book and a note made in the back of the accident book of the outcome.
  - Details of employee accidents are recorded in Accident Book BI 510, which is kept in the main reception office. The completed records are kept by the Bursar.
  - The LA are advised when necessary.
  - Accidents are investigated by the Headteacher.
  - The Health and Safety Coordinator [Mrs T Evans] analyses accident reports and includes the information in the reports to Governors and to the Health & Safety Committee.
  - The Staffordshire County Council Model Accidents Policy has been adopted by the Governing Body.

## 2. Asbestos

- The Asbestos Record Book is kept in the main school office.
- The Bursar is responsible for keeping the book updated.
- The book is shown to all contractors before they begin work on site.
- All staff have been provided with information regarding Asbestos Awareness and advised to check and sign the Asbestos Record Book before they attempt any invasive procedures on the walls/floors/ceilings of the premises.
- Staff are aware that they must report any suspicious materials i.e. asbestos-like, to the Headteacher, who will arrange containment of the area and inspection by the County Council.

## 3. Contractors

Contractors used in school are either contractors on the register of approved LA contractors, known to the school or recommended by another school. If the contractors are not LA approved, then the necessary detailed checks, e.g. insurance and financial details, are made to confirm competence.

All contractors attending the school site sign in the Visitors' Book and are issued with a contractor's badge. Office staff ensure a record sheet is completed and that all visitors are advised of first aid/ fire safety information. The contractors are asked to read and sign the Asbestos Record Book. The contractors are asked to report to the Office Staff before leaving the premises.

If the work being undertaken involves a significant period of time, e.g. building improvements/alterations, then the Bursar liaises with the contractors on a daily basis to address any issues, which may arise. It may be appropriate to complete a Hazard Identification Checklist and/or obtain written method statements and/or safe system of work. Any staff who have concerns should report those concerns to the Headteacher.

Contractors should not be permitted to use any equipment that is owned by the school. All equipment used by contractors should be provided by themselves, be suitable for purpose and in good condition. Electrical equipment should be either new or PATested if more than 12 months old.

Current LA guidance on CRB checks for contractors is followed and the contractors are not left unaccompanied in areas where there are pupils present unattended.

## 4. Curriculum Safety [including out of school learning activity/study support]

- All teaching staff have access to a file of generic risk assessments and they are obliged to be aware of these and the instructions and safe working systems they detail; they are obliged to follow the instructions and controls in them.
- All staff are required to undertake written risk assessments before they commence any hazardous activity or consult a previously written risk assessment for this activity i.e. science staff have access to department risk assessments and those supplied by the

CLEAPSS Organisation.

- The PE department have a file of generic risk assessments and also a number of activity-led risk assessments which follow the safe working practices detailed by the County and BAALPE.

## 5. Drugs & Medications

Ryecroft Middle School will follow the LA guidelines and Code of Practice for Administration of Medicines in Schools.

## 6. Electrical Equipment [fixed & portable]

- The County Council arranges for a whole site electrical inspection by their own nominated contractors every five years. The reports are passed to the Headteacher who formulates an Action Plan [with the aid of the Caretaker] in order to deal with any faults found.
- No alterations to the fixed electrical wiring are made by anyone other than a trained electrical contractor who appears on the County Council list of approved contractors.
- All portable electrical equipment is tested for electrical safety [PATested] by the Caretaker every twelve months and records are kept and held by him. These records detail the serial number of the equipment, its location, its voltage and amperage, its school code number, the date of test and the date of the next test due along with the result of the test. These records are updated every year.
- All private electrical equipment used in school must be PATested before being used in school.
- Any equipment which fails the PATest is marked with a red FAIL label and taken out of use until repair by a competent person can be arranged or failing this the equipment is scrapped and removed from the Asset Register.
- All staff have been advised of the need to visually check electrical equipment before they use it and to take damaged equipment out of use. This is then reported in the Caretaker's Book (kept in main office) – he will then arrange repair or scrapping.
- Fixed electrical equipment in the school kitchen is inspected and checked by County Catering at Stafford and the Catering Manager on site keeps all records of these tests and inspections. The Caretaker undertakes PATesting on kitchen equipment on an annual basis.
- Science equipment is checked by the Science Technician [Mrs. S. Andrew] before it is used and any broken or damaged equipment is taken out of use to await repair or replacement. The equipment is always counted in and out by staff and pupils are encouraged to report any faults.
- The calor gas supply is checked each year for safety and records are kept by the Caretaker.
- In D+T, the Head of Department checks all equipment before it is used and any damaged equipment is taken out of use until it can be repaired by a competent person.

**7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

- The Health and Safety Coordinator in conjunction with the Headteacher is responsible for undertaking and reviewing the Fire Risk Assessment and a copy is kept in the Bursar's Office for use by the Fire Services in an emergency situation.
- Fire drills are performed each term and records are kept by the Health and Safety Coordinator.

## EMERGENCY EVACUATION PROCEDURE

This document details the fire and emergency evacuation procedures for RYECROFT C. E. (C) MIDDLE SCHOOL. All staff must ensure that they are familiar with these procedures and act upon them quickly and safely.

1.	<p><b>WHEN THE FIRE ALARM SOUNDS:</b></p> <ul style="list-style-type: none"> <li>• The <b>Assistant Headteachers</b> will make their way to the Fire Assembly Area [Parents Car park] with their pupils if teaching a class.</li> <li>• <b>Teaching staff</b> will accompany their pupils, who will walk quietly, to the Fire Assembly Area via the nearest, safe Fire Exit. Staff will ensure that the classroom door is closed after they leave and that no pupils return to the room to collect belongings.</li> <li>• <b>The Headteacher</b> will check the cause of the alarm [by checking the fire alarm panel and providing it is safe to do so]. An investigation by <b>the Headteacher</b> of the zone involved must take place to look for signs of smoke or fire and <b>ONLY</b> if a fire is identified, then he will call 999 immediately. <b>The Headteacher</b> will also check that the premises are empty apart from strategic staff. <b>The Headteacher</b> will await the arrival of the Fire Service and give them all relevant information including the Fire Log Book. Staff, pupils and visitors are informed not to re-enter the premises.</li> <li>• A member of the <b>Office Staff</b> will take the registers/temporary absence sheet/trips/outings list/staff signing-in book (including caretaker and lunchtime supervisors registers)/visitors book/whole school diary/ 'Grab Box'/first aid box up to the Assembly Area to enable a roll call to take place.</li> <li>• <b>KITCHENS:</b> all cookers, ovens must be switched off before staff evacuate the area.</li> <li>• <b>DISABLED PERSONS:</b> will be accompanied by their host to the Assembly Area if possible; if not possible they will be accompanied to the front of school where they will be checked off and supervised by staff present [should it be safe to do so].</li> </ul>
2.	<p><b>ACTION ON DISCOVERING A FIRE.</b></p> <ul style="list-style-type: none"> <li>• If trained/able to do so, and the fire is small i.e. waste in a waste paper basket, use the nearest fire extinguisher to put out the fire. <b>DO NOT PUT YOURSELF AT RISK.</b> All staff have been provided with information regarding the different types of fire extinguishers and for what fires they should be used.</li> <li>• Close the door on the fire and activate the nearest break-glass call-point.</li> <li>• Advise the Headteacher / Office Staff and report the site and nature of the fire.</li> <li>• Evacuate the building and make your way to the Fire Assembly Area.</li> </ul>
3.	<p><b>SUMMONING THE FIRE AND RESCUE SERVICE.</b></p> <ul style="list-style-type: none"> <li>• The person finding the fire will report its site and nature to the Headteacher or Bursar.</li> <li>• The Bursar or in her absence the Headteacher, will contact the Fire and Rescue Service, clearly stating the name of the school.</li> <li>• The Bursar or in her absence the Headteacher, will await the Fire Service's arrival and pass on all necessary details.</li> </ul>

4.	<p><b>ROLL CALL.</b></p> <ul style="list-style-type: none"> <li>• A member of the office staff will take the registers, temporary absence sheet [which details those pupils who have left school since the registers were last taken], any trips/outings list, the Visitors' Book, Staff Signing-in Book (including caretaker's and lunchtime supervisors' register and whole school diary to the Fire Assembly Area.</li> <li>• Teaching staff will be responsible for checking pupils against registers and absence lists.</li> <li>• The member of the office staff will check off staff, visitors and contractors. The office staff member will delegate some of these tasks to Teaching Assistants to efficiently collect the information.</li> </ul>
5.	<p><b>FIRE DRILLS.</b></p> <ul style="list-style-type: none"> <li>• Carried out once per term.</li> <li>• Whole school evacuation.</li> <li>• The fire alarm is activated and all staff, pupils, visitors and contractors leave the buildings and make their way to the Fire Assembly Area.</li> <li>• Roll calls, as detailed above are made.</li> <li>• All persons at the Fire Assembly Area wait in silence to enable them to hear instructions from the Headteacher.</li> <li>• No one is allowed to re-enter the building until the Headteacher gives his permission. In the case of a real fire, this permission would be given by the Fire Service.</li> <li>• Records of fire drills and evacuations are kept in the Fire Log and on the main office computer.</li> <li>• Fire drills out of normal school hours should take place i.e. to include cleaning and site staff.</li> </ul>
6.	<p><b>STAFF ABSENCES:</b> Should the following be absent, their duties will be performed by –</p> <p><b>Headteacher:</b> Assistant Headteacher</p> <p><b>Office Staff:</b> Another member of the Office Staff or the Assistant Headteacher (with mobile/cordless phone to dial 999 if necessary from Assembly Area)</p>

7.	<p><b>VISITORS</b> Should remain in the company of their host and make their way to the Fire Assembly Area where a member of the office staff will mark them off in the Visitors' Book. Fire evacuation procedures are detailed on the back of the school's visitors' badges and instructions are also given at reception when the visitor signs in.</p> <p><b>CONTRACTORS.</b></p> <ul style="list-style-type: none"> <li>• Must make safe their equipment and stop work before making their way to the Fire Assembly Area where they will be checked off in the Visitors' Book by a member of the Office Staff. NB. Where hot work is taking place i.e. tar burners/boilers being used, these must be switched off and left in a safe condition.</li> <li>• Contractors/cleaners working at night or during the holidays must be aware of the evacuation procedures and be able to contact the Fire Service and Caretaker, should the need arise.</li> <li>• <b>HOT WORK</b> activities must be closely monitored using the Hot Work Permit system</li> <li>• The likelihood of fire arising from any other contractor activities must be assessed by using the contractor method statements, checklist and hazard exchange forms.</li> <li>• <b>LEASING</b> – those leasing the premises for any reason must be made aware of the actions to take if they find a fire or hear the alarm sounding.</li> </ul>
8.	<p><b>OTHER PREMISE OCCUPANTS.</b> Co-operation and sharing of information concerning emergency procedures must take place with anyone sharing the premises.</p>
9.	<p><b>EVACUATION ROUTES:</b></p> <ul style="list-style-type: none"> <li>• Must be kept clear of obstructions and clearly marked.</li> <li>• Fire doors in corridors must operate properly i.e. self-closers work, smoke-seal strips fitted.</li> <li>• Fire escapes must be kept clear of rubbish/debris [i.e. leaves, dirt] and steps and handrails must be in good order. Areas under fire escapes must not be used for storage and must be kept clear of rubbish.</li> <li>• Fire exits must be clearly marked and kept free from obstructions.</li> <li>• All rooms/offices will have a copy of the Fire Action notice displayed adjacent to their exit.</li> </ul>
10.	<p><b>FIRE ALARM TESTING:</b></p> <ul style="list-style-type: none"> <li>• Servicing of the whole system must take place at least once per year, by a qualified contractor and records must be kept.</li> <li>• One alarm should be tested weekly by the Caretaker and records kept.</li> <li>• Break glass points are regularly checked by the Caretaker and records kept.</li> </ul>

11.	<p><b>FIRE FIGHTING EQUIPMENT:</b></p> <ul style="list-style-type: none"> <li>• The Caretaker should check weekly that the fire extinguishers are in place and have not been tampered with. Any problems should be reported immediately to the Headteacher who will arrange for repair/replacement.</li> <li>• The location of this equipment should be clearly marked on a map of the premises, which should be included in the Fire Log.</li> <li>• Fire doors and exits are checked regularly during the Premises Inspection carried out by the Headteacher.</li> <li>• Fire alarms and extinguishers are serviced and checked every twelve months and records are kept in the School Office.</li> </ul>
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**8. First Aid – SEE ALSO LA FIRST AID MODEL POLICY DOCUMENT**  
**ASSESSMENT OF FIRST AID PROVISION SEPTEMBER 2015**

ASSESSOR: S.Bardon (Headteacher), C. Hurdman (First Aid Officer)

NUMBER OF STAFF: 27 School Staff, 4 LA Catering staff and 4 LA Cleaning staff

NUMBER OF PUPILS: 206

	ASSESSMENT FACTOR	APPLY? YES	APPLY? NO	IMPACT ON FIRST AID PROVISION
1.	Have risk assessments identified significant risks and/or ill health?		NO	None
2.	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery and dangerous loads or animals?	YES		<ul style="list-style-type: none"> <li>• Hazardous substances in Science – need to refer to HAZCARDS. Eyewash stations in place.</li> <li>• D+T – glues, adhesives – refer to Safety Data Sheets.</li> </ul>
3.	Are there parts of the establishment with different levels of risk?	YES		Kitchen, Science Lab, Food Technology, D+T, Art. First aid must be available for all these areas and see [2].
4.	Have you had any accidents or cases of ill health in the past 12 months?	YES		Normal minor falls, slips in PE and during break/recreation periods [pupils only] Pupils are always supervised and first aid is readily available.
5.	Are there inexperienced workers on site or employees with disabilities or special health problems?		NO	None
6.	Are the premises spread out i.e. several buildings on site or multifloor buildings?		NO	None



7.	Is there shift or out-of-hours working?	YES		Caretaker/cleaners work after school, weekends and during holidays. Other staff may also work during school holidays. All staff have received guidance on lone-working. First aid is provided and medical assistance can always be called using school phones or mobile phones.
8.	Is your workplace remote from emergency medical services?		NO	None
9.	Do you have employees who travel a lot or work alone?	YES		Caretaker during holidays or at weekends – always has access to first aid kit and to phone to summon medical assistance. All staff have been made aware of lone working procedures.
10.	Do any of your employees work at sites occupied by other employees or is your site used by other occupiers?	YES		The Funshine Club – staff are aware of the school's fire procedures and have a copy of this policy.
11.	Do you have any work experience or other trainees?	YES		All work experience students are advised of first aid provision and fire procedures at induction and they are always supervised by a member of staff. Volunteers are advised of first aid provision and fire procedures at induction.
12.	Do members of the public visit your premises?	YES		The school has no legal responsibility for non-employees but the HSE recommends that they are included in the first aid provision.
13.	How many people are employed on site? <ul style="list-style-type: none"> <li>• Less than 5?</li> <li>• 5 to 49?</li> <li>• 50 to 100?</li> <li>• More than 100?</li> </ul>	35 [206 PUPILS]		Need at least one appointed person.  We have one appointed person and 5 members of staff who have undertaken emergency aid courses
14.	Is a first aid room required?	YES		Medical room created July 2009
15.	Risk level <b>LOWER</b> <b>MEDIUM</b> <b>HIGHER</b>	<b>YES</b>		

## ASSESSMENT OF FIRST AID REQUIREMENTS.

The following are needed:

Qualified First Aiders	0	Emergency Aiders	5
Appointed Persons	1	First Aid boxes	11
First Aid Room	1	Eyewash bottles	2
Traveling First Aid kits	2 PE Department Trips		

Have arrangements been made to appoint/train the necessary personnel and for the required amount of first aid equipment to be supplied – **YES**

Have arrangements been made to inform employees of the first aid arrangements [ideally at induction] and notices posted to inform who and where the first aid personnel are and where the boxes are located – **YES**

## CONTENTS OF FIRST AID BOXES.

ITEM	FIRST AID BOX	TRAVELLING BOX
Guidance card/leaflet	1	1
Individually wrapped sterile adhesive dressings of assorted sizes.	20	6
Sterile eyepads	2	0
Individually wrapped triangular bandages.	3	2
Safety Pins	6	2
Medium sized [12cm x 12cm] sterile individually wrapped unmedicated wound dressings	2	1
Large [18cm x 18cm] sterile individually wrapped unmedicated wound dressings	2	2
Moist cleaning wipes [wrapped]	10	6
Disposable gloves [non-latex, powder free]	2 pairs	1 pair

Extra equipment such as scissors, adhesive tape, aprons, resuscitation aides may either be kept in the box or close by [so they are easily accessed].

If mains tap water is not readily available for eye irrigation, then at least 1 litre of sterile normal saline 0.9% in sealed, disposable containers must be provided. The containers must not be re-used once the seal has been broken.

- Location of First aid Boxes:

Food Technology Room  
D & T Room  
Science Laboratory  
Staff Room

Kitchen  
Medical Room  
PE Department

- Names of first aid personnel:

Mrs C. Hurdman (Assistant SENCo)
Mrs E. Hollands (Teacher)
Mr. M. Hall (Assistant Head)
Ms. K. Lomas (Teaching Assistant)
Ms. S. Tarlton (Lunchtime Supervisor)

- Person in charge of stocking and re-stocking first aid kits: Mrs C. Hurdman
- In the event of an ambulance or paramedic being required the first aid person at the scene will arrange for a member of the Office Staff to ring for this assistance.
- If a pupil is taken to hospital their parents are contacted and either they come directly to school or meet the ambulance at the hospital. If parents cannot be contacted, a First Aid person or other member of staff will travel with the pupil and wait with them until their parents can reach hospital.

## 9. Glass & Glazing

- The site has undergone a glazing survey, which was arranged by the Council and carried out by their contractors.
- All glass in school meets minimum safety standards.
- All glass in doors and side panels is safety glass.
- When glass has to be replaced, it is replaced with the appropriate safety glass.
- The site undergoes a monthly safety check carried out by the Headteacher and the Bursar and glazing forms part of the checklist. Staff report damage to windows or other glazing in the caretaker's book and the caretaker then liaises with the Bursar who arranges for repairs to be carried out.

## 10. Hazardous Substances (COSHH)

- The school follows the rules and guidance provided by CLEAPSS, County H+S Advisers and the ASE.
- A copy of the CLEAPSS Hazcards, Recipe Cards and handbook is kept in the Prep. Room for use by all staff.
- Only those chemicals recommended by CLEAPSS for use in middle schools are used and kept on the premises.
- In Science, the lowest possible dilutions and amounts of these hazardous substances are used by pupils.
- Care is taken in Science to count the containers of chemicals in and out after a lesson to minimise the chance of any being stolen.
- Chemical spills are dealt with immediately, in accordance with procedures laid down by CLEAPSS.
- Chemical waste is disposed of in accordance with the advice given in the CLEAPSS Hazcards.
- Chemical Storage: - 1. Science Dept.**
  - Chemicals are stored in the Science Prep. Room which is kept locked when there is no member of staff present.
  - Pupils are not allowed to enter the Prep. Room.
  - Chemicals are marked with the date of their arrival and a catalogue number when they arrive in school and the Science Technician adds them to the chemical catalogue.
  - Chemicals are segregated in storage i.e. toxic chemicals are stored in a locked Poisons Cupboard, flammable substances are stored in a flame safe cabinet and the rest of the stock chemicals are stored on shelves in the Prep. Room.
  - The chemical catalogue lists their location, hazards, amount, date of purchase and

reference number.

- The Science Technician carries out a stock take of the chemicals every 12 months and amends the chemical catalogue as needed.
- The science staff all have access to safety data sheets, which are stored in the Science area of the Health and Safety folder.

- **Chemical Storage: - 2. Other areas of the school**

- Hazardous substances used in D+T, i.e. glues, adhesives, solvents, are kept in locked cupboards, away from sources of combustion and the pupils are not allowed access to these substances unless a member of staff is present.
- Hazardous cleaning substances used by the County Cleaning Service are kept in locked Cleaners' Cupboards and pupils have no access to these at any time.
- Hazardous substances used by the Caretaker are kept in a locked store to which pupils have no access.

- **Personal Protective Equipment:**

- following the advice provided by CLEAPSS, PPE [gloves, safety spectacles or goggles] is provided free of charge to staff and pupils when a risk assessment proves it is needed.
- The PPE provided meets the latest EN safety standards and is stored in a safe, clean area of the Prep. Room or other work area.
- Staff are trained to use PPE correctly.
- The PPE is washed and disinfected each term.

- **Risk Assessments:**

- All departments have access to both generic and individual risk assessments, which are stored on the school intranet [Staff shared area>Health and Safety> Risk Assessments.]; they also have a file of paper copies.
- Risk assessments are reviewed by the Health + Safety Coordinator and the Heads of Department at least every 2 years unless there are specific changes to regulations, the site, staff or working practices which instigate a new assessment.
- The Science Department keeps a set of the CLEAPSS Hazcards in the department and these contain mini risk assessments on a variety of procedures involving chemicals.
- Risk assessments are made known to all staff who may be affected by them i.e. new staff, supply staff, ASTs, support staff and volunteers.

- 11. Health and Safety Advice is provided by –**  
**Health + Safety Team, Children + Lifelong Learning Directorate,**  
**Staffordshire County Council [W. Sears] Tel. 01785 278855**
- Occupational Health Unit, Tipping St. Stafford Tel. 0300 111 8000**
- Association for Science Education, College Lane,**  
**Hatfield, Herts Tel. 01707 283000**
- Association for Physical Education, Building 25,**  
**Ling Hs, London Road, Reading, Berkshire Tel. 0118378 6240**

**12. Housekeeping, Cleaning & Waste Disposal**

- The school employs the County Council Cleaning Service to clean the whole school each day.
- Staff, pupils and the caretaker endeavour to keep the site as clean as possible by ensuring that litter is picked up and rubbish is placed in the appropriate bins.
- Waste bins are situated in all areas of the site and these are emptied daily into a waste skip, which is located at the side of the site, well away from buildings. This skip is emptied on a regular basis by Staffordshire County Council Waste Management Services.
- Liquid spills onto floors are dealt with immediately by the Caretaker and warning cones are

placed around the area until it is dry.

- Glass and other sharp objects are disposed of into a glass or sharps bin. The glass is then double bagged and placed in the skip along with the contents of the sharps bin.
- Clinical waste is collected in a special bin, which is collected by a contractor on a regular basis.
- Chemical waste is dealt with in accordance with COSHH Regulations and advice given by CLEAPSS.

### 13. Handling & Lifting

- Manual handling risk assessments are carried out on all staff involved in this process.
- Staff are surveyed to see whether they are involved in manual handling on a regular basis and to find out what they are actually lifting/carrying.
- Where possible mechanical aids i.e. trolleys, are used in preference to manual handling.
- Staff whose job involves frequent manual handling will receive training i.e. caretaker, technician.
- It is the school's policy that where possible large deliveries are made near to point of use and where this cannot be achieved, large parcels/loads are split into smaller ones to ease the burden.
- Staff are always encouraged to suggest ways to improve the system.
- Pupils are not used to carry heavy loads.
- Pupils are involved in putting out apparatus and mats in PE and they receive explicit instructions from staff before they begin. Loads are matched to the physical capability of the pupil.

### 14. Jewellery

#### Pupils:

- Rings and necklaces must not be worn in school.
- Stud –type earrings may be worn but not “dangly” earrings.
- In PE, no jewellery may be worn as it presents a significant risk during lessons

### 15. Lone Working

- A lone working survey of staff has been carried out to analyse what activities are involved.
- Risk assessments will be made on staff who work alone for significant periods of time or those who are involved in more hazardous activities.
- All staff have been issued with a booklet which gives safety advice for those who work alone including
  - What hazards are involved
  - The effects of illness
  - Using equipment and machinery

### 16. Maintenance / Inspection of Equipment (including selection of equipment)

Item	Inspection cycle months	Responsibility
D+T equipment – general	Before issue to pupils	D+T Staff
Electrical equipment [portable]	12	Caretaker
Electrical fittings [site]	60	County Council
Electrical sockets – lab/prep room	1	Science technician
Fire alarms - servicing	12	Headteacher
Fire alarms [site checks]	Weekly	Caretaker
Fire extinguishers	12/weekly	Headteacher/Caretaker
Fire risk assessment	12	H+S Coordinator

Glazing	60 1	County Council Part of site inspection – Headteacher/Caretaker/H+S Coordinator
Ladders/steps	12/1	H+S Coordinator/Caretaker
Outdoor Play Equipment	1 12	Caretaker (monthly checks) Approved contractor (annual)
PE equipment	12	County Council contractor
Science equipment – general	Before issue to pupils	Science staff + technician
Water quality	6	County Council
Water temperature	1	Caretaker
Whole site inspection	1	Headteacher/Caretaker

#### 17. Monitoring the Policy and Results

Item	Responsibility
Annual Health + Safety Checklist	Health + Safety Coordinator/Headteacher
Annual H+S Action plan [from results of H+S checklist]	Health & Safety Coordinator/Headteacher & Assistant Heads,
Implementation of new and updated H+S policies	Health + Safety Coordinator/Headteacher & Assistant Heads
Monitoring and analysing accident reports	Health + Safety Coordinator/Headteacher
H+S reports to Governors	Health + Safety Coordinator/Headteacher

Health + Safety Key Performance Indicators:

- H+S reports to Governors – every term
- Monitoring and analysing accident reports – every term
- Health + Safety Checklist – every 12 months
- Whole site survey – each month.

#### 19. Poster on Health and Safety Law

This is kept up-to-date by the H+S Coordinator.

#### 20. Personal Protective Equipment (PPE)

Item	Period of checking
Safety goggles or spectacles	Each term – wash + disinfect
Ear defenders	Each term – wash + disinfect
Gloves	Before use
Boots	Before use
Hats	Before use

- Personal Protective Equipment will be provided free of charge by the school to all staff and pupils where they are involved in an activity which has shown, through risk assessment, that PPE is needed to reduce risk.
- PPE will be purchased from a recognised supplier and will conform to all the current British and EN safety standards.
- Staff and pupils will be taught how to use/wear PPE properly.
- PPE will be correctly stored and inspected.
- Staff will ensure that pupils do use PPE when necessary.

## 21. Reporting Defects

- Staff report day-to-day problems in the Caretaker's Book, which is kept in the main office. They can also report directly to the Headteacher or Bursar.
- The caretaker then assesses the problem and he either repairs/replaces it himself or reports the fault to the Headteacher who then arranges for a contractor to attend.
- Where a structural fault is found the Headteacher will contact the County Council for assistance.
- Wherever a fault is found, the area is left safe or cordoned off/isolated, until a repair can be made.
- Staff report any Health and Safety concerns to the Headteacher.

## 22. Risk Assessments

- All staff are responsible for ensuring that they have access and are aware of all the risk assessments use their recommendations and work practices.
- The Health + Safety Coordinator is responsible for ensuring that all health and safety information and risk assessments provided by the County Council and other health and safety organisations i.e. CLEAPSS, is disseminated to all staff through Heads of Department.
- The Health + Safety Coordinator is responsible for liaising with all staff with regards to risk assessments and associated control measures to ensure that they are practicable and working.
- The Health + Safety Coordinator is responsible, with Heads of Departments for reviewing the risk assessments every 2 years or more often if changes in regulations, staff or changes to the site make them unworkable.
- The Health + Safety Coordinator is responsible for completing Pregnancy Risk Assessments with staff and liaising with heads of Department with regards to the results of these assessments.

## 23. School Visits/ Off-Site Activities

- **Educational visits Coordinator – Mr. S. Bardon [Headteacher]**
- Staff must fill in all the necessary County Council forms using the SCC Evolve system i.e. EV1, EVC1, risk assessment etc. and produce a letter for parents which details the activities planned, times of arrival, first aid provision, level of supervision, itinerary, emergency contact numbers etc. All the aforementioned forms must then be passed to the EVC for checking and approval. No monies must be collected until full approval has been obtained and the forms signed.
- If the visit planned is additional or higher risk i.e. white water rafting, mountain walking, then the forms will be forwarded electronically to the Educational Visits Adviser at Staffordshire County Council; it is the EVA's job to check and approve the visit. As before, no monies should be collected until the full approval from both the EVA and the EVC has been obtained.
- If the visit/activity involves an overnight stay or time abroad staying in a hotel then an additional form EVC2 must be completed by the hotel and this must be sent electronically to the EVA for approval.
- The parental letter must include a section where the parents sign their names as approving their child taking part in the visit.
- Copies of all paperwork must be kept.
- Where coach travel is involved, then staff should always use coach companies, which are on the County list as these companies have been vetted and approved by the Council.

- Supervision:  

KS2 pupils	10 pupils to 1 staff	KS3 pupils	15 pupils to 1 staff.
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**24. Smoking**

In accordance with the law, the whole site is a no-smoking area and notices are displayed around the site stating this. Contractors are advised that the school site is a no smoking area.

**25. Staff Consultation and Communication**

- Health and Safety Committee – meets once per term and involves staff representatives from all areas of the school and the Health & Safety Governor. All staff are invited to attend the meetings.
- Health and Safety updates are reported at the Governors’ Finance Committee Meetings, which are held each term, and at Full Governors’ Meetings.
- Staff are encouraged to raise H+S concerns with their Head of Department at department meetings.
- Health + Safety communication in school takes place verbally in staff meetings and also by memos, e-mails and information sheets.
- All staff have access to a file of risk assessments either through the paper copy kept in their department or by using the school intranet.
- A Health + Safety Notice board in the staff room is accessible to all staff and is useful for displaying new items of H+S information.

**26. Stress and Staff Well-Being**

- Staff who return to work after all periods of illness receive a back to work interview with their line manager where all issues involved in assuring a smooth return to work are discussed.
- Staff can ask to be referred to the Occupational Health section of the Council where work and health problems are thought to coincide.
- Where workplace stress is proved to be involved in the illness, a thorough risk assessment must be performed.
- A notice board in the staff room is used to publicise and highlight staff well-being issues.

**27. Supervision [including out of school learning activity/study support]**

- Pupils must be supervised at all times by trained staff.
- All staff and volunteers working in school must be checked by the County for criminal conviction clearance before they begin work.

**28. Training and Development**

- All new staff will receive a health and safety induction from their Line Manager or the Bursar; health and safety procedures in school will be explained along with emergency procedures in the event of e.g. a fire, pupil accident, etc.
- The school will make use of the County’s Health + Safety Training matrix to map out the training required by all staff in school and will seek, where finances allow, to offer all necessary training.
- Staff are encouraged to bring up Health and Safety matters and Health and Safety training as part of their performance management review each year.

**29. Use of VDU’s / Display Screens / DSE**

- The school complies with the County’s policy on the use of Display screen equipment.
- Users have been highlighted and assessed and a record of the assessments has been placed on file. All users have been notified of their entitlement to free eye testing.
- The new County policy which determines that a DSE User is anyone who uses the equipment for their work for periods of 2 hours or more has produced a self-assessment form which is



shown below. All staff are able to access this on the school intranet site, complete it and then pass it to their Head of Department/line manager whose responsibility it is to make any necessary changes to the work area.

**Staffordshire County Council**  
**Display Screen Equipment (DSE) Assessment Checklist**

Name of DSE User: \_\_\_\_\_ Occupation: \_\_\_\_\_

Workstation Location: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

Line Manager: \_\_\_\_\_ Computer Name: \_\_\_\_\_

DSE User Self-Assessment	DSE Assessor Assessment
<b>Section 1 USER PROFILE/HEALTH</b>	
There is no obligation for you to divulge any personal / health symptoms information. If you do not wish to provide critical information that could assist in the completion of this form, you can seek health advice via an Occupational Health Unit referral.	
1. Are you experiencing any aches or discomfort which may be attributable to the use of DSE?	Y/N
2. Are there any other health issues that may be relevant when using DSE?	Y/N
3. How many hours a day do you use the workstation?	Hrs
4. Is your work planned so there are changes of activity? If not, are you taking regular breaks?	Y/N
5. Are you left or right handed?	L/R
6. Are you experiencing eyestrain when using DSE?	Y/N
7. Have you had your eyes examined by an optician within the last 2 years?	Y/N
8. Have you completed the DSE training module on the Intranet?	Y/N If no, do not continue with this assessment until you have.
<b>Section 2 DISPLAY SCREEN, KEYBOARD AND MOUSE</b>	
9. Is the screen set at a suitable height so that your eyes are roughly the same height as the top of the visible screen and its distance is roughly at arms length away from you?	Y/N
10. Is the screen positioned directly in front of you to avoid unnecessary twisting?	Y/N
11. Does the screen swivel and tilt easily?	Y/N
12. Are the brightness and contrast controls easily adjustable?	Y/N

13. Does the screen display a stable flicker free image, with legible characters?	Y/N	
14. Is the screen free from reflection and glare (lighting and windows)?	Y/N	
15. Is there a DSE cleaning kit available and are all pieces of equipment cleaned regularly?	Y/N	
16. Is the keyboard separate from the screen and able to tilt?	Y/N	
17. Is there sufficient space in front of the keyboard for you to rest your hands/wrists when not typing?	Y/N	
18. Are the keyboard symbols legible?	Y/N	
19. Is the use of excessive force when keying-in avoided?	Y/N	
20. Is the angle of your forearms correct and straight wrists maintained when keying-in?	Y/N	
21. Is the mouse comfortable to use and is it used with a mouse mat which is within easy reach?	Y/N	
<b>Section 3 CHAIR/SEATING</b>		
22. Does the chair have a 5 point stable base with castors?	Y/N	
23. Does the seat swivel and is it height adjustable?	Y/N	
24. Does the backrest adjust in both up/down and backward/forward motions?	Y/N	
25. Can all chair adjustments be made easily and safely?	Y/N	
26. Is a good upright position adopted when sitting in the chair with the small of the back supported by the chair back?	Y/N	
27. Is the chair adjusted to suit you?	Y/N	
28. Does the chair allow you easy freedom of movement?	Y/N	
29. With the seat correctly adjusted for height and posture, can you place your feet on the floor?	Y/N	
30. If needed is a footrest available?	Y/N	
31. Are repeated and awkward stretching movements avoided (mouse and frequently used equipment within easy reach; arms of the chair or drawers do not prevent you from getting close enough to key in comfortably)?	Y/N	
<b>Section 4 DESK/WORK SURFACE</b>		
32. Is the work surface large enough for the screen, keyboard, documents and related equipment without them hanging over the desk edge or covering other items?	Y/N	

33. Does the height of the desk allow for comfortable position?	Y/N	
34. Is a document holder required for the job and if so, is it fully adjustable and positioned so it minimises head and neck movement?	Y/N	
35. Can you reach the telephone and other equipment from your normal working position without overstretching?	Y/N	
36. Is the desk top clear of loose and trailing cables, which could present a snagging hazard?	Y/N	
37. Is the floor area around and under your desk free/clear of cables and other obstructions?	Y/N	
38. Does the desk have a non-reflective surface?	Y/N	
<b>Section 5 SOFTWARE</b>		
39. Is all software suitable for the tasks you are carrying out?	Y/N	
40. Do you have any problems with using the software, do you need any instruction?	Y/N	
<b>Section 6 ENVIRONMENT</b>		
41. Is the room lighting or task lighting satisfactory?	Y/N	
42. Does the lighting within the office produce reflection and/or glare on your screen or in your eyes?	Y/N	
43. Are adjustable window blinds in place where required and working effectively?	Y/N	
44. Are fixtures and fittings positioned to avoid reflection and glare?	Y/N	
45. Is noise within the office at an acceptable level?	Y/N	
46. Is the general temperature acceptable and does the air feel comfortable?	Y/N	
47. Is ventilation adequate?	Y/N	
48. Does the layout of the work area allow you the space to change posture whilst you work?	Y/N	
<b>Section 7 USER/INFORMATION/INSTRUCTION/TRAINING</b>		
49. Do you know how to obtain an eye and eye sight test?	Y/N	
50. Do you know how to report workstation defects, medical problems or other associated problems which could affect your ability to work safely?	Y/N	
51. Do you know how to obtain the most suitable set up to reduce potential health problems?	Y/N	
52. Are you suffering any health problems you consider are related to use of your DSE equipment & workstation? ( e.g. Difficulty gripping small items, back pain, pins and needles in fingers and wrists, blurred vision or other upper body pain/discomfort).		

**Note:** On completion of this form, you must hand it to your Line Manager so that he/she can implement any remedial measures necessary. If any significant changes occur to your workstation, you must inform your Line Manager as soon as possible so that a review of the assessment can be made.

<b>Line Manager Only</b>	
<b>Name(Print):</b> _____	<b>Date:</b> _____
<b>Date Form Reviewed:</b>	
<b>Actions to be taken</b>	<b>Date completed:</b>
1.	
2.	
3.	
4.	
5.	
<b>Is further advice/action needed from a DSE Assessor? Y/N</b>	
<b>If Yes, Name of DSE Assessor contacted:</b>	

**Note to Assessor:** Any action that needs to be taken MUST be documented on the attached assessment Summary Action sheet and forwarded along with this assessment form to the User's Line Manager.

**Staffordshire County Council**  
**DISPLAY SCREEN EQUIPMENT WORKSTATION ASSESSMENT - SUMMARY OF**  
**RECOMMENDATIONS AND ACTION TAKEN**

I attach the recently completed display screen equipment risk assessment with regard to the workstation used by \_\_\_\_\_

Approved by Governors: Autumn 2015  
Date for Review: Autumn 2016

Please note that line managers are required to:-

1. Take the appropriate remedial action to reduce or eliminate the identified health risks - see below.
2. Provide the users with information about the risks to health and safety identified and of any remedial measures undertaken.
3. Monitor the effectiveness of any remedial measures undertaken.

Please let me know if you require clarification or advice as regards this assessment. I have retained a copy of it in the users personnel file.

RECOMMENDATION/ACTION REQUIRED TO REDUCE RISK
1.
2.
3.
4.
5.
6.
7.

<p><b>DSE User Self Assessment</b></p> <p><b>DSE User Signature:</b> _____ <b>Date:</b> _____</p>
---------------------------------------------------------------------------------------------------

<p><b>DSE Assessor Only</b></p> <p><b>Name of Assessor (Print):</b> _____</p>
-----------------------------------------------------------------------------------

- The school recommends that all DSE users have regular breaks from their workspace [10 minutes/2 hours].
- All staff receive appropriate training both on the hardware and software used in their job.
- All staff receive a copy of the VDU Users Guide.
- Staff are aware that they must report any defects in their equipment to their line manager whose job it is to arrange a repair or replacement. Similarly they are aware of the need to report any health problems they think are associated with their job; in this case a thorough risk assessment of the job and workspace must be carried out and any control measures actioned immediately

### **30. Vehicles on site.**

- There are separate car parks for staff and parents.
- There is a designated footpath around the staff car park for pupils to use.
- Deliveries are made through the staff car park and these are encouraged to be made during the school day when pupils are not allowed access to the car park.
- Parents are requested to drop their children off in the parents' car park.

### **31. Violence to Staff / School Security**

- The main door to the school is locked with an electronic keypad lock which is controlled by the office staff – allows them to vet callers by intercom system before allowing entry.
- Visitors to the school sign in at reception and are given a visitors' badge; they then wait for the member of staff they are visiting to come and collect them from reception – they do not wander around school alone. It is the member of staff's responsibility to look after their visitor whilst they are on site and then return them to reception to sign out as they leave.
- The areas used for play by the pupils at the back of the school are protected by security fencing which is kept locked during the school day once pupils have arrived in school.
- Violence is defined as being – *“behaviour which produces damaging or hurtful effects physically or emotionally in other people”* – it can be both physical and verbal. The governors and staff of the school refuse to accept acts of violence of any kind in school and they will work to ensure that violence does not occur and if it does they will take all necessary lawful steps to prevent it happening again, bring about the punishment of those responsible whilst at the same time advising and counselling those who have been affected.
- The staff have access to the latest County Policy on dealing with Violence and Aggression.
- Staff who work alone are probably at greater risk from intruders and violence and the school has risk assessed those persons whose jobs are involved.
- The school requires all staff to report any incidents of either physical or verbal violence to a member of the Senior Leadership Team.

### **32. Working at Height**

- Wherever possible working at height must be avoided but those who must use ladders and stepladders frequently must be trained.
- Stools, chairs and tables must never be used in place of steps or ladders.
- Ladders and stepladders should be of the appropriate industrial standard and they must be inspected visually each time they are used. A full safety inspection must take place each year and records must be kept in the Ladder Register. The Caretaker undertakes monthly checks on ladders, stepladders and kickstools.
- Staff must not bring in their own steps or ladders for use in school.
- Contractors must not be allowed to use school ladders and stepladders – they must provide their own.
- Pupils must not be expected to work at height.

### **33. Water Hygiene**

- Council contractors perform regular water hygiene tests on the water on site and records are kept in the premises Water Hygiene Manual which is kept in the School Office. The Caretaker keeps records of his monthly checks on temperature.
- The Caretaker makes monthly and weekly checks on the water temperatures in school and maintains these records.
- Drinking water is clearly labelled in school and warning notices are placed on

supplies of water which is not fit for drinking.

### **36. Work Experience**

- The Work experience Coordinator is an Assistant Headteacher, Mrs S. Pierzchalla and she is responsible for liaising with schools who wish to send pupils here on work experience, students and for other volunteers for work in the classroom.
- She is responsible for ensuring that they are aware of the fire and evacuation procedures, first aid provision, receive health & safety induction, know how to report an accident and are aware of other policies which may affect them during their placement.
- She ensures that they are fully supervised during their placement and she is responsible for liaising with the staff and departments involved to ensure that the activities/jobs they are involved with are suitable and safe.

### **Local Health and Safety Key Performance Indicators (KPI's)**

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

The County Council Health Safety and Welfare Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.

Policies linked to this document:

- Staffordshire County Council Health, Safety and Welfare Policy
- LA Model First Aid Policy
- LA Accidents Policy HR52
- LA Management of Violence and Aggression Policy HR118
- LA Manual Handling Policy HR28
- LA Safe Use of Display Screen Equipment (DSE) Policy HR49
- Lone Working Policy
- The Administration of Medicine in School
- Educational Visits
- Smoking
- Business Continuity Management Policy
- Restrictive Physical Intervention