



FRANCES OLIVE ANDERSON C.E. PRIMARY SCHOOL

HEALTH & SAFETY ARRANGEMENTS

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ATTACHMENTS

Appendix 1 Exclusion Table
(PHE publications gateway number 2016692 Crown Copyright 2017)

Appendix 2 Diarrhoea and Vomiting Outbreak
(PHE publications gateway number 2016692 Crown Copyright 2017)

Appendix 3 LCC Reporting Online [Accident reporting – Professional resources \(lincolnshire.gov.uk\)](http://lincolnshire.gov.uk)



1 INTRODUCTION

This Frances Olive Anderson C. of E. Primary School Health & Safety Arrangements document, supports:

- The school's Health and Safety Policy;
- The schools General Risk Assessment and Controls.

2 ARRANGEMENTS

2.1 First Aid Arrangements

Having first aid trained staff considered to be appropriate for the identified hazards and number of persons present (at peak) at the school.

It is the policy of the school to have as many first aid trained teachers and midday supervisors as possible, so that there is always cover for the most likely times that injuries occur and for instances of other first aid trained staff absences/availability (school trips for example).

Re-training / repeat training will be conducted as per the existing regulations to ensure compliance and competency.

First aid boxes are located in the first aid room, adjacent to the staffroom, and the appointed Teaching Assistant is responsible (but not accountable) for checking the contents on a monthly basis and replacing any items used. A record of checks is located on the First Aid Room wall.

All staff (whether first aid trained or not) should familiarise themselves with the location of the first aid boxes so that, in the event of an injury, they can be located quickly.

2.1.1 Administration of Medicines

Medication is only administered to pupils when the 'Parental Consent Form' has been completed.

Medicines are only administered during school time when they have been prescribed by the child's GP or other relevant medical professional.

Medicines are administered by either the office staff or teacher. A signed record of the time and date of dose is kept with the medicine.

Medicines are kept in the lockable medicine fridge (if necessary) or a locked cupboard. The only exceptions to this are asthma medication, which will be kept in the appropriate classrooms, out of reach of other pupils. School auto-adrenaline injectors (Epipens - Brand) will be kept on a high shelf in the unlocked First Aid room, in order to be accessible in the case of an emergency.

Ambulance attendance can be requested (via the appropriate injury severity number – 999 or 111), via the telephones situated within the administration area.



2.2 Injury Guidelines

The following provides guidelines for trained staff administering first aid:

2.2.1 Head Injuries

Head injuries can be difficult to assess. Any assessed injury to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately to medical professionals for further medical assessment.

Even head injuries which do not display the visible signs as described above may have serious implications to a person whom has had a previous head injury. Consideration must be given (for these cases) for referral to medical professional assessment.

Parents are to be contacted immediately (via standing arrangements), where further medical assessment is necessary and parents must also be informed in writing of any assessed as "non-significant" head injuries, irrespective of a lack of physical manifestation of an injury (bump, blood, reddening etc.)

2.2.2 Other Injuries

Broken bones or other serious internal injuries may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical assessment.

2.2.3 Infection Control

Cross-infection caused by bodily fluid exchange (by multiple entry methods – blood, saliva etc.) can be a risk to staff providing or assisting in the provision of first aid.

The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the Staffroom, First Aid Room and Office.

Infection prevention and control measures aim to interrupt the cycle of infection by promoting the routine use of good standards of hygiene so that the transmission of infection is reduced overall.

Where a case of infection is known, measures should be taken to reduce or eliminate the risk of spread through information and prompt exclusion. Appendix 1 Exclusion Table

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

If a child is sick and/or has diarrhoea the parent/carer will be called to take the child from school and advised that the child should not return to school until there has been 48 hours between the last incident. The same rule applies for a member of staff. See Appendix 2 Diarrhoea and Vomiting Outbreak.

2.2.4 Reportable Diseases

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include: infections such as Leptospirosis, Tetanus, Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Advisory Team



(see contacts in Statement of Intent) or local Health Protection Team shall be contacted for further details, if there is any suspicion of a reportable disease.

2.3 Injury Reporting

Any injury incurred by any person on school grounds, or whilst on associated school activities (only school personnel in this instance), must be recorded in the appropriate accident book by the person administering first aid or by another appropriate and competent person.

The Headteacher is responsible for ensuring that the [Accident reporting – Professional resources \(lincolnshire.gov.uk\)](http://lincolnshire.gov.uk) forms are completed for more serious injuries and for carrying out the statutory reporting procedures for 'major' and 'over 7 day absence' injuries as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Online report forms must be used to notify the Health and Safety Executive (HSE) of any 'major' injuries to staff, pupils or visitors and any 'over 7 day absence' injuries to staff. (www.hse.gov.uk/riddor). Reports must be made within 15 days of the accident.

'Major' injuries to persons on school properties or associated school activities (only school personnel in this instance), are defined as those injuries which require hospital treatment. This only applies to injuries which arise in connection with work, either through a premises fault or through the work organisational structure, such as lack of care and not those injuries which arise from play or sport activities or those which arise from an underlying health condition not apportioned to school activity / premises.

All incidents can be reported online but a telephone service remains for reporting **"Fatal and Major" injuries**: Call the Incident Contact Centre on 0845 300 9923 (opening hrs Monday to Friday 8.30am – 5pm).

'Over 3 day absence' injuries no longer require notification, but a record of the accident must be recorded in the school accident book.

Injuries to self-employed persons working on school premises must be reported in the same way as for school employees.

Incidents which do not result in injury must be reported by completing the appropriate online form. These are known as 'Dangerous Occurrences' and are only those which are specified by the relevant Health and Safety Regulations. For example, a fire or electrical short circuit which disrupts activities for more than 24 hours or the failure of a lift, will require reporting as described above.

Lincolnshire County Council Health and Safety Team are available to provide health and safety assistance. (See Health and Safety Policy and Statement of Intent for contact details).

3 FURTHER GENERAL GUIDANCE

3.1 General Hazards

3.1.1 Housekeeping

A high standard of housekeeping is expected to reduce the risk of injuries or near misses. Furniture and equipment shall be kept tidy and not allowed to pile up so as not to cause a toppling hazard. Unwanted items are to appropriately be disposed of and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags are not to be left in walkways or areas where they create tripping hazards.



3.1.2 Slips, Trips and Falls

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings and/or slippery floor surfaces. Staff are expected to rectify these situations if they are confident and competent to do so, or report them to the Health and Safety Coordinator or the Headteacher.

3.1.3 Ladders and Step ladders

Step stools and step ladders are provided and must be used, where assessed as necessary by the user, to reach above head height. Step ladders must not be used by lone staff. Staff are to inspect these before use and report any defect to the School Business Manager or Headteacher. Staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

3.1.4 Furniture

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this may present a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the School Business Manager. Sharp edges which may cause injury and/or damage to clothing must also be reported.

3.1.5 Doors and pinch / entrapment points

Pupils are reminded on a regular basis about the risk of fingers being trapped in doors. The Caretaker is responsible for checking routinely that the self-closers operate properly, ensuring that adjustments are carried out if doors close too quickly. All doors identified as creating pinch / trap / crush points have been fitted with finger guards. Damaged or defective equipment is to be reported to the School Business Manager.

3.1.6 Hot Surfaces and radiators

All radiator spindles must be fitted with a handwheel or cap to prevent penetration injuries.

Heaters with hot surfaces are fitted with guards to prevent injuries and hot water temperatures in pupils' areas are set so as not to exceed 43 degrees C to prevent scalding.

3.1.7 Running

Running is not permitted within the school, apart from PE sessions in the hall, and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

3.1.8 Guardrails on Stairs and Landings

Falls down stairwells are a major risk to pupils in schools with multiple floors. To minimise the risks, staff must ensure good discipline in these areas, making sure that pupils do not run or play about on stairs or landings. The guardrails on the stairs and landings have been checked to ensure they meet



the requirements of the Health and Safety (Workplace) Regulations 1992 (at least 900mm on stairs, measured vertically from the stair nose to the top of the rail and at least 1100mm on landings, both sufficiently in-filled so that gaps do not exceed 100mm and which prevent easy climbing).

3.1.9 Working at Heights

Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

The need to reach things at heights should be eliminated wherever possible e.g. displaying pupils' work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following rules followed:

Staff shall not use ladders or step ladders if they are working alone in or around the school; if an incident occurs there is no one to call for assistance.

Before using a ladder or step ladder, make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases, the equipment must be erected in accordance with the manufacturers' instructions by a person who is competent, having received sufficient instruction and training.

3.1.10 Ladders (if provided) and Step Ladders - General Rules

- Check that equipment is in good condition; do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects.
- Check the ladder is clear of overhead electrical cables.
- Set the ladder at the correct angle (1 out to every 4 up)
- Never climb higher than the fourth rung from the top to ensure adequate hand hold.
- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down.
- Move ladders and step ladders frequently so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible; this ensures the ladder cannot slip sideways or backwards and whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3m in length, where securing or footing is not practical, can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non-slippery surface.
- Ladders over 3m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse.



- Stand the ladder or step ladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use; make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position or arrange for a responsible person to pass tools or equipment as required.
- Step ladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform of a step ladder unless it is constructed with a secure hand hold, and manufacturer's instructions indicate this as an acceptable method of use.
- Always spread step ladders to their fullest extent for stability and check that retaining hinges/cords/clips are secure.
- Whenever possible place step ladders at right angles to the work, i.e. with the back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable; where this is unavoidable another person should support the steps to prevent them tipping.

3.1.11 Substances Hazardous to Health

Where possible all substances used in the school should be non-hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and - when necessary - disposed of in accordance with the manufacturers' instructions. Staff should be aware of the requirement to assess the risks to health of any hazardous substances brought into the school to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.

Some hazardous substances are unavoidable: the COSHH assessment for cleaning substances and legionella bacteria are given below. The control measures for the hazardous substances used in Science, Technology, Art (and Catering where applicable) are as recommended in the relevant section.

3.1.12 School Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for general purpose cleaning in the school.

These substances are necessary; substitutes without these hazards are considered not to be effective.

The following measures are used to control the risks to health from the use of these substances:

- The substances are kept secure at all times when not in use to prevent access by pupils and unauthorised persons.
- The substances are only to be used as directed by the manufacturers on the containers.
- Substances shall not be mixed together. This is particularly important with bleach, where toxic fumes can be generated if this is mixed with other substances.
- Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis.



Contact with the skin is to be avoided by the wearing of protective gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.

- Accidental splashing on the skin or in the eyes needs to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Headteacher and, where appropriate, to a medical practitioner.
- Where substances are transferred into smaller containers for use, they are marked with their contents, dilution ratios and appropriate hazard sign.

The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

3.1.13 Portable Electrical Equipment – Pre-Use Checklist

Pre-use checks should be carried out on portable equipment such as electric tools, garden & kitchen equipment, fans, irons, visual aid equipment, phone & laptop chargers, floor cleaners and extension leads to make sure they are in good condition.

Pre-use checks should be carried out as follows:

- Switch off and unplug the equipment before you start any checks.
- Check that the plug is not damaged and that the cable is properly secured with no internal wires visible.
- Check the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector.
- Check that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards
- Check for any burn marks or staining that would suggest the equipment is overheating.
- Check that any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.
- If you are concerned about the safety of the equipment you should stop it from being used and report it to your manager or supervisor.

3.1.14 Fire Risk Assessment

A fire risk assessment has been carried out as required by The Regulatory Reform (Fire Safety) Order 2005 - Fire Safety Risk Assessment - Educational Premises. The significant findings of the fire risk assessment are attached to this policy. (Appendix A)

3.1.15 Smoking at Work

Smoking is not permitted anywhere on the school site. This is to prevent unwanted exposure to environmental tobacco smoke which is a health hazard and to minimise the risk of fire.

3.1.16 Young persons working or on work experience in the school

If young persons come to the school to work, or are on work experience, special Regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory school age.

Where such young people are involved, specific risk assessments need to be undertaken to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack



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of awareness. Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced member of staff who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are aware of this, they shall be informed as described above; a copy of this policy shall be forwarded to them with the confirmation letter.



APPENDIX A - FIRE RISK ASSESSMENT RECORD OF THE SIGNIFICANT FINDINGS

1) Fire hazards identified in the premises.

A) Combustible materials and flammable liquids/gas hazards

Pupils' coats and outdoor clothing, books, papers, cardboard/paper displays, carpets in some rooms, soft toys, soft balls/footballs, bean bags, plastic covered foam filled gymnasium mats, dressing up clothes, foam filled chairs, gas for central heating, waste paper/packaging, tea towels, Christmas decorations and fairy lights.

B) Source of ignition hazards

Fixed and portable electrical equipment, gas fired boiler for the hot water radiator central heating system. Use of a candle in assembly or in RE.

2) Risk assessment and control measures

A) Preventing a fire starting

The main control measure to prevent fires starting in the school is to ensure that combustible materials do not accumulate around the electrical equipment; that staff are aware of this and routine monitoring is carried out by the Headteacher. A high proportion of the combustibles are kept in storerooms, items being stacked carefully to prevent any likelihood of contact with the lights.

Waste bins are emptied into plastic sacks at the end of each day, the sacks are placed in bins located clear of the buildings at the back of the school. Any large amounts of waste packing materials are removed to bins immediately.

Smoking is not allowed in the school or on the school site.

The boilers are located in a separate room which is kept free of combustibles. Portable supplementary heaters are checked annually.

The fixed and portable electrical equipment is inspected/tested at the recommended frequencies and maintained where necessary to prevent danger.

The cooking appliances are:

- Standalone cookers in staffroom and kitchen off the hall
- Toasters in staffroom and kitchen off hall
- Microwave in the staffroom and kitchen off the hall.
- Slow cooker in kitchen off the hall

Control Measures for the above:

- No equipment used without adult supervision.
- Fire blankets located near the ovens
- No flammable materials stored near appliances

A meeting is held with contractors before any maintenance work is carried out at the school. The measures necessary to safeguard pupils and staff are agreed, along with fire prevention measures where blowlamps, pitch boilers or other heat producing equipment is to be used, refer to the school Hot Works policy for detail.



Candles are to be used only by adults and monitored carefully. Safety lighters are stored in the Headteacher's office or the main office.

B Limiting the injury and damage if a fire starts

(i) General

Combustible materials are kept to a minimum to limit the size of any fire that starts.

(ii) Fire detection and warning

Automatic fire detection sensors are fitted in all rooms and the majority of storage areas and are connected to the fire alarm system. During the normal school day, staff are in and around all parts of the building every few minutes and a fire developing would be noticed quickly. Break glass fire alarm points connected to the fire alarm system are fitted at each exit door. The fire alarm sounders can be heard throughout the school.

(iii) Means of escape

Exit doors fitted with 'push bar to open' devices provide escape routes from the seven classrooms to the outside of the school.

All other entrance doors can be opened easily from inside with a turn latch or handle.

Emergency/Escape lights are positioned in some corridors, rooms, and the hall. Exit doors are signed with 'Fire Exit' notices incorporating 'Pictograms'.

(iv) Firefighting equipment

Equipment is indicated on the Means of Escape Plan in the entrance lobby and in the doorway of the staffroom.

(v) Planning for an emergency

Procedures to follow in the event of a fire are displayed on notices around the school. Staff are instructed about these on their induction and the procedures are tested by carrying out a fire drill once every term. Special procedures for evacuating disabled pupils are devised when appropriate and are practised on fire drills. A member of staff is trained as a Fire Warden.

(vi) Maintenance and testing of fire equipment

The following is carried out by the Caretaker

- The fire alarm is tested weekly from a different Break-glass call point;
- Self closers on fire doors are checked monthly to ensure they fully close automatically;
- Fire extinguishers are checked visually on a weekly basis to ensure they are present and unused;
- The emergency lights are tested in accordance with BS 5266 (checked monthly that lights illuminate when power switched off, and every 12 months that lights illuminate for at least 3 hours).

Fire extinguishers and the fire alarm system are serviced by specialists on a contract basis. Details are recorded.

3) Assessment conclusion and any risk reduction measures necessary



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The above measures are adequate to control the risks from fire. This conclusion is confirmed by satisfactory reports in the past from Fire Brigade inspections.

Appendix 1 Exclusion Table

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Appendix 2 Diarrhoea and Vomiting Outbreak

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Appendix 3 LCC [Accident reporting – Professional resources \(lincolnshire.gov.uk\)](http://lincolnshire.gov.uk)

Reference Documentation

Government Publication – Health Protection in Schools and Other Childcare Facilities

HSE – Health and Safety Checklist for Classrooms

HSE – Incident Reporting in Schools

HSE – Working with Substances Hazardous to Health – COSHH

HSE – Manual Handling at Work

HSE – Manual Cleaning and Disinfecting Surfaces