



Ryelands Primary and Nursery School

HEALTH AND SAFETY EMPLOYEE HANDBOOK

HEALTH AND SAFETY LAW

The poster which is displayed in the entrance to the school and is entitled Health and Safety Law, gives details of the Health and Safety at Work Act 1974 and the responsibilities of employers and employees. The responsibilities of employees under the Act are as follows:

- **taking reasonable care** for your own health and safety and that of others who may be affected by what you do or do not do;
- **co-operating with your employer** on health and safety;
- **correctly using work items** provided by your employer, including personal protective equipment, in accordance with training or instructions; and
- **not interfering with or misusing anything provided for your health, safety or welfare.**

The following information will hopefully help give you details and information of our school procedures and aid us all in the above responsibilities.

ACCIDENT/INCIDENT REPORTING

Any accident occurring at Ryelands Primary School should be dealt with by a qualified First Aider. A list of qualified staff is available in the school office, staff room and first aid stations. First Aid boxes are placed throughout school and are indicated by the green cross First Aid Box signs.

LCC employees must also report out of work accidents, for example those arising from Road Traffic Accidents or sports / leisure pursuits where it has resulted in:

- absence from work; or,
- affects the employee's ability to undertake their normal work activities.

The following table outlines our response to an incident involving a child.

Incident & Accident Response Guidance

January 2018 Update



The following information is intended to guide staff in decision making with regard to the response to and treatment of children presenting with injuries during the school day. The guidance is in no way intended to be definitive and at all times if any staff member has a concern about deciding how to proceed in the event of an accident school recommends that additional advice is sought.

The following table summarises types of incident in school, how staff might respond and how the incident is recorded and reported to class teachers, parents and managers in school. From now on school is adopting a numerical 'level' system to indicate the type of incident and school's subsequent response to it.

Incident Level	Type of incident	Initial Response	Subsequent Actions	Recording and Reporting
1	Child is upset as a result of an incident that has not caused an injury.	TLC	None.	None
2	A minor injury which has not resulted in a mark on the child's body.	Assessment of injury and TLC	First Aid if necessary.	Record in 'Incident and Accident Response log' . Share with class teacher if necessary but not essential. Share with family if necessary but not essential. Sticker for KS1 children.
3	A minor injury which has resulted in a mark (redness/inflammation), graze , bump or bruise on the child's body (including a minor head bump without visible swelling).	Assessment of injury and TLC	First Aid <i>Note – ice packs are only to be used in the event of a more serious head bump/sprain/bruise.</i>	Record in 'Incident and Accident Response log' . Share with class teacher. Share with family by telephone or face-to-face. Sticker for KS1 children. Head bump letter if appropriate (slip returned to school office).
4	A more serious injury that has resulted in a graze, cut, bruise, sprain or bruise where the child is unable to participate in active play.	Assessment of injury and TLC.	Child brought inside. Family contacted.	Record in 'Incident and Accident Response log' . Share with class teacher. Share with family by telephone or face-to-face. Sticker for KS1 children. Head bump letter if appropriate (slip returned to school office). Record details of incident on 'Accident Reporting Form' . 'ARF' is copied for parents and original is filed in school office.
5	A serious injury that needs immediate emergency medical advice; a break, head injury, serious burn, loss of consciousness etc. (RIDDOR reportable).	Assessment of injury and TLC. Contact school office. School office informs SLT, contacts parents and where agreed/necessary Emergency Services.	First Aid until family/Emergency Services arrive.	Record in 'Incident and Accident Response log' . Share with class teacher if not present at incident. Record details of incident on 'Accident Reporting Form' . 'ARF' is copied for parents and original is filed in school office. H&S Co-ordinator completes summary report of incident and logs with HSE.

DEALING WITH BODILY FLUIDS (urine; blood; faeces; vomit)

Under no circumstances should an employee put their unprotected hands where they cannot see, such as into soil, drains, u bends, inside bins etc. Any employee cleaning bodily fluids should ensure that they are wearing protective equipment such as plastic gloves and use the sanitizers and cleaning fluids.

The spillage area should subsequently be cleaned using the appropriate cleaning materials and the incident reported to the caretaker as soon as possible. Any vomit should be cleaned with sawdust and sanitizer, whilst wearing protective gloves. Where possible, the tub to be used for children who are vomiting should contain a plastic bag with sawdust which should then be disposed of in the appropriate bin.

CONTRACTORS

All contractors must report to the school office and sign in to the building in the Contractors Signing In Book. All contractors working at Ryelands Primary School should be approved through the LCC BECON system. If required, a Risk Assessment sheet will be completed by Jules Wilkin.

CLEANING/CARETAKING

Cleaning and Caretaking at Ryelands Primary School is undertaken by our own cleaning staff. The “Golden Rules” for manual handling, lone working and working at heights must always be adhered to, these are appended to the rear of this document. Care should be taken when using cleaning materials and information contained on the COSHH information sheets should be adhered to at all times. COSHH information sheets are on display in the Site Supervisor’s office. The COSHH register is kept in the Health and Safety File in the main office. Personal protective equipment issued by school should be worn at all times.

DISPLAY SCREEN EQUIPMENT

In general, a user is an employee who uses a display screen for one-third or more of his/her time for a continuous period of one month.

- for one-third or more of his/her time for a continuous period of one month;
- for more than a continuous hour during each working day;
- for infrequent periods of intensive usage

As an employee it is your responsibility: -

- To co-operate during DSE risk assessment
- To use any equipment and the workstation provided in accordance with any information, instruction & training given
- To bring any concerns relating to the use of DSE to the attention of their line manager as promptly as possible

If you are deemed a DSE user, a risk assessment will be undertaken by the H&S co-ordinator.

Further details regarding Display Screen Equipment Users are available in the Health and Safety File which is held in the School Office.

FALLING OBJECTS/SAFE STORAGE

All employees must adhere to the “Golden Rules” which are appended to this document and on the staff server. To ensure that classrooms, offices and stockrooms are safe with regard to storage and the prevention of objects falling from height.

FIRST AID

A list of qualified staff is available in the school office, staff room and first aid stations. First Aid boxes are placed throughout school and are indicated by the green cross First Aid Box signs.

MANUAL HANDLING

Manual Handling risk assessments are conducted by Health and Safety Officer. Golden Rules for manual handling are appended to the rear of this booklet.

MOBILE PHONES

The Use of Mobile Phones is not permitted in the classrooms during the school day. If employees are working alone in the building, for their own safety, they should ensure that they have access to their personal mobile phone at all times. If they do not have access to a personal mobile phone, then they should consult with their line manager.

LONE WORKING

All employees should make themselves aware of the school’s Golden Rules for Lone Working which are appended to the rear of this document.

What is a Lone worker?

A lone worker is one whose activities involve a large percentage of their working time operating in situations without the benefit of interaction with other workers or without supervision.

They may be:

- A single employee in an establishment.
- Someone who works outside normal working hours; e.g. maintenance or cleaning.
- Someone who works during site shut down and closure periods, for example school site supervisors and other school staff going in to work during holiday periods.
- Contractors and maintenance workers.
- Mobile workers who work away from base;
- Someone who undertakes visits, for example social workers, educational and family support workers, welfare workers etc.
- Anyone who periodically is alone during a part of their working activities and whose safety may be compromised as a result.

What are my responsibilities as an employee?

- As an employee you are legally required to follow any arrangements that have been put in place for your safety.
- You should inform your line manager of any concerns you have over the safe working arrangements or your ability to follow them.
- You should be involved with the assessment of risks and the review of the arrangements as you are the one that knows what is or is not liable to work.
- You must inform your manager of any incidents, 'near miss' situations or accidents that occur during lone working where your safety could have been compromised or that indicate controls are inadequate.
- You also need to inform your manager of any personal factors that may affect your ability to carry out lone working safely, for example health or medical conditions.

WORK EQUIPMENT AND MACHINERY

What type of equipment is covered by the regulations?

Work Equipment covers all equipment provided for work in non-domestic premises including new, existing, second-hand, hired or leased equipment. It also covers equipment provided by employees for the purpose of their work where this is allowed i.e. tradesmen using their own tools. The description is wide and covers everything from a ballpoint pen, scissors or guillotine, to the most complex piece of machinery, shredders or wood/metal working machines and plant.

What are employees' responsibilities in relation to Work Equipment?

Employees must:

- Only use work equipment which has been authorised to use;
- Use work equipment in accordance with any training provided;
- Never misuse work equipment;
- Undertake a visual inspection of work equipment before use;
- Report to their manager any faults or problems identified at inspection or during its use

What "user checks" are recommended before use?

Regular users of electrical equipment can carry out a visual check of the equipment prior to its use. Things to look for are:

- Frayed or worn cables;
- Damage to the plug e.g. cracked casing or bent pins;
- Non-standard joints in the cable;
- Internal wires showing;
- If the equipment has been used in unsuitable conditions e.g.: wet or very dusty environments;
- Evidence of leakage e.g. oil, toner or fuel;
- Obvious damage to the outer cover of the equipment i.e. loose parts or screws;
- Burn marks or staining of the plug due to overheating; or
- Damage to the socket casing i.e. burn marks or staining, cracks to the moulding.

If you are using portable equipment that is regularly used by others, its worthwhile carrying out a quick visual check prior to using it yourself and before returning it to storage.

WATER HYGIENE (LEGIONELLA, LEAD ETC)

Legionella checks are undertaken by Clearwater Services on a monthly basis. Records of these checks are available in the main office. Annual checks are also provided by Healthy Buildings International and the Lancaster City Council also complete regular checks. These again will be recorded in the Legionella folder in the main office.

WORKING AT HEIGHTS

All employees should make themselves aware of the school's Golden Rules for Working at Heights which are appended at the rear of this document. Employees should all have completed the e-learning module on Ladder Safety.

What are my responsibilities as an employee as regards working at height?

If you are an employee required to do any work at height you must:

- ensure you understand the safety control measures for the task you are doing at height;
- undertake a visual inspection of the ladder/stepladders before use;
- report any safety hazard to the Health and Safety Officer or your line manager;
- use the equipment supplied (including safety devices) properly, following any training and instructions (unless you think that would be unsafe, in which case you should seek further instructions before continuing).

ADMINISTRATION OF MEDICATION – (please also see the policy)

It is the policy of Ryelands Primary School to support children who have medical needs who are attending our school. There is an Administration of Medicine Policy in place which is available from the school office and is summarised as follows:

- Medicine will be administered by the office upon completion of the appropriate permission form by a child's parent/guardian. Children may self-administer medicine but only under the supervision of an adult. All administration must be recorded.
- All medicine, with the exception of inhalers for children who have asthma (these are held in class in blue Emergency Medication Bags), and cream for children who have eczema, must be handed to and collected from the school office by a responsible adult at the beginning and end of the school day.
- Medical protocols for children with more serious conditions such as diabetes are contained in the Administration of Medication folder which is held in the school office.
- Asthma administration must follow the asthma policy and procedures available in the school office.

SMOKING

The Governors of Ryelands Primary School have adopted the Lancashire County Council No Smoking Policy and Ryelands Primary School is a no smoking site. In line with the policy, any employee who is caught smoking on site may be instantly dismissed.



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Golden Rules

CLASSROOMS, OFFICES AND STOCKROOMS

- Do not leave any wires trailing
- Do not stand on tables or chairs (Use ladders)
- Do not block fire exits
- Store heavy items on low shelves
- Use cups with lids for taking hot drinks around school
- Ensure folding classroom doors are clear before opening or closing them



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Golden Rules

WORKING AT HEIGHTS

- ❖ Do not stand on tables or chairs
- ❖ Use the equipment provided i.e. ladders or step stools
- ❖ When working at height feet should be no more than 6 ft above the ground
- ❖ Do not over stretch
- ❖ Do not overload your hands when climbing a ladder



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Golden Rules

MANUAL HANDLING

- ❖ Use the trolley to move any heavy objects
- ❖ Always bend your knees when lifting items on or of the trolley
- ❖ Where possible two people should work together when moving heavy items
- ❖ Store heavy items at a low level