

KINGSDOWN SECONDARY SCHOOL

Health and Safety Policy

1. INTRODUCTION

MRCS Limited, as the employer, has a duty to have an up-to-date written statement of Health and Safety policy, including the arrangements for carrying out that policy; the statement and any revisions must be brought to the attention of employees. All employees have a duty to comply with the statement and any guidance issued to them as part of that policy.

MRCS Limited calls the attention of all members of staff at the School to their duty under the Health and Safety at Work Act 1974: to co operate with management in Health and Safety matters by carrying out their duties in a safe and healthy manner and to follow safe working procedures, using adequate equipment kept in good repair and reporting hazards at the earliest opportunity. All employees have a statutory duty to ensure that the law is adhered to.

A master copy of this document, containing all sections, is kept in the office of the Administrator. It is the responsibility of the Head to ensure that all members of staff, including temporary or supply staff, are familiar with this document and procedures.

In particular, it is the duty of all staff to be familiar with the safety procedures laid down in this document; and to check their understanding of it by periodic reference to it, looking out for any revisions; also to follow its provisions and to co-operate with other members of staff in promoting health and safety.

2. PRINCIPLES

It is the responsibility of staff to ensure that their rooms are kept to a high standard. It is in the interests of everyone's health and safety that all furniture is left tidy and that books and teaching materials are not allowed to accumulate about the room, where they may constitute a hazard. Teachers are responsible for carrying out a termly written risk assessment of their rooms and of alerting the Head and site manager to any potential hazards.

In most cases responsible supervision is the key to safety; unauthorised behaviour is likely to lead to accidents. Members of staff should take every reasonable precaution to ensure that pupils in their care are controlled and safe.

All staff have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties to be familiar with the procedures, updates, and the safety texts, to which they refer.

Staff must be familiar with emergency drills and familiar with the location in each teaching room of: the escape route; fire-fighting equipment if appropriate; nearest first aid box; main gas cock; main electricity switch, where appropriate.

All rooms must be left safe, particularly workshops and laboratories. All gas taps should be completely turned off and all mains-operated apparatus switched off. Special arrangements must be made for equipment, which has to be left running overnight, and hazardous equipment, which has to be left out.

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Practical rooms should be locked when not in use, unless so doing hinders a fire escape route. Specialist equipment should not be used by untrained members of staff.

Any hazards or defects must be reported. Pupils should be encouraged to report hazards or defects to their Tutor or subject teacher, who should pass them on to the Faculty Head.

3. ORGANISATION

The School is organised into two distinct sites, namely the Kingsdown and Lodge Road sites.

Each site is responsible for its own geographical area and for the internal maintenance of its own rooms and equipment. The Head has overall responsibility for the conduct of all staff, but whilst the Head is based at the Kingsdown site, the day-to-day management of the Lodge Road site is the responsibility of Gwen Li-Ying.

The structure is as follows:

Health and Safety Representatives:

Ms C. Nicholson	Head Teacher
Mr. M. Courtney	Site Manager – Kingsdown site
Mrs. G. Li-Ying	Head of Faculty of Lodge Road site
Mr K. Henry	Managing Director, MRCS Limited
Mr R. Stillman	Health & Safety advisor

School visits and use of the minibus are the responsibility of Mr. Courtney.

The School has a designated First Aid Assistant who is always present when pupils are on site (see First Aid Policy)

4. PREMISES

The Head should arrange to survey the Kingsdown site regularly with the Site Manager, to give him a list of work to be done and to keep a copy in the Administration office. The Faculty Head of Lodge Road should liaise with the Managing Director. In an emergency, the Faculty Head should arrange for any work, which the Caretaking staff cannot do, to be done by using contractors from the approved list. Each area should keep a record of work done.

Any concerns about trees around the Kingsdown site are to be referred to the London Borough of Croydon Tree Preservation Officer.

Gas and electrical isolation switches on the incoming mains to all laboratories, preparation rooms, kitchens and practical rooms must be clearly identified and are situated on the teacher's bench. Boiler rooms have manual cut offs located in prominent positions.

Members of staff in charge of classrooms on the ground floor must ensure that windows are not opened beyond the restricting clips. Opening beyond the clips presents a hazard to those walking around the outside of the building. Members of staff should lock windows if the room is to be unsupervised for any period.

All accidents to any personnel or pupils should be reported to the First Aid Assistant. For all accidents an accident form must be completed by the appropriate member of staff and reported to

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the Head, and returned to the Administration office as soon as possible and always on the same day. It is important that an investigation is carried out as soon as possible after any accident occurs. Problem areas or procedures can then be identified and remedial action taken where necessary.

5. FIRST AID & ACCIDENTS – see First Aid Policy

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6. FIRE PRECAUTIONS

The Fire warning alarm is a high – pitched siren. Fire risks should be avoided at all costs, all rooms should be kept tidy, window sills should be clear at all times. No smoking is allowed on the site or in the buildings.

Fire exit routes must always be freely accessible and be kept clear of obstructions. All fire doors should be fitted with closing devices, tested and maintained regularly.

Fire evacuation instructions should be posted in every classroom and every other room, which is occupied on a regular basis. These should be examined for damage and location by the teacher and replaced as necessary.

A register of pupils present is always taken at the beginning of a lesson. Furniture is arranged so that there is always a clear passage to the exit from all parts of the room. The member of staff using the room knows exactly where the nearest fire fighting equipment is to be found.

The member of staff using the room knows exactly where the nearest alert point is to be found and is also thoroughly familiar with the procedure to follow for each year group, and the nearest and safest exit to take in the event of an alarm.

In the event of a fire alarm, all isolation switches should be turned off and doors and windows closed.

Administration staff ensure that printouts of registers are available at the appropriate assembly points:

Visiting groups using the main Hall should exit through fire exits and the Foyer doors and assemble on the lawn at the front of the School to await further instructions.

Registers of pupils and personnel are taken at the assembly points. The Head teacher must ensure that all members of staff are aware of the nearest exit routes from their teaching rooms in order to avoid obstructing other pupils. Fire extinguishers are tested and serviced under contract during August and January of each year. Each Faculty should ensure that it has sufficient extinguishers and of the correct type for the equipment in its rooms. All fire extinguishers should be wall-mounted, be clearly visible and not obstructed in any way. **If extinguishers are operated without permission by students, they will be recharged, and stored in the corridor to the staff room.**

Members of staff should only attempt to fight small local incidents; their first priority must always be to evacuate pupils and themselves. In all cases the alarm should be sounded. The fire alarm is tested termly and individual call points should be tested weekly on a continuous whole school basis. Fire exit notices are posted where appropriate.

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Fire drill is practised each term ensure that the building can be evacuated quickly and safely and that everyone is familiar with the procedures. New pupils & staff are briefed as part of their induction.

7. NOTICES

A "Health and Safety Law" poster is displayed in the Staff Room. A copy of the current certificate of Employers Liability Insurance should be displayed in the administrator's room.

8. ELECTRICITY AT WORK

Electrical Appliance Testing

All portable electrical equipment in the School is tested by a contractor. All portable electrical equipment is visually checked each year and the results recorded.

Class 1 appliances are tested every two years and all equipment is tested every five years. Staff using electrical equipment are thoroughly familiar with its function [trained where appropriate]. If a member of staff has any doubts about the safety of a piece of electrical equipment it is taken out of use and thoroughly checked. Pupils do not use electrical equipment unsupervised.

All electrical equipment should be registered and the testing and maintenance of such equipment recorded. Members of staff using any such equipment should be notified in writing of any defects and the equipment taken out of use until a satisfactory repair is carried out.

N.B. Employees may not use their own equipment on the premises unless the equipment has been tested.

Where there is a possibility of any persons coming into contact with live conductors at voltages above 25v during the teaching process, the teacher in charge must be electrically competent and must work in accordance with Guidance Note GS23.

All rooms where practical work is undertaken must be fitted with R.C.D.s

Power and utility points in all rooms are inspected periodically by a qualified electrician. Members of staff responsible for rooms should visually inspect power and utility points daily and report any damage/doubts to the Faculty Head. Fixed electrical installations are inspected and tested at five yearly intervals and records kept.

The School arranges all necessary testing and maintenance to electrical cleaning equipment.

The following regulations are most relevant to the School's activities:

REGULATION AND DUTY

All electrical systems shall be constructed and maintained to prevent danger.

Reasonably practicable

All work activities are to be carried out so as not to give rise to danger.

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Reasonably practicable

No electrical equipment is to be used where its strength and capability may be exceeded so as to give rise to danger.

ABSOLUTE

Electrical equipment sited in adverse or hazardous environments must be suitable for the conditions.

Reasonably practicable

Permanent safeguarding or suitable positioning of live conductors is required.

Reasonably practicable

Equipment must be earthed or other suitable precautions must be taken; e.g. the use of residual current devices, double insulated equipment or reduced voltage equipment.

ABSOLUTE

Nothing is to be placed in an earthed circuit conductor, which might, without suitable precautions, give rise to danger by breaking the electrical continuity or introducing a high impedance.

ABSOLUTE

All joints and connections in systems must be mechanically and electrically suitable for use.

ABSOLUTE

Suitable protective devices should be installed in each system, to ensure all parts of the system, and users of the system are safeguarded from the effects of fault conditions.

ABSOLUTE

Where necessary to prevent danger, suitable means shall be available for cutting off the electrical supply to any electrical equipment.

ABSOLUTE

Adequate precautions must be taken to prevent electrical equipment, which has been made dead in order to prevent danger, from becoming live while any work is being carried out.

ABSOLUTE

No work can be carried out on live electrical equipment unless this can be properly justified. If such work is carried out, suitable precautions should be taken to prevent injury.

ABSOLUTE

Adequate working space, adequate means of access, and adequate lighting shall be provided at all electrical equipment on which, or near which, work is being done in circumstances that may give rise to danger.

ABSOLUTE

No person shall engage in work that requires technical knowledge or experience to prevent danger or injury, unless he has that knowledge or experience, or is under appropriate supervision.

ABSOLUTE

When contractors are employed to carry out additions, alterations and tests to the distribution system, only those registered with the National Inspection Council for Electrical Installation Contracting (N.I.C.E.I.C.) or the Electrical Contractors association (E.C.A.) should be used.

9. PRESSURE SYSTEMS AND TRANSPORTABLE GAS CONTAINERS

There are no small pressure systems on either premises.

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The boilers in the School are inspected annually by engineers from CBS Limited. Maintenance and testing of boilers and calorifiers are undertaken by CBS Ltd. each year. Records are kept centrally.

10. WORK EQUIPMENT

An inventory of all machinery kept/used by teachers must be kept securely by the teacher. These records must be maintained and any additions/deletions reported. An inspection should take place termly and records kept.

All dangerous parts of machinery must be adequately guarded. A list of obligatory guards should accompany the machine record and also be displayed prominently near the machine.

Where electrically operated safeguards are fitted, these should be tested each term and records kept.

11. PROTECTIVE EQUIPMENT AND CLOTHING

Eye protection to B.S.2092, suitable for impact, chemicals or dust, must be available and the wearing of eye protection should be rigorously enforced. Pupils, teaching and non-teaching staff should wear eye protection wherever there is any risk of injury to the eyes. Caretaking staff should take note that many chemicals used are corrosive.

Where overalls are provided to members of staff for the protection of their own clothes from contamination, laundering is also necessary.

All pupils and staff who have long hair must tie it back when working in practical lessons in Science and Technology. Loose clothing should be covered by overalls or aprons. If these are not available, then any loose clothing should be removed.

12. THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH: C.O.S.H.H.

The regulations apply to Science, Art, Technology, office work, school cleaning, and any activity, which produces hazardous substances.

The regulations require that employers assess the risks to health involved with hazardous substances before employees (including pupils) are exposed. Teachers are responsible for carrying out risk assessments in writing of any potentially hazardous activity using chemicals or other hazardous substances. .

[a] Hazardous Substances

Substances classified as being very toxic, toxic, harmful, corrosive or irritant under the classification, Packaging and Labelling of Dangerous Substances Regulations 1984. These substances should never be decanted to other containers. All containers of hazardous substances should be properly labelled with the substance name and the appropriate hazard pictogram.

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Substances with a maximum exposure limit [M.E.L.] or occupational exposure standard [O.E.S.]. Persons are not permitted to exceed the maximum M.E.L.

Dust of any kind, when present at a substantial concentration in air.

Micro-organisms which create a health hazard. [It is recommended that culture plates are autoclaved].

[b] Prohibitions

The use of recognised carcinogens is prohibited.

The use of benzene is prohibited.

Redundant supplies of all chemicals must be discarded.

[c] Duties Under the Regulations

There is a requirement to make suitable and sufficient assessments of the risks created by work with hazardous substances, i.e. not the substances themselves but the circumstances under which they are used.

Each teacher using potentially damaging substances should have an up to date inventory of all such substances and should have the appropriate kit to deal with spillage of such substances

Technical data sheets, available from the suppliers, should be kept in the areas where they are used.

[d] Control of Exposure

There is a requirement, so far as is reasonably practical, to prevent or adequately control exposure to substances hazardous to health by measures other than respiratory protective equipment. This means, in the case of the school Local Exhaust Ventilation (L.E.V.), fume cupboards and, if necessary, dust extraction for woodworking machines, brazing, welding etc. Until such equipment is available the Science dept cannot undertake experiments which require them.

Any Respiratory Protective Equipment [R.P.E.], which is provided, must be suitable for the operatives, the exposure and be H.S.E. approved or manufactured to an approved standard. Employees have a legal duty to use R.P.E. Records of examinations and tests must be kept for five (5) years.

[e] Information, Instruction and Training

Staff and pupils working with any substance hazardous to health must be provide with such information, instruction and training as is adequate for him/her to know the nature of any risks created by the exposure.

13. STORAGE OF FLAMMABLE LIQUIDS

The amount of flammable liquids kept in any working area should be the bare minimum and should not be in the working area unless in use.

Containers should normally be kept locked in metal cupboards and an inventory kept. The minimum quantity necessary should be kept as stock.

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Redundant or old liquids should be disposed of. Old containers should be disposed of.

14. IONISING RADIATION REGULATIONS

The school does not use materials or equipment with Ionising Radiation.

15. ACCESS EQUIPMENT AND ROOF WORK

Only the Managing Director and Site Manager may access the School's roofs. Ladders and steps are inspected regularly, where appropriate.

16. LIFTING EQUIPMENT

There is no mechanical hoist [pedal lift] equipment used by the school.

17. MANUAL HANDLING AND LIFTING

Work done by maintenance and caretaking staff should be in accordance with the regulations, Manual Handling Operations Regulations 1992.

The movement of chemicals should be restricted as far as possible.

18. WORK WITH DISPLAY SCREEN EQUIPMENT [D.S.E.]

There are currently no D.S.E. users as defined in the Regulations

19. TRAINING AND INSTRUCTION

Staff may not use equipment for which they have not been trained.

Pupils may only use equipment under supervision.

New members of staff are given general instructions on health and safety as part of their induction. .

Training should cover:

Fire procedures

Accident reporting

First Aid procedures

Safe working procedures

All members of staff are required to confirm annually that they have read the general Health and Safety document and any documents specific to their area of work. See form A of the Appendix.

20. GENERAL ROOM AND CORRIDOR PROCEDURES

ROOMS: RISK PROCEDURES

Flooring	Carpets are kept clean and free from damage, thresholds and joints are inspected regularly and damage remedied.
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The vinyl floors and other hard surface floors are kept clean and sealed with a non-slip coating. Any spillage is reported to the Site Manager immediately and cleaned up, care is taken to leave the floor in a dry condition.

- Doors** Doors are checked for normal function. Where door closers are fitted they should be checked periodically to ensure that the door closes firmly. If a door has a borrowed light it should never be covered up.
- Furniture** Furniture is checked regularly and any damage or sharp edges should be reported to the Site Manager. If the damage is irreparable the item is removed from the classroom immediately.
- Windows** Breakages and fractures are reported immediately to the Site Manager to make safe and to the Faculty Head for repair. Pupils do not clear up broken glass. Pupils may not be taught in a room or enter a room in which there is broken glass. Tilting windows are never tilted down into the room.
- Soiling** Any soiling of a room is dealt with immediately by the Site Manager who will wear protective clothing when appropriate. Blood is removed with disposable cloths and the area thoroughly disinfected and dried afterwards. The Site Manager will wear gloves. Pupils are not allowed to enter a room in which there has been such a spillage, until it is cleaned to the satisfaction of the member of staff.
- Illness** It is at the discretion of staff in charge whether a pupil should be sent to the First Aid Room. If it is necessary for the member of staff to accompany the pupil, then supervision for the remainder of the group must be arranged.

If a pupil cannot be moved because of illness or accident and must be treated in the room, then the room is cleared of pupils immediately and the nearest qualified First Aider sent for.

CORRIDORS: RISK PROCEDURES

- Flooring** Carpets and mats near doors are kept clean and are free from damage. Doorway mats are checked weekly and changed where appropriate. Thresholds and joints are inspected regularly and damage remedied.

The vinyl floors and other hard surface floors are kept clean and sealed with a non-slip coating. Any spillage is reported to the Site Manager immediately and cleaned up. On wet days areas near exterior doors which may become wet and slippery are checked regularly by Site Manager and members of staff on duty. These areas are particularly vulnerable at key times such as at 9.10 a.m., after the mid-morning break and after the lunch break. Care is taken to ensure that floors are in a dry condition.

- Stairs & Steps** These should not be obstructed at any time. On long corridors overhead signs indicate the hazard. Pupils should not be allowed to push and run in these areas. Pupils coming down stairs have priority for the handrail. Congestion should be avoided by staff control. No equipment or furniture should be stored in stairwells

- Doors** Fire doors and exterior doors are checked for normal function. Where door closers are fitted they should be checked periodically to ensure that the door closes firmly. If a door has a borrowed light it should never be covered up. Fire doors and exits

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are never obstructed. Fire exits should not be used as normal exterior doors; their function is affected by constant use.

Windows Breakages and fractures are reported immediately to the Site Manager to make safe and to the Head for repair. Pupils do not clear up broken glass. Pupils may not use that part of a corridor where there is broken glass.

Soiling Any soiling of a corridor is dealt with immediately by Site Manager who will wear protective clothing when appropriate. Blood is removed with disposable cloths and the area thoroughly disinfected and dried afterward, Site Manager will wear gloves. Pupils are not allowed to use a corridor in which there has been such a spillage until it is cleaned to the satisfaction of the member of staff on duty.

Illness It is at the discretion of staff in charge whether a pupil should be sent to the First Aid Room. It is at the discretion of the member of staff in charge whether a pupil should be accompanied to the First Aid room; in most cases this will not be necessary. If it is necessary then another member of staff should take up the corridor duty.

If a pupil cannot be moved because of illness or accident and must be treated in the corridor, then the corridor is cleared of pupils immediately and the nearest qualified First Aider sent for. Other staff are used to ensure that the corridor is kept clear. A pupil may be retained as messenger but should not under any circumstances be involved in the treatment of the victim.

HEALTH AND SAFETY

The preceding sections are general procedures for most areas and are used as a general indication only.

Reviewed 26 SEPT 2008.