



PEAK EDGE

ACADEMY TRUST

Health & Safety Handbook

Health and Safety Handbook

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REMEMBER, THE BEST HANDBOOK IN THE WORLD IS NO SUBSTITUTE FOR ALERTNESS AND COMMON SENSE - IT'S UP TO YOU TO PROVIDE THESE...

Why should you read this handbook?

Because it was written with YOU in mind. It is mandatory to read this book and understand it. The School always tries to make sure that your health and safety is protected whilst you are at work. To do this we have to provide safeguards, enforce safety rules and train people to work safely. But we will only be successful in achieving this goal if you and every other employee play your part. This handbook is provided as a guide to help you do this. Read it carefully and follow the advice. If you are not sure about something, please ask,

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REVIEW DATA

Initial Production

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R = Responsible for document production;

A = Accountable;

C = Consulted;

I = Informed

Change History

| Version | Date | Details of Change | Author/Company |
|---------|------------|----------------------------|--------------------|
| 0.1 | Oct 2021 | Initial Production | M.Jones/Citation |
| 0.2 | April 2022 | Amendments/ Format change. | M. Jones/ Citation |

INTRODUCTION

What is the purpose of this handbook?

Peak Edge trust considers the health and safety of its employees as being of paramount importance. A safe and healthy place of work will never be achieved without the full cooperation, participation and support of everyone.

This handbook contains essential health, safety and environmental information to help you remain safe at work. These arrangements are part of the The trust Health Safety Policy. You should familiarise yourself with the information in this handbook.

As well as reading this handbook carefully it is imperative for your own health and safety in the workplace that you always identify and adhere to your site rules, and the policies and procedures on safe systems of work, to ensure you are not putting yourself or others at unnecessary risk.

You must never be afraid to ask questions if you are unsure about any substances, equipment or systems of work that affect you. If the information you require is not contained within this handbook or you require further clarification on any health & safety issues, then please raise this with your Head Teacher school manager or equivalent in the first instance.

Health and Safety Statement of Intent

It is the firm policy of the Trust to take all reasonable steps to ensure the safety, health and welfare at work of all its employees, customers and contractors.

Our general intentions are:

- To provide and maintain safe and healthy places of work and systems and methods of work, with adequate facilities and arrangements for the welfare of all employees and students and to protect all employees, students and visitors in so far as they come into

contact with foreseeable work hazards.

- To provide all employees and students with the information, instruction, training and supervision that they require to work safely and efficiently.
- To develop safety awareness amongst all employees and students.
- To provide a safe environment for all visitors to the School, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the School's facilities.
- To encourage full and effective two-way consultation on health and safety matters through all employees and senior leadership team. This consultation will take place on a day-to-day basis on immediate needs with the appropriate employee.
- To ensure that this policy is used as a practical document and that its contents are fully publicised.
- To keep details of this policy under constant review and in line with changing health and safety practices and current legislation.
- Information about specific aspects of Health and Safety contained in circulars or other documents from time to time must be brought to the attention of the School's employees and senior leadership team and through them to the attention of all relevant employees.

ROLES & RESPONSIBILITIES

Head Teacher's Responsibilities

It is the Head Teacher's responsibility to;

- Ensure the health, safety and welfare of staff on a day-to-day basis through instruction and supervision.
- To make information available to staff about any risks to which they are exposed.

- To monitor accidents and near misses within their area of control, to investigate and implement appropriate and timely control measures and report accidents on Safety Cloud.
- Ensure staff have received the required training to carry out their duties and if necessary organise.
- To ensure the provision of suitable safety equipment and personal protective equipment (PPE).
- Ensure that suitable plant and equipment is provided and maintained and conforms to all relevant statutory provisions.
- Ensure that tools and equipment used are suitable for the purpose and comply with all relevant statutory provisions.
- Ensure first aid, fire fighting and any other relevant emergency equipment is provided and readily available.

EMPLOYEES' HEALTH AND SAFETY RESPONSIBILITIES

As your employer we have a legal responsibility to ensure you have a safe and healthy workplace. You also have health and safety responsibilities of which your most important responsibilities as an employee are:

- Take reasonable care of their own health and safety and that of others and observe fully any safety rules and abide by the safety policy at all times.
- Neither intentionally, nor recklessly interfere with nor misuse anything provided to safeguard health and safety and will avoid any improvising that may lead to unnecessary risks.
- Not operate machinery that they are not competent or authorised to use and to ensure they use the correct tools and equipment for the job and use any safety equipment and protective clothing provided.
- Keep tools and equipment in good condition.

- Cooperate with management on matters of health and safety.
- Report all incidents or dangerous occurrences to their Head Teacher School Business Manager or equivalent whether injury sustained or not.
- Attend any training designed to further health and safety.
- Be aware of any fire or emergency procedures.
- Work to the highest possible standards of safety with regard to service users.
- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- Report to their Head Teacher school Business Manager or equivalent or Building Supervisor or Equivalent immediately, any defects in plant or equipment, or any obvious health risks.

Non-compliance with health and safety policy or procedures may result in disciplinary action, which if appropriate can lead to dismissal.

HEALTH AND SAFETY SUPPORT

Citation Ltd. is an independent Health and Safety Consultancy, are engaged by the School to help us meet our legal obligations. They will conduct site safety audits and make written recommendations for safety improvements. They will help with writing risk assessments, policies and procedures, training and accident investigations.

Citations online health and safety management system, Safety Cloud, provides you with easy access to all your health and safety documentation, important safety forms, and safety library.

The health and safety law poster is also displayed at site and online providing you with basic health and safety information.

HEALTH AND SAFETY ARRANGEMENTS

Risk Assessments

A risk assessment is simply a careful examination of work activities and tasks. The aim is to eliminate or minimise the likelihood of anyone, including yourself, becoming ill or getting injured as a result of the hazards that arise from performing the activities and tasks.

As you may be aware, risk assessments are legally required to be in place for all work activities, equipment and areas that pose a significant risk to health and safety.

All important findings from risk assessments will be communicated to you via your induction and on-going training.

Risk assessments and the safety policy specific to your branch are located on Safety Cloud and are available to be viewed by you at any time. Ask your line manager and they will make them available to you.

Specific and more detailed risk assessments need to be carried out for:

Young persons (under 18's)

Persons under the age of 18 years may be employed (or placed on work experience) but only after a risk assessment has been carried out to identify any potential risk to the young person in the place of work. Such an assessment is needed because young employees/trainees may lack work experience and in particular, perception of the hazards and risks associated with work activities/ working environment.

If you are under 18 you are prohibited from operating any dangerous machinery, using hazardous substances or undertaking manual handling unless closely supervised. All staff should play a part in their supervision.

New or Expectant Mothers

New and expectant mothers may be more at risk than others in relation to certain work activities, working environments, exposure to biological agents and chemical hazards. Staff may come into contact with children who have infectious diseases such as rubella. Chicken pox, Cytomegalovirus and Chlamydia psittaci infection (mainly caught from sheep during farm trips).

The definition of a new or expectant mother is someone who is pregnant, has given birth within the previous six months, or is breastfeeding.

Pregnant workers / nursing mothers will not be allowed to come into contact with hazardous substances or process that could affect the health of the child. Job roles will be adjusted where the risk to the pregnant worker / nursing mother are considered unacceptable. The employee will be entitled to:

- Frequent breaks from standing (seating provision).
- Heavy lifting is prohibited.
- Reduced shifts are provided on demand.
- The employee is offered warm protective clothing if working in cold temperatures.
- Chemical assessments will be reviewed to assess impact of working with hazardous chemicals.

If all reasonably practicable control measures have been taken and a risk still exists to an expectant or new mother then a hierarchy of steps will be followed:

Step 1.

Temporarily adjust her working conditions and/or hours of work, or if it is not reasonable to do so or would not avoid the risk:

Step 2.

Offer her suitable alternative work if any is available, or if this is not feasible you must:

Step 3.

Suspend her from work (give paid leave) for as long as necessary to protect her safety or health or that of her child.



Employee Training

The School has a responsibility to ensure a competent workforce through the provision of suitable and adequate information, instruction and training.

Your individual health & safety training requirements will be identified through a number of processes such as appraisal, risk assessment, accident/incident/ill-health or near miss investigations and training needs analysis.

Induction training will be provided to all new employees as soon as is practicable after commencement of employment. Ongoing and refresher training will be required at various stages throughout your career with the School to update your skills and knowledge i.e. first aiders.

The School will not require you to perform any work activity or task unless you have received suitable and adequate information, instruction and training, or are working under the supervision of a trained and competent employee.

If you are asked to undertake a task which you feel you are not competent to do and where your health and safety might be put at undue risk you are required to stop work and report this immediately so that if necessary appropriate remedial steps can be taken.

Training requests from employees should be made through their manager.

Accidents

Although every effort will be made to prevent accidents at work, procedures are in place for the recording, reporting and investigation of any such occurrences.

Accident reporting

Any accidents or near misses to yourself or students should be reported to the Head Teacher School Business Manager or equivalent.

Obtain first aid treatment for yourself or the injured party from the qualified first aider on site.

It is your responsibility to report accidents or injury to your relevant first aider or Head Teacher School Business Manager or equivalent so that they can record the incident into the online accident book on your behalf. These incidents must be logged on Safety Cloud as soon as possible after the incident.

Remember, it is important that you report all incidents to your Head Teacher School Business Manager or equivalent, even if you did not get hurt.

This can help us to investigate the causes of the incident and to stop a near miss for you, becoming a major injury to somebody else.

Disposable gloves must be worn when tending to cuts, grazes or if coming into contact with bodily fluids to prevent the potential risk of infection.



Medicines

The school should only store prescribed medicines for individual students who are currently undergoing treatment for an illness. It should not store prescribed medicines for generic use.

Students will be supported in the administration of these medicines but parental guidance and consent must be given. Any medicines held for students must be clearly labelled with the student's name on both inner and outer container and the dosage requirements. All medicines must be kept in a locked cabinet.

First Aid

If you are injured whilst at work, obtain first aid treatment from the qualified first aider or the appointed first aid attendant. Only fully qualified first aid personnel can administer first aid treatment. All injuries should be reported and treated immediately – even minor injuries can become infected if left untreated.

You should make yourself aware of the location of the first aid facilities and the appointed person / first aider for your site. This will be pointed out to you during your induction and will also be displayed on the health and safety notice board.

Defibrillator.

Whilst defibrillators are designed to be used without specific training, the School will circulate the manufacturer's instructions to all staff and will provide a short general awareness briefing session on its use at periodic intervals.

Blood and Bodily Fluid Spillages

It is important that blood and bodily fluid spillages (e.g. vomit, faeces) are dealt with immediately as they pose a risk of transmission of infections and disease. Spillage kits are provided by the school and you should make yourself familiar with the location of your nearest one.

Ensure that the area is well ventilated and keep people away from the spill until it is cleaned up. Make sure that you wear personal protective clothing such as aprons and gloves when dealing with spillages.

Fire

The school are responsible for ensuring that measures are taken to prevent the outbreak of fire and to develop procedures in case of fire and other emergencies.

These include completing fire risk assessments; provision and inspection of fire extinguishers, fire exits, alarms and fire detection systems; appointment of fire wardens; and organisation of emergency evacuation drills etc.

You can also play your part in preventing fires and reducing the damage caused by outbreaks by:

- Making sure you are tidy in your work. Do not allow rubbish to build up & always dispose of it the correct manner. When removing rubbish don't leave it where an arsonist could have access.
- Not overload or using damaged electrical equipment. Remember to report hot, smelling, sparking or damaged electrical equipment and not to block vents on equipment.
- Keep the use of flammable liquids to a minimum and always store away from any heat source and in a designated or secure area.
- No smoking on site.
- Don't leave cooking unattended.
- Report any issues relating to fire safety, such as blocked or restricted exits and gangways or locked fire doors.
- Don't tamper with or move fire fighting equipment.

Fire Instructions

It is important that you familiarise yourself with the emergency evacuation procedures for the site you work at, this will be explained during your induction. The following is generic advice only.

1. If you discover a fire, raise the alarm by operating the nearest fire alarm.
2. Leave the building by the nearest exit route and report to the designated assembly point for roll call.
3. Do not re-enter the building until instructed by the Head Teacher appointed fire marshal or alternative authorised person i.e. Fire Brigade.

You Must Remember:







Do not stop to collect personal belongings. At all times act quickly, quietly and keep calm.

The school will hold periodic fire drills. Never assume the alarm is a drill, and never ignore an alarm.

Fire Extinguishers / Blankets

Only trained personnel should attempt to extinguish a fire and then only when it is safe to do so.

In addition to the above fire extinguishers, fire blankets are used to extinguish fires in a kitchen environment (cooking oil, fat pans, waste bins etc) and clothing fires provided the blanket completely covers the fire.

| Type of Fire | | Type of Extinguisher/Description | | | | |
|---|---|----------------------------------|---------------------------|---------------------------|--------------------------------------|----------------------------|
| | | Water | AFFF Foam | Carbon Dioxide | ABC Dry Powder | Wet Chemical |
| Description | BS EN Symbol | Red body with red label | Red body with cream label | Red body with black label | Red body with blue label | Red body with yellow label |
| Wood, paper, textiles, etc., and other carbonaceous materials |  | ✓ | ✓ | ✗ | ✓ | ✓ |
| Petrol, oil, fats, paints, etc., and other flammable liquids |  | ✗ | ✓ | ✓ | ✓ | ✓ |
| Flammable gases |  | ✗ | ✗ | ✗ | ✓ | ✗ |
| Flammable metals such as aluminium, magnesium, titanium |  | ✗ | ✗ | ✗ | ✓ Specially formulated dry powder | ✗ |
| Electrical hazards |  | ✗ | ✗ | ✓ | ✓ | ✗ |
| Cooking oil and fat |  | ✗ | ✗ | ✗ | ✗ | ✓ |

Bomb Threats and other Emergencies

Where the threat of a bomb, or other type of attack is received by any medium, the emergency services must be contacted immediately, the person receiving the threat must communicate it to the Head Teacher School Business Manager or equivalent. If warranted, normal evacuation procedures will be implemented. Any suspicious objects or packages should not be touched. Where a suspect package is identified the fire alarm must be activated and the fire evacuation procedure followed. For non-fire emergencies such as explosions, lightning strikes, wind damage etc,

Head Teacher School Business Manager or equivalent will be responsible for handling building evacuations.

Should any employee discover an incident where school buildings or property appear to be damaged or vandalised, the employee's immediate supervisor must be informed straight away.

Security

Where a person is not immediately recognised as having a legitimate reason to be on the school grounds, they should be politely asked if they need any help. Assuming the person seems to have a valid reason, they should be accompanied towards the office where they will be asked to sign in and out and be given a visitor's badge.

If in the event that an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others, the safety of students should be secured and police should be called without delay. The School Office should be informed of this action. You must not confront, antagonise or block the escape route of the intruder.

Violence / Aggression

In the event of a meeting with a parent under circumstances which you suspect may turn abusive, the meeting should be conducted in a room that can be easily monitored with other staff members within easy reach or with another staff member present.

Should a parent become aggressive, they should be asked to leave the school in a calm and non-threatening way. If the parent refuses to leave the police should be called.

Lone Working

Lone working is not recommended as it increases the health and safety risks to individuals, where possible lone working should be minimised. If you are working alone in the building you must:

- Inform someone where you are and what time you intend to leave.
- Ensure that entrances are securely shut and ensure that you can get out of another door in case of an emergency without using a key.

- Ensure that the door through which you leave is securely locked behind you.
- Phone the police if you are suspicious about someone attempting to enter the building. Always be alert when leaving the building.

Contractors

Contractors are vetted prior to employment on site. However if you observe a contractor operating dangerously or presenting a risk to staff or students, please advise the School Office immediately.

Smoking

Smoking, including e-cigarettes, is not permitted anywhere within School buildings or grounds nor in transport provided by the School or hired from a third party (including mini buses).

Alcohol and Illegal Drugs

Consumption of alcohol or non-medically prescribed drugs on site is expressly prohibited. Any person found to be under the influence of alcohol or illegal drugs could be dismissed as this may be considered an act of gross misconduct. Where an employee suspects another person, either employed by the School or a contractor's employee, to be under the influence of drugs or alcohol, they must report their concerns to their immediate supervision immediately.

The consumption of any alcohol before work, at break or lunchtimes both on and off the premises is also expressly prohibited. However, you should also be aware that alcohol remains in the system for several hours. It is possible that alcohol you drink in the evening will still be in your system the next morning when you start work.

You must not consume alcohol when students are within your care, on and off the premises, including educational visits and school trips.

Any drivers or machine operators should notify their line manager if they are taking any medication that affects their ability to drive or operate machinery.



Hygiene

You must maintain high standards of personal hygiene at all times at work.

You must protect open wounds with suitable dressings, whilst at work.

You must not consume food or drink in a place other than the dedicated area highlighted to you by your manager.

Horseplay

Practical jokes can misfire and someone may get injured. Horseplay is not permitted and will result in disciplinary action.

Mobile phones

The use of mobile telephones at work offers a convenient and efficient means of communication. In some circumstances they can also have safety benefits in terms of security and use in emergencies.

This said, using a hand held phone or other communication device while driving or using machinery can severely limit the operators ability to physically control the vehicle/equipment in a safe manner.

For this reason the School have deemed the use of mobile phones as a health and safety issue. Unless a mobile phone is a requirement of your job you are not permitted to use a mobile phone other than at recognised break times. If you need to make an urgent call should speak to the Head Teacher.

Stress

The health and safety executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". The school recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

Bullying and harassment (of both staff and students) is not tolerated in the School and students can report bullying and other matters of concern. The School can also, where necessary provide confidential counselling for staff affected by stress caused by work or external factors.

Please raise any concerns you may have with your line manager – your view is important in helping us to identify and address causes of workplace stress.

Housekeeping

Thousands of people are injured in workplace falls each year. You can make a difference!

A neat and tidy workplace prevents accidents, and creates a nice working environment. Untidy, disorganised and cluttered work areas and classrooms can cause slips, trips and falls, make work tasks more difficult and create a poor work ethic.

The school will ensure that standards of cleanliness are maintained in all areas of the site during regular audits, however, you can help by ensuring;

- Floors surfaces are always kept clear of obstructions and spillages to prevent trip and slip hazards. Where necessary, suitable warning signs and barriers should be erected during the removal of spillages. You are responsible for keeping your work area clean and tidy.
- Main pedestrian walkways (access from fire escapes, entrances into showrooms etc) are kept cleared of snow (grit following weather forecast prediction of frost / ice / snow.)

It is the responsibility of all employees to ensure the following:

- Materials and equipment are stored safely and tidily at all times. (Store personal belongings in desks or lockers, so that they do not create a trip hazard.)
- Walkways and walking areas are kept clear and free from obstructions at all times, this includes fire exit routes. (Arrange stock and furniture in a safe manner.)
- If you spill any liquid on the floor it should be wiped immediately to avoid slipping.
- Trailing cables should not be left routed across walking areas.
- Report any defects in lighting or floor surfaces immediately to your manager.
- Dress sensibly - staff should wear flat soled or low heeled shoes with a good grip.

Any concerns regarding cleanliness, hygiene or housekeeping should be reported to the manager.

Display Screen Equipment

There are many roles in the school which require computer use on a regular basis. Whilst working at a computer it is important that you are able to sit comfortably as this will reduce your risk of suffering aches and pains as a result of a poor workstation set up.

The following points should be considered:

- Adjust your chair to suit your body shape and height.
- Feet: check your feet can rest flat on the floor or use a footrest.
- Keep your work area free of clutter.
- Take regular short breaks, away from the screen (equivalent to 10 minutes every hour, do other tasks etc).
- Keep the mouse as close as possible to the end of the keyboard to avoid overstretching.
- If you are a regular computer user, watch the DSE video on SafetyCloud and complete the assessment that follows.

Try These Exercises

- Let your eyes rest – spend time refocusing your eyes on distant objects e.g. the view from a window – roll your eyes to look up, to the right, down and then left – cover your eyes for a while to rest from any glare.
- Neck relaxation – put your shoulders back, look up at the ceiling and relax your neck.
- Roll your shoulders – let your arms hang loose and roll your shoulders in a circular motion.
- Relax your fingers – alternate between making a fist and spreading your fingers.
- Hand/wrist relaxation – use one hand to bend the other hand to flex your wrist, repeat with the other hand.

Employees who are considered to be DSE users are entitled to free eye tests, and vision correction appliances (spectacles) where these are needed for work with display screen equipment.

Electrical Safety

Thousands of people are killed or injured each year as a result of electrical shocks.

You could be a victim if you:

- Are careless around electricity.
- Use equipment carelessly or use faulty equipment.
- Use equipment for a job it is not intended to be used for.

Prior to using electrical equipment ensure you check for faults. If any of the following are spotted the equipment should not be used and reported to Head Teacher School Business Manager or equivalent;

- Defective / loose wiring, damaged cables, flexes, plugs, sockets.
- Damage to the casing of the plugs or equipment.
- Overloaded circuits and fuses. Look out for scorch or burn marks on socket casing and Daisy chained extension leads (one plugged into another).

Additional electrical safety measures include:

Follow the correct start up and shut down procedures for equipment. Mechanical injuries can occur from machinery starting unexpectedly.

- You must switch off or isolate all equipment / machinery before any adjustment or maintenance works are undertaken. Remedial work on electrical equipment will not be allowed before the equipment has been properly isolated from the source of supply.
- Never carry or drag electrical equipment by its cable/flex.
- You must not bring your own electrical equipment to work without management authorisation and inspection / testing being carried out.
- If unsure how to operate electrical equipment, stop and inform your Head Teacher School Business Manager or equivalent. Never carry out tasks without the necessary authorisation.

Finally

Only trained or qualified staff are permitted to work with electrical equipment. Never carry out repairs or alterations to electrical equipment unless suitably qualified.

Hazardous Substances

Hazardous substances can be chemicals, dusts, fumes, liquids, gases, vapours, solids and microbiological organisms.

Hazardous substances include (but are not limited to):

- Wood dust
- Legionella bacteria
- Cleaning chemicals
- White spirit
- Solvent based paints / primers / adhesives

Substances harmful to the body may enter by four main routes. These are:

- Absorption – through the skin, including entry through cuts and abrasions and the eyes.
- Ingestion – through the mouth.
- Inhalation – the most important route of entry, which can allow direct attacks against the lung tissue, which bypass other defences such as those of the liver.
- Injection – through puncture wounds i.e. needle-stick/syringe injuries and contact with sharp objects. Compressed air if used inappropriately can be injected through the skin.

Hazardous substances are currently identified by the symbols below:



All work with hazardous substances MUST be risk assessed in line with the 'Control of Substances

Hazardous to Health' (COSHH) regulations prior to work being carried out. The school has carried out an assessment of hazardous substances that may be used by staff. These can be found online on Safety Cloud and explain any precautions to take, these measures will also be discussed with you during training.

Within Science, you should refer to CLEAPSS guidance for safe use of chemicals.

It is of vital importance that all employees follow these control measures.

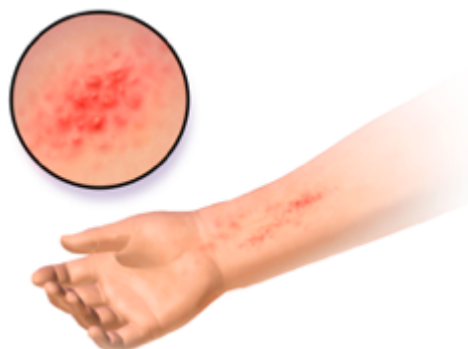
- To protect yourself, always wear the personal protective equipment as stated on the chemical container and or packaging (and in the Safety Cloud COSHH assessments and CLEAPSS assessments).
- After handling hazardous substances always ensure hands are thoroughly washed before eating, drinking or smoking.
- Cuts and grazes should be kept covered.
- Always assume all substances are hazardous unless proven otherwise.

In event of leakage or spillage of any hazardous product in the school you must inform management, restrict student access to the area and check the packaging, the material safety data sheet for the substance, or refer to CLEAPSS guidance.

Dermatitis

Prolonged skin contact with certain hazardous substances can lead to skin irritation and dermatitis. Dermatitis is a debilitating and unsightly condition of the skin. At best it is irritating or painful. At worst, it can be seriously disabling.

You must be aware of the following early signs of dermatitis and immediately advise your line manager if you notice:



Redness, flaking, itching and cracking of the skin, particularly in the webs between the fingers.

To protect yourself, always wear the personal protective equipment as stated on the chemical container and or packaging (and in the health and safety COSHH assessments).

After handling hazardous substances always ensure hands are thoroughly washed before eating, drinking or smoking.

Cuts and grazes should be kept covered.

Always assume all substances are hazardous unless proven otherwise.

Manual Handling

The majority of manual handling injuries, (back strains, slipped discs and hernias etc.) are not attributed to a single handling incident but build up over a period of time. There is NO such thing as a completely "safe" manual handling operation, but a basic awareness of potential hazards and a good handling technique can help avoid potential health problems.

You should not undertake manual handling as part of your job and have not received manual handling training, please contact your line manager or supervisor if this is the case. The school does not expect you to lift or move any item that will cause injury.

Wherever practicable you should make use of mechanical aids, however you must ensure that any automated plant is properly cleaned/maintained and that you are trained to use it.

The school manual handling assessments will show if there are particular activities where special care is

needed but you should always follow the basic rules when undertaking manual handling:

1. The Task

Does it involve a long carrying distance? A twisting, stooping or reaching upwards movement? Do you need to remove obstructions from your path?

Things to consider include: The use of stepladders to access shelves, rearranging the layout of the workplace to minimise traveling distance and/or the use of pallet trucks or danish trolleys.

2. The Load

How heavy, bulky, unstable or intrinsically harmful (i.e. sharp or hot) is the load?

Things to consider include: breaking up the load to make it lighter, placing the load in a container for carrying and/or the use of another person to assist.

3. Your Physical Condition

If you are pregnant or have a health problem would moving the load endanger your health?

Things to consider include: Asking for help if you need it. Using a handling aid such as a trolley or forklift.

4. The Working Environment

Is it a confined area creating restrictions on movement, are there variations in floor levels, and is the ground wet or slippery?

Things to consider include: Remove any obstructions in the areas, where people need to carry materials. Remove slipping hazards and ensure that lighting levels are adequate.

Important good handling techniques to remember:

1. Plan the lift and always use appropriate handling aids if possible i.e. lifts, trolleys etc. Establish where the load is to be placed, removing any obstructions from your path. If necessary lean forward a little over the load to establish a good grip. The best position and type of grip depends on the circumstances of the operation and individual preference, but make sure it is secure; generally a

hook grip is less tiring than keeping your fingers straight. For a long lift such as floor to shoulder height, consider resting the load mid-way on a stable surface so that you can change your grip.

2. Position your feet either side of the load, placing your leading leg as far forward as is comfortable and if possible pointing in the direction you intend to go.

3. When lifting from a low level, **bend your knees** but be careful not to overflex. Lift smoothly, keeping your back straight and your shoulders level and facing in the same direction as your hips.

4. Keep the load close to your body for as long as possible with the heaviest side next to you. If a 'close' approach to the load is not possible, slide it towards you before you try to lift.

5. Move your feet when you are turning to the side do not turn your upper body without moving your feet. If you need to position the load in a precise position, put it down first and then slide it into the desired position.

6. When pushing or pulling ensure the **handling device** you are using is suitable for the load. Try and push rather than pull a load, provided you can see over it and control steering and stopping. Keep your feet well away from the load and go no faster than walking speed. Do not move a load alone if you have to use excessive force. Enlist the help of another person if you have to negotiate a slope or ramp. Take care on soft or uneven surfaces as this can require higher force and the load balance could change – consider softer or larger wheels on your handling device.

Handling Furniture: Due to awkward size it is important to ensure you have a solid grip. Where possible ensure there is access all around the item so that the item can be lifted keeping it close to the body.

Protective Clothing and Equipment

The head, eyes, hands and feet are all very vulnerable to injury. To prevent injury you must wear the personal protective equipment provided if identified by risk assessment as necessary.

You will be advised if protective equipment is required on specific jobs and this will be supplied to

you. You must wear clothing appropriate for the job you do and if PPE is provided or requested – PLEASE USE IT and ensure that students use it. Remember you have a legal responsibility not to interfere with or misuse anything provided to you for your health, safety or welfare.

- If PPE is damaged or faulty, please report this to your manager.
- If you have any concerns that PPE has not been provided, or is not suitable, contact your manager.
- If you have any questions about any item of PPE then you must ask your manager.
- You may sometimes be instructed to wear high visibility clothing – use it for your own safety.
- When not being used your PPE must be stored in a clean and dry location.

Asbestos

Asbestos is a naturally occurring fibrous material which was regularly used in buildings from the 1950s until the late 1990s as an insulation and fireproofing solution. In particular, it found its way into products like ceiling tiles, pipe insulation, boilers, sprayed coatings and garage roof tiles.

Inhaling loose asbestos fibres is known to cause several serious and even fatal lung diseases. So there was no surprise when its use was finally banned in 1999. However, it is still found today in many buildings.

You may come across asbestos while you are working, but as long as the asbestos is well maintained and not disturbed or disintegrating it doesn't present an immediate risk to your health.

The School has a duty to manage the risks arising from the possible presence of asbestos within its premises. A survey of all school buildings has been carried out to find out if there is asbestos in the premises, its amount and what condition it is in. A record is maintained of the location and condition of any asbestos containing materials.

You must report to your line manager if you suspect that any material you are working on or with contains asbestos or if you suspect that asbestos has been damaged.



Machine/Equipment Safety.

Many serious accidents involve machinery.

There are a wide range of hazards associated with machinery and equipment. ALL users of machinery and equipment MUST recognise these hazards in order to ensure appropriate precautions are taken.

The main hazards are as follows:

- Hair or clothing can become entangled in rotating parts.
- Shearing or crushing can occur between two moving parts.
- People can be struck by moving parts.
- Cuts can result from contact with sharp edges.
- Material can be ejected from machinery.
- Parts of the body can be drawn in or trapped between moving parts.
- Sharp pointed parts can puncture skin.
- Friction or abrasion is possible from contact with rough surfaces.

One machinery hazard often overlooked is the risk of people falling into or against machinery as a result of poor housekeeping in the area around the machine. It is vital that all floors around machines are kept clean and tidy and free from spillage.

The following checklists provide guidance on the Do's and Don'ts that should be applied when working on or around any machinery...

| | |
|--|---|
| Ensure the machine is isolated at the main switch before changing blade or accessing blades. | Never leave a machine running unattended. Students must be supervised at all times. |
|--|---|

| Do's | Dont's |
|---|---|
| Only use machinery/equipment that you have received information, instruction and training on and have the authority to use. | Never use a machine unless you are authorised and trained to do so. |
| Carry out pre-use checks of machinery/equipment before using it. Look for obvious signs of visible damage i.e. signs of wear and tear, frayed cables etc. | Never try to clean a machine in motion – switch off and unplug it or lock it off |
| Always know how to stop the machine/equipment before you start it. | Never use a machine or appliance that has a danger sign or tag attached to it. |
| Always ensure ALL guards are in position and ALL protective devices are working. | Danger signs should only be removed by an authorised person. |
| Always ensure the area around the machine/equipment is clean, tidy and free from obstruction. | Never distract people who are using machines. |
| Always inform your Head Teacher School Business Manager or equivalent immediately if you think a machine is not working properly or any safeguards are faulty. | Never use machinery/equipment that you and/or your colleagues have identified as being damaged. |
| Always ensure you are wearing the appropriate protective clothing and equipment. | Never wear dangling chains, loose clothing, gloves, rings or have long hair hanging loosely. |
| Inform your Head Teacher School Business Manager or equivalent if you are taking any prescribed drugs that might affect your ability to use machinery/equipment safely. | Do not operate machinery without working extract ventilation to extract the wood dust. |
| Do ensure wood working machines have the correct blade, that it is sharp, of the correct size, secure and correctly adjusted. | Do not allow students to change blades on machines. |

Sharps

Scissors or craft knives must be stored in a location inaccessible to students. Scissors designed for primary student use are stored in a container and are suitable for student use during art and craft activities. Staff should be aware that these items should not be used by the students unless they are seated at their work, neither must they be used in a fashion which is likely to cause injury or damage for example waving them around or placing them near another child's face. Scissors should be passed to another person handle first.

Safe Use of Ladders

Falls from height is the biggest workplace killer! The following safety rules must be followed when using ladders:

- Do not use a ladder if work is likely to last more than 30 minutes duration – alternative access equipment should be used.
- Before commencing work, inspect the ladder for damage. Check for splits or cracks in the stiles and rungs. Make sure that none of the rungs are missing or loose. Ensure any wet, icy or greasy rungs are cleaned before use.
- Report defects to management and take out of use if damaged.
- Ensure that your safety footwear is free from excessive mud or grease before you climb a ladder.
- Use aeroplane steps or a-frame steps in preference to single section ladders.
- Maintain 3 points of contact with a ladder and never over reach or over stretch.
- If using single section ladders and they cannot be tied at the top, it must be fixed at the bottom/base and or a second person must foot the ladder before it is used.
- Never stand on the top two steps of a ladder, unless you are using a platform ladder.

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- Ensure doors / windows are locked or guarded if a ladder is positioned in front of them and consider the position of overhead power lines or extreme winds.
- To prevent items falling from height onto persons below, keep tools / materials held in a holster / tool belt / pocket and use temporary barriers or signs where necessary.

In School Classrooms:

- Do not stand on desks or chairs when working at height (e.g. to put up displays). Always use a suitable step ladder.
- Do not allow students to climb on school furniture.