



OLD BUCKENHAM HALL

STAFF HEALTH & SAFETY HANDBOOK

September 2021

Key Personnel

Line Manager
Health and Safety Coordinator
Director of Finance & Operations
Training Coordinator
Fire Drill Officer/Emergency Evacuation Coordinator
Persons Responsible for Recording and Reporting Accidents to the HSE
Designated First Aiders

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Introduction

This Health and Safety guide is designed to complement the health and safety training that you receive during your employment with Old Buckenham Hall School to provide you with general information about common health and safety issues which may exist within your working environment.

Please read this booklet carefully. If you have any questions, or do not understand anything, please ask your line manager or contact me directly DFO@OBH.co.uk for more information. When you have read the booklet, please sign your Induction Checklist to confirm that you have read and understood the information it contains.

This booklet summarises key information regarding each topic. You can also refer to the HSE website www.hse.gov.uk.

Remember: Health and safety is *everybody's* responsibility. Ensure that you act in a safe manner at all times. Should you notice anything that you believe is unsafe or see anyone acting in an unsafe manner if possible take appropriate action to make the situation safer. If it is not possible for you to take action please report the matter immediately to your line manager or contact me directly DFO@OBH.co.uk.

Lorraine Deville

Director of Finance and Operations
H&S Coordinator

September 2020

Old Buckenham Hall

Health & Safety Committee

The Health & Safety Committee members support all staff at Old Buckenham Hall School in order that they:

- Comply with HSE and ISI health and safety requirements;
- Adopt best practice, as set out in our health and safety policies, procedures and guidance;
- Have a positive health and safety culture where risks are managed effectively, proactively, pragmatically and dynamically, and staff and pupils are risk aware, not risk averse.

By working in partnership with colleagues we can ensure that rules and regulations are followed, and significant hazards have been considered on an annual basis and adequate controls and procedures are in place to minimise risk to staff, pupils and the general public.

Old Buckenham Hall

Health & Safety Policy Statement

We, the Headmaster and Governors of Old Buckenham Hall School under the Health and Safety at Work Act 1974, has a legal and moral responsibility to ensure that all reasonable precautions are taken to prevent any staff, pupils, contractors and visitors coming to any harm whilst working, residing or visiting its premises.

It is our school policy, through a risk management approach, to meet our responsibilities under the Act, Regulations and approved Codes of Practice. We will develop risk awareness amongst all employees and pupils so they are able to contribute to recognising and managing risks.

In particular, the School will ensure that all premises, plant, equipment, systems of work and educational facilities and procedures are safe and without risk as far as reasonably practicable.

They will also provide such information, instruction, training and supervision as necessary and establish consultative channels and procedures so that staff representation on health and safety matters can be made and discussed.

Whilst all employed persons on School premises have specific duties and responsibilities under the **Health and Safety at Work Act 1974**, the School expects that senior members of staff will set an example and standards for all other employees.

Equally, the Headmaster and the Governing body expect all employees to fulfil their legal responsibilities and act with reasonable care for the Health and Safety of themselves, to ensure their acts or omissions do not cause injury or harm to anyone else and to co-operate with the Headmaster in ensuring that all Health and Safety provisions are observed.

This Policy Statement will be regularly reviewed and amended in accordance with changes in legal, School or technical requirements and is accessible to all via the Old Buckenham Hall website.

In authorising and approving this Policy Statement I would remind everyone connected with the School that not only does it fulfil the legal duty placed upon us but, if diligently applied, will also help us to ensure that no-one suffers pain or discomfort from injury or ill health from School activities.

Headmaster, Mr D. Griffiths

Chair of Governors, Mr A McGregor

Your Legal Responsibilities

You must:

- Look after your own H&S and the H&S of other people, e.g. if you see a tripping hazard on the floor you should remove it, even if you didn't create it in the first place;
- Comply with the school's H&S rules and procedures, e.g. attend training sessions, undertake e-learning modules and not stand on chairs; and follow any H&S training;
- Use any safety equipment the school has provided for you, e.g. guards on equipment or personal protective equipment;
- Not interfere or misuse anything provided for health and safety purposes, e.g. use fire extinguishers as a door stops, climb on chairs and tables, or take guards off equipment to make it easier to use;
- Let your managers know if you notice any hazards that you can't remove;
- Report all incidents or significant near misses that have led, or could lead to, injury, illness or damage to property.

Your Personal Safety



Your personal safety is very important. Whilst the school will take all reasonable measures to ensure you work in a safe environment, **you** must also take reasonable steps to keep yourself, your colleagues and the school's pupils safe. This means that you should:

- Be aware of potential dangerous situations and wherever possible avoid them
- Not knowingly put yourself, or others, in a vulnerable position
- Adopt safe practices; e.g. working alone, travelling safely.
- Report all occasions where you felt or were threatened or attacked, or witnessed such an incident to your line manager or the H&S Coordinator.

Health & Safety Training

The provision of training is part of many health and safety regulations. It is essential that you undertake any training that is arranged for you, and follow any instructions or guidance given to you as part of that training.

During your induction you should receive basic health and safety training which includes fire safety awareness, safe moving and handling awareness, safe use of steps and step-ladders, first aid and accident procedures, and the safe use of equipment that you use for your job. Some of this training will need to be refreshed on a regular basis, e.g. fire safety. You may also need additional job specific health and safety training for your role. This may be identified during induction, or will be identified at some future date, e.g. first aid training or minibus driving courses.

Some of your basic H&S training will be provided via an E-learning training programme and you will be required to complete specific modules in your first few weeks of employment. E-learning is being made available to key members of staff including all new starters. E-learning is designed to enhance what is already in place by ensuring that all Old Buckenham Hall staff receive basic training, of a consistent standard, in all H&S topics relevant to their job.

It is important that a record is kept of all training that you have undertaken – keep all certificates and records of attendance at courses and provide copies to the HR Executive Assistant.

It is also important that you discuss your H&S training requirements with your line manager during appraisals in order that any new training needs can be identified and refresher courses can be arranged as and when required.



Fire Safety and Emergency Evacuation

Fire can cause loss of life and significant damage to property. It can have a devastating effect on school life including the loss of coursework, the loss of buildings and the loss of school records.

For a fire to start, three main components are needed. These are oxygen, fuel and a source of ignition. Examples of sources of ignition and some types of fuel which can be found in schools are:

Fuel

Paper
Art work
Flammable chemicals (science)
Flammable paints and solvents
Textiles (curtains, drama costumes)

Ignition Sources

Electric sparks
Heat from hot equipment
Naked flames
Cigarettes



To prevent fires from starting either the fuel or the source of ignition needs to be removed. For example, ensure that combustible items are never placed in close proximity to hot surfaces, and check electrical equipment each time you use it for any faults that could cause sparks, e.g. damaged cables and cracked plugs.

Evacuation Procedures

As part of your induction, you will have been trained in the evacuation procedure for the school. If you have not received this training, please refer this to your line manager / H&S Coordinator immediately. Ensure that you are aware of what the fire alarm sounds like and what to do when the fire alarm sounds, particularly if you are responsible for pupil safety.

Fire signage is located throughout the school to assist you in exiting the building safely in the event of an emergency. Please make yourself aware of all the emergency exit routes and final exits from your place of work and the location of your assembly point.



You will notice fire extinguishers located throughout the school buildings. Fire extinguishers should only be used in the event of an emergency where the fire is **small**, and only by people who have been trained in their use and who consider it safe to do so.



IF THE FIRE ALARM ACTIVATES ALWAYS ACT AS IF THERE IS A REAL FIRE unless you are absolutely sure the alarms are just being tested.

On hearing the fire alarm:

- Leave the building quickly and calmly by the nearest available escape route, wherever possible assisting in evacuating pupils and visitors as you go,
 - Switch off equipment and close windows if it is safe to do so as you leave,
 - Close doors behind you if you are the last person leaving the room,
 - Walk calmly and without hesitation to your nearest fire exit,
 - Assemble at the identified assembly point and wait for further instruction.
-
- DO NOT run or panic,
 - DO NOT stop to collect any personal belongings,
 - DO NOT re-enter the building until you have been told that it is safe to do so.

Any person finding a fire shall:

- Immediately raise the alarm by breaking the nearest emergency break glass point. Verbally raise the alarm if the alarm does not immediately activate,
- Evacuate the building,
- As soon as possible (after evacuating the building) report the location of the fire to the person in charge.

Do not attempt to fight a fire unless you have been trained to do so. Even then only tackle a fire if it is small and it is safe to do so. **Do not put yourself at risk.**

Accidents and Incidents

An accident is an unplanned event, arising out of an unsafe act or unsafe condition, which causes injury or damage or has the potential to do so.

An accident event which does not realise its potential for injury or damage is called a 'near miss'. Significant near misses, e.g. nearly being knocked over by a vehicle in the school car-park, should be reported to your line manager and the H&S Coordinator.

Common types of accidents that take place within school environments are:

- Sporting injuries to pupils
- Slips, trips and falls
- Manual handling injuries
- Cuts and burns



You should report all accidents, incidents and near misses to your line manager and ensure that the School Nurse or a first aider records the incident. Legally, all accidents incurred at work must be recorded.

Procedures in the Event of an Incident

If you witness an incident and the injured person is able to walk, take them to the surgery. If the School Nurse is not there send a message to Reception to ask them to contact a first aider. Do not leave the person unattended.

If you witness an incident and the injured person does not seem able to move, do not try to help them move; stay with them and send a message to Reception to ask them to contact a first aider.

First Aid

First aid can save lives. We have an appropriate number of first aiders, although not all first-aiders have the same level of qualification. Some are trained in First Aid at Work (3-day course), others have 'Emergency First Aid' qualifications (1-day course), and some may have special paediatric, sports or outdoor activity first aid qualifications.



Other first aid facilities at the school include first aid kits located at strategic points, a defibrillator, eyewash kits, and a medical room. You should familiarise yourself with the school's first aid procedures and the nearest first aid kit, defibrillator, eye wash station and up-to-date list of first aiders.



It is important that you advise your manager and the person responsible for first aid in the school if you have any medical condition that they might need to be aware of for every day safety reasons, and in the event of you needing emergency assistance, e.g. if you suffer from asthma, diabetes, epilepsy, any allergies or reactions to medicines or anaesthetics.

Taking Medication Whilst Working

Some illnesses and medications may impact on your ability to work safely. For example:

- You may lose your sense of balance, become unstable and risk falling. If you do fall you could seriously injure yourself or another person, particularly small children;
- You may become drowsy or fatigued and your judgment may be impaired which could put yourself and others in danger e.g. if you are operating machinery;
- Some drugs (e.g. corticosteroids) may cause unpleasant side-effects, such as rapid mood changes, which might make you aggressive, irritable and short-tempered with other people;
- Some drugs affect the immune system and may make you more susceptible to infections and other illnesses.
- Drug Driving laws make it illegal to drive if your driving is likely to be impaired by medicinal drugs.

It is your responsibility to alert your line manager if you have any concerns about your health or medication. Any medication brought onto the school premises by staff must be stored securely, and kept out of reach of children, at all times.

Risk Assessments

Risk assessments help to protect everyone in the school - pupils, staff, contractors and visitors – from being injured. Old Buckenham Hall is also legally required to complete them under the Management of Health and Safety at Work Regulations 1999.

Risk assessments enable us to consider the hazards (things that could cause harm/damage) which we may encounter in the school environment or during our activities, and to assess the risks (chance that the harm/damage could occur and severity of the outcome) so that we are able to determine whether the controls / precautions we already have in place are adequate, or if any additional measures are required.



Risk assessment is a simple process, one which we all undertake every day, e.g. when crossing a road. The main hazard when we cross a road is being hit by a car and killed. The risk of this occurring will depend on:

- Type of road (residential cul-de-sac - main road)
- Amount of traffic (occasional car - stream of vehicles)
- Speed of traffic (20 mph - 70mph)
- The time of day (quiet Sunday afternoon - rush hour)
- Where we cross (underpass - blind bend)
- Our ability to judge traffic actions and speed (this will depend on our age and experience)

Whether we cross immediately, wait for a safe gap in the traffic, or move to a safer place to cross will depend on the outcome of our risk assessment. H&S risk assessments follow the same principles – common sense – written down!

Five Steps to Risk Assessment

There are just five simple steps to use when carrying out a risk assessment:

- Step 1 - Identify the hazards
- Step 2 - Decide who might be harmed and how - staff, pupils, visitors, public
- Step 3 - Assess the risks and decide on precautions
- Step 4 - Record your findings; ensure relevant people know how to control the significant risks and implements the control measures
- Step 5 - Review and update your risk assessment on a regular basis

What is a Hazard?

A hazard is anything with the potential to cause harm. Harm includes ill health, injury and damage to property. Examples of hazards which can be found in schools are:

- Fire (burns, death)
- Power tools, machinery (electrocution, entrapment)
- Sharp hand tools (cuts and lacerations)
- Hazardous chemicals (burns, poisoning)
- Working at height, (serious injury as a result of a fall)
- Swimming pools (drowning)
- Wet floors (slips and falls)
- Objects left on the floor (trips and falls)
- Heavy objects (injuries as a result of manual handling)

What is Risk?

Risk is the likelihood or chance that harm will occur and the severity of the consequences.

Factors that affect the level of risk include:

- Who will be exposed to the hazard and for how long
- The age of the individuals at risk
- The individuals understanding / perception of the hazard
- The individuals level of training and experience
- What control measures are already in place



What are Control Measures?

Control measures might include:

- Safe Systems of Work
- Visual checks on equipment before use
- Maintenance checks, servicing and inspections
- Guards and interlocks on machinery
- Safety equipment, e.g. fire extinguishers
- Training and supervision
- Personal protective equipment, e.g. hard hats, safety shoes,
- Safety signage

When controlling the hazard the following '**hierarchy of controls**' should be followed:

1. Remove or eliminate hazard,
2. Substitute a hazardous material or process with a non-hazardous or less hazardous one,
3. Separate / isolate worker from hazard (provide guards),
4. Develop and use safe systems of work,
5. Train, instruct and supervise workers,
6. Provide personal protective equipment (PPE) and warning signs.

What are Safe Systems of Work?

'Safe systems of work' are documented procedures, working methods or instructions that detail how a particular task should be carried out. There will be many 'safe systems of work' within the school e.g. lesson plans, laboratory and workshop safety rules, departmental codes of practice.

Recording and Reviewing

All area and activity risk assessments should be recorded. Partially completed templates are available on the staff drive.

All risk assessments should be reviewed regularly – ideally annually, or more frequently if there is has been an accident, or a significant change to the activity or working environment, e.g. new equipment.

Chemical Safety

Chemicals and other substances, e.g. dusts and fumes, which are potentially hazardous, can be found in the school environment. Some examples include:

- Some paints & solvents used in the Art department and by Maintenance staff
- Pesticides and herbicides used by Grounds staff
- Some cleaning agents
- Some chemicals used in Science
- Some fumes created in Science
- Some dusts produced in CDT and Maintenance workshops
- Dust from clay and powder glazes used in Art



These chemicals and substances can cause injuries such as burns, or ill health such as occupational asthma or dermatitis, if not used or controlled correctly. The Control of Substances Hazardous to Health Regulations (COSHH) require hazardous substances to be properly controlled. This includes replacing hazardous substances with less harmful ones wherever possible, training staff in the correct use and storage of hazardous chemicals, and the correct use of personal protective equipment (PPE).

Golden Rules for the Safe Handling of Chemicals

Only use chemicals/ hazardous substances if you have been trained to do so.

DO:

- Store chemicals safely in their original containers out of reach of children, preferably in a locked cupboard,
- Read the label prior to use and follow manufacturer's guidelines. Contact the supplier if you need more information,
- Wear Personal Protective Equipment (PPE) e.g. gloves and goggles if the label recommends it,
- Use chemicals in well ventilated areas,
- Ensure that the correct dilution rates are followed,
- When diluting chemicals, add the chemical to the water, not the water to the chemical,
- Ensure that containers are clearly labelled with the contents,
- Ensure that there are facilities for washing eyes and skin in the event of an incident. If anyone accidentally swallows a chemical seek medical attention urgently - call NHS Direct or go to the nearest A&E department. If possible take information (labels, data sheet) with you,
- Report any injuries, incidents or cases of ill health resulting from the use of chemicals /

substances to your line manager,

- Follow the guidelines for the correct disposal of unwanted chemicals / substances - contact your local authority waste disposal section for info about local facilities,
- Store all flammable substances securely in their designated container.

NEVER:

- Bring chemicals from home to use in school
- Mix chemicals, (except as part of strictly controlled science experiments),
- Decant chemicals into containers that have previously been used for other liquids or food products, (except as part of strictly controlled science experiments),
- Use chemicals for a job / in a place they are not designed for, or that you are not authorised to use,
- Use PPE (gloves, goggles etc.) which is unsuitable, damaged or which looks significantly worn.
- Leave chemicals where unsupervised pupils can access them, e.g. cleaning products in cloakrooms.

Warning Symbols

Hazardous chemicals and substances usually have a hazard symbol on the container. Previously the labels were orange and black, e.g:



Harmful



Highly Flammable












Toxic

But these symbols are gradually being replaced with new international symbols.



Many are very similar to the old symbols but there are some new ones: see next page

New hazard symbols:

What do the COSHH symbols mean?		
 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity

More information on the new hazard symbols can be found at:

www.understandthelabel.org.uk/

Moving and Handling Heavy or Awkward Objects

Moving and handling heavy and/or awkward objects by lifting, carrying, dragging, pushing, pulling or shoving them, is one of the most common causes of workplace injuries. The types of injury which can be sustained include:

- Strains and sprains of the back, leg and arm muscles
- Crushing of the fingers, feet and toes
- Hand injuries, Fractures, Bruising

In order to reduce the risk of injury when 'moving and handling' objects you must assess the risks involved before attempting to lift or move the item. Consider the following:

- Have you been trained in safe manual handling techniques?
- Is the item too heavy, large or awkward for one person to move it? If so can you get help?
- Can a mechanical aid, e.g. a trolley be used to make the job easier?
- Can the load be made easier to move, e.g. by splitting it into smaller quantities?
- What route will you need to take, and is it free from obstruction?

How to Lift Safely

1. Plan your route - is it free from obstructions?
2. Plan the lift - stop and think.
3. Position yourself correctly. If necessary flex your hips, knees and ankles to get to the same level as the load – try to keep your back straight.
4. Test the weight. If you can manage the load take a firm grip.
5. Lift smoothly. Keep your head up.
6. Let your leg muscles do the work.
7. If possible keep the load close to the centre of your body as you travel.
8. Lower the load - keep your head up. If necessary flex your hips, knees and ankles – try to keep your back straight.
9. Adjust the object's position once you have put it down.

For further guidance refer to the HSE publication 'Getting to grips with Manual Handling' which can be accessed via www.hse.gov.uk/pubns/indg143.pdf



Working at Height

Accidents resulting from falls whilst working at height can be very serious. They can lead to long term disability and can even be fatal.

‘Work at height’ is defined as work at ANY height where there is a risk of injury and includes activities such as:



- Using an A-frame step ladder to put up a display, collect items which are stored at height or change a light fitting;
- Adjusting stage and drama studio lights from a scaffold tower or lighting gantry;
- Decorating stage scenery using a scaffold tower;
- Working on a ‘cherry picker’ or ‘mobile elevated work platform’ to clean the Guttering;
- Working on a roof, e.g. to fit new aerials or check air conditioning units.

Rules for Working Safely at Height

- Where possible **avoid** working at height. Many tasks can be carried out using extendable / long handle equipment,
- If work at height is unavoidable, the activity must be **risk assessed** to identify the most appropriate type of height access equipment to be used to prevent falls. This might be an A-frame step-ladder, podium steps, a scaffold tower, or a mobile elevated working platform. **NEVER** stand on chairs, tables or other items that are not designed for this specific purpose.
- Ladders and step-ladders should only be used if the work is **low risk** (i.e. the distance to fall is not great, the work is of short duration (just a few minutes), and takes place infrequently,
- You must be **trained** to use height access equipment, including A-frame step-ladders, correctly and safely.
- You must carry out a **visual check** of the equipment every time before using it to ensure is safe, and report any faults to your line manager,
- Apart from jobs that require you to climb just one or two steps from the ground **NEVER work at height alone.**

Using an A-Frame Step-ladder

DON'T CLIMB:

- If the job can be done from ground level
- Unless you have been trained to use the step-ladder
- Unless there is someone else with you (apart from jobs where you only need to climb just 1 or 2 steps from the ground)
- Until you have checked that the floor is not slippery
- Unless you are sure that the ladder cannot be knocked by anyone or anything
- If you have a poor sense of balance
- If the step ladder isn't tall enough
- If the step ladder appears damaged in any way

ALWAYS:

- Wear suitable footwear – low heeled, well fitting, non-slip soles, fully enclosed
- Watch out for objects above your head
- Ensure that:
 - Treads are dirt and grease free
 - 'Feet' are in place
 - Step-ladder is of sufficient height for the job
 - Step ladder is placed on a firm, level base
 - Platform is locked in position before use
 - Steps are set so that you face the work



KEEP:

- Three secure points of contact when climbing the step ladder
- Your belt buckle (navel) inside the stiles (sides) of the ladder
- Both feet on the step ladder – never 1 foot on the step ladder and the other on another object, e.g. a desk

NEVER:

- Stand on the back cross rail – it's not weight bearing
- Use step ladder in a closed position
- Stand on the top platform or use the top 2 steps unless there is a handrail
- Overreach and risk losing your balance
- Exert sideways pressure
- Carry heavy loads when climbing
- Ascend / descend step-ladder at speed.

Website at www.hse.gov.uk/falls/index.htm

Slips, Trips and Falls

Slips, trips and falls are the most common cause of accidents to staff in schools. These types of accidents can occur anywhere within the school and can be caused by:

- Wet floors, e.g. in entrance halls, cloakrooms, by sinks and near swimming pools,
- Spilt food and greasy floors in dining and catering areas,
- Wearing unsuitable footwear, e.g. high-heels, flip flops, or ill-fitting shoes,
- Over polished or dusty floors,
- Loose or damaged floor coverings, and loose nosings on stairs,
- Uneven surfaces on external paths,
- Trailing cables,
- Items such as school bags and coats left on the floor in classrooms and corridors.

Try to avoid or prevent these hazards.



There are many things you can do to reduce accidents resulting from slips, trips and falls:

- Wear sensible, non-slip, low heeled, fully enclosed, well-fitting footwear,
- Watch your step, particularly on steps and stairs,
- Remove obstructions on walk-ways, e.g. bags or boxes, even if you didn't leave them there,
- Ensure that spillages are cleaned up immediately, even if you didn't cause them,
- Ensure warning signs are used if there are areas of wet flooring following a spillage or cleaning. Remember to remove the sign once the floor is dry,
- Position equipment so that cables do not cross walkways,
- If you see a 'wet floor' warning sign, or are in an area where cleaning is taking place take extra care - avoid the area if you can.
- Ensure all defective flooring and any other areas of concern which could cause a person to slip, trip and fall is reported to the appropriate person.

Further information can be obtained from the HSE website at www.hse.gov.uk/slips

Work Equipment

The term 'work equipment' covers a wide range of equipment ranging from a hammer to a tractor and gang mowers used to cut the grass on the playing fields. Regardless of the size of the equipment, it must be fit for purpose, in good working condition and must be well maintained.

Hazardous machinery is likely to be located in several parts of the school, particularly in the CDT, Art, Science, Maintenance, Ground-keeping and Catering departments.

Some pieces of work equipment are subject to 'statutory testing' such as passenger lifts, cherry pickers, and pressure vessels such as compressors. The tests will be arranged by the DFO or Estates Manager.

If you are using work equipment you should be trained in how to use that make and model safely, be familiar with all the safety features, e.g. guards, and emergency stop buttons, and know what, if any, personal protective equipment (PPE) is required when using the equipment.

Visual checks should be carried out on work equipment before each use to ensure that there are no defects or faults. Any equipment which has defects must be taken out of use immediately and not reintroduced to the working environment until it has been repaired.

When cleaning or maintaining equipment, ensure that you have turned off and disconnected the electricity supply first.

You should not bring your own equipment into work unless this has been authorised by a senior member of staff, and the item has been checked before use to ensure it is safe to use, e.g. PAT testing of portable electrical equipment.

For further information refer to the HSE website at www.hse.gov.uk/equipment/

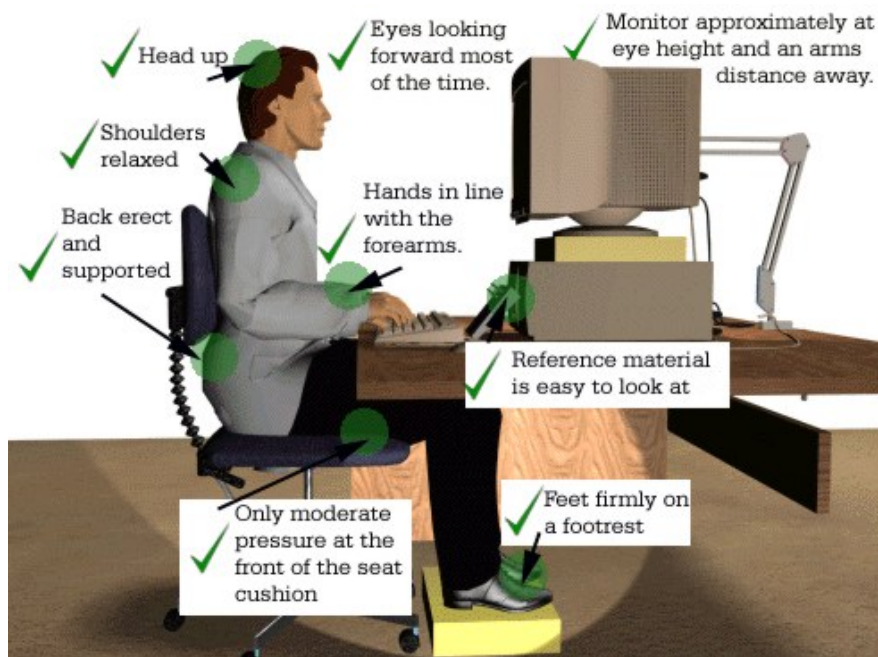


Laptops, PCs and Computers

Using laptops and computers can cause discomfort from strains and sprains to your neck, shoulders, arms and back, tired and dry eyes, and headaches.

Injuries can occur due to repetitive actions over long periods of uninterrupted work and poorly adjusted workstations. You can prevent this by:

- Ensuring that your work station is set up correctly. The Display Screen Equipment Regulations requires a 'workstation assessment' to be undertaken (normally by a member of the ICT team) to ensure your workstation is set up correctly, but it is your responsibility to keep it this way and reduce the risk of discomfort and injury.
- Adopting a good posture when working on your computer or laptop, e.g. sitting up straight, not hunched over
 - Regularly changing your activity to give your eyes and muscles a rest
 - Having regular eyesight tests – normally once every 2 years. If you are a 'DSE User' we can give you a voucher to pay for the test
 - Reporting any problems which you think might be caused by using your computer/laptop



HSE website www.hse.gov.uk/msd/dse/index.htm

Electrical Safety

Many items of work equipment are powered by electricity. Electricity can kill, and even non-fatal shocks have the potential to cause severe or permanent injuries. Faulty electrical equipment and installations are also a common cause of fires. To prevent this:

Before Switching On:

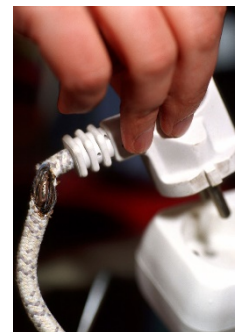
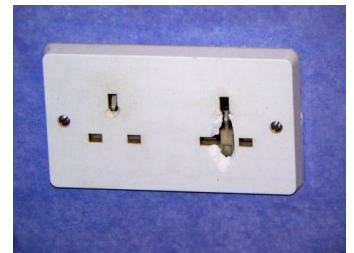
- Visually check the equipment for any signs of damage or fault e.g. damaged cables, broken switches, visible internal wires, signs of over-heating or 'DIY repairs'
- Ensure power cables are long enough to reach the socket without straining
- Keep cables away from walkways to avoid trip hazards

Do NOT Use the Equipment If:

- The cable, switch, plug or socket is damaged in any way
- There are signs of over heating
- The coloured inner wires are exposed on the cable

If you identify a **fault** with electrical equipment:

1. Do not use the equipment. Warn other people to keep away.
2. If it is safe to do so switch off the faulty equipment – this may be via an isolating switch, the power socket or the main power supply to the area
3. If appropriate and safe to do so, put a warning notice on the faulty equipment.
4. Report the fault, without delay, to the Estates team, your line manager & the H&S Coordinator.



Do NOT:

- Use electrical equipment with wet hands
- Stand drinks on electrical equipment
- Use electrical equipment near water or in damp / wet environments, e.g. outside, unless the equipment is specifically designed for this
- Leave equipment unattended when it is switched on,
- Overload or 'daisy chain' extension leads
- Pull electrical equipment by the flex,
- Bring your own electrical equipment into work unless this has been authorised by the DFO and the item can be PAT tested to ensure it is safe to use.

When You've Finished:

- Switch it off, especially when leaving the area and at the end of the working day.

For further information refer to the HSE website at www.hse.gov.uk/electricity/index.htm

Lone Working

Lone workers are defined as 'those who work by themselves without close or direct supervision', i.e. totally remote from others due to their location, the time of day, or the day of the week. Lone working is a part of normal working life.

Staff who could fall into the category of lone workers include:

- Caretakers and cleaning staff working alone early in the morning or in the evening, at weekends or during the holidays
- Ground keepers
- Teaching and administrative staff working outside of normal school working hours e.g. during the weekends and / or school holidays.

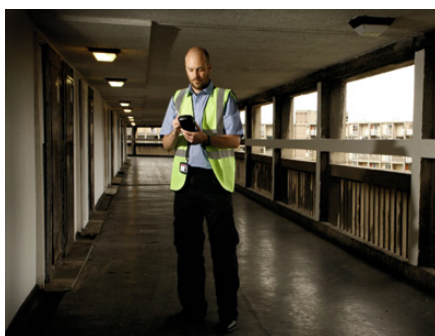
The main risks associated with lone working are:

- Lack of immediate assistance in the case of injury or ill health
- Violence against the lone worker

If you work alone you need to take sensible precautions to ensure your safety, including:

- Advising other people when and where you will be working
- Having an effective means of communication with you, e.g. a mobile phone or 2-way radio
- Not undertaking high risk activities.

Talk to your line manager or H&S Coordinator to ensure you understand the procedures you must take to ensure you will be safe whilst you work.



Some activities must be avoided by lone workers. These include:

- Significant manual handling activities
- Working at height, e.g. using a ladder, step-ladder, tower, going on roofs
- Use of dangerous equipment, e.g. major power tools
- Use of hazardous cleaning chemicals
- Work in potentially hazardous locations e.g. on roofs

Vehicle and Pedestrian Segregation

Whilst at work, you may come into contact with a variety of vehicles. These might include cars, minibuses and coaches, contractors' vans, delivery vehicles, tractors, ride-on lawn mowers etc.

Systems are in place to prevent people being injured by a moving vehicle on the school premises. These include:

- Speed limits,
- One-way systems,
- Restricting car-parking in certain areas,
- Designated and protected pedestrian routes,
- Clearly marked pedestrian crossings on drives / roads,
- Designated areas for pupil pick-up / drop off at the start and end of the school day,
- Designated areas for minibuses and coaches to pick-up / drop off pupils,
- Restricting the times when delivery vehicles can enter the site.

Whilst on the school premises you must:

- Abide by the site rules - do not exceed speed limits or park in unauthorised areas,
- Be vigilant when driving around the school site, particularly at the beginning and end of the day, when lessons are changing over and at other times where the volume of pedestrians may be increased,
- Use footpaths and designated pedestrian routes when walking across the school grounds,
- Always remain at a safe distance from reversing vehicles.

All incidents resulting in injury, and any near misses which involve vehicles, must be reported to the school H&S Coordinator to ensure that any issues can be dealt with effectively and quickly.

Should you have any concerns about vehicle and pedestrian segregation on your site please contact the school H&S Coordinator.

Driving for Work

The HSE estimates that up to a third of all road traffic accidents involve somebody who is at work. This accounts for over 20 fatalities and 250 serious injuries every week. As H&S laws apply when employees are driving as part of their work activities, i.e. within the working day (not commuting between home and work), the risks associated with driving must be effectively managed. In order to eliminate the risks where possible, **Old Buckenham Hall requires staff to:**

- Have a current driving licence (appropriate to the vehicle they are driving) and insurance which includes business use;
- Ensure their vision is adequate for driving by having regular eyesight tests;
- Ensure the vehicle is roadworthy and fit for purpose. Basic safety checks should be carried out before travelling, e.g. lights working, correct tyre pressure, etc;
- NOT use a mobile phone (including hands-free phones) whilst driving;
- Comply with road safety legislation and the Highway Code;
- Inform their Manager and the DVLA if they have any medical condition or are taking any medications that may affect their ability to drive safely.

Prior to starting a **long journey** drivers must plan their route and journey timings. Where possible motorways should be used as these are the safest roads. Where a journey is planned at the end of a working day, e.g. after a day of teaching, special consideration should be given to the length of the journey and the effect of fatigue on the safety of the driver and passengers. The time allowed for the journey should be sufficient to allow drivers a 15 minute break approximately every 2 hours. Wherever possible, drivers should not travel more than 4 hours a day. It is recommended that an overnight stay should be planned if this limit is to be exceeded.

In the event of **bad weather** and/or poor driving conditions all journeys, whether short or long, should be re-assessed and where possible delayed or rescheduled for a later date when the conditions have improved.

In the event of a **breakdown**, the vehicles hazard lights should be switched on and all passengers should exit the vehicle by the safest route (e.g. the doors on the pavement or hard shoulder side), call for assistance, and wait in a safe place. Any children should be closely supervised.

More detailed information is in the Old Buckenham Hall Driving at Work Policy and Procedures.

Pregnancy and New Mothers

Pregnancy is a part of normal everyday life. Many women work during pregnancy and many return to work while they are still breast-feeding. However, there may be some hazards in the working environment which, although normally acceptable, could affect either the health of the woman, the developing foetus, or the new born child whilst the mother is breast-feeding. Consequently, the Management of Health and Safety at Work Regulations include regulations to protect the health and safety of expectant and new mothers who work. 'New mothers' are those who have given birth within the previous six months, or who are breast-feeding.

Female members of staff who discover that they are pregnant should advise their line manager, in writing, in order that a maternity risk assessment can be undertaken and suitable control measures discussed and agreed.

The risks which should be considered when carrying out a maternity risk assessment should include the physical aspects of the mother's role, any risk of exposure to hazardous substances deemed unsuitable during pregnancy, and the mother's normal working conditions. Common risks include:

- Lifting/carrying of heavy objects
- Prolonged periods of sitting or standing
- Poor design of workstations
- Extremes of cold and heat
- Long working hours
- Work related stress
- Exposure to hazardous chemicals and radioactive material, e.g. in science departments



Female members of staff who wish to express and store their milk whilst they are at work should be provided with a clean and healthy environment for this purpose.

For further information on Pregnancy and Maternity issues please refer to the HSE website www.hse.gov.uk/pubns/indg373.pdf

Managing Stress at Work

The Health & Safety Executive defines stress as “the adverse reaction people have to excessive pressures or other types of demand placed on them.” Prolonged exposure to excessive pressure may result in unhealthy physical, emotional, mental and behavioural symptoms. However, it’s important to note that some pressure / demands / challenges can have a positive effect if managed correctly, but stress can be detrimental to health.

Stress can stem from a range of sources, both inside and outside of the workplace. Everyone deals with stressful situations differently and so what is deemed stressful for one person may not be for another. In addition, some people just deal with stress better than others, therefore it is important to remember that everyone is different and each person must be treated as an individual.

The causes of work-related stress are varied, but they usually fall into the following six categories:

- The **demands** of the job
- The **control** the employee has over their work
- The **support** the employee receives from managers & colleagues
- The employee’s **relationships** at work
- The employee’s **role** in the organisation
- **Change** and how it is managed

In order to manage work-related stress, Old Buckenham Hall undertakes a risk assessment on two levels: at an organisational level through the Wellbeing Programme; and for individuals where there are particular risks. If you think that you may be suffering from work-related stress you need to speak to your manager.

Environmental Issues and Waste

As a nation we are becoming more aware of environmental issues and the effect that human ways of life can have on the environment, i.e. pollution and climate change. By making small changes to our way of life we can make a contribution towards protecting the environment for future generations.

Small things that YOU can do:

- Turn off lights if you are the last person to leave the room,
- Use natural light when this is light enough,
- Dispose of empty toner cartridges for printers via recycling facilities,
- Ensure taps are not left running,
- Only fill the kettle with enough water for the drinks required, i.e. do not overfill the kettle when making only one cup of tea,
- Cycle to work or take public transport where possible,
- Email documents rather than send hard copies, if practicable to do so.



Hazardous Waste

Where substances contain hazardous properties, they are classified as 'hazardous' and may be subject to the Hazardous Waste (England and Wales) Regulations 2005.

COSHH Assessments will determine what procedures should be followed when disposing of hazardous waste substances. The regulations are not exclusive to substances as such, and other items which could be deemed as hazardous waste include electrical items, fluorescent light tubes and clinical waste.

Instructions on packaging and information on Material Safety Data Sheets should always be followed when disposing of hazardous waste. Where necessary, specialists in hazardous waste removal and disposal should be used.

If you are unsure if an item is classified as hazardous waste, or how to deal with any hazardous waste please ask your line manager or the DFO and / or refer to the Environment Agency website www.environment-agency.gov.uk/subjects/waste/

Contractors

All schools employ contractors. They may work on the school site every day, e.g. cleaners and caterers; regularly, e.g. ground-keepers and window cleaners; or just occasionally e.g. electricians carrying out repair work, or a major building contractor constructing a whole new building.

The work that contractors do may present risks to school staff and pupils. Whilst contractors will have been informed of the school's health and safety and safeguarding requirements, it is important that all staff are vigilant and report any concerns to the DFO and / or H&S Coordinator as soon as possible.

In order to reduce the risks, it may be necessary to cordon off the area in which contractors are working. Although this may be inconvenient, it is an important safety measure. You must not enter areas which have been cordoned-off or are marked 'contractors only'.

Asbestos

Asbestos is a mineral fibre that was used in the construction of many buildings as it has excellent fire resisting properties. However, its use is now illegal as asbestos dust can cause diseases of the lungs and intestinal tract.

If asbestos containing materials exist on the school site that are in good condition and are not in a position where they can be disturbed or damaged, there is no risk and they may be left in place. However, their location will be logged on an Asbestos Register and their condition will be closely monitored by the school and specialist consultants.

Old Buckenham Hall School has annual asbestos survey reviews and an Asbestos Register and Asbestos Management Plan produced. Where there has been any cause for concern the asbestos has been removed by specialist contractors following strict guidelines. The school's Asbestos Register is available to all staff. It is also shown to all contractors that need to be aware of the location of asbestos when working on the school premises.

For further information refer to the HSE website at www.hse.gov.uk/asbestos/index.htm You can also speak to your school's DFO and H&S Coordinator for information about any asbestos your working environment.



Unidentified Visitors, Intruders and Trespassers

School staff must be aware that unidentified visitors might be visitors with legitimate school business, e.g. parents or contractors, or they may be individuals who pose a security risk. Staff have a duty to assist in the safety of the whole school community by dealing with all unknown persons who appear on the school premises or grounds in a calm, non-confrontational manner.



Staff must be cautious in challenging suspicious trespassers or intruders directly and not approach them alone. If it is possible that the trespasser / intruder may be aggressive, staff should call the police rather than openly challenge them. If pupils are present, staff should avoid any actions which may lead to the situation escalating.

Where members of the public regularly use school's property, e.g. to exercise their dogs along the public footpath and may stray onto the private property, staff should approach them safely:

- Politely ask them to keep to the public footpath;
- Inform the DFO of the incident who will take further action if appropriate.

Staff Consultation

Good communication plays an important role in ensuring good standards of health and safety are maintained, and staff will be informed about health and safety updates, or consulted on significant proposed changes in a number of ways including:

- Through the school's termly H&S Committee – minutes should be readily available;
- By their line manager, H&S Coordinator, or a member of the SMT;
- At departmental or staff meetings.



OLD BUCKENHAM HALL

Health and Safety Signing-off Sheet

I confirm that I have:

- Read and understood the information contained in Old Buckenham Hall's H&S Handbook,
- Will follow its guidance, and
- Will ask for more information from my manager or the school's H&S Coordinator if I have any questions, or do not understand anything.

PRINT NAME:

Department:

Signed:

Dated: