



September | 24

Amadeus
Primary Academies Trust
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Limitless Learning Together

Holy Trinity Lamorbey CE Primary School Local Health and Safety Policy

Table of Contents

INTRODUCTION	3
ROLES AND RESPONSIBILITIES	3
LOCAL GOVERNING BODY	3
THE PRINCIPAL	4
ESTABLISHMENT HEALTH AND SAFETY COORDINATOR	6
THE PREMISES MANAGER	7
MID-DAY SUPERVISORS	8
HEADS OF PE, SCIENCE, DESIGN TECHNOLOGY	8
TEACHERS	9
NEW AND EXPECTANT MOTHERS:	9
ALL EMPLOYEES:.....	9
PUPILS:.....	10
SAFETY REPRESENTATIVE	11
1.0 ACCIDENT AND HAZARD REPORTING	11
2.0 ASBESTOS	12
3.0 EVACUATION PROCEDURE	13
4.0 MANUAL HANDLING	16
CONTROL AND RESTRAINT	18
5.0 WORKING AT HEIGHT	19

Introduction

This document represents the operational implementation of the Amadeus Primary Academy Trust's Health and Safety Policy at Holy Trinity Lamorbey CE Primary School. Its purpose is to identify and allocate the roles, responsibilities and normal working procedures and practices at the school which secure the health and safety of everyone who comes into the school.

The designated Governor for Health and Safety is	Oliver Dene (CoG)
The person with overall responsibility for health and safety is	Oliver Winstone Additional person(s): Andrew Lawrence Nicola Staples
The Academy Designated Fire Safety Officer is	Oliver Winstone

Roles and Responsibilities

Local Governing Body

The Local Governing Body must appoint a Governor with particular responsibility for health and safety. Health & Safety will be a standing item on the appropriate committee of the Governing Body's agenda.

- all necessary procedures and systems of work are developed, implemented and reviewed so as to ensure the successful application of this policy, compliance with statutory requirements, and associated codes of practice, and that these are taken into account in determining the allocation of resources
- regular monitoring is carried out in accordance with the requirements of the Governing Body and reported to them

The Governing Body of each Academy is to appoint a Fire Safety Officer for the Academy who will be the designated as the "responsible person" for fire safety. This person must be competent to carry out the role and have sufficient authority and powers to be able to perform the role properly and must be a staff member of the Academy senior management team. For the purposes of fire safety "competent" can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a role safely.

The Governing Body must notify the Board if there are any concerns that have been raised. This must be communicated via the Finance Director and/or Chief Executive Officer.

The Principal

At operational level the Principal, or in their absence their nominated deputy, is responsible and accountable to the governors, so far as is reasonably practicable, for implementing this school health and safety policy and for all matters relating to health, safety and welfare within the school. In particular, this will include ensuring that:

- Organisation - there is an appropriate organisation with the establishment for implementing this policy;
- Health and Safety Policy - the health and safety policy is brought to the attention of all staff, a copy should be given to all staff and one displayed in the staff room;
- Responsibilities - individual employees, and supply staff are aware of their responsibilities for health and safety;
- Consultation - promote through consultation and other means, the active involvement of staff (including agency) and pupils in the development, promotion, implementation and monitoring of measures provided for health and safety;
- Information - Staff are informed about the safer schools website www.bexley.gov.uk/saferschools;
- Notice Board Information - copies of the establishment's local "Health and Safety - Organisation and Arrangements - Notice Board Information" are completed, posted on notice boards in a prominent position and updated as appropriate;
- Implementation - the provisions set out in the arrangements and Codes of Practice are implemented;
- Communication - other health and safety information is communicated effectively to relevant staff;
- Risk assessment - adequate assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice;
- Visitors - the health and safety of any visitors to schools, and volunteers involved in any school activity is assessed and adequate precautions applied;
- New or pregnant mothers - that adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured;
- Security - that security of premises and pupils are protected;
- Planning - risks to health and safety are taken into account and assessed/re-assessed when any change to policy, buildings, methods or equipment are being considered or planned;
- Manual Handling - manual handling operations are avoided, or where they cannot be avoided, the risks are reduced to the lowest reasonably practicable level;
- Display Screen Equipment - that VDU workstations for "users" are assessed and the risks reduced to the lowest reasonably practicable level;
- COSHH - exposure to hazardous substances is controlled to prevent ill health;
- PPE - personal protective equipment is provided free of charge where

- identified in the risk assessment process;
- Maintenance - that all electrical installations, portable electrical equipment, machinery, equipment and plant is maintained in a safe condition, and that inspections are arranged as appropriate and records kept. Any equipment used to control the risk from hazardous substances is adequately maintained in an efficient condition;
 - Personal monitoring – monitoring for hazardous substances is carried out where necessary;
 - Health surveillance – carried out where necessary for hazardous substances. Questionnaires are completed for occupational asthma and checks are made for skin and dermatitis;
 - Stress – a work environment is created where work related stress is effectively prevented or managed, with awareness of stress and well-being promoted;
 - Educational visits - that educational visits are adequately planned, organised and the risks assessed in accordance with Academy and Trust’s policy, and that performance monitoring of educational visits is carried out;
 - Incident reporting - incidents and hazards are recorded, investigated and reported using established procedures, including to the Health and Safety Executive where appropriate under RIDDOR, and that all persons under their control are aware of the reporting procedure; and that appropriate remedial action is taken;
 - Hazard removal - in the event of any hazard or risk to health and safety of any person under their control, appropriate action is taken to remove the hazard. Where action is of a temporary nature, consultation will take place as appropriate to enable further positive steps to be taken;
 - Training, instruction & supervision - training needs are identified and met, and that employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work;
 - Induction - new employees receive appropriate health and safety information, instructions and training, including details of the Health and Safety Policy, Codes of Practice, fire and other safety procedures;
 - Volunteers - all volunteers and similar agents receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged;
 - Fire precautions - fire precautions procedures are implemented (including fire drills);
 - Emergency procedures - emergency procedures are developed and implemented;
 - First aid & Fire - staff, pupils and visitors are aware of first aid facilities, fire procedures, evacuation of the premises and other emergency procedures;
 - Repair & maintenance - arrangements are made to deal with premises and management issues e.g. repair and maintenance of buildings;
 - Contractors – selection of and proper management of contractors/sub-contractors in accordance with Academy Trust’s guidelines, ensuring risks are identified and managed jointly. The significant findings are recorded, with monitoring to ensure safe systems of work are followed. Good co-operation and co-ordination between all parties is ensured. Information relating to risks is exchanged as necessary, including relevant safety rules, and procedures and procedures for dealing with emergencies;
 - Asbestos - asbestos on site is properly managed and the 4Thought system kept up to date as necessary;

- Legionella – is properly managed in accordance with the requirements of L8;
- Record keeping - all statutory registers and records are kept;
- Lettings - appropriate arrangements are made with regard to lettings;
- Performance monitoring - health and safety performance is monitored, and arrangements reviewed, including regular inspection of the school, completion of the annual internal monitoring checklist, routine equipment maintenance checks, that safety devices are fitted and maintained, that safety rules are observed and followed and personal protective equipment worn, investigation of incidents, causes of ill health and complaints, and reviewing incidents statistics to identify causes of accidents;
- Audit & review - if during any audit or performance monitoring, variations from this policy are observed, immediate and effective steps are taken to rectify the situation;
- Safety Representatives - Safety Representatives can carry out their functions including inspections and incident investigations and, where appropriate, that consultations take place with them;
- Advice - specialist advice is sought on health and safety matters when necessary;
- Review - the policy, risk assessments, procedures and systems of work in place are reviewed at least annually, that changes are made as appropriate and staff, pupils and visitors are informed of any such changes as necessary.
- Compliance - appropriate action is taken under the disciplinary procedures against anyone under their control found not complying with this statement or safe working practices;

Establishment Health and Safety Coordinator

To ensure effective implementation of this policy The Office Manager has been delegated specific responsibilities by the Principal to:

- Disseminate health and safety information to all staff, pupils, volunteers, contractors and visitors etc. as appropriate;
- Be the focal point for day to day references on health and safety and to give advice or indicate sources of advice;
- Make adequate arrangements for first aid;
- Investigate incidents and revise any risk assessment if appropriate;
- Report incidents or hazards;
- Develop emergency evacuation procedures and arrange drills as appropriate;
- Ensure health and safety matters raised by staff are dealt with;
- Maintain a central file of relevant codes of practice and other health and safety information; N.B. A list of key documents that the school should have available is on the website www.bexley.gov.uk/saferschools
- Co-ordinate the implementation of safety procedures;
- Ensure that regular monitoring of health and safety is undertaken and that working practices are checked;
- Appraise the Principal of compliance with procedures and systems of work on a regular basis;

The Premises Manager

The premises manager will have particular responsibility to ensure that:

- They are familiar with and comply with the health and safety policy, relevant risk assessments and codes of practice;
- Access equipment should be inspected at least every 6 months and a record kept, in addition they should be checked prior to use to ensure safety;
- Access equipment must be used in accordance with HSE and Academy and Trust guidelines;
- Any monitoring required to control legionnaires disease is carried out and appropriate records kept;
- Asbestos is managed on the site and that the condition of asbestos is checked regularly, records kept (4Thought is updated as necessary);
- Contractors, service engineers etc. are made aware of the asbestos survey and any records relating to asbestos
- He receives a copy of the health and safety policy of the contractor;
- Regular inspections of the boiler(s) by a competent person (e.g. CORGI registered) takes place;
- They are trained in the operation of the boilers and are familiar with any action needed to be taken in an emergency;
- Regular inspections of the boiler house are undertaken and that the sump pump (if present) is operating effectively;
- COSHH assessments are kept up to date, and data sheets are obtained for any new hazardous substances and an assessment made. Also, that any such information be made available to relevant personnel (e.g. contractors, service engineers and own staff);
- COSHH assessments are held for any contractors (cleaning, grounds maintenance etc.) and steps made to ensure security of any hazardous substances stored on the school site;
- All cleaning staff are aware of any implications of the health and safety policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Traffic is managed safely;
- Hazards notified to them are passed onto the Principal and/or Office Manager;
- Defects to the premises are dealt with in consultation with the Principal, and that interim measures are taken to make an area safe where the defect cannot be dealt with immediately.
- Any items received from suppliers eg: machinery, equipment, substances are accompanied by adequate information, safety data and instruction prior to use;
- Testing of fire bells, fire doors, emergency lighting, intruder alarms etc. is carried out at appropriate intervals (4 times per year by service contract) with records kept;
- All fire alarm call points are numbered and tested every 13 weeks, with a record kept identifying the number tested and date etc.
- All door closers are checked, with records kept, to ensure that they are working properly once per term and that arrangements are made to rectify any defects immediately;

Mid-day Supervisors

Mid-day supervisors are responsible for ensuring that:

- pupils are safe and without risks to health during the mid-day period inside and outside the school building by effective supervision;
- spillages are cleaned up immediately;
- arrangements for fire and first aid are followed;

Heads of PE, Science, Design Technology

With their special knowledge of the area of work for which they are responsible, heads of subjects have a key role to play in the running of those activities safely. Heads of subjects are responsible, so far as is reasonably practicable, for implementing the safety policy within their subject area.

In particular heads of department will be responsible for ensuring that:

- codes of practice appropriate to the subject are brought to the attention of all staff in the department;
- codes of practice are complied with and appropriate safety signs and notices are displayed;
- in particular the CLEAPSS advice on animals, plants and microorganisms is complied with;
- relevant health and safety information is communicated to staff;
- all incidents occurring during the teaching of their subject are reported, the causes investigated and an incident form completed;
- health and safety training needs are identified and met, or reported to the Principal;
- staff are aware of first aid, fire and emergency procedures;
- new employees receive appropriate health and safety training, including subject safety procedures;
- assessments for all risks to health and safety are carried out and significant findings recorded, including COSHH, Manual handling, Working at Height, etc., with appropriate preventive measures being taken;
- Personal Protective Equipment is provided to staff as identified in Risk Assessments;
- risk assessments and COSHH assessments specifically relating to science and Design and Technology are carried out following CLEAPSS guidelines;
- arrangements are made for any health surveillance for staff within their control, in particular questionnaires for occupational asthma and skin checks for dermatitis.
- regular inspections of areas for which they are responsible are carried out;
- all equipment is safe for use and, where appropriate, seek specialist advice that this is so;
- all electrical equipment is included in the School's Portable Appliance Testing program
- arrangements are made to ensure that any equipment used to control the risk from hazardous substances is adequately maintained in an efficient condition;

- hazardous waste is disposed of in line with the Council's guidelines;
- as far as possible, any health and safety issues brought to their attention in respect of work and/or areas of premises for which they responsible are resolved;
- effective supervision of pupils takes place, and that pupils are aware of general emergency procedures in respect of fire and first aid and any special safety measures in relation to the teaching areas.

Teachers (including supply teachers and students on training placements):

Teachers are responsible for the health and safety of pupils and students while in their care, as are students teachers and supply teachers. A teacher is responsible for ensuring that they:

- carry out risk assessments as necessary to ensure the safety of pupils in their care;
- follow school procedures relating to educational visits, and that they are clear about their duties on any educational visit, and that proper planning and organisation has taken place with risks assessed before and during the educational visit with appropriate control measures followed in line with Academy and Trust's Policy, and that performance monitoring is carried out;
- know the emergency procedures in respect of fire and first aid and the special health and safety measures to be adopted in his/her own teaching areas to ensure they are applied;
- exercise effective supervision of pupils and students and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- give clear instruction and warnings as often as necessary (notices, posters, hand outs are not enough);
- students' coats, bags, cases etc. are safely stowed away;
- manage the storage of equipment and materials to ensure good housekeeping and prevention of slip/trip hazards;
- integrate all relevant aspects of health and safety into the teaching process and if necessary give special lessons on health and safety;
- follow safe working procedures personally;
- call for protective clothing, guards, special safe working procedures where necessary;
- make recommendations on health and safety matters to the phase leader or senior manager;
- report any hazards seen on site.

New and expectant mothers:

New and expectant mothers must inform the Principal as soon as possible when they are aware of the pregnancy so that they can be advised of any special precautions or changes to working practices.

All employees:

In addition to any specific responsibilities which may be delegated to them, all employees have responsibilities:

- to take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions;
- to co-operate with the school and academy trust, so far as is reasonably practicable, to enable it to meet its responsibilities for health, safety and welfare;
- to be aware of, and follow, this policy, arrangements, codes of practice, risk assessments and guidelines;
- to make sure they are aware of the hazards associated with their work and familiarise themselves with emergency procedures, first aid provision and accident/incident reporting;
- to use work equipment provided correctly and carry out any activities in accordance with instructions and training;
- to inform their line manager/Principal of any defects with equipment used to control exposure to hazardous substances;
- to take reasonable care of all safety equipment and clothing given to them, report any defects, and always wear personal protective equipment when undertaking those jobs for which it is required, and use all safety devices provided;
- to use, and not willfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others;
- to ensure good housekeeping and prevention of trip hazards;
- to ensure that occasional one off manual handling operations are assessed before attempting them;
- to report all accidents, incidents, damage, hazard, issues of concern, and defects to the Principal/person responsible;
- to inform their line manager of any work situations which represent a serious and immediate danger to health, safety and welfare, and take immediate measures to protect persons from such risk;
- to co-operate with any monitoring and health surveillance that is required of them and inform the Principal of any symptoms they may be experiencing using hazardous substances;
- to co-operate with the employer and other employees in promoting improved safety measures in the school;
- to attend training provided;
- to co-operate with the Union appointed Safety Representatives, enforcement officers, and advisers on behalf of the LEA.

Pupils:

Pupils are expected to:

- Report to the Administration Manager/Deputy Head/Principal matters which may require their attention in accordance with agreed procedures;
- Wear personal protective equipment provided;
- Follow safe working practices and instructions;
- Observe the uniform policy;
- Familiarise themselves with emergency procedures;
- Take care to protect the health and safety of themselves and others affected by their acts or omissions;

- Not to misuse or interfere with things provided for their own safety and the safety of others;

Safety Representative

The appointed safety representative is Bexley Council

- He/she will function in accordance with the Health and Safety Commission's Code of Practice for Safety Representatives'.
- The Safety Representatives Regulations allow representatives to formally inspect every 3 months (or more frequently if agreed) and to inspect after any notifiable accident, dangerous occurrence or notifiable disease, where there is a substantial change in working conditions or if new information becomes available.
- The frequency of safety inspections will be agreed by consultation with the Principal and the governing body.
- External Appointed Safety Representatives may wish to visit the school and are not therefore a member of the school staff. Assistance should be offered where possible to allow them to fulfil their duties.

1.0 Accident and Hazard Reporting

- 1.1 Any accident involving a member of staff must be recorded in the green accident book located in the front office. On any occasion that a member of staff is injured in school the accident **must** be reported on the council's MyView system at the earliest opportunity by the Office Manager. When the Office Manager suspects that the matter may be reportable under RIDDOR regulations, they should contact the Health and Safety Team at Bexley and flag the incident with them.
- 1.2 Any accident involving a pupil or any other member of the public which requires significant first aid or direct transfer to hospital must be recorded in the green accident book in the front office. In these circumstances the Office Manager **must** report the incident on the council's MyView system. When the Office Manager suspects that the matter may be reportable under RIDDOR regulations, they should contact the Health and Safety Team at Bexley and flag the incident with them
- 1.3 Any member of staff who witnesses something they consider to be a 'near miss' has a duty to report the near miss using the Near Miss Reporting Form available on the school's Google Drive System. The Principal will be alerted to all form submissions electronically and will work with the Site Manager to monitor and address all safety issues raised by staff in school.
- 1.4 Any member of staff with concerns about the Health and Safety in the school can and should report this using the Health and Safety Concern Form available on the school's Google Drive System. This can be done anonymously if a member of staff feels that this is necessary. The Principal will be alerted to all form submissions electronically and will work with the Site Manager to monitor and address all safety issues raised by staff in school.
- 1.5 If a member of staff identifies a risk or hazard that they believe creates an immediate risk of serious harm they must take all reasonable steps to firstly protect children and other members of the school community from that

hazard and then report it immediately to the Site Manager, the Principal or the Office Manager. That person must then take immediate steps to make the situation safe before securing a long-term solution.

2.0 Asbestos

- 2.1 Holy Trinity Lamorbey was built in 1967 and extended throughout the second half of the 20th century. Many parts of the building contain asbestos.
- 2.2 Holy Trinity Lamorbey has adopted the Bexley Local Authority Asbestos Management Plan, which can be found in the Asbestos Management Folder in the front office of the school. This document represents the operational implementation of that plan.
- 2.3 The school is committed to protecting all members of the school community as well as visitors and contractors from the harm caused by breathing asbestos fibers.
- 2.4 The school had an asbestos Management Survey conducted in April 2013.
- 2.5 A new asbestos management survey will be commissioned if there are extensive changes to the building. (Advice provided verbally by SL Environmental November 2016)
- 2.6 In March each year SL Environmental visits the school to re-inspect all asbestos containing materials
- 2.7 All the asbestos containing materials at Holy Trinity Lamorbey are categorised by SL Environmental as having low or very low potential to release fibers.
- 2.8 Every year the inspection outcomes provided by SL Environmental are reviewed by the Principal and any remedial actions required are planned for according to the urgency indicated in the report.
- 2.9 All asbestos containing materials in the school are labelled. It is the responsibility of the Site Manager to periodically review the condition of the labels and replace them as soon as they become in any way damaged, defaced, missing or otherwise unable to fulfil their purpose.
- 2.10 The Site Manager must make the Principal aware as soon as is practicably possible when there has been any change to or damage of asbestos containing materials in school. In this situation, the Principal may consider requesting a professional inspection from SL Environmental to seek advice. The Principal may also consider seeking the support and advice of the organisation with whom they have a service level agreement for Health and Safety. At the time of writing this policy, such an SLA is held with Bexley Local Authority.
- 2.11 An asbestos management folder is in the front office. It contains
 - 2.11.1 A copy of the school's most recent asbestos Management Survey
 - 2.11.2 A register of all asbestos containing materials with pictures and descriptions of their location
 - 2.11.3 A copy of the Bexley Local Authority asbestos management plan
 - 2.11.4 Copies of blank and signed work permits for contractors undertaking work on the school premises
- 2.12 The site manager will ensure that all contractors due to undertake work on site are made aware of all asbestos containing material prior to

quotation and that a signed work permit is completed before any work is undertaken.

2.13 In the event of an incident involving unplanned damage to asbestos containing materials the priorities are to prevent or minimise exposure of persons involved, prevent exposure of other persons, and contain any contamination and prevent the uncontrolled dispersal of asbestos containing materials. The next stage is the decontamination of persons and then the premises, followed by an investigation to establish the facts of the incident. The person undertaking the work will:

- Stop work
- Secure area and prevent entry by personnel
- Ensure that tools and materials etc. are not removed from the area
- Contaminated persons should leave the immediate area but remain in the immediate vicinity pending decontamination. If RPE is available this should be put on by all persons present.
- Immediately notify corporate safety and building services
- Contaminated persons should
 - Remove any contaminated clothing and place it in a plastic bag.
 - Seal and label the bag as containing asbestos contaminated clothing.
 - Leave bag in the contaminated area.
 - move to the nearest washing facilities and shower off, ensuring that they wash their hair.

The Site Manager will

- Alert the Principal to what has happened
- Engage specialists to advise on remedial action to decontaminate, dispose of waste, and sampling to confirm removal of contamination.

The Principal will

- Notify the Chief Executive Officer of the Trust
- liaise with the Site Manager
- Conduct an initial investigation to establish so far as possible, the circumstance of the incident
- Notify HSE of reportable incident if appropriate
- Notify the Local Governing Board.
- Inform HR of individuals exposure where they are an employee
- Provide a copy of final investigation report to The Local Governing Board and The Trust CEO

3.0 Evacuation Procedure

3.1 When there is a requirement to evacuate the building this shall be indicated by a loud continuous ringing.

3.2 Upon hearing the alarm the teacher in charge shall line up the class at the fire door and escort the class to the assembly point; children must walk silently

3.3 If a class is in the hall, collect the shoe tubs then line up and go out of the hall fire door. Assemble on the playground, register the children and then issue shoes from the tubs.

3.4 Children who are moving around the school should go immediately to the nearest adult or walk out of the school and join their own class at the assembly point on the playground.

3.5 Children having music lessons or any other form of peripatetic lessons should leave with the adult in charge by the nearest fire exit and head to the assembly point. The children should then rejoin their class.

3.6 There are 12 fire marshals trained at Holy Trinity Lamorbey CE Primary School. There will be 4 on-duty Fire Marshalls rostered for duty each school day. Fire Marshalls will receive formal training as required.

3.7 Upon arriving at work each day a rostered Fire Marshall will collect their radio which must be on and about their person at all times throughout the day. Additionally, the Principal, The Deputy Principal, The Office Manager and The Site Manager will have a radio about their person at all times. All radio users will be trained in the use of the radio and must adhere to correct radio procedure at all times.

3.9 The most senior person on site shall act as the incident commander. It is the responsibility of the incident commander to ensure that all functions are carried out effectively, that all staff and children are accounted for and to telephone the fire brigade.

3.10 Upon hearing the fire alarm the incident commander shall give the following general broadcast twice in immediate succession;

'All stations, all stations, all stations this is (repeat call sign 3 times). This call sign is incident commander, I say again this call sign is incident commander please report over;'

3.11 Upon hearing the fire alarm the Fire Marshalls will put on a high visibility vest and undertake the following duties;

Fire Marshall One	Collect the secondary grab bag and leave the building to the front. They will then unlock the wooden gate adjacent to the glade entrance, the main front vehicle gate and the red tubular steel gate to the left of the garage. They will then report in to the incident commander that this has been completed and wait at the vehicle gate for the emergency services. Upon the arrival of the emergency services the Fire Marshall shall notify by radio the incident commander.
Fire Marshall Two	Shall collect the signing in books and head to the assembly point

Fire Marshall Three	Assist in the evacuation and then be available to investigate the cause of the alarm
Fire Marshall Four	Assist in the evacuation and then be available to investigate the cause of the alarm
Fire Marshall Five	Assist in the evacuation and then be available to investigate the cause of the alarm

3.12 The office manager or nominated deputy will bring the main grab bag including the fire registers immediately to the assembly point. The fire registers will be distributed to the teachers who will then check by name that the children are present. If all children are accounted for the teacher shall stand at the head of the line and hold the register in the air above their head to indicate all children are accounted for. If a child is unaccounted for this must be immediately reported to the incident commander who shall record it as such and relay any missing people to Fire Marshall one who will then report it to the Fire Brigade upon arrival.

Fire Marshall 2 shall confirm to the incident commander that all staff and visitors are accounted for. Any unaccounted staff will also be reported to Fire Marshal One to be relayed to the Fire Brigade.

3.13 It is the policy of the school that everyone should be evacuated for within two minutes and accounted for in under 5. The Fire Brigade should be automatically deployed upon the sounding of the alarm but in case of failure the incident commander shall telephone the Fire Brigade on 999 at the end of that 2-minute period stating whether or not all have been accounted for.

3.14 All persons shall remain at the assembly point until the incident commander confirms that the alarm was a drill, a false alarm or until such time as the Fire Brigade confirm that it is safe to return to the building.

4.0 Manual Handling

Staff should have due regard to safe manual handling at all times and must seek assistance in any instance where an object is or might conceivably be too heavy to move safely.

Good Handling

Here are some tips for safer handling

Think before lifting/handling.

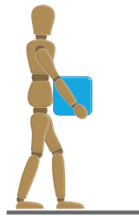


Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position.



The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.



Get a good hold

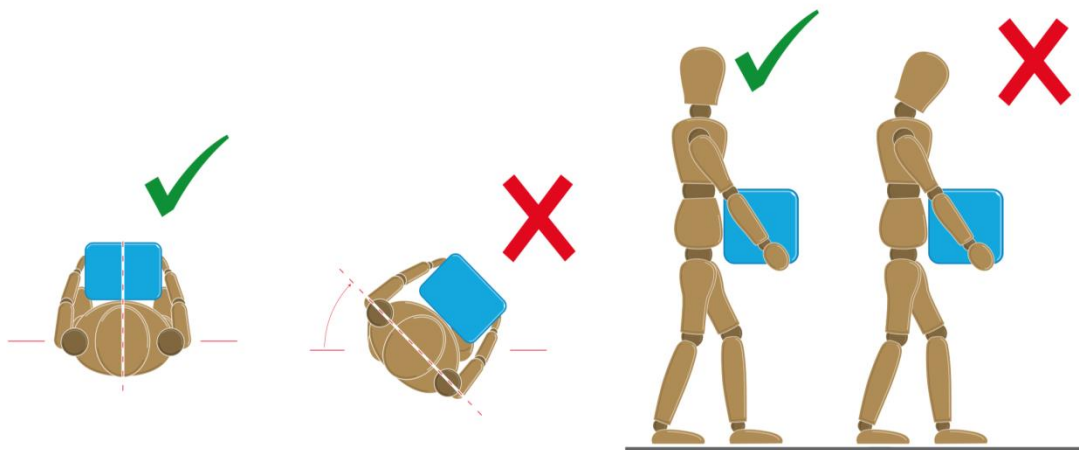
Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture

At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

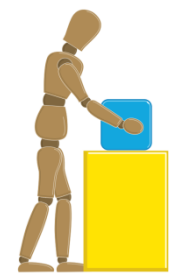


Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Move smoothly The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.



Put down, then adjust If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Good handling technique for pushing and pulling

Here are some practical points to remember when loads are pushed or pulled.

Handling devices.

Aids such as barrows and trolleys should have handle heights that are between the shoulder and waist. Devices should be well maintained with wheels that run smoothly. The law requires that equipment is maintained. When you buy new trolleys etc, make sure they are good quality with large diameter wheels made of suitable material and with castors, bearings etc which will last with minimum maintenance. Consulting your employees and safety representatives will help, as they know what works and what doesn't.

Force.

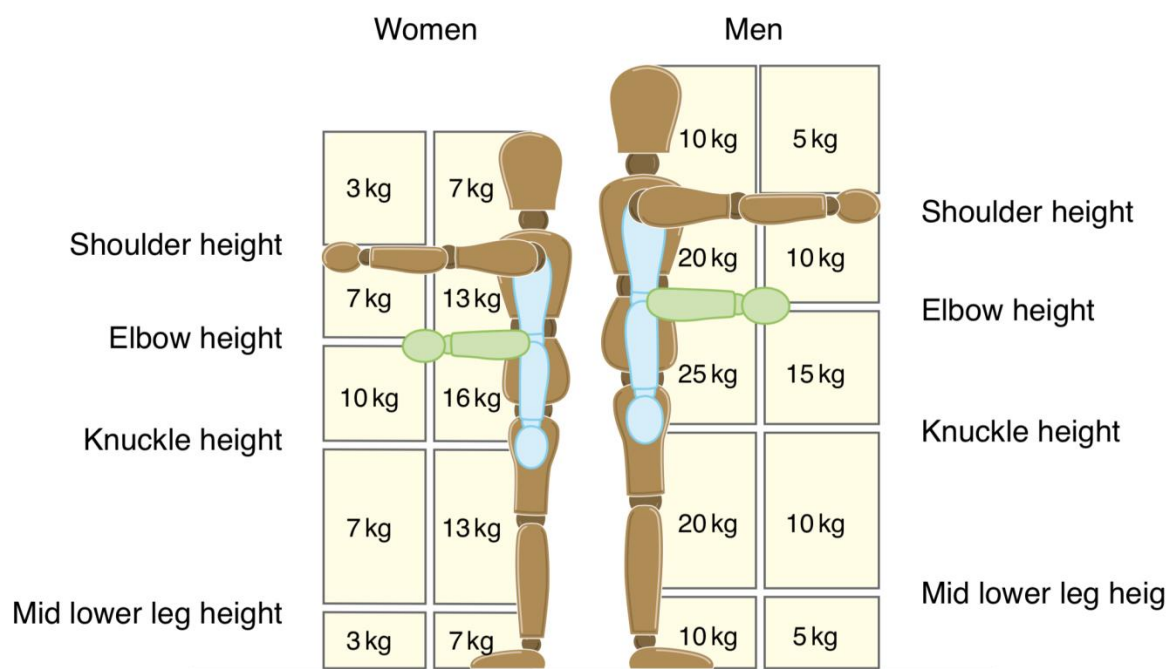
As a rough guide the amount of force that needs to be applied to move a load over a flat, level surface using a well-maintained handling aid is at least 2% of the load weight. For example, if the load weight is 400 kg, then the force needed to move the load is 8 kg. The force needed will be larger, perhaps a lot larger, if conditions are not perfect (eg wheels not in the right position or a device that is poorly maintained). The operator should try to push rather than pull when moving a load, provided they can see over it and control steering and stopping.

Slopes.

Employees should get help from another worker whenever necessary, if they have to negotiate a slope or ramp, as pushing and pulling forces can be very high. For example, if a load of 400 kg is moved up a slope of 1 in 12 (about 5°), the required force is over 30 kg even in ideal conditions – good wheels and a smooth slope. This is above the guideline weight for men and well above the guideline weight for women. Uneven surfaces. Moving an object over soft or uneven surfaces requires higher forces. On an uneven surface, the force needed to start the load moving could increase to 10% of the load weight, although this might be offset to some extent by using larger wheels. Soft ground may be even worse. Stance and pace. To make it easier to push or pull, employees should keep their feet well away from the load and go no faster than walking speed. This will stop them becoming too tired too quickly.

Safe Loads

The following diagram provides guidance about the maximum safe loads a person should carry.



Control and Restraint

The physical control and restraint of another person as is occasionally necessary in a school environment is considered under law as a manual handling activity. Staff who are likely to undertake this activity are provided with appropriate training. Please refer to the Behaviour Policy and the Safer Handling Training Manual for details.

5.0 Working at Height

Holy Trinity is a single-story building with a flat roof and its principal activity is the education of primary age pupils. It will not be necessary for most staff to work at height most of the time. The three occasions when staff might need to work at an elevated level are:

- Decorating displays (teaching staff)
- Retrieving items from a high shelf (all staff)
- Replacing ceiling electrical fittings

The school has a low step ladder which can be used by staff for the purposes of the above-named activities. The step ladder is periodically inspected by the site manager to ensure it is in good condition. This should be adequate for all tasks to be undertaken at height in the school building.

Where the step ladder is not adequate the task should not be undertaken by school staff and professional contractors sought. This includes any work to the roof and replacing the light fittings in the hall.

When using the step ladder

- Ensure it is fully open and placed on a firm, even flat surface
- Ensure that you do not lean to out further than the width of the ladder. If you need to reach, climb down and move the ladder
- Ensure you are wearing suitable footwear and clothing
- That when appropriate, you have due regard to the manual handling guidance above
- You are fit enough to undertake the task. If you are carrying an injury or suffer from reduced mobility, do not undertake the task but seek assistance from a colleague.