



Windsor Park C.E. Middle School

Health, Safety & Welfare policy

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Website

HEALTH, SAFETY AND WELFARE POLICY

**SEPTEMBER 2013
REVIEW EVERY 12 MONTHS**

Review: Sept 2014 PS/EPB
Review: Sept 2015 PS/EPB
Change to EVC
Statement re e- cigs.
Review: OCT 2016 EPB
Restructure

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Health and Safety Policy Statement
WINDSOR PARK CofE [C] MIDDLE SCHOOL

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - All places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - Appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - A healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signature Chairman of Governors

Name Chairman of Governors

Signature Head Teacher

Name Head TeacherL.....

HEALTH, SAFETY AND WELFARE POLICY PART II.

Organisation and Responsibility.

Overall responsibility for health and safety in this school rests with the employer – Staffordshire County Council but the school's Governing Body has health and safety responsibilities as the occupier of the premises.

Head Teachers are responsible for ensuring that procedures exist which allow the implementation of the health and safety policies of their employer and any arrangements set up by the Governing Body as part of their health and safety responsibilities.

Duties and responsibilities for health and safety have been assigned to Staff and Governors based on the outlines contained in the County Council's Health, Safety and Welfare Policy.

1. POLICY MAKERS.

Governing Body Chair	Mr. I. Johnstone
Executive Head teacher	Mr. P. SLACK
Headteacher	Mrs. Wilbraham Jones
CC Health + Safety adviser	Wendy Sears

The Policy makers:

- Will be familiar with the overall responsibilities laid down for policy makers in the Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes planning, implementation of plans, monitoring, reviewing and auditing. This must all be integrated into the day to day management of the school.
- Will ensure that plans for continuous development and improvement of health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organized and fully resourced and arranged to enable health and safety to be managed effectively.
- Must clearly identify those assigned specific health and safety responsibilities and ensure that they are trained or instructed properly.
- Ensure that the school has access to Health and Safety advice from competent persons.
- Will set targets, in conjunction with planners, to improve health and safety performance.
- Must monitor that health and safety targets are being met and that the school is meeting health and safety obligations by checking the implementation of policies and procedures and by reviewing Key Performance Indicators {KPI} on a regular basis.
- Seek advice and receive reports from County Council Health and safety Advisers and the School Health and Safety Coordinator as appropriate and take all necessary actions.
- Ensure Health and Safety Audits are completed and Action Plans developed from these audits.
- Must ensure that all their decisions reflect the commitment of this policy and promote a positive health, safety and welfare culture within the school.
- The Governing Body will inform the Children and Lifelong Learning Directorate of any issue with health and safety implications which cannot be satisfactorily resolved without their support and involvement.

2. PLANNERS.

Governing Body Chair	Mr. I. Johnson
Executive Head teacher	Mr. P. SLACK
Headteacher	Mrs. L. Wilbraham Jones

Health + Safety Coordinator	EP Bull
Heads of Department	Throughout the school

The planners:

- Develop the local plans to achieve both corporate and school health and safety objectives
- Develop management arrangements for risk assessment within their area.
- Must be familiar with their responsibilities which are laid down in the County Health, Safety and Welfare Policy.
- Take overall responsibility for daily health and safety management of the school and its activities including those taking place outside the school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the planning process.
- Delegate duties to other members of staff to ensure that health and safety is effectively managed whilst still retaining overall responsibility.
- As part of the management process they must appoint a Premises Manager and a Health and Safety Coordinator.
- Ensure all staff receive appropriate health and safety training.
- Ensure that all school staff are fully aware of their responsibilities with regard to health and safety and where specific duties are appointed to staff, i.e. First Aid, these must be clearly identified to all persons on site.
- Keep up to date with changes in health and safety issues and management by using Council and other available specialist resources.
- Ensure all employees receive the training they need.
- Set health and safety objectives as part of the school planning process and advise Governors of the school's needs for resources.
- Include health and safety in staff objectives where possible and appropriate and assess staff performance against these on a regular basis.
- Develop a risk assessment process and ensure that the process, results and controls are fully communicated to staff.
- Develop local policies and plans for health and safety which reflect the overall County's Policy.
- Take advice and help from the County Health and Safety Advisers, or other specialists to ensure the full implementation of the health and safety arrangements for the school especially where external support is required.
- Ensure that the annual Health and Safety Evaluation [inspection] of the premises is carried out in line with County Audit arrangements.
- Ensure that an annual Self Audit of the management of health and safety is carried out in line with County arrangements and that all necessary action plans are put in place and monitored regularly.
- Take part in and cooperate with any Internal Health and Safety Audits which may be carried out by the Directorate Health and safety Team.
- Advise the Governing Body of the results of any inspections, monitoring and KPI information available.
- Consult with staff as necessary on health and safety matters which may affect them at work.

3. IMPLEMENTERS

Governing Body	Chair	Mr. I. Johnson
Executive Head teacher		Mr. P. SLACK

Headteacher	Mrs. L. Wilbraham Jones
Health + Safety Coordinator	EP Bull
Caretaker	Mr. G. Plant
Heads of Department	Throughout the school
Learning Support Staff	Throughout the school
Administration Staff	Throughout the school

The implementers will:

- Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks.
- Ensure all systems are working effectively.
- Maintain an understanding of the County and school health and Safety Policies.
- Demonstrate their commitment to the management of health and safety by –
 - ❖ Setting a good example to others
 - ❖ Promoting good practice
 - ❖ Identifying health and safety problems and rectifying whenever possible
 - ❖ Challenging poor health and safety performance and attitudes
 - ❖ Regular communication about health and safety.
- Be responsible for and take the lead on the implementation of health and safety policies and any arrangements which have been made.
- Understand and own the plans in place for Health and Safety as part of the overall school planning process, monitor progress in these areas and advise planners of all results and any deficiencies.
- Ensure personal targets set by Planners are achieved, and feedback any issues identified in this process.
- Ensure individuals have Health and Safety objectives as part of their annual review process.
- Encourage participation in Health and Safety and ensure that communication about Health and Safety issues takes place
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures are implemented [safe methods of work, PPE etc.] and that these are communicated to all persons on site.
- Ensure that assigned responsibilities for Health and Safety are understood and that all necessary training and instruction has been provided.
- Consult with staff as needed on health and safety matters which may affect them and receive health and safety reports from Health and Safety representatives, responding as necessary.
- Supervise work to ensure that good health and safety standards are being met and maintained.
- Ensure effective monitoring of health and safety takes place by completing the Premises Health and Safety Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring that is required i.e. accident investigation, near misses and occupational illness, and ensure the information gained is used to improve health and safety in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses and manage all reports effectively.
- Monitor Health and Safety standards at local level by retaining statistics to identify patterns and trends in events.
- Seek advice from County Health and safety adviser or other specialist as required and make use of all other County resources.
- Staff are responsible for the health and safety of all pupils under their control both on and off site if they are involved in organized work activities

Caretaker –

Has specific duties laid down in the County's Health, Safety and Welfare Policy, as well as those

itemized above.

They are –

- Maintain an understanding of County health and safety policy arrangements and the Caretaker responsibilities detailed within them, and an awareness of relevant premise related health and safety arrangements, issues and procedures.
- Ensure the general cleanliness of the premises and that adequate welfare facilities are provided.
- Arranging for regular inspection of the premises to monitor the effectiveness of health and safety standards and ensure safe access and egress from the premises.
- Ensure plant and equipment is adequately maintained.
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections, fire alarm tests and fire extinguisher maintenance.
- Ensure adequate systems are in place for the control of asbestos, Legionella and water temperature and keep the results of all tests in a separate file.

4. ASSISTERS.

Health + Safety Coordinator	EP Bull
Health + Safety Advisors	Wendy Sears
Occupational Health Professionals	County Council Occupational Health section
Specialist Technical Staff	Throughout the school

The assisters will:

- Have the authority, independence and competence to advise Directors, Managers and Employees or their representatives.
- They may also have specialist knowledge within their field i.e. science staff, technicians.
- Act in a supportive role to managers and advise when necessary.

Health and Safety Coordinator –

- Will be familiar with the responsibilities as defined in the County Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety, the planning and organization having been carried out by the Planners and Policy makers.
- Will keep up to date with Health and Safety issues by making use of all the resources provided by the County Council.
- May take on certain other functions i.e. collation of statistics, coordination of safety audits etc. However the overall responsibility rests with the Head teacher.
- Be responsible for collating and producing the annual Health and Safety report for the Governing Body.
- Ensure adequate fire safety and emergency procedures are in place and are being maintained.
- Arranging for regular testing of electrical equipment.
- Ensure adequate first aid provision is in place.
- Ensure the risk assessment process is in place and all control measures are being implemented and monitored.
- Undertake thorough investigation of all workplace accidents and incidents. Ensure an accident book is being used correctly.
- Ensure that there are the full complement of health and safety notices and warning signs in place in order to comply with the Health and Safety [Safety Signs and Signals] regulations.
- Ensure that a copy of the health and Safety Law Poster is displayed in reception and that its information is kept up to date.

Employees. Including temporary and volunteers.

- All employees have general health and safety responsibilities both under criminal and civil law.
- Staff are aware that they are obliged to take care of their own safety and health whilst on the premises along with that of others who may be affected by their actions.
- Employees must cooperate with the Governing Body and Senior Management of the school so that they may fulfill any legal requirements placed upon them as employers and/or persons in control of the premises.

Pupils/students.

This section must be brought to the attention of all pupils.

- Pupils must follow all instructions issued by members of staff in the case of an emergency.
- They must not interfere with any safety equipment or signs.
- They must inform a member of staff of any situation which may affect their safety.

Staff safety Representatives.

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Governors are notified in writing of such an appointment, the safety representative will have the following functions –

- To investigate potential hazards and examine the cause of accidents in the workplace.
- Investigate complaints from employees regarding health and safety in the workplace.
- To make representations to the Head Teacher via the Deputy Head on general matters affecting the health, safety and welfare of employees.
- To carry out health, safety and welfare inspections on the premises.
- To attend Health and Safety Committee Meetings.
- To cooperate with employers in promoting health and safety at work.

None of the above functions impose any legal duty or liability on the representative and he/she is in no way obliged to carry out any or all of these functions.

Uttoxeter

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. ACCIDENT REPORTING, RECORDING & INVESTIGATION:

- Details are recorded in the Accident Book which is kept in the main reception office.
- A member of the Office Staff is responsible for filling in the Accident Book and will complete HSF40 forms and liaise with County.
- Accidents are investigated by the Senior Team/H+S Co-ordinator
- The H+S Co-ordinator collates and audits accident reports and includes the information in the yearly report to Governors.

2. ASBESTOS

- The Asbestos Record Book is kept in the **Office**.
- The Bursar is responsible for keeping the book updated.
- The book is shown to all contractors before they begin work on site.
- All staff have been warned to check the Asbestos Record Book before they attempt any invasive procedures on the walls/floors/ceilings of the premises.
- Staff are aware that they must report any suspicious materials i.e. asbestos-like, to the Caretaker who will arrange containment of the area and inspection by the County Council.

3. CONTRACTORS

- Only Council approved contractors are used.
- Constant liaison takes place between the contractor and the Site Supervisor both before and during the period of work.
- Risk assessments and method statements are checked before any work takes place.
- The Bursar ensures that the Asbestos Register is consulted prior to any work on walls, ceilings or floors.
- A Hot Work Permit is completed before any hot work takes place and a risk assessment for the work is consulted by the Site Supervisor.

4. CURRICULUM SAFETY [including out of school learning activity/study support]

- All teaching staff have access to a file of generic risk assessments and more specific risk assessments; they are obliged to be aware of these and the instructions and safe working systems they detail; they are obliged to follow the instructions and controls in them.
- All staff are required to undertake written risk assessments before they commence any hazardous activity or consult a previously written risk assessment for this activity i.e. science staff have access to department risk assessments and those supplied by the CLEAPSS Organisation.
- The PE department have a file of generic risk assessments and also a number of activity-led risk assessments which follow the safe working practices detailed by the County and BAALPE.

5. DRUGS & MEDICATIONS.

Most pupils will at some time have a medical condition that may affect their participation in

school activities; for the majority this will be short-term, perhaps only finishing a course of medication.

The following provisions are in place at Windsor Park Middle School and they have been formulated from advice and guidelines provided by the LEA and the Local Health Authority.

i. Health Care Plan:

- A minority of pupils, regarded as having **medical needs**, will suffer from conditions which, if not properly managed, will prohibit or limit their access to education. For the most part these pupils are able to attend school provided that their medication is administered regularly and properly.
- This plan will identify the level of support that is needed at school.
- The plan will be drawn up between the school, teachers, care assistants, first aiders, parents and medical staff and all parties will agree a time when this plan should be reviewed.
- The medical information contained in this plan will be treated with confidentiality; the Head Teacher will seek agreement from both the pupil and parents regarding which staff will be allowed access to this information.

ii. Administering medication:

Whilst there is no legal duty which requires school staff to administer medication, staff may volunteer to do this. In such cases the staff involved will have been trained, have all necessary information concerning the medication/treatment, have had information concerning their legal liabilities and been given the support of both parents and the Head Teacher.

iii. Medication on premises:

Any medication used/kept on the premises will be kept secure and pupils will not have access to it without an appointed member of staff being present. [NB/ exception asthma inhalers and epipens.]

iv. Records:

Pupils' records include notes on any outstanding medical conditions, any need for medication and also they contain the name and address of their GP. Emergency contact numbers are also in these records. These records are made known to staff responsible for the pupils concerned.

v. Analgesics – non-prescribed:

At no time will staff administer non-prescribed medication i.e. aspirin, paracetamol or other analgesics. There is a danger that an individual may have an allergy to any one of these.

vi. Parental consent/information:

If parents request that their child is to be medicated during the day, a signed note from them must be given to the form teacher, along with clear information regarding the type of medication, prescribed or non-prescribed, dosage, expiry date and frequency of administration. These details will then be passed to the Head of House and to the First Aider. Wherever possible, all medications should be left secure in the main office and the pupil concerned must visit to obtain their medication. Pupils must be supervised when taking medication. [NB/exception asthma inhalers]

vii. Refusal to medicate:

Pupils who refuse prescribed medication must not be forced; parents must be contacted at once and if necessary the emergency services must be involved.

viii.School Trips/Work Experience:

Pupils' medical needs will be evaluated and a member of staff or work supervisor will be designated to ensure that medication is taken.

ix.Sport:

Any restrictions on a pupil's ability to take part in sport will be included in their health care plan. Some pupils may need to medicate either directly before or after sports activities i.e. asthmatics, PE staff will be aware of these pupils and will supervise if necessary.

x.Asthma:

- Pupils' records will show this condition.
- Pupils with asthma will be allowed constant access to their inhaler
- If a pupil is considered unable to take responsibility for their inhaler then it will be kept in the main office and marked with the pupil's name.
- Pupils are not allowed to share inhalers.

xi. Epilepsy:

- Records will be kept of "triggers" for each affected pupil i.e. flickering lights, VDUs.
- The Health Care Plan will detail the type and duration of seizures involved
- Medical assistance will be called in all cases where a seizure is longer than normal or where one seizure is immediately followed by another.

Xii. Diabetes:

- Pupils affected will be allowed to eat regularly throughout the day and to carry glucose tablets or sugary drinks with them.
- PE staff will be aware that blood sugar levels may fall dramatically [hypoglycaemia] after strenuous exercise; they will be aware of the need for a sugary drink or glucose tablet to rectify this.
- Parents will always be contacted if their child suffers a hypoglycaemic episode.

xiii.Anaphylaxis:

An extreme allergic reaction which will require urgent medical attention. The most common cause is a reaction to some sort of food, i.e. peanuts, shellfish, and dairy products, but it may also occur after a bee or wasp sting. The condition may be life threatening.

- Each pupil's symptoms may vary and these will be discussed when the health care plan is drawn up.
- Normally the pupil will be prescribed an "Epipen" which will deliver a measured dose of adrenaline into the thigh muscle. Normally more than one pen will be prescribed, and these will be stored in the main areas where the pupil is taught.
- Staff will volunteer and be trained to use the Epipen, should the need arise.
- Special care will be taken with pupils suffering from food allergies during food technology lessons and at break and lunch times.
- An Epipen and a trained staff member will accompany the pupil on any school trips.

xiv.HIV.

- HIV+ children and their parents will be treated with sensitivity and confidentiality.
- Support will be given to the pupil, parents and all those involved in his/her care.
- Only those who "need to know" will be told of the pupil's status.

- First Aiders will be provided with gloves and aprons, which will be double-bagged and incinerated after use.
- A supply of “Fluid-proof” mouth masks will be available in the Medical Room should mouth to mouth resuscitation be needed.
- In cases where the pupil’s blood or vomit is deposited, the area will be saturated with a 1:10 solution of domestic bleach and left for 30 minutes before being wiped up with disposable paper towels – these will then be disposed of via a toilet or incinerated.
- If an individual is “splashed” with either blood or vomit from an affected pupil the area affected will be washed with copious amounts of soap and water; if the eyes or mouth is contaminated, then tap water will be used as a substitute. Medical advice will be sought at once.
- Science –pupils are not allowed to give samples of blood or saliva. When epithelial cheek cells are swabbed and smeared onto a microscope slide, all swabs and slides are placed in a 1% solution of Virkon [an antiseptic/anti-viral/anti-fungal agent] and then double bagged in polythene before being placed in a sharps container prior to disposal.

6. ELECTRICAL EQUIPMENT [fixed & portable]

- The County Council arranges for a whole site electrical inspection by their own nominated contractors every five years. The reports are passed to the Head Teacher who formulates an Action Plan with the aid of the Bursar in order to deal with any faults found.
- No alterations to the fixed electrical wiring are made by anyone other than a trained electrical contractor who appears on the County Council list of approved contractors.
- All portable electrical equipment is tested for electrical safety [PATested] every twelve months apart from computers and office equipment which is tested every 2 years and records are kept and held by the. These records are updated every year.
- All private electrical equipment used in school must be PATested before being used in school.
- Any equipment which fails the PATest is marked with a red FAIL label and taken out of use until repair by a competent person can be arranged or failing this the equipment is scrapped and removed from the Asset Register.
- All staff are aware of the need to visually check electrical equipment before they use it and to take damaged equipment out of use. This is then reported in the Caretaker's Book – he will then arrange repair or scrapping.
- School kitchens are inspected and checked by County Catering at Stafford and the Chief Cook on site keeps all records of these tests and inspections.
- Science equipment is checked by the science technician before it is used and any broken or damaged equipment is taken out of use to await repair or replacement. The equipment is always counted in and out by staff and pupils are encouraged to report any faults.
- The gas supply is checked each year for safety and records are kept by the Caretaker
- In D+T the Head of Department ensures that all equipment is checked by trained staff before it is used and any damaged equipment is taken out of use until it can be repaired by a competent person. Each year the main saws, drills and cutting benches are checked for safety by a Technician employed by Staffordshire County Council; this report is passed to the Head of Department.

7. FIRE PRECAUTIONS & PROCEDURES [AND OTHER EMERGENCIES INCL. BOMB THREATS]

- The H+S Co-ordinator is responsible for undertaking and reviewing the Fire Risk Assessment and a copy is kept in the Fire Box for use by the Fire Services in an emergency situation.

- Fire drills are performed each half term and records are kept.

EMERGENCY EVACUATION PROCEDURE

This document details the fire and emergency evacuation procedures for WINDSOR PARK MIDDLE SCHOOL UTTOXETER.

All staff must ensure that they are familiar with these procedures and act upon them quickly and safely.

1.	<p>WHEN THE FIRE ALARM SOUNDS:</p> <ul style="list-style-type: none"> • The Head teacher, Senior Team and the Health + Safety Co-ordinator will make their way to the Fire Assembly Area. • Teaching staff will accompany their pupils, who will walk quietly, to the Fire Assembly Area via the nearest, safe Fire Exit. Staff will ensure that the classroom door is closed after they leave and that no pupils return to the room to collect belongings. • The Fire Officer will wait at Reception Office and liaise with the team of Fire Marshals [providing it is safe to do so] and will then report to the Health + Safety Co-ordinator at the Assembly Area. • A member of the Fire Marshals will remain in charge of the telephones during the emergency. • A Fire marshal/First Aider will take the emergency registers and absence list up to the Assembly Area to enable a roll-call to take place. • KITCHENS: all cookers, ovens must be switched off before staff evacuate the area. • DISABLED PERSON: will be accompanied by their helper to the Assembly Area if possible; if not possible they will be accompanied to the front of school where they will be checked off and supervised by staff present [should it be safe to do so]. • Visitors and contractors: will assemble at the front of school [providing it is safe to do so] and they will be checked off by the Fire Officer.
2.	<p>ACTION ON DISCOVERING A FIRE.</p> <ul style="list-style-type: none"> • If trained/able to do so, and the fire is small i.e. waste in a waste paper basket, use the nearest fire extinguisher to put out the fire. DO NOT PUT YOURSELF AT RISK. • Close the door on the fire and activate the nearest break-glass call-point. • Contact the reception Office and report the site and nature of the fire. • Evacuate the building and make your way to the Fire assembly Area.
3.	<p>SUMMONING THE FIRE AND RESCUE SERVICE.</p> <ul style="list-style-type: none"> • The person finding the fire will report its site and nature to the Reception Office. • On hearing the alarm, the Head/Deputy Head/Caretaker will make his way to the Reception Office; he will then check the alarm board for the site of the alarm and proceed to this area to check for any fire [providing it is safe to do so]. • A member of the Office Staff will contact the Fire and Rescue Service clearly stating the name of the school. • The Fire Officer will await the Fire Service's arrival and pass on all necessary details.
4.	<p>ROLL-CALL.</p> <ul style="list-style-type: none"> • A Fire Marshal/First Aider will take the registers, absence list [which details those pupils who have left school since the registers were last taken], the Visitors Book, Staff List and Diary to the Fire Assembly Area. • Teaching staff will be responsible for checking pupils against registers and absence lists. • A member of the S.L.T. will check that all staff are present. • The Fire Officer will check off the visitors and contractors.
5.	<p>FIRE DRILLS.</p> <ul style="list-style-type: none"> • Carried out once per term. • Whole school evacuation. • The fire alarm is activated and all staff, pupils, visitors and contractors leave the buildings and make their way to the Fire Assembly Area. • Roll-calls, as detailed above are made. • All persons at the Fire Assembly Area wait in silence to enable them to hear instructions from the Head teacher.

	<ul style="list-style-type: none"> No-one is allowed to re-enter the building until the Head Teacher gives his permission. In the case of a real fire this permission would be given by the Fire Service. Records of fire drills and evacuations are kept in the Fire Log. Fire drills out of normal school hours take place i.e. to include cleaning and site staff. 								
6.	<p>STAFF ABSENCES: Should the following be absent, their duties will be performed by –</p> <table> <tr> <td>Head teacher</td> <td>Deputy Head teacher</td> </tr> <tr> <td>H+S Co-ordinator</td> <td>Deputy Head teacher</td> </tr> <tr> <td>Caretaker</td> <td>Bursar</td> </tr> <tr> <td>Fire Marshall – Registers</td> <td>Member of the Office Staff.</td> </tr> </table>	Head teacher	Deputy Head teacher	H+S Co-ordinator	Deputy Head teacher	Caretaker	Bursar	Fire Marshall – Registers	Member of the Office Staff.
Head teacher	Deputy Head teacher								
H+S Co-ordinator	Deputy Head teacher								
Caretaker	Bursar								
Fire Marshall – Registers	Member of the Office Staff.								
7.	<p>VISITORS Should remain in the company of their host and make their way to the front of the school where a member of the Fire Officer will mark them off in the Visitors Book.</p> <p>CONTRACTORS.</p> <ul style="list-style-type: none"> Must make safe their equipment and stop work before making their way to the front of the school where they will be checked off in the Visitors Book by the Fire Officer. NB. Where hot work is taking place i.e. tar burners/boilers being used these must be switched off and left in a safe condition. Contractors/cleaners working at night or during the holidays must be aware of the evacuation procedures and be able to contact the Fire Service and Caretaker, should the need arise. HOT WORK activities must be closely monitored using the Hot Work Permit system The likelihood of fire arising from any other contractor activities must be assessed by using the contractor method statements, checklist and hazard exchange forms. LEASING – those leasing the premises for any reason must be made aware of the actions to take if they find a fire or hear the alarm sounding. 								
8.	<p>OTHER PREMISE OCCUPANTS. Co-operation and sharing of information concerning emergency procedures must take place with anyone sharing the premises.</p>								
9.	<p>EVACUATION ROUTES:</p> <ul style="list-style-type: none"> Must be kept clear of obstructions and clearly marked. Fire doors in corridors must operate properly i.e. self-closers work, smoke-seal strips fitted. Fire escapes must be kept clear of rubbish/debris [i.e. leaves, dirt] and steps and handrails must be in good order. Areas under fire escapes must not be used for storage and must be kept clear of rubbish. Fire exits must be clearly marked and kept free from obstructions. All rooms/offices will have a copy of the Fire Action notice displayed adjacent to their exit. 								
10.	<p>FIRE ALARM TESTING:</p> <ul style="list-style-type: none"> Servicing of the whole system must take place at least once per year, by a qualified contractor and records must be kept. One alarm should be tested weekly by the Caretaker and records kept. 								
11.	<p>FIRE FIGHTING EQUIPMENT:</p> <ul style="list-style-type: none"> Must be serviced and tested by a service engineer at least once per year. HODs who have this equipment in their department should check weekly that it is in place and has not been tampered with. Any problems should be reported immediately to the Bursar who will arrange for repair/replacement. The location of this equipment should be clearly marked on a map of the premises which should be included in the Fire Log. 								

8. FIRST AID ASSESSMENT OF FIRST AID PROVISION AT WINDSOR PARK MIDDLE SCHOOL.

ASSESSOR: EP BULL [H+S OFFICER]

NUMBER OF STAFF: 62

NUMBER OF PUPILS: approx. 373

	ASSESSMENT FACTOR	APPLY? YES	APPLY? NO	IMPACT ON FIRST AID PROVISION
1.	Have risk assessments identified significant risks and/or ill-health?	YES		None
2.	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery and dangerous loads or animals?	YES		<ul style="list-style-type: none"> Hazardous substances in Science – need to refer to HAZCARDS. Eyewash stations in place. D+T/ART – glues, adhesives – refer to Safety data Sheets. SITE TEAM/CLEANERS: cleaning substances See MSDS
3.	Are there parts of the establishment with different levels of risk?	YES		Kitchens, Science, Food Technology, D+T, Art. First aid must be available for all these areas and see [2].
4.	Have you had any accidents or cases of ill-health in the past 12 months?	YES		<p>Normal minor falls, slips in PE and during break/recreation periods [pupils only], sports injuries, injuries due to the normal rough and tumble of recreation times.</p> <p>Pupils are always supervised and first aid is readily available.</p> <p>All accidents are recorded in the Accident Book and HSF 40 forms are sent to SHSS at County.</p>
5.	Are there inexperienced workers on site or employees with disabilities or special health problems?	YES		Pupils with i.e. autism, allergies, diabetics, physical handicaps etc. Care plans in place for them.
6.	Are the premises spread out i.e. several buildings on site or multifloor buildings?	YES		None
7.	Is there shift or out-of-hours working?	YES		Caretaker/cleaners work after school, weekends and occasionally caretaker may work during holidays. First aid is provided and medical assistance can always be called using school phones or mobile phones.
8.	Is your workplace remote from emergency medical services?		NO	None
9.	Do you have employees who travel a lot or work alone?	YES		Caretaker during holidays or at weekends or when locking/unlocking – always has access to first aid kit and to phone to summon medical assistance.
10.	Does any of your employees work at sites occupied by other employees or is your site used by other occupiers?	YES		[COUNTY CATERING] None
11.	Do you have any work experience or other trainees?	YES		Work experience for one week usually any time of year. Covered by normal First Aid provision.
12.	Do members of the public visit your premises?	YES		The school has no legal responsibility for non-employees but the HSE recommends that they are included in the first aid provision. During after school events a first aider is normally present.

13.	How many people are employed on site? <ul style="list-style-type: none"> • Less than 5? • 5 to 49? • 50 to 100? y • More than 100? 	YES		
14.	Is a first aid room required?		NO	
15.	Risk level LOWER MEDIUM HIGHER	YES		

ASSESSMENT OF FIRST AID REQUIREMENTS.

The following are needed:

Qualified First Aiders	5	Emergency Aiders	1
Appointed Persons	0	First Aid boxes	6
First Aid Room	0	Eyewash bottles Eyewash tubing	In D+T Workshop and all science laboratories.

Have arrangements been made to appoint/train the necessary personnel and for the required amount of first aid equipment to be supplied? – **YES**

Have arrangements been made to inform employees of the first aid arrangements [ideally at induction] and notices posted to inform who and where the first aid personnel are? – **YES**

SIGNATURE OF ASSESSORS: ...EPBull.....

DATE: DECEMBER 2015

CONTENTS OF FIRST AID BOXES.

ITEM	FIRST AID BOX	TRAVELLING BOX
Guidance card/leaflet	1	1

Individually wrapped sterile adhesive dressings of assorted sizes.	20	6
Sterile eyepads	2	0
Individually wrapped triangular bandages.	6	2
Medium sized [12cm x 12cm] sterile individually wrapped wound dressings,	2	1
Moist cleaning wipes [wrapped]	10	6
Disposable gloves [non-latex, powder free]	2 pairs	1 pair

Extra equipment such as scissors, adhesive tape, aprons, and resuscitators may either be kept in the box or close by [so they are easily accessed].

If mains tap water is not readily available for eye irrigation, then at least 1 litre of sterile normal saline 0.9% in sealed, disposable containers must be provided. The containers must not be re-used once the seal has been broken.

- Location of First aid Boxes: science, food technology, DT, PE
- Person in charge of stocking and re-stocking first aid kits : Office Staff
- In the event of an ambulance or paramedic being required the first aid person at the scene will arrange for a member of the Office Staff to ring for this assistance.
- If a pupil is taken to hospital their parents are contacted and either they come directly to school or meet the ambulance at the hospital. If parents cannot be contacted, a First Aid person or other member of staff will travel with the pupil and wait with them until their parents can reach hospital.

9. GLASS & GLAZING

- The site has undergone a glazing survey, which was arranged by the Council and carried out by their contractors.
- All glass in school meets minimum safety standards.
- All glass in doors and side panels is safety glass.
- When glass has to be replaced it is replaced with the appropriate safety glass.
- The site undergoes a monthly safety check carried out by the Health + Safety Co-ordinator and the Site Supervisor and glazing forms part of the checklist. Staff report damage to windows or other glazing in the Faults book and the Site Supervisor then arranges for repairs to be carried out.

10. HAZARDOUS SUBSTANCES (COSHH)

- The school follows the rules and guidance provided by CLEAPSS, County H+S Advisers and the ASE.
- A copy of the CLEAPSS Hazcards, Recipe Cards and Handbook is kept in the Prep. Room for use by all staff. Copies of all these documents are also to be found in the staff area of the school

intranet. A Chemical Catalogue has been prepared on the intranet site which has links to the Hazcard and Safety data Sheet for each chemical available in the main science department.

- Only those chemicals recommended by CLEAPSS for use in middle schools are used and kept on the premises.
- In Science, the lowest possible dilutions and amounts of these hazardous substances are used by pupils.
- Care is taken, in Science, to count the containers of chemicals in and out after a lesson to minimise the chance of any being stolen.
- Chemical spills are dealt with immediately, in accordance with procedures laid down by CLEAPSS.
- Chemical waste is disposed of in accordance with the advice given in the CLEAPSS Hazcards.
- **Chemical Storage: - 1. Science Dept.**
 - Chemicals are stored in the science Prep. Room. The doors of all these chemical storage areas are kept locked when not in use and admittance is forbidden to pupils at all times.
 - Pupils are not allowed to enter any of the Prep. Room.
 - Chemicals are marked with the date of their arrival when they arrive in school and the science technician adds them to the chemical catalogue.
 - Chemicals are segregated in storage i.e. Toxic chemicals are stored in a Poisons Cupboard, Flammable substances are stored in a Flamesafe cabinet and the rest of the stock chemicals are stored on shelves in the Prep. Room.
 - The chemical catalogue lists their location, hazards, amount, and last date of purchase.
 - Science Technician carries out a stock take of the chemicals every 12 months and amends the chemical catalogue as needed.
 - All hazardous and flammable chemicals are marked with the appropriate hazard warning label and where decanting takes place, these bottles are labelled as well.
 - Minimal amounts of flammable substances are stored in the Prep. Rooms, as recommended by CLEAPSS.
- **Chemical Storage: - 2. Other areas of the school**
 - Hazardous substances used in D+T and Art, i.e. glues, adhesives, solvents, are kept in locked cupboards, away from sources of combustion and the pupils are not allowed access to these substances unless a member of staff is present.
 - Hazardous cleaning substances used by the County Cleaning Service are kept in locked Cleaners' Cupboards and pupils have no access to these at any time.
- **Personal Protective Equipment:**
 - Following the advice provided by CLEAPSS, PPE [gloves, safety spectacles or goggles] is provided free of charge to staff and pupils when a risk assessment proves it is needed.
 - The PPE provided meets the latest EN safety standards and is stored in a safe, clean area of the Prep. Room or other work area.
 - Staff are trained to use PPE correctly.
 - The PPE is washed and disinfected each term.
- **Risk Assessments:**
 - All departments have access to both generic and individual risk assessments which are stored on the school intranet.
 - Risk assessments are reviewed by the Health + Safety Officer and the Heads of Department at least every year unless there are specific changes to regulations, the site, staff or working

- practices which instigate a new assessment.
- The Science Department keeps a set of the CLEAPSS Hazcards in each laboratory and these contain mini risk assessments on a variety of procedures involving chemicals. [Also links from Chemical Catalogue on the intranet].
- Safety Data sheets for all chemicals used in school are also available to staff. [Also links from Chemical Catalogue on the intranet]
- Risk assessments are made known to all staff that may be affected by them i.e. new staff, supply staff, ASTs and support staff.
- Risk assessment is made before every Educational Visit and these are checked by the Educational visits Co-ordinator and then kept on file with the rest of the visit paperwork. Visits which involve additional or high risk are assessed by the E.V.A. at Staffordshire County Council before permission for the visit to take place is given.

11. HEALTH AND SAFETY ADVICE

Is provided by –

Health + Safety Team, Children + Lifelong Learning Directorate,

Staffordshire County Council [W. Sears]

Occupational Health Unit, Tipping St. Stafford

Association for Science Education, College Lane, Hatfield, Herts Tel. 01707 283000

Association for Physical Education, Building 25, Ling Hs, London Road, Reading, Berkshire

tel. 01785 278855

tel. 01785 223121

Tel. 0118378 6240

12. HOUSEKEEPING, CLEANING & WASTE DISPOSAL

- The school employs its own team of cleaners to clean the whole school each day.
- Staff, pupils and the Caretaker endeavour to keep the site as clean as possible by ensuring that litter is picked up and rubbish is placed in the appropriate bins.
- Waste bins are situated in all areas of the site and these are emptied daily into a waste skip which is located at the side of the site, well away from buildings. This skip is emptied on a regular basis by Staffordshire County Council Waste Management Services.
- Toilets are cleaned daily.
- Liquid spills onto floors are dealt with immediately by the Caretaker and warning cones are placed around the area until it is dry.
- Glass and other sharp objects are disposed of into a glass or sharps bin. The glass is then double bagged and placed in the skip along with the contents of the sharps bin.
- Clinical waste is collected in special bins which are collected by a contractor on a regular basis.
- Chemical waste is dealt with in accordance with COSHH Regulations and advice given by CLEAPSS.

13. HANDLING & LIFTING

- Manual handling risk assessments are carried out on all staff involved in this process.
- Staff are surveyed to see whether they are involved in manual handling on a regular basis and to find out what they are actually lifting/carrying.
- Where possible mechanical aids i.e. trolleys, are used in preference to manual handling.
- Staff whose job involves frequent manual handling will receive training i.e. caretaker, technicians.
- It is the school's policy that where possible large deliveries are made near to point of use and where this cannot be achieved, large parcels/loads are split into smaller ones to ease the burden.
- Staff are always encouraged to suggest ways to improve the system.
- Pupils are not used to carry heavy loads.

- Pupils are involved in putting out apparatus and mats in PE and they receive explicit instructions from staff before they begin. Loads are matched to the physical capability of the pupil.

14. JEWELLERY [This should be repeated in school prospectus]

No jewellery may be worn as it presents a significant risk during lessons and this is stated clearly in the school prospectus.

15. LONE WORKING

- A lone working survey of staff has been carried out to analyse what activities are involved.
- Risk assessments will be made on staff who work alone for significant periods of time or those who are involved in more hazardous activities.
- All staff have been issued with a booklet which gives safety advice for those who work alone including
 - What hazards are involved,
 - The effects of illness,
 - Using equipment and machinery

16. MAINTENANCE / INSPECTION OF EQUIPMENT (INCLUDING SELECTION OF EQUIPMENT)

Item	Inspection cycle months	Responsibility
D+T equipment – general	Before issue to pupils	D+T Staff
Electrical equipment [portable]	12 Stand-alone computers 24	PATesting
Electrical fittings [site]	60	County Council
Electrical sockets/trip switches – lab/prep room/gas taps + isolators	1	Science Technician
Electrical sockets and gas taps DT and Food Technology	1	H+S Officer/Technician
Emergency lighting	1	All checked by caretaker each month the 3 monthly by contractors.
Fire alarms - servicing	12	Bursar Mrs J. Hughes
Fire alarms [site checks]	Weekly	Caretaker
Fire extinguishers	1 12	Caretaker Service - contractors
Fire risk assessment	12	H+S Officer
Glazing	60 1	County Council Part of site inspection – Caretaker Bursar
Ladders/steps	12	Caretaker

LEV – D+T and Science	14	Insurance contractor
PE equipment	12	County Council contractor
Pressure Vessels	12	Insurance contractor
Science equipment – general	Before issue to pupils	Science staff + technician
Water quality	3	County Council
Water temperature	1	Caretaker
Whole site inspection	1	Caretaker Head Bursar

17. MONITORING THE POLICY AND RESULTS

Item	Responsibility
Annual Health + Safety Checklist	H+S Officer
Annual H+S Action plan [from results of H+S checklist]	Head Teacher/H+S Officer
Implementation of new and updated H+S policies	Head Teacher/SLT
Monitoring and analysing accident reports	H+S Officer
Annual H+S report to Governors	H+S Officer

Health + Safety Key Performance Indicators:

- Annual H+S report to Governors – every 12 months
- Monitoring and analysing accident reports –
- Annual Health + Safety Checklist –
- Whole site survey –

19. POSTER ON HEALTH AND SAFETY LAW

This is kept up to date by the H+S Coordinator.

20. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Item	Period of checking
Safety goggles or spectacles	Each term – wash + disinfect
Ear defenders	Each term – wash + disinfect
Gloves	Before use
Boots	Before use
Hats	Before use

- Personal Protective Equipment will be provided free of charge by the school to all staff and pupils where they are involved in an activity which has shown, through risk assessment that PPE is needed to reduce risk.
- PPE will be purchased from a recognised supplier and will conform to all the current British and EN safety standards.
- Staff and pupils will be taught how to use/wear PPE properly.
- PPE will be correctly stored and inspected.
- Staff will ensure that pupils do use PPE when necessary.

21. REPORTING DEFECTS

- Staff report day to day problems in Caretakers book
- The caretaker then assesses the problem and he either repairs/replaces it himself or reports the fault to the Bursar who then arranges for a contractor to attend.
- Where a structural fault is found the Bursar will contact the County Council for assistance.
- Wherever a fault is found, the area is left safe or cordoned off/isolated, until a repair can be made.
- Staff report any Health and Safety concerns to their Head of Department who then contacts the Health + Safety Coordinator and Bursar.

22. RISK ASSESSMENTS

- **Heads of Departments** are responsible for ensuring that they have access to all the risk assessments they need and they are also responsible for ensuring that all staff in their department are aware of these risk assessments and use their recommendations and work practices.
- The Health + Safety Officer [Miss EP Bull] is responsible for ensuring that all health and safety information and risk assessments provided by the County Council and other health and safety organisations i.e. CLEAPSS, is disseminated to all staff through Heads of Department.
- The Health + Safety Officer [Miss EP Bull] is responsible for liaising with all staff with regards to risk assessments and associated control measures to ensure that they are practicable and working.
- The Health + Safety Officer [Miss EP Bull] is responsible, with Heads of Departments for reviewing the risk assessments every year or more often if changes in regulations, staff or changes to the site make them unworkable.
- The Health + Safety Officer [Miss EP Bull] is responsible for completing Pregnancy Risk Assessments with staff and liaising with heads of Department with regards to the results of these assessments.

23. SCHOOL TRIPS/ OFF-SITE ACTIVITIES

- **Educational visits Coordinator – Miss EP Bull**
Approval and Notification of Activities and Visits using the Evolve System.
- Head Teacher: gives final approval for visits.
- Educational Visits Co-ordinator [EVC] gives initial approval and checks all plans and risk assessments for the visits on Evolve before they are passed to the Head for final approval. Where a visit involves additional, high risk activities or residential/foreign visits then additional approval will be needed [through Evolve] from the County EVA.
- Copies of all paperwork must be kept.
- Where coach travel is involved, then staff should always use coach companies which are on the County list as these companies have been vetted and approved by the Council.
- Supervision:

KS2 pupils	10 pupils to 1 staff
KS3 pupils	15 pupils to 1 staff

24. SMOKING

In accordance with the law, the whole site is a no-smoking area and notices are displayed around the site stating this. It is also stated on paperwork issued to contractors working on site. Staff and students will not be allowed to smoke or bring E-cigarettes on site at any time.

25. STAFF CONSULTATION AND COMMUNICATION

- Health and Safety updates are made at the Governor's Finance Committee Meetings which are held each term.
- Staff are encouraged to raise H+S concerns with their Head of Department at department meetings, they are also welcome to place concerns to the H+S Officer
- Health + Safety communication in school takes place verbally in staff meetings and also by memos and information sheets.
- All staff have access to a file of risk assessments either through the paper copy kept in their department or by using the school intranet.

26. STRESS AND STAFF WELL-BEING

- Staff who return to work after a long period of illness receive a back to work interview with the bursar where all issues involved in assuring a smooth return to work are discussed.
- Staff can ask to be referred to the Occupational Health section of the Council where work and health problems are thought to coincide.
- Where workplace stress is proved to be involved in the illness a thorough risk assessment must be performed.
- A notice board in the staff room is used to publicise and highlight staff well-being issues.

27. SUPERVISION [including out of school learning activity/study support]

- Pupils must be supervised at all times by trained staff.
- All staff working in school must be checked by County for criminal conviction clearance before they begin work.
- On school trips, for KS2 pupils the pupil – teacher ration must be 1:10 and for KS& pupils it must be 1:15.

28. TRAINING AND DEVELOPMENT

- All new staff will receive health and safety induction training from the Health + Safety Coordinator before they begin work; health and safety procedures in school will be explained along with emergency procedures in the event of e.g. a fire, pupil accident etc.
- The school will make use of the County's Health + Safety Training matrix to map out the training required by all staff in school and will seek, where finances allow, to offer all necessary training.
- Staff are encouraged to bring up Health and Safety matters and Health and Safety training as part of their performance management review each year.

29. USE OF VDU'S / DISPLAY SCREENS / DSE

- The school complies with the County's policy on the use of Display screen equipment.
- Users have been highlighted and assessed and a record of the assessments has been placed on file. All users have been notified of their entitlement to free eye testing.
- The new County policy which determines that a DSE User is anyone who uses the equipment for their work for periods of 1 hours or more has produced a self assessment form which is shown below. All staff are able to access this on the school intranet site, complete it and then pass it to their Head of Department/line manager whose responsibility it is to make any necessary changes to the work area.

Name of DSE User: _____ Occupation: _____

Workstation Location: _____ Date of Assessment: _____

Line Manager: _____ Computer Name: _____

DSE User Self-Assessment		DSE Assessor Assessment
<p>Section 1 USER PROFILE/HEALTH</p> <p>There is no obligation for you to divulge any personal / health symptoms information. If you do not wish to provide critical information that could assist in the completion of this form, you can seek health advice via an Occupational Health Unit referral.</p>		
1. Are you experiencing any aches or discomfort which may be attributable to the use of DSE?	Y/N	
2. Are there any other health issues that may be relevant when using DSE?	Y/N	
3. How many hours a day do you use the workstation?	Hrs	
4. Is your work planned so there are changes of activity? If not, are you taking regular breaks?	Y/N	
5. Are you left or right handed?	L/R	
6. Are you experiencing eyestrain when using DSE?	Y/N	
7. Have you had your eyes examined by an optician within the last 2 years?	Y/N	
8. Have you completed the DSE training module on the Intranet?	Y/N	If no, do not continue with this assessment until you have.
<p>Section 2 DISPLAY SCREEN, KEYBOARD AND MOUSE</p>		
9. Is the screen set at a suitable height so that your eyes are roughly the same height as the top of the visible screen and its distance is roughly at arms length away from you?	Y/N	
10. Is the screen positioned directly in front of you to avoid unnecessary twisting?	Y/N	
11. Does the screen swivel and tilt easily?	Y/N	
12. Are the brightness and contrast controls easily adjustable?	Y/N	
13. Does the screen display a stable flicker free image, with legible characters?	Y/N	
14. Is the screen free from reflection and glare (lighting and windows)?	Y/N	
15. Is there a DSE cleaning kit available and are all pieces of equipment cleaned regularly?	Y/N	
16. Is the keyboard separate from the screen and able to tilt?	Y/N	
17. Is there sufficient space in front of the keyboard for you to rest your hands/wrists when not typing?	Y/N	
18. Are the keyboard symbols legible?	Y/N	
19. Is the use of excessive force when keying-in avoided?	Y/N	
20. Is the angle of your forearms correct and straight wrists maintained when keying-in?	Y/N	
21. Is the mouse comfortable to use and is it used with a mouse mat which is within easy reach?	Y/N	
<p>Section 3 CHAIR/SEATING</p>		
22. Does the chair have a 5 point stable base with castors?	Y/N	
23. Does the seat swivel and is it height adjustable?	Y/N	

24. Does the back rest adjust in both up/down and backward/forward motions?	Y/N	
25. Can all chair adjustments be made easily and safely?	Y/N	
26. Is a good upright position adopted when sitting in the chair with the small of the back supported by the chair back?	Y/N	
27. Is the chair adjusted to suit you?	Y/N	
28. Does the chair allow you easy freedom of movement?	Y/N	
29. With the seat correctly adjusted for height and posture, can you place your feet on the floor?	Y/N	
30. If needed is a footrest available?	Y/N	
31. Are repeated and awkward stretching movements avoided (mouse and frequently used equipment within easy reach; arms of the chair or drawers do not prevent you from getting close enough to key in comfortably)?	Y/N	
Section 4 DESK/WORK SURFACE		
32. Is the work surface large enough for the screen, keyboard, documents and related equipment without them hanging over the desk edge or covering other items?	Y/N	
33. Does the height of the desk allow for comfortable position?	Y/N	
34. Is a document holder required for the job and if so, is it fully adjustable and positioned so it minimises head and neck movement?	Y/N	
35. Can you reach the telephone and other equipment from your normal working position without overstretching?	Y/N	
36. Is the desk top clear of loose and trailing cables which could present a snagging hazard?	Y/N	
37. Is the floor area around and under your desk free/clear of cables and other obstructions?	Y/N	
38. Does the desk have a non reflective surface?	Y/N	
Section 5 SOFTWARE		
39. Is all software suitable for the tasks you are carrying out?	Y/N	
40. Do you have any problems with using the software, do you need any instruction?	Y/N	
Section 6 ENVIRONMENT		
41. Is the room lighting or task lighting satisfactory?	Y/N	
42. Does the lighting within the office produce reflection and/or glare on your screen or in your eyes?	Y/N	
43. Are adjustable window blinds in place where required and working effectively?	Y/N	
44. Are fixtures and fittings positioned to avoid reflection and glare?	Y/N	
45. Is noise within the office at an acceptable level?	Y/N	
46. Is the general temperature acceptable and does the air feel comfortable?	Y/N	
47. Is ventilation adequate?	Y/N	
48. Does the layout of the work area allow you the space to change posture whilst you work?	Y/N	
Section 7 USER/INFORMATION/INSTRUCTION/TRAINING		

49. Do you know how to obtain an eye and eye sight test?	Y/N	
50. Do you know how to report workstation defects, medical problems or other associated problems which could affect your ability to work safely?	Y/N	
51. Do you know how to obtain the most suitable set up to reduce potential health problems?	Y/N	
52. Are you suffering any health problems you consider are related to use of your DSE equipment & workstation? (e.g. Difficulty gripping small items, back pain, pins and needles in fingers and wrists, blurred vision or other upper body pain/discomfort).		

Note: On completion of this form, you must hand it to your Line Manager so that he/she can implement any remedial measures necessary. If any significant changes occur to your workstation, you must inform your Line Manager as soon as possible so that a review of the assessment can be made.

Line Manager Only	
Name(Print): _____	Date: _____
Date Form Reviewed:	
Actions to be taken	Date completed:
1.	
2.	
3.	
4.	
5.	
Is further advice/action needed from a DSE Assessor? Y/N	
If Yes, Name of DSE Assessor contacted:	

RECOMMENDATION/ACTION REQUIRED TO REDUCE RISK
1.
2.
3.
4.
5.
6.
7.

- The school recommends that all DSE users have regular breaks from their workspace.[10 minutes/2 hours].

- All staff receive appropriate training both on the hardware and software used in their job.
- All staff receive a copy of the VDU Users Guide.
- Staff are aware that they must report any defects in their equipment to their line manager whose job it is to arrange a repair or replacement. Similarly they are aware of the need to report any health problems they think are associated with their job; in this case a thorough risk assessment of the job and workspace must be carried out and any control measures actioned immediately.

31. VEHICLES ON SITE.

- There is one main car park on site and in all every effort has been made to segregate vehicles and pedestrians.
- Cars have entrance to the visitors' car park and the staff car park to the rear of the canteen and PE dept. but there is a controlled barrier which prevents entrance to the car park at the front of the school and the main entrance.
- Pedestrian access is along a barriered pathway which leads from the entrance [by the caretaker's house] to the main school entrance.
- Disabled parking spaces are situated at the front of school.

30. VIOLENCE TO STAFF / SCHOOL SECURITY

- All doors to the school are locked with electronic locks which allow exit from inside the school but not entrance. Visitors may enter the reception area but are prevented from entering the main part of the school by a locked door which is controlled by the office staff.
- Visitors to the school sign in at reception and are given a visitors badge; they then wait for the member of staff they are visiting to come and collect them from reception – they do not wander around school alone. It is the member of staff's responsibility to look after their visitor whilst they are on site and then return them to reception to sign out as they leave.
- Recreation areas on site are all fenced and gated for security reasons.
- Violence is defined as being – *“behaviour which produces damaging or hurtful effects physically or emotionally in other people”* – it can be both physical and verbal. The governors and staff of the school refuse to accept acts of violence of any kind in school and they will work to ensure that violence does not occur and if it does they will take all necessary lawful steps to prevent it happening again, bring about the punishment of those responsible whilst at the same time advising and counselling those who have been affected.
- The staff have access to the latest County Policy on dealing with Violence. And Aggression 2009.
- Staff who work alone are probably at greater risk from intruders and violence and the school has risk assessed those persons whose jobs are involved.
- The school requires all staff to report any incidents of either physical or verbal violence to a member of the Senior Leadership Team.

31. WORKING AT HEIGHT

- Wherever possible working at height must be avoided but those who must use ladders and stepladders frequently must be trained.
- Stools, chairs and tables must never be used in place of steps or ladders.
- Ladders and stepladders should be of the appropriate industrial standard and they must be inspected visually each time they are used. A full safety inspection must take place each year and records must be kept in the Ladder Register.
- Staff must not bring in their own steps or ladders for use in school.
- Contractors must not be allowed to use school ladders and stepladders – they must provide their own.
- Pupils must be allowed to work at height.

32. WATER HYGIENE

- Council contractors perform regular water hygiene tests on the water on site and records and kept in the premises Water Hygiene Manual which is kept in the Caretakers office.
- The Caretaker makes weekly checks on the water temperatures in school and these are recorded in the same manual.

- Drinking water is clearly labelled in school and warning notices are placed on supplies of water which is not fit for drinking.

SECTION 4.

LOCAL HEALTH AND SAFETY KEY PERFORMANCE INDICATORS (KPI'S)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required. These include the following –

Submissions from yearly Safety Audit

Yearly Accident Analysis

Minutes of H+S Committee Meetings

Minutes from departmental meetings, where health and safety is discussed.

Personal staff reviews.

Results of staff surveys undertaken in school.

COMPLETED BY: EP Bull

DATE: October 2016