



URSULINE HIGH SCHOOL
Wimbledon

Health & Safety Policy
September 2019

Ursuline High School (UHS) policies and procedures relate to its operation, staff, facilities, Health and Safety, risk management and services provided.

UHS strive to ensure equality of opportunity for all. This policy forms part of UHS commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice to ensure fairness and consistency for all those covered by it regardless of their individual differences and value the diversity of all individuals and communities.

As part of its development this document and its impact on equality has been analysed and no detriment identified.

Policy title:	Health & Safety.
For use by:	All staff.
To be read with the following policies and procedures:	Control of Substances Hazardous to Health Control & Management of Contractors Critical Incident Procedure Educational Visits Fire Letting of Premises Medicines / First Aid / Administration of Prescribed Medication Minibus
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Distribution:	UHS Staff Online System

Ursuline Ethos / Mission Statement.

As an Ursuline School we aim:

- To build a caring and supportive Christian community where each individual is able to grow in their understanding of the faith and their commitment to Christ.
- To set standards of excellence in teaching and learning and to provide a broad, balanced and relevant curriculum.
- To develop personal qualities of understanding of self and others, self-discipline and motivation, responsible maturity, creative freedom and integrity.
- To foster an attitude of respect for all regardless of age, race, colour, creed or gender.
- To build peace, to promote justice, social concern and, through the celebration of difference, the equality of all peoples.

Health & Safety Policy.

Introduction.

The Health and Safety at Work Act 1974 places duty on an employer to ensure, so far as is reasonably practicable, the Health, Safety and welfare of all employees and others who may be affected by its acts or omissions. This includes the provision and maintenance of safe equipment and safe systems of work. Although the ultimate responsibility for compliance with the Act rests with the Headteacher and the Board of Governors, every employee also has a responsibility to ensure that no one is harmed as a result of their acts or omissions during the course of their work.

The school's Governing Body, as employers, are responsible for Health & Safety and Welfare.

The school's Policy for Health & Safety is subject to an annual formal review by the school's Governing Body.

Compliance with the Health and Safety at Work Act is a legal requirement. As such, an offence committed under the Act would constitute a criminal offence and could lead to prosecution, resulting in a fine and or a term of imprisonment.

This policy sets out the principles and arrangements by which UHS base both their commitment to Health and Safety and their compliance with legislation. The policy forms part of the HATS overall approach to staff and service user safety.

This policy applies to all staff employed by UHS, either directly or indirectly, and to any other person or organisation, who uses UHS services or premises for any lawful purpose.

PART 1: STATEMENT OF INTENT.

The Governing Body believes that effective Health & Safety management supports our delivery of education and services to pupils.

We consider the Health & Safety of pupils, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health & Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work related ill health.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our Health & Safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

This policy will be reviewed annually or earlier in the light of experience, or because of operational or organisational changes or for any other reason that the policy ceases to be valid. Date of next review: Summer Term 2020

Name/Signature of Chair of Governors:

Date:

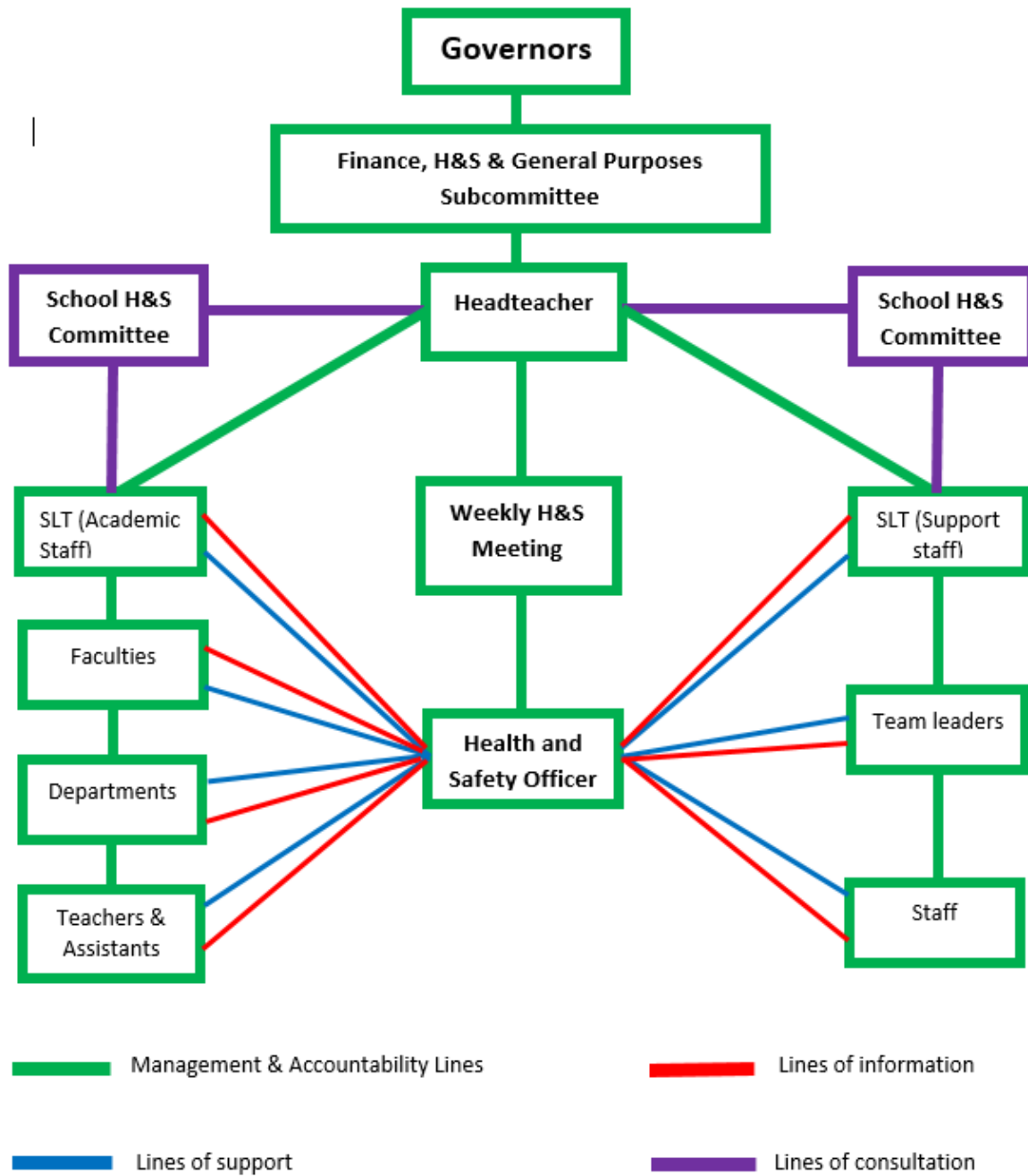
Name/Signature of Headteacher

Date:

Review date:

PART 2: RESPONSIBILITIES AND ORGANISATION.

H&S Management Structure



The Governing Body.

The Governing Body is responsible for ensuring that:

- a) A clear written policy statement is created which promotes suitable attitudes towards Health & Safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities. A general policy statement and such other supplementary documents as may be necessary are reviewed regularly and in any event not less than annually, and shall be revised as necessary.
- c) A lead governor for Health & Safety is nominated.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health & Safety performance is measured.
- g) Ensure resources be made available for health and safety.

The Headteacher.

Julia Waters is responsible for the following:

- a) Be fully and visibly committed to the Governing Body's Statement of Intent for Health & Safety.
- b) Ensure that a clear Health & Safety policy is created.
- c) Ensure that the policy is communicated to all relevant people.
- d) Ensure appropriate information on significant risk activities is provided to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on Health & Safety issues.
- g) Ensure that suitable emergency procedures are in place.
- h) Ensure that all incidents are investigated and suitable remedial actions are taken.
- i) Report to the Governing Body annually on the school's Health & Safety performance.
- j) Ensure that actions arising from the LA Health & Safety visit are instigated and implemented, and the findings are communicated to the Governors.
- k) Ensure that legally notifiable accidents are reported promptly to the appropriate authorities.
- l) Arrange for risk assessments of the premises and working practices to be undertaken.
- m) Ensure safe systems of work are in place as identified from risk assessments.
- n) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- o) Ensure records are kept of all relevant health and safety activities, e.g. assessments, inspections, incidents, health and safety training etc.
- p) Ensure arrangements are in place to monitor premises and health and safety performance.
- q) Undertake assessments of the risks of violence to staff.

Lead Governor for Health & Safety.

Fiona Hicks, Vice Chair of Health, Safety, Finance & General Purpose Committee is responsible for the following:

- a) Be fully and visibly committed to the Governing Body's Statement of Intent for Health & Safety.
- b) Scrutinise and review Health & Safety performance.
- c) Provide support and challenge to the Headteacher in fulfilling their Health & Safety responsibilities.
- d) Ensure in particular that risk assessments of the premises and working practices are carried out and documented.

Health & Safety Responsibilities of All Employees.

All employees have a Duty of Care legal responsibility to take reasonable care for the Health & Safety of themselves and others who may be affected by their acts or omissions. Disregard or failure to comply with safety instructions or procedures is a breach of disciplinary rules and will be dealt with accordingly.

Employees must make themselves familiar with the school's Health & Safety policy, organisation and arrangements in their own work areas and ensure they are applied. In particular they should:

- a) Take reasonable care for the health and safety of themselves and others whilst at work
- b) Comply with the school's Health & Safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- c) Co-operate with school management in complying with relevant Health & Safety law.
- d) Use all work equipment and substances in accordance with instruction, training and information received.
- e) Report to their manager any hazardous situations and defects in equipment found in their work places.
- f) Report all incidents in line with the incident reporting procedure.
- g) Act in accordance with any specific Health & Safety training received.
- h) Inform their manager of what they consider to be shortcomings in the school's Health & Safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Ensure their immediate working environment is maintained in a clean and tidy condition.
- k) Keep staircases, walkways and emergency exit routes must be kept clear and free from obstructions at all times.
- l) Secure cables to equipment so as not to present a tripping hazard.
- m) Materials which are stored or stacked must be secure, stable and not present a risk of falling or collapse.
- n) All waste is stored in waste bins and transferred to external storage as required.
- o) Take great care when using flimsy materials for display. No decorations should be suspended from light fittings or tiled ceilings or located in stairwells. Cotton wool, most plastic materials, particularly foamed plastics and evergreens are particularly dangerous.

Teaching, Support Staff and others holding positions of special responsibility.

The Headteacher delegates certain activities whilst retaining overall and ultimate responsibility for all matters relating to Health & Safety. Staff who have been delegated by the Headteacher as managers of others, having responsibility for particular aspects of the school, have a duty to take all practicable measures to ensure that those under their management, or working in the areas for which they have responsibility, maintain all relevant legal requirements.

Heads of Departments will monitor and ensure the implementation of the school Health & Safety policy within the sphere of their Department. They shall ensure that workplace inspections are appropriately completed, given to the Health & Safety Officer for recording purposes and all actions arising from the inspection duly implemented. They should contribute to the implementation and monitoring of the Health & Safety policies and procedures of the section. Staff with special responsibility should report all accidents, defects and dangerous occurrences to the Headteacher, Site Manager and H&S Officer

Health & Safety Responsibilities of Class Teachers.

All Class teachers are required to:

- a) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b) Follow the particular Health & Safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- c) Give clear oral and written safety instructions and warnings to pupils when necessary.
- d) Follow safe working procedures.
- e) Require the use of protective clothing and guards where necessary.
- f) Make recommendations to their Headteacher or Head of Department on Health & Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health & Safety in line with National Curriculum requirements for safe education.
- h) Report all accidents, defects and dangerous occurrences to their Head of Department.

Health & Safety Responsibilities of Students

Students, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Site Manager.

The Site Manager is responsible for the following:

- a) Apply the school's Health & Safety policy or relevant Code of Practice to Site maintained duties or area of work and be directly responsible to the Headteacher for the application of the Health & Safety procedures and arrangements.
- b) Undertake appropriate checks of the school fire systems and evacuation arrangements to ensure that all are functioning correctly.
- c) Carry out regular Health & Safety risk assessments of the activities for which they are responsible.
- d) Ensuring that all staff under their line management are familiar with Health & Safety procedures; systems of work; codes of practice etc., for their area of work.
- e) Maintaining equipment records for:
 - Maintenance of fire alarm and fire extinguishers.
 - Maintenance of gas appliances.
 - Inspection and testing of portable electrical equipment.
 - Maintenance of hoists, lifting equipment etc.
 - Any other statutory maintenance schedules.
- f) Ensuring that Contractors working on site are appropriately signed in and out, work only by appointment and that all relevant Health & Safety implications have been reasonably covered with the Contractor before work is allowed to commence.
- g) Carrying out regular routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and water temperature monitoring
- h) Ensure that furniture, plant and equipment is inspected, maintained and tested to ensure it remains in a safe condition and record these inspections where required.
- i) To manage the keeping of records including management of building fabric and building services.
- j) Undertaking daily checks of the school fire and evacuation arrangements to ensure that fire exits are not blocked and that all exit mechanisms are functioning correctly

Health & Safety Officer.

The Health & Safety Officer is responsible for the following:

- a) Ensuring that all staff are familiar with Health & Safety procedures; systems of work; codes of practice etc., for their area of work.
- b) To coordinate and manage the annual risk assessment process for the school. Ensuring appropriate action is taken on issues arising from the report.
- c) Receiving and reporting on all accidents (including bumps and bruises).
- d) Arranging Health & Safety courses to meet identified staff training needs and liaising with Paul Williams - Assistant Headteacher CPD, Claudine Hughes - HR Officer to maintain training records.
- e) Arranging for all amendments to corporate, departmental and school Health & Safety policies to be communicated to all school staff in conjunction with the Headteacher.
- f) To make provision for the inspection and maintenance of work equipment.
- g) To manage the keeping of records of all Health & Safety activities including management of building fabric and building services in liaison with the Site Team.
- h) Carry out regular inspections of Site records to ensure these are up-to-date and any remedial actions are undertaken and documented

- i) To advise the Headteacher of situations or activities which are potentially hazardous to the Health & Safety of staff, pupils and visitors.
- j) Ensuring so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own Health & Safety
- k) Ensuring arrangements are in place to monitor premises and Health & Safety performance.
- l) Disseminating Health & Safety information to appropriate persons throughout the school and that relevant information is provided to staff relating to the risk assessment.
- m) Ensuring actions are taken on issues arising from the safety visits carried out by Statutory Bodies

HR Officer.

Claudine Hughes, HR Officer is responsible for the following:

- a) Ensuring that all new staff receive a copy of the school Health & Safety policy, and sign to the effect that they have read and understood their responsibilities.
- b) Ensuring that staff have sufficient experience, knowledge and training to perform the tasks required of them.
- c) Ensuring as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own Health & Safety
- d) Ensuring that all staff receive both initial and refresher Health & Safety training appropriate to their job and the tasks they carry out. Arrange Health & Safety courses to meet identified staff training needs.
- e) Ensure role specific training requirements are up-to-date and documented; in liaison with Paul Williams ensure attendance at courses.
- f) Carry out a risks assessment related to workplace stress in high risk areas/situation and provide support to anyone who may be affected.

Reception and Student Services Staff are responsible for ensuring that all visitors are properly informed of the school's Health & Safety arrangements and that procedures are followed.

All visitors must report to Bernadette Young or Salvina Barcellona at either the Crescent Road reception or The Downs reception where they will be asked to sign the visitor's book and wear a visitors' badge and are given instructions about the fire meeting point should there be a fire alarm whilst on site.

Other arrangements to ensure the security of pupils and employees on site are: Electronic timed gates at Crescent Road and side alley student entrance to the school; increased height of gates in the alley way; key pad entry for staff; biometric entrance to St Angela's block; key pad and buzzer installed on the DK gates in the Downs entrance.

School Health & Safety Representative.

Governors and the Headteacher recognise the role of the Health & Safety representative appointed by a recognised trade union/s. The current representatives are Debra Beale. Where no Union appointed safety representative is appointed, management will encourage an elected representative to represent staff in the section.

The Health & Safety Representative/s is entitled to investigate accidents and potential hazards, pursue employees' complaints, and carry out appropriate section inspections within directed time during their normal working hours. The Health & Safety Representative/s is also entitled to certain information, e.g. relating to accidents, and to time off with pay to train for and carry out their Health & Safety functions.

Consultation with employees not represented by a union is provided through Jacqueline Collis.

Lines of Communication.

- a. Employees may refer health & safety matters in the first instance to the Site Manager and Health & Safety Officer and thereafter to the Headteacher should any matter require escalation. In an emergency, all matters should be referred straight to the Headteacher.
- b. Wherever possible, the Headteacher will rectify unsatisfactory conditions, eliminate hazards or otherwise resolve problems referred to them by Safety Representatives
- c. In instances where necessary action is beyond the resources of the Headteacher or where the action taken or proposed is unacceptable to the Safety Representative, the matter will be referred through the normal Management reporting.
- d. In all instances, employees must be informed of the action taken in respect of the matters they raise and if no action is to be taken they must be informed of this, together with the reasons. Where necessary action will involve some delay, the employee should be given the details and kept informed of progress.
- e. All employees are encouraged to submit suggestions for Health & Safety to the Headteacher

Training.

It is the school's policy to ensure all employees receive appropriate Health & Safety training. Training needs will be constantly reviewed with attendance at courses as required. Staff who identify a Health & Safety training need should inform the member of staff responsible for CPD (Paul Williams) or the Health and Safety Officer (Harriet Haslam).

Risk Assessments.

The Management of Health and Safety at Work Regulations 1999 places a responsibility on the school to provide a comprehensive system of health and safety 'risk assessment' to be carried out by competent person(s). Assessments when undertaken extend beyond the health and safety of our employees to any other person who may be affected by our work. Risk Assessments as required by the management of Health and Safety at Work Regulations are completed in conjunction with staff as necessary.

The purpose of risk assessment is to enable the school to identify risks, evaluate the degree of harm and take appropriate measures to control that risk. By doing this the school will not only comply with statutory provisions but also creates a safe working environment for employees and students.

The responsibility for carrying out risk assessments rests with the person undertaking the activity and authorised by the Head of Department. Completed written assessments will be maintained on site.

Generic Risk Assessment.

Generic assessments are an acceptable form of risk assessment. Where the risks arising from a particular hazard remain constant (for example ladder work) they need to be assessed only once, the risks identified, the control measures listed and then kept under review. Generic risk assessments will be issued to appropriate employees as they are completed or reviewed.

Risk Assessment of Curriculum Activities.

Relevant Heads of Department/Heads of Faculty and subject teachers will carry out risk assessments for curriculum activities using curriculum Codes of Practice and following guidance and documentation available on the Merton Intranet.

Accident Reporting.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require the Governors to report certain accidents, near misses, specified dangerous occurrences and diseases to the Health & Safety Executive (HSE).

All incidents or accidents, however minor, which occur on UHS premises or during the course of UHS work are to be recorded on an incident form.

The Health and Safety Officer in consultation with the Headteacher will investigate all incidents, accidents and cases of work-related ill health using the LBM Corporate accident reporting and investigation system, and act on findings to prevent a recurrence. The Health & Safety Officer is responsible for reporting incidents to the LBM Corporate Safety Section and maintaining accurate reports and records.

Accidents or incidents involving non-employees and pupils where the non-employee or pupil is taken directly to hospital from the School must also be reported in the same manner.

Minor injuries to non-employees will be recorded locally in the school's Incident Report book. The Incident Report book is kept by Bernadette Young in Student Services.

Where first aid is given this will be reported on the First Aid Record of Treatment form. The First Aid Record of Treatment forms are kept by Tania Annesley in cupboard in Student Services Office

PART 3: ARRANGEMENTS AND PROCEDURES

This details the operational arrangements in place at Ursuline High School to ensure the health, safety and welfare of employees or anybody else who may come onto site e.g. pupils, students, staff, visitors, contractors etc.

It describes how Ursuline High School will meet the standards set out in the Part 1 Statement of Intent and details procedures and arrangements for controlling the risks involved in a range of site/section activities.

The Arrangements relevant to Ursuline High School are listed in the Table of Arrangements at Appendix H. The table is split into two parts. The first part lists mandatory health and safety arrangements that ALL sites/section MUST have in place. The second part lists the local operational health and safety arrangements specific to the particular area of work carried out at Ursuline High School

Where, for operational reasons and ease of use, size of file/folder etc. certain arrangements e.g. fire safety management; critical incident management; school trips etc. are contained within other policies, these are listed at the front of this document.

A number of members of staff have particular responsibility for ensuring the regular testing and review of equipment and procedures, and recording the outcome of all these for inspection. The details of these are listed below:

Test or Inspection Type	Frequency	By
Block inspections for lighting, H&S risks etc.	Weekly	Site Team
Display Screen Equipment	As required for new starters	H&S Officer
Educational Visits	As undertaken	Didier Adam
Electrical Installation (Fixed Wire Testing)	Annually	Site Team
Emergency Lighting - inspection	Annually	Site Team
Emergency Lighting - testing	Weekly	Site Team
Fall Restraint and/or Fall Arrest Equipment	Annually	Site Team
Fire - Alarms	Weekly	Site Team
Fire - Drills	Termly	Headteacher
Fire - Extinguishers & Detection Equipment	Annually	Site Team
Fire - Exits	Daily	Site Team
First Aid Equipment	Annually	Student Services
Fume Cupboards	Annually	Site Team
Gas - Appliances	Annually	Site Team
Gas - Soundness & Tightness	Annually	Site Team
Hoists & Lifting Equipment	Annually	Site Team
Kilns	Annually	Site Team
Lightning Protection System	Annually	Site Team
Local Exhaust Ventilation	Annually	Site Team
Lockdown Drill	Termly	Headteacher
Minibus	Weekly	Site Team
Passenger Lift(s)	Annually	Site Team
PAT Testing	Annually	Site Team
Radiation	Annually	Oliver Fitt
Risk Assessments	Annually	H&S Officer
Sports Equipment	Annually	Site Team
Water - flush test	Weekly	Site Team
Water - temperature test	Monthly	Site Team
Water (legionella)	Annually	Site Team

Appendix A – Asbestos.

Any asbestos material retained in any of the UHS premises is sealed and clearly identified on all plans in accordance with the Asbestos at Work Regulations. All Contractors or other personnel who may need access to the area will be informed of the presence of Asbestos and a safe system of work will be agreed.

UHS has identified the presence of various asbestos containing materials throughout some of the buildings occupied by the school. For a complete listing of any asbestos containing or suspect asbestos material known to be present, refer to the most recent version of the asbestos survey report / asbestos register.

The asbestos register and asbestos management plan is held by the Site Manager. Any suspect material should be reported to the Site Manager or H&S Officer who are the Authorised Officers for inspection and testing if necessary.

The Health And Safety At Work Act, the Management Of Health And Safety At Work Regulations, the Construction (Design And Management) Regulations and the Control Of Asbestos Regulations and associated approved codes of practice apply to all construction works, maintenance and refurbishment, that may disturb asbestos or suspect asbestos-containing materials in the workplace. Such regulations and guidelines state that any disturbance of asbestos-containing materials may only be performed by workers or by an outside contractor who have first received the required training in asbestos related precautions.

It is School Policy to employ an HSE Licensed Contractor to handle all asbestos removals including non-licensed materials. A risk assessment may be necessary and should be based on the following points: Accessibility, location, condition and type.

There are three main types of Asbestos:

- Crocidolite (Blue)
- Amosite (Brown)
- Chrysotile (White)

All pose a risk to health, such as Asbestosis. Blue Crocidolite asbestos is regarded as the main threat to health, white Chrysotile asbestos to be the least harmful. Risk is related to the condition of the material and damage can be caused to the lungs by fibres of the material, which can be released into the air when the fabric is damaged or abraded.

All asbestos present on site needs to be monitored to ensure that it remains undamaged either by pupils or contractors. We maintain a schedule of locations of asbestos discovered. Anyone finding a suspect material present on site should report the location to the Site Manager who can arrange for it to be inspected and tested.

In the event fibres being released into the air the situation will be monitored by optical microscopy to ensure that levels of 0.01 fibres per mil litre of air are not exceeded. If so removal will be arranged in controlled conditions. The Site Manager is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to the Asbestos Compliance Officer. The Asbestos register is located in the Site Premises Office.

Appendix B - Display Screen Equipment.

The provision of the Display Screen Equipment Regulations apply.

Display Screen Equipment (DSE) Regulations require that all 'classified users' of DSE should have their workstations competently assessed so that risks to health from the use of this equipment are properly controlled.

Not all users of DSE are 'classified users' within the meaning of the regulations therefore it is the responsibility of the Health and Safety Officer in consultation with the HR Department to identify staff who fall within this category. Generally, users should be reliant upon the use of DSE for their daily work; they should use it on average more than one hour per day continuously and have little option in its usage.

The Health and Safety Officer will arrange for users to receive an assessment of their workstation. Where necessary, initial and follow up eyesight tests will be recommended during the assessment.

Display Screen Equipment and Workstations

The Line Manager, when aware of their DSE staff, is responsible for ensuring that their designated users within the school complete the online training and workstation self-assessment form following guidance and documentation available in-house from the H&S Officer.

All staff and workstations are re-assessed whenever there is a significant change.

Appendix C – Disposal of Hazardous Materials.

The following are areas where substances, which are hazardous to health, will require particular precautions to ensure safe disposal.

Broken Glass.

Do not use existing waste bins even if these are lined with polythene. Contact the Site Team to arrange collection in a suitable container.

Unwanted Chemicals.

Do not place in any school bin. Technicians should maintain a complete list of any chemicals, which may need a special collection. When required, advise the Site Team who will make the necessary arrangements for collection by the London Waste Regulation Authority, telephone number - 020 7587 3000.

Spillage of Body Fluids (particularly blood).

Body Fluids must be removed by the use of appropriate cleaning solution. All staff undertaking this work should also wear disposable aprons and rubber gloves.

Radio-Active Substances.

Seek advice through the Laboratory Technicians and Radiation Protection Supervisor (RPS).



Disposing of Hypodermic Syringes (Sharps)

Sharps containers conforming to British Standard 7320, of sufficient size to accept a whole syringe (not just the needle), together with a supply of disposable protective gloves and yellow plastic bags are available and must be used where appropriate.

- Do not touch Sharps without the protection of disposable gloves. If possible, isolate them immediately and ensure that no one else comes into contact with them, until the special container, gloves and yellow bag are available for use.
- Do not try to cover the needle with its cap, even if it is available - as this can lead to injury. Syringes and needles found intact should be discarded as a single unit.
- Do not overfill the 'Sharps' container - 3/4 full is appropriate.
- Place the 'Sharps' container with the disposable gloves in the yellow bag and keep in a secure place while awaiting disposal collection.
- For disposal, arrangements can be made for a collection service by telephoning Essential Suppliers on 0208 543 7717 requesting a Sharps collection.
- If you receive an injury from handling 'Sharps' you should do the following:
 - Let the wound bleed by squeezing gently.
 - Never suck the wound.
 - Wash thoroughly with soap and running water.
 - Cover any wounds or scratches with a waterproof plaster.
 - Report to your own GP or nearest Accident and Emergency Department immediately.

All 'Sharps' injuries should be reported to the H&S Officer. Serious cases may be investigated and further reported to the Health & Safety Executive <http://www.hse.gov.uk/riddor/report.htm>

Appendix D - Infection Control.

In any situation where there is a large number of people gathering there is a greater likelihood of exposure to infectious diseases. In schools there may be an increased risk due to the number of occasions when there is exposure to vomit, urine and excreta. The possibility of outbreaks of disease can be minimised by the application of sensible precautions.

General Hygiene

It is important that pupils understand the need for high standards of personal hygiene. This means encouraging children to wash and dry their hands. Staff should ensure that cuts and broken skin are covered with a suitable waterproof dressing.

Nominated and trained First Aiders will already be aware of the precautions needed to provide protection against blood borne infections. In administering First Aid they should take into account the need to:

- Wash their hands before and after giving First Aid
- Wear disposable gloves.
- Remove any splashes of blood from another person with copious amounts of water or soap and water.

Sanitary towels should be disposed of in receptacles designated for that purpose and pupils to be encouraged to use these facilities.

Disposal of Body Fluids

Spillage of blood, vomit or faeces should be cleaned up as quickly as possible using neutralising powder and area cleaned with disinfectant. The use of commercial bleach should be cautious since its storage and use presents additional hazards. Where spillages do occur, temporary barriers should be placed in order to reduce further spread and to minimise the risk of slipping. It must be remembered that at this stage, the waste materials are not free from the possibility of infection and should be treated as "clinical waste". The person clearing up the material must wear disposable apron and gloves and wash their hands thoroughly afterwards.

HAND HYGIENE IS THE SINGLE MOST IMPORTANT MEANS OF PREVENTING CROSS INFECTION.

Appendix E - Manual Handling.

Manual handling means any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force. Any load, which is to be handled and poses a risk of injury, must be risk assessed and where appropriate records identifying the significant risks and control measures kept on file.

Staff will make proper use of equipment and systems of work provided for them.

Any staff requiring Manual Handling training, or those identified by a Risk Assessment as requiring training should contact their Line Manager and the Health & Safety Officer.

Appendix F - Portable Electrical Equipment and Portable Appliance Testing (PAT).

A large and varied amount of portable electrical equipment (PEE) is used throughout the School. The Site Manager is responsible for ensuring that, where necessary, all equipment is identified, assessed, tested and inspected as necessary and that adequate records are maintained.

Staff are not permitted to use portable electrical equipment bought into the school until it is subject to testing and inspection and be included in the School maintenance regime.

The Site Manager is responsible for PAT maintenance and will determine the frequency of testing for each item.

Visual Checks

All users will carry out a quick visual check of the appliance before use. This will assist in identifying problems as early as possible. Users will look for, and report the following:

- Damage to the cable.

- Damage to the plug.
- Any scorch marks on the equipment.

Appendix G - Interactive Whiteboards

Computer projectors, which are used to show presentations or to illuminate interactive whiteboards, can expose the eye to levels above one of the exposure limits which HSE uses as a guide for compliance with applicable legislation. Therefore, although such exposure limits are not statutory, the HSE issues the following advice as good practice in respect of the use of these projectors in the education sector.

Guidelines

Employers should establish work procedures for teachers/lecturers and pupils/students and give instruction on their adoption so that:

- Staring directly into the projector beam is avoided at all times.
- Standing facing into the beam is minimised. Users, especially students, should try to keep their backs to the beam as much as possible.
- In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the beam is recommended.
- Students are adequately supervised when they are asked to point out something on the screen.
- As far as possible, ceiling mounted projectors have been fitted to ensure that when presenters look at the audience, they do not also have to stare at the projector lamp.

In order to minimise the lamp power needed to project a visible presentation, employers should use room blinds to reduce ambient light levels.

Appendix H – Table of Mandatory Arrangements

Table of Mandatory Arrangements for: Ursuline High School				
Subject Heading	Name/Job Title of Person Responsible	Location Arrangement	Date of Issue	Date of Review
Accident Reporting and Investigation	Julia Waters/ H&S Officer	Student Services	July 2019	2020
Asbestos Management	Site Manager/ H&S Officer	Site Hut	June 2019	2020
Client Handling	Jennifer Delhoum		Sep 2018	2019
Communication & Consultation with employees on H&S matters	Claudine Hughes/ H&S Officer	HR Office	Sep 2019	2020
Control of Hazardous Substances	Oliver Fitt	Science Dept.	Sep 2019	2020
Critical Incident Management	Julia Waters/ H&S Officer	Head's PA All SLT	Sep 2019	2020

Educational Visits / School Trips, including residential visits and an school-led adventure activities	Didier Adam		Oct 2019	2020
Facilities / Buildings Management	Site Manager	Site Hut	Sep 2019	2020
Fire Safety & Emergency Arrangements including Evacuation Procedures	Julia Waters Site Manager/ H&S Officer	Site Hut	Sep 2019	2020
First Aid Arrangements and Supporting Medical Needs	Bernadette Young/ Tania Annesley	Student Services	Sep 2019	2020
Health and Safety Training for all staff	H&S Officer	HR office	Sep 2019	2020
Lettings	Site Manager	Lettings Policy	Sep 2019	2020
Lone Working	Julia Waters		Sep 2019	2020
Maintenance and Servicing of Services, Plant & Equipment (including statutory examination, inspection and testing)	Site Manager	Maintenance records Site Hut	Sep 2019	2020
Managing Work Related Stress	Julia Waters/HR		Sep 2019	2020



	Officer			
Manual Handling of Static Loads	Site Manager/H&S Officer		Sep 2019	2020
Occupational Health Services	Julia Waters		Sep 2018	2019
On-Site Vehicle Movements	Site Manager		Sep 2019	2020
Personal Protective Equipment (PPE)	Site Manager/H&S Officer		Sep 2019	2020
Risk Assessment (including general and activity/task specific)	H&S Officer	Site Hut	Sep 2019	2020
Safety in School Science -CLEAPS	Oliver Fitt	Science Dept.	Sep 2019	2020
School / Workplace Safety Inspections	H&S Officer Site Manager	Site Hut	Sep 2019	2020
School Security	Julia Waters Site Manager/H&S Officer		Sep 2019	2020

Selecting & Managing Contractors	Julia Waters Site Manager/H&S Officer		June 2019	2020
Slips, Trips and Falls	H&S Officer Site Manager		Sep 2019	2020
Violence & Aggression to Staff	Julia Waters		Sep 2019	2020

Appendix I – Work-Related Stress

School has a legal duty to protect employees from stress at work by doing a risk assessment and acting on it were necessary.

HSE defines stress as ‘the adverse reaction people have to excessive pressures or other types of demand placed on them’.

Employees feel stress when they can’t cope with pressures and other issues. For example, employees may get stressed if they feel they don’t have the skills or time to meet tight deadlines.

Stress affects people differently – what stresses one person may not affect another. Factors like skills and experience, age or disability may all affect whether an employee can cope.

There are six main areas of work design which can effect stress levels. They are:

- demands
- control
- support
- relationships
- role
- change

The School will endeavour to match demands to employees’ skills and knowledge and provide training and support to reduce pressure and bring stress levels down were possible. The HR officer will assess the risks in high risk areas/situation and will provide support to anyone who may be affected. In addition Occupational Health support is also available, please contact the HR officer for more information.