



Health and Safety Policy

Updated: 26/07/2019

Health and Safety Policy

Introduction

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be brought to the attention of the employees, and shown to an HSE Inspector or LA auditor if requested.

An explicit safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.

The allocation of responsibilities and the writing down of particular arrangements to implement the policy encourages a coherent approach to the management of health and safety.

On revision, this policy will be presented to staff for consultation, to add specific content. After any appropriate re-drafting, this will then be presented for approval to SLT before final adoption by the proprietorial body. Therefore, writing the policy in consultation with all staff clarifies the arrangements made and helps give them ownership.

This process also provides for information to be shared later with others such as visitors and contractors.

The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.

Social Arts for Education take very seriously our responsibility for ensuring that the people who work for us can do so in a safe and healthy environment. The people we serve and those with whom we work in partnership must be confident that we provide our services in such a way that risks are managed and minimised. We do not just accept the minimum legal standards set by national legislation: we strive to promote a culture which makes us an exemplar, producing a high standard of health and safety practice in the things we do. Achieving these standards actively contributes to the overall quality of the services we provide and we will make available sufficient resources to facilitate a positive working culture.

Statement of Intent:

The headteacher and Proprietorial Body are committed to establishing and implementing arrangements that will:

- prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- ensure staff and pupils are safeguarded when on school premises, or engaged in off-site

activities (e.g. school trips, sports events etc.).

- ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- provide adequate facilities and arrangements for welfare.
- engage and consult with employees on day-to-day health and safety conditions
- maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
- ensure safe use, handling, storage and transport of articles.
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.
- design and implement emergency procedures – evacuation in case of fire or other significant incident.

Signed:

Headteacher



Date: 22/03/2019

Signed:

Chair of Proprietorial Body

Date:

Organisation

Employer Responsibilities

Social Arts for Education as the employer has a statutory duty in respect of health and safety to keep its premises and people healthy and safe according to legislation.

The Proprietorial Body have ultimate responsibility for this, however this is devolved to the headteacher, Annabel Leaver, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The headteacher will ensure the overall implementation of the policy.

Headteacher Responsibilities

- To ensure that the delegated Responsible Person (Health and Safety Officer) fulfils all of Social Arts for Education's responsibilities in line with the Health and Safety At Work Act (1974), and according to this policy.

Health and Safety Officer Responsibilities

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To keep Social Arts for Education's Health and Safety Handbook up to date, and provide refresher training on it for all staff at regular intervals, and full training on it for new staff.
- To include health and safety issues in Social Arts for Education improvement plan, if necessary;
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To liaise with the landlord and/or building maintenance consultants and/or with contractors to resolve property maintenance issues;
- To ensure that contractors are certified, qualified, and registered members of 'safe practice' organisations such as Gas Safe.
- To ensure that regard is given to health and safety concerns when contractors are carrying out property maintenance plans for major maintenance and improvement works.

- To ensure that property matters (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use).
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the governing body on a regular basis;
- To monitor and review all health and safety policies and procedures.
- To ensure that their own training is up to date and to report any CPD needs they have to the headteacher

NB: Although these tasks have been delegated to the Health and Safety Officer, they remain the overall responsibility of the headteacher.

The designated Health and Safety Officer is Ruth McWeeney

Responsibilities of the Proprietorial Body

- Responsibility for the health and safety of pupils lies with the proprietorial body of Social Arts for Education, as the employer of school staff.
- The proprietorial body will promote a strategic overview for health and safety.
- The proprietorial body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- The proprietorial body must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.
- The proprietorial body will make adequate provision for maintenance of Social Arts for Education premises and equipment, within Social Arts for Education's delegated budget.
- The proprietorial body will support and monitor health and safety within Social Arts for Education.

Name of Member of the Proprietorial Body with Responsibility for Health and Safety
LaReo Riviere

Staff Responsibilities

- Staff must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Must co-operate with their employer on health and safety matters.
- Must not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the headteacher or their line manager.

Consultation with Staff

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and Safety is a standing item on all staff and Proprietorial Body meeting agendas.

Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- All current staff have been provided with an electronic copy of the Health and Safety Law Leaflet, and required to confirm in writing that they have received and read this.
- New staff will be provided with a copy of the leaflet upon induction, as part of their Health and Safety training.
- A link to the leaflet is also found within Social Arts for Education's Health and Safety Handbook, and paper copies are available at reception

Supervision of trainees and visitors

- Supervision of young workers, trainees or work experience students will be arranged, undertaken and monitored by the headteacher or other delegated key members of staff.
- The headteacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.
- All visitors to Social Arts for Education will be required to sign in and out on entry to and exit from the building, and will not be left unsupervised while on site.

Competency for Health and Safety Tasks and Training

- Induction training will be ensured for all members of staff by the Health and Safety Officer.
- Training will be identified, arranged and monitored by the Health and Safety Officer, headteacher and the proprietorial body.
- Staff are also responsible for drawing to the attention of the Health and Safety Officer or headteacher their own personal training needs.
- Training records will be held on Social Arts for Education's cloud storage, in order that they are easily accessible for audit purposes, and will be kept up to date.

The person responsible for holding the records is: Ruth McWeeney

Monitoring

- The Health and Safety Officer and headteacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of Social Arts for Education building, grounds and equipment. These inspections will be undertaken once a week, and will encompass the following:
 - Safety checks on all furniture and equipment
 - Safety checks of building (flooring, integrity of glazing etc)
 - Integrity of fire routes
 - Boiler pressure
 - Water temperature
 - Checks on emergency lighting
 - Checks on functioning of smoke alarms

The results of these checks will be recorded weekly, and an action plan generated from the results.

- The Health and Safety Officer is responsible for investigating accidents although the accountability lies with the headteacher.
- The headteacher is responsible for investigating work-related causes of sickness and absences.
- The headteacher is responsible and accountable for acting on investigation findings in order to prevent recurrence.

Arrangements

School Activities

- The headteacher will ensure that risk assessments are undertaken. **See appendix 10 for our general risk assessment**
- The significant findings of all risk assessments will be reported to the proprietorial body and to

all relevant staff, contractors and visitors who may be affected.

- Any actions that are required to remove or control risks will be approved by the head teacher or their delegated responsible person.
- The headteacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Curriculum Safety Risk Assessments: Risk assessments for specific curriculum activities will be carried out prior to the activity. *Our general risk assessment can be found at appendix 10.*

Educational Visits

Educational visits are subject to a separate policy (the Educational Visits Policy) and will be risk assessed on an individual basis prior to each activity. Copies of these risk assessments will be held on file, and each risk assessment will be thoroughly evaluated after the fact to assess whether the provisions contained therein were satisfactory.

Visitors

- All visitors shall be directed by clear signage to the reception and must report to the front desk, where appropriate arrangements for their signing in and out and identity badges will be provided,
- All visitors shall be made aware of Social Arts for Education's fire arrangements in the event of a fire.
- All visitors shall be made aware of Social Arts for Education's emergency procedures.

Fire and Emergency Procedures

- The headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. ***See appendix 7 for the fire policy.***
- The Health and Safety Officer is responsible for undertaking the Fire Risk Assessment
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

□ Instructions to employees are in the form of a responsibilities document, which has been emailed to all staff, and allocates duties to each staff member in the event of an emergency that requires evacuation of the building. See Appendix 11 for a copy of this document.

Names of fire wardens: Annabel Leaver and Ruth McWeeney

- Emergency evacuation will be practiced twice a term, and a record will be kept in the Health and Safety cloud storage folder. As we do not have our entire cohort of students on site at any one time, an effort is made to ensure that all students take place in at least three emergency evacuation practices per year.

A record will be kept by: Ruth McWeeney

- The Fire Brigade will be contacted by Annabel Leaver or Ruth McWeeney

Fire Alarms

- Regular testing of smoke alarms will be carried out weekly by the Health and Safety Officer.
- Fire alarms at Social Arts for Education are not hard wired, as the building is very small, however we have air horns in the two upstairs classrooms, to ensure that we can give an audible warning that can be heard by everyone in the building simultaneously.

Fire Log Book

- The fire log book is kept by the Health and Safety Officer in electronic form on the health and safety cloud storage.

Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so, and if it is necessary to do so in order to ensure clear escape. Staff should never put themselves or others at undue risk. If there is a clear escape available, staff should not attempt to tackle a fire, but should concentrate on evacuating the premises. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance to Social Arts for Education's Control of Substances Hazardous to Health (COSHH) risk assessment. A list of hazardous substances will be provided to fire officer in the event of a fire. **See appendix 9 for example MSDS and the location of a list of dangerous chemicals.**

The Responsible Person for Fire Safety is Ruth McWeeney

Maintenance of Fire Precautions:

The Health and Safety Officer will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

Bomb Alerts

Bomb alerts will be dealt with in accordance with Social Arts for Education's emergency planning arrangements. **See Appendix 1 for Emergency Procedure example.**

- The headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

First Aid Arrangements

- The headteacher will ensure that there are an appropriate number of designated and trained first aiders in Social Arts for Education.

A list of first aiders, and their certifications, can be found at Reception. Current first aiders are Annabel Leaver and Lisa King.

- The Health and Safety Officer will ensure that there are an appropriate number of first aid boxes, with instructions.
- The Health and Safety Officer will ensure that all first aid boxes are kept fully stocked, and that the contents are checked and recorded on a regular basis.

The first aid boxes are located in the medical bay.

A first aid risk assessment has been carried out, and forms **Appendix 2 First Aid Risk Assessment** of this document.

Recording accidents and incidents

Social Arts for Education will ensure that all injuries or near misses are reported, and that injuries are recorded in the accident book. If the injury involves a child, details of the incident and associated injury, plus any treatment given, will be shared with the child's parents.

Accident/Incident Reporting and Investigation

Both legislation and good management practice require that accidents, incidents and dangerous occurrences are recorded and in some circumstances reported to the Health and Safety Executive (HSE). Investigating and analysing work-related accidents and incidents is an essential part of managing health and safety.

Definitions

- Accident/Incident – an unplanned or unintended event which has led to, or could have led to, injury to person(s) or damage to property.

- Workplace (or place of work) – “Any premises or part of premises, which are not domestic premises; and are made available to any person as a place of work and include any place within the premises to which such a person has access while at work, or to any room, lobby, corridor, staircase, road or other place used as a means of access to or egress from the workplace, or where facilities are provided for use in connection with the workplace”.
- Whenever a member of staff is involved in an accident/incident whilst at work, the details must be recorded in our accident book, from there placed in the employee’s file, and the Health and Safety Officer notified for logging purposes
- Accidents/incidents which occur to others (visitors, contractors, pupils, service users, etc.) during the course of our work must also be recorded in our accident book and the Health and Safety Officer notified for logging purposes. In the case of accidents to pupils, a copy of the entry in the accident book must be placed in the pupil’s folder and the parents of the pupil also need to be notified.
- All reportable incidents under the RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be reported to the HSE by Social Arts for Education. Some accidents also need to be reported because they may affect an individual’s rights under Social Security legislation.

**HSE Contact Details:
Incident Contact Centre**

www.hse.gov.uk

See Appendix 3 for an exemplar accident reporting form.

Administration of medication

- Parents will be invited, at the point of their child’s entry to Social Arts for Education, to complete our consent form for medical treatment in accordance with school policy and DFE guidance.
- Even with overall consent, written consent for each medication administered must be obtained at the time of administration, together with written confirmation of the times and amounts of any previous doses taken by the child.
- If a child has a medical condition that might involve staff having to perform emergency treatment outside that which would be covered on a first aid course (e.g. a child with diabetes needing insulin), training specific to this will be provided to any first aiders.

Information Technology

- The headteacher will ensure that suitable arrangements are in place for the use of Information Technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, staff are expected to comply with electrical safety policies when

charging and manual handling procedures (if using trolleys).

- Assessments for users of Display Screen Equipment (DSE) are carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002) and the results are recorded and stored on the Health and Safety cloud storage. Action plans are then drawn up from these assessments.

Legal Requirements for Premises

- Social Arts for Education will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- Social Arts for Education will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

Safe Handling and Use of Substances

- The Health and Safety Officer is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Health and Safety Officer is responsible for undertaking COSHH assessments. However, as the use of chemicals at Social Arts for Education is dynamic, and mostly limited to science experiments, there will be circumstances when the risk assessment is carried out as part of a lesson, immediately prior to a specific activity (for example performing a chemical reaction). This will help to enable staff and students to take an active role in protecting themselves against substances that could harm their health, and increase knowledge of the procedures for keeping staff and students safe.
- The Health and Safety Officer is responsible for ensuring that all relevant employees are informed about the COSHH assessments. COSHH assessments are stored on the Health and Safety cloud storage. **Appendix 4 shows our main COSHH assessment**, which covers many common substances that people in the building may be exposed to. **Appendix 7 shows our DSEAR risk assessment**, which covers dangerous and explosive materials.
- The Health and Safety Officer is responsible for checking that all new substances can be used safely before they are purchased.
- The Health and Safety Officer is responsible for the collation and storage of Material Safety Data Sheets for all chemicals held on site.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest

Inspection of Premises, Plant and Equipment

Full, formal inspections of the premises, plant and equipment will take place to the following schedules:

Weekly

- All equipment and internal fixtures
- External footways
- Smoke alarms
- Boiler pressure
- Water temperature
- Fire exits

Monthly

- Emergency lighting

Annually

- Guttering and drainage
- External fabric of building
- PAT testing of electrical appliances

Every two years

- Legionella testing

Every three years

- Asbestos management survey

Every five years

- Fixed electrical installation testing

Anything falling outside these specifics will be inspected a minimum number of three times a year.

Maintenance needs will be identified from the inspections and a maintenance schedule will be created.

- All identified maintenance will be implemented.
- Routine checks will be undertaken by a combination of class teachers, governors and the headteacher/deputy head using the checklists.
- Access to store rooms will also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, the area will be isolated, and remedial work will be carried out immediately.

Asbestos Management

The Health and Safety Officer will arrange for an asbestos management survey to be carried out every three years. The headteacher will ensure that safe asbestos management policies are followed. A copy of the asbestos survey will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where any asbestos is within the building. The headteacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

Legionella Management

The Health and Safety Officer will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that Social Arts for Education is responsible for. Therefore all identified remedial works will be incorporated into Social Arts for Education's maintenance programme.

Monitoring of the water system is also a statutory requirement and Social Arts for Education will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

Legionella awareness training sessions must be attended by Social Arts for Education's nominated representatives at least once every three years, in order that staff gain a good understanding of the key issues surrounding legionella and detailed monitoring requirements.

Response to Emergency Situations

The response to emergencies such as intruder ingress, bomb threats, acts of God and other such dangerous occurrences is contained within the School Emergency Plan. **See Appendix 1 Emergency Procedure example** for an exemplar emergency procedure. *Also see Lockdown Policy which can be produced on request.*

List of Risk Assessments, Policies and Procedures to complement this Policy

- Anti-Bullying Policy
- Behaviour Policy
- Control of chemicals hazardous to health (COSHH)
- Display Screen Equipment (DSE)
- Driving at Work
- Fire Manual
- Fire risk assessment
- Health and Safety Manual
- Manual handling Policy
- Pedestrian and people movement
- Personal Electrical Equipment
- Risk Assessment Policy
- School Emergency Plan
- Staff Code of Conduct
- Wellbeing Policy
- Lockdown Policy

APPENDICES

Appendix 1 – Emergency Procedure example

Appendix 2 – First Aid Risk Assessment Annex 1: Emergency Planning

Appendix 3 – Example accident record sheet

Appendix 4 – General COSHH risk assessment

Appendix 5 – Example inspection checklist

Appendix 6 - Fire Policy

Appendix 7 – DSEAR risk assessment

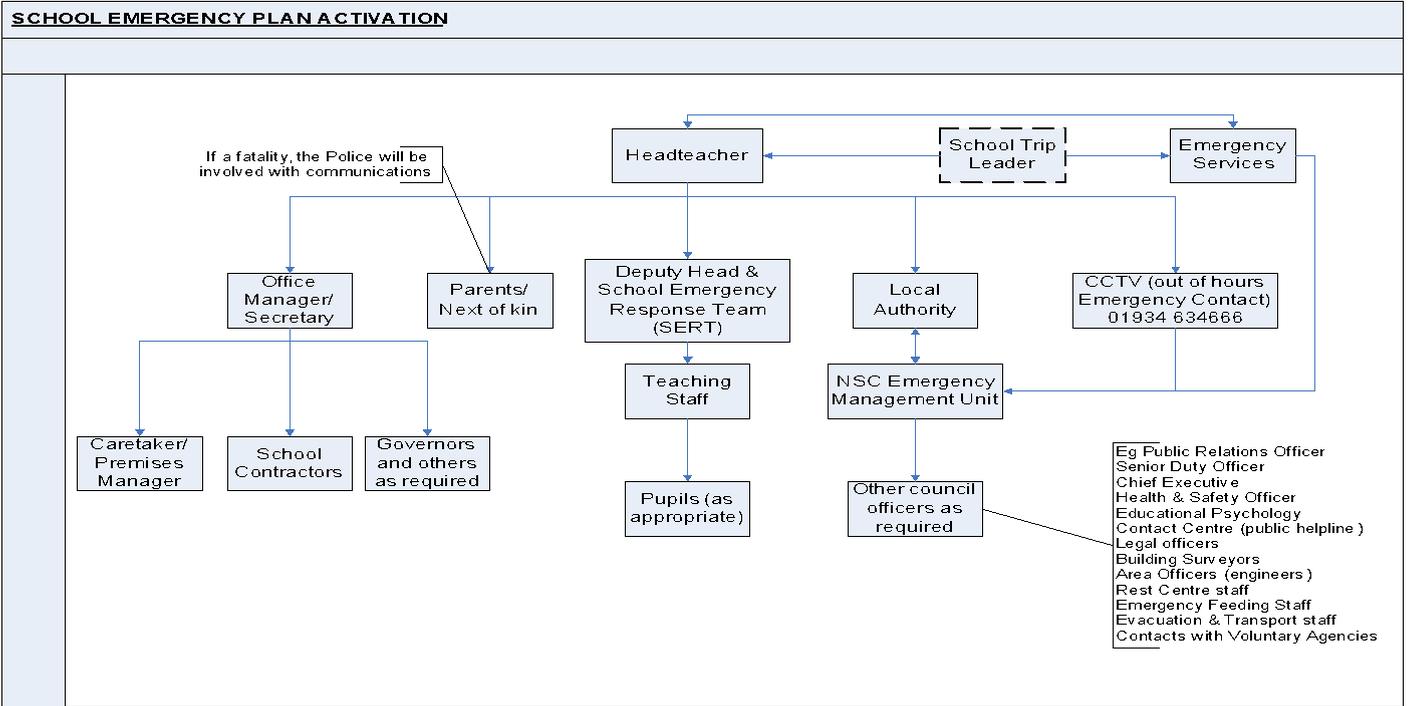
Appendix 8 - Asbestos Policy

Appendix 9 – Hazardous Chemicals and Material Safety Data

Appendix 10 - General Risk Assessment

Appendix 11 - Roles in an Emergency

Appendix 1 – Emergency Procedure example



Appendix 2 - First Aid Risk Assessment

Social Arts for Education is a diverse site containing teaching and kitchen areas, office areas for staff as well as open access areas for students, together with some areas that are bookable by outside groups

The building is multi-floored, having a ground floor and a basement.

The building is located in Eltham, a suburb of London, in an area close to hospitals and medical assistance.

The nearest Accident and Emergency is located at Queen Elizabeth's Hospital Stadium Road, Woolwich, 2.3 miles away. There is also an eye clinic at the same hospital, and an NHS Walk in Centre on Passey Place within a mile of the building.

Social Arts for Education has a staff of 7, including SLT teaching staff and administrative and support staff. As well as this there are approximately 20 students who attend the school.

Working hours are classed as between 7.30am and 6.00pm although staff with Fire Training, Out of Hours training and access can work outside these hours.

Trips run by Social Arts for Education also need to be facilitated with First aid cover.

In addition to this, chemicals used in science lessons provide their own individual risks that need to be catered for.

Social Arts for Education has an excellent safety record with very few reported incidents in the past.

All incidents and near misses are reported and logged in the accident book.

First aid boxes –

First aid boxes are located in the following locations

| | FIRST AID BOX LOCATIONS 22/03/19 |
|-------------------|----------------------------------|
| Main (50 person) | Medical Bay |
| Park (10 person) | Medical bay |
| Trip (10 person) | Medical bay |

This level of provision is considered more than adequate for the size of building and the number of floors.

The contents of the boxes are stocked in line with HSE recommendations and are monitored and topped up/replaced as necessary

First Aiders

At the time of writing (26/07/19) the department has **2** staff that have completed a Paediatric First Aid and First Aid at Work course.

| | | |
|----------------|---------------------------------|-------------------------|
| | | Valid until: |
| | | 5 th October |
| Annabel Leaver | Paediatric First Aid, Emergency | 2021 |
| | First Aid at Work | |

| | | |
|-----------|---------------------------------|---------------------|
| | | Valid until: |
| | | 9 th May |
| Lisa King | Paediatric First Aid, Emergency | 2020 |
| | First Aid at Work | |

The First aiders are a combination of administrative and teaching staff. This number of First aiders is considered sufficient to cover the size and occupation levels of our building.

The Headteacher monitors expiry dates of qualifications along with a person's willingness to continue in the role of First aider, working with Health & Safety in order that sufficient numbers are maintained.

Trip First aid

At least one qualified First Aider will be on each trip with more if possible. The Headteacher will ensure that appropriate activity risk assessments are in place prior to any trips.

The following table is a series of responses to questions posed in the HSE guidance: HSE, First Aid at Work, the Health and Safety (First Aid) Regulations 1981. Guidance notes.

| CONSIDERATION | ACTION |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Does your workplace have higher-level hazards such as chemicals or dangerous machinery? | Yes, all chemicals are locked in secure storage when not in use, and are carefully controlled by staff if being used. |
| Do your work activities involve special hazards such as hydrofluoric acid or confined spaces? | No |
| How many people are employed on site? | There are 7 people employed at Social Arts for Education, and the student roll currently stands at 21. Due to the nature of our school, it is rare that everyone is on site at once – we usually have, on average, no more than 15 people in the building |

| | |
|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | at any one time. |
| What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen? | Social Arts for Education has an excellent safety record with very few reported incidents in the past. We have a policy of having at least one trained First Aider on all external trips. |
| Do you have employees who travel a lot, work remotely or work alone? | No |
| Do any of your employees work shifts or out-of-hours? | There are staff and postgraduates that are permitted to work out of hours. All staff doing so have to pass Fire Training and be aware of the procedures to follow in the case of an out of hours emergency. |
| Are the premises spread out, eg. are there several buildings on the site or multi floor buildings? | The building has two floors |
| Do you have sufficient provision to cover absences of first aiders or appointed persons? | The number of First aiders reflects the potential for some staff to be absent from the department |
| Do members of the public or nonemployees visit your premises? | On occasion, parents, prospective students or visitors from other institutions will be present in the building. Our First aid provision allows for these circumstances in the number of First aid boxes provided, their location and the number of First aid qualified staff in the building. Other instances include work experience students |

Appendix 3 Example accident record sheet

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Record Sheet No. <div style="border: 1px solid black; width: 40px; height: 20px; margin: 5px auto; text-align: center; line-height: 20px;">1</div> Date 8/6/18. | <h2 style="text-align: center; margin: 0;">ACCIDENT/INJURY RECORD SHEET</h2> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px;">Date of Accident /Injury</div> <div style="border: 1px solid black; padding: 2px;">No.</div> <div style="border: 1px solid black; padding: 2px;">Book No.</div> </div> <p>Casualty details</p> <p>Name _____ Occupation _____</p> <p>Address _____</p> <p style="text-align: center;">Post code _____ Telephone _____</p> <p>Accident/Injury details - Where and when did it happen ?</p> <p>Time _____ Location _____</p> <p>Equipment/Machinery involved _____</p> <p>_____</p> <p>_____</p> <p>What happened ? (include the cause and nature of accident/injury)</p> <p>_____</p> <p>_____</p> <p>Signed _____ Date _____</p> <p>Treatment given, if known</p> <p>Signed _____ Date _____</p> <p>Your details, if different from above</p> <p>Name _____ Occupation _____</p> <p>Address _____</p> <p style="text-align: center;">Post code _____ Telephone _____</p> <p>Signed _____ Date _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>For the employee only</p> <p>By ticking this box <input type="checkbox"/> I give my consent to disclose my personal information and details of the accident which appear on this form to safety representatives and representatives of employee safety for them to carry out the Health & Safety functions given to them by law.</p> <p>Date ____ / ____ / ____ Signature _____</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>For the employer only</p> <p>Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1955 (RIDDOR).</p> <p>To report, just call the ICC on 0845 300 9923.</p> <p>How was it reported? _____</p> <p>Date reported ____ / ____ / ____ Signature _____</p> </div> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Appendix 4 – COSHH Risk Assessment (general)

| Risk | Who is at risk | What we already do | How we could improve | Date for action to be completed | Whose responsibility is this |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------|
| Ingestion | Staff and students | All chemicals kept in their original bottles, clearly labelled, and all science equipment kept together Cleaning fluids kept in cupboards not accessed by children | COSHH compliant secure storage Lock on kitchen cupboard that contains bleach | ACTION COMPLETED ACTION COMPLETED | RM |
| Contact with skin or eyes causing burns or irritation | Staff doing cleaning, students undertaking science experiments | Correct PPE to be worn at all times when using chemicals Science experiments risk assessed | COSHH compliant secure storage Lock on kitchen cupboard that contains bleach | ACTION COMPLETED 31/03/2019 | RM RM |
| Spillage, potentially creating hazardous fumes or explosive mixtures | Staff and students - potential irritation to airways from toxic fumes, potential fire from explosive mixtures | Chemicals kept on same shelf to reduce likelihood of mixing if they spill. Children not allowed unsupervised access to lab More dangerous chemicals (eg acids and strong alkalis) are kept to absolute minimum | Shelf is very narrow, so bottles could be knocked off easily. COSHH compliant storage to be bought. | ACTION COMPLETED | RM |
| Indoor air quality | Staff and students - sore throats, stuffy noses | Fans provided Doors at back opened when necessary | Provide better ventilation in front of building | ACTION COMPLETED | RM RM |

| | | | | | |
|--------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------|--|
| | | <p>Science experiments that produce fumes thoroughly risk assessed and carried out outside. Any experiment that would produce toxic fumes not carried out at all.</p> <p>Appropriate ventilation, risk assessment and PPE provided for anything non standard that would present an inhalation risk, eg spray painting, certain glues, white spirit in art lessons.</p> | Provide plants for better air quality/humidity | 01/09/2019 | |
| Contagious illness | Staff and students - a child may vomit, for example | Appropriate disinfectants and PPE kept on site, any contaminated areas cleaned and disinfected immediately | Spillage kit kept in each classroom | ACTION COMPLETE D | |

Appendix 5 Example inspection checklist

In the example inspection checklist below, the first column lists the items to be inspected, while the second gives details of what to look for. Persons in charge of premises may need to adapt or modify the checklist to suit local circumstances.

1. External areas

| | |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) External areas | <ul style="list-style-type: none"> ● missing or obviously displaced bricks or other elements ● cracks in brickwork ● bulging or leaning walls ● rotting timber supports or cladding boards ● damaged cladding tiles or roof sheets |
| (b) Roofs | <ul style="list-style-type: none"> ● slipped or missing tiles, slates or roof sheets (perhaps evidence of broken tiles or slates on the ground) ● cracked or leaning chimneys ● damaged or leaking roof lights or guttering ● gutters or downpipes blocked or leaking ● excessive sagging of flat roofs, with poor water run-off and/or leaks ● fragile roofs not properly marked as 'fragile' ● no easy access to roof areas ● tv and other aerials not firmly fixed |
| (c) Fire escapes | <ul style="list-style-type: none"> ● treads, balusters or handrails worn, loose or broken ● fire escape doors and panic bolts not working properly |
| (d) Fire hydrants | <ul style="list-style-type: none"> ● hydrants on or near the site not accessible |
| (e) Paths and other hard surfaces | <ul style="list-style-type: none"> ● paving slabs which rock or are not level with adjacent paving to an extent that is likely to cause a tripping hazard ● potholes in pedestrian tar paved areas, roadways or car parks ● slippery surfaces ● areas covered with water that affects access or use |
| (f) Steps | <ul style="list-style-type: none"> ● loose, crumbling or badly worn steps ● faint paint edgings (if appropriate) |
| (g) Drains, etc | <ul style="list-style-type: none"> ● broken, raised or sunken drain or inspection covers ● blocked drains causing pollution or giving rise to external surface water |
| (h) Fences and walls | <ul style="list-style-type: none"> ● loose or projecting wire, particularly at eye or foot level and adjacent to paving ● rotten fence posts or netting ● fences or walls leaning over footpaths ● cracked or bulging walls ● missing or displaced bricks or rocks |
| (i) Gates | <ul style="list-style-type: none"> ● rotten or decayed framework or supports ● difficult to open/close or secure |
| (j) Mobile classrooms | <ul style="list-style-type: none"> ● structure sitting unevenly or moving on supports ● loose or damaged steps or handrails (including emergency exit steps) ● steps covered in moss or otherwise slippery |
| (k) Lighting | <ul style="list-style-type: none"> ● site lights all working |

| | |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (l) Oil tanks | <ul style="list-style-type: none"> ● inside of bund (spill retaining) ● area around the tank is free from rubbish ● no overgrown vegetation |
| (m) Propane gas supplies | <ul style="list-style-type: none"> ● area and apparatus kept clean and tidy |
| (n) Goal posts | <ul style="list-style-type: none"> ● not firmly fixed in ground or rotten ● crossbars not properly fixed |
| (o) Sand pits | <ul style="list-style-type: none"> ● play and jump pits not checked before use for sharp objects or dog mess ● covers are in good condition |
| (p) Trees | <ul style="list-style-type: none"> ● obviously loose branches, etc ● tree branches and bushes overhanging paths or reducing sight lines between pedestrians and vehicles |
| (q) Glasshouses | <ul style="list-style-type: none"> ● broken or loose glass ● structure unsound |
| (r) Stores | <ul style="list-style-type: none"> ● hazardous equipment or substances not properly locked away/adequately stored ● entrances to things such as underground air-raid shelters not firmly locked ● restricted access |

2. Swimming pools

| | |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Swimming pools (outdoor or indoor) | <ul style="list-style-type: none"> ● pool and surround not clean ● not disinfected to recommended standard ● cracked walls or damaged tiles ● loss of water which would indicate a leak ● fences, where fitted, unsound ● appropriate covering (if applicable) |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

3. Internal areas

| | |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) Ceilings | <ul style="list-style-type: none"> ● obvious bulging of plaster ● loose or damaged tiles ● cracks |
| (b) Walls | <ul style="list-style-type: none"> ● obvious bulging of plaster ● cracks ● loose or badly cracked tiling ● loose skirting ● loose wall board, e.g. pin, notice, black or white boards |
| (c) Partitions | <ul style="list-style-type: none"> ● not securely fixed ● cracked or loose plaster ● holes ● broken or cracked glass or similar panels ● folding screen tracks not functioning properly |
| (d) Windows | <ul style="list-style-type: none"> ● loose, cracked or broken glass ● missing, broken or loose hinges or casement stays ● broken or worn sash cords ● loose, rotting or rusting frames ● unable to open/close |

| | |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (e) Doors | <ul style="list-style-type: none"> ● missing or loose hinges ● broken or damaged handles or push-bars ● missing screws from kick plates (along bottom face of some doors) ● defective door closers (especially on fire resisting and smoke stop doors) which do not close doors properly, or which allow them to slam, or which are over resistant ● doors (especially fire/smoke doors) which jam open or which have been wedged open ● loose security fittings, e.g. locks, catches, bolts ● cracked or broken glass ● unable to open/close |
| (f) Floors | <ul style="list-style-type: none"> ● badly worn floor surfaces or carpets ● unintentional differences in floor levels ● missing or loose tiles or wood blocks ● slippery floor surfaces ● tripping hazard caused by mat well being too deep for doormats |
| (g) Stairs | <ul style="list-style-type: none"> ● loose nosings (i.e. on front edges of steps) ● loose or missing tiles, torn carpets or other damage to treads ● slippery steps ● loose, damaged or missing balusters or handrails |
| (h) Shelving | <ul style="list-style-type: none"> ● fixed and movable shelving and racks not secure ● overloading which may cause a falling hazard |
| (i) Temperatures | <ul style="list-style-type: none"> ● areas not heated to reasonable, or at least minimum, standards |
| (j) Lighting | <ul style="list-style-type: none"> ● not sufficient and/or suitable ● not working properly ● items stored close to hot lamps ● emergency lighting not tested regularly ● ceiling lights have the appropriate protective coverings |
| (k) Power points | <ul style="list-style-type: none"> ● insufficient or in the wrong place ● not firmly fixed ● supply cables damaged ● malfunctioning ● overloaded ● multi-way adaptors not fused or used other than where really necessary ● hazardous trailing cables ● residual current devices (earth leakage circuit breakers) not regularly tested where fitted |
| (l) Fire alarms | <ul style="list-style-type: none"> ● not regularly tested/insufficient recording of tests made ● bells, etc., not audible everywhere ● call points obstructed ● fire notices not up-to-date and/or inaccessible |
| (m) Fire fighting equipment | <ul style="list-style-type: none"> ● insufficient or unsuitable ● poor general condition ● not regularly maintained ● hose reels not periodically run out for checking |
| (n) Isolators | <ul style="list-style-type: none"> ● isolating valves or switches for services in laboratories and workshops not suitable, inaccessible and/or inoperable ● appropriately labelled |

4. Sanitary accommodation

| | |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) Wash basins and baths | <ul style="list-style-type: none"> ● cracked or unclean ● inadequate supply of hot and cold or warm water ● outlets blocked |
| (b) WCs | <ul style="list-style-type: none"> ● cracked pans or seats ● unclean pans or cubicles ● cistern not firmly fixed ● disused WCs not sealed against vermin |
| (c) Urinals | <ul style="list-style-type: none"> ● cracked bowls or troughs ● outlets blocked ● unclean, including surrounding floor ● flushing mechanism not working properly ● cistern not firmly fixed |
| (d) Showers | <ul style="list-style-type: none"> ● cracked or unclean base ● extraction fans (where fitted) not working ● any separately recommended routines to prevent Legionnaires Disease not being carried out |
| (e) Drinking fountains | <ul style="list-style-type: none"> ● dirty ● not working properly |
| (f) Pipework | <ul style="list-style-type: none"> ● corroded or leaking |
| (g) Hot water | <ul style="list-style-type: none"> ● excessively hot |
| (h) Soap, towels, toilet paper | <ul style="list-style-type: none"> ● not readily available |

5. Equipment

| | |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) Electrical | <ul style="list-style-type: none"> ● leads not properly fixed into appliance and plug (coloured conductors should not be visible) ● frayed or knotted cables or cables with temporary joints ● items not inspected (and, if appropriate, tested) at least annually by someone competent to do so (inspection should include removing cover and checking polarity, tightness of connections, clamping of outer cover and rating of fuse (13A plugs)) ● exposed conductors on mains equipment ● exposed conductors on laboratory equipment rated at above 50 volts ● fuse boards left open ● switch rooms and lift motor rooms used for storage or left unlocked |
| (b) Pressure cookers/autoclaves | <ul style="list-style-type: none"> ● corrosion ● annual statutory inspection |
| (c) Lifting gear/hoists | <ul style="list-style-type: none"> ● poor condition ● loads left suspended ● statutory inspections not carried out |
| (d) Fume cupboards | <ul style="list-style-type: none"> ● poor condition of cabinet ● sash not working ● condition of services ● air flow not checked annually |
| (e) Dust extractors | <ul style="list-style-type: none"> ● unsuitable for particular use ● not tested annually |
| (f) Laboratory sinks | <ul style="list-style-type: none"> ● dirty |

| | |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> ● outlets blocked ● matter in traps not cleared and/or disposed of safely |
| (g) Boiler rooms | <ul style="list-style-type: none"> ● leaks ● damaged heat insulation on equipment or pipework ● used as storage area ● no combustible materials stored |
| (h) Incinerators | <ul style="list-style-type: none"> ● poor condition ● sited too close to danger areas |
| (i) Guarding | <ul style="list-style-type: none"> ● vee belts, pulley drives and couplings not completely enclosed ● chucks and other moving parts unguarded ● underside of saws, etc., unguarded ● lockable guard not kept locked ● other dangerous parts not securely guarded |
| (j) Gas welding/ brazing | <ul style="list-style-type: none"> ● poor condition of equipment and hoses ● cylinders not stored safely ● smell of gas ● fumes from operation not properly dealt with |
| (k) Flammable liquids | <ul style="list-style-type: none"> ● not kept in proper containers in sound condition ● not stored safely ● leaks; vapour smells ● inadequate ventilation |
| (l) Eye protection | <ul style="list-style-type: none"> ● suitable goggles, visors or screens not available where required ● scratched or dirty |
| (m) Furniture | <ul style="list-style-type: none"> ● damaged ● sharp corners ● unstable |
| (n) Protective clothing | <ul style="list-style-type: none"> ● not available where needed, in poor condition/unclean ● barrier creams not available where needed |
| (o) First aid | <ul style="list-style-type: none"> ● boxes not accessible, dirty or not properly stocked ● no lists of first aiders posted around premises |

6. Housekeeping

| | |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) Tidiness | <ul style="list-style-type: none"> ● areas not clean and tidy ● gangways not clear ● trailing cables or hoses ● fire exits obstructed |
| (b) Overcrowding | <ul style="list-style-type: none"> ● are areas overcrowded? |
| (c) Food | <ul style="list-style-type: none"> ● food left to rot in bins ● eating in workshops, laboratories or toilet areas |
| (d) Rubbish | <ul style="list-style-type: none"> ● accumulations of dirt and rubbish not removed at least daily from floors and benches ● biological wastes and sharps not kept separately ● rubbish sacks not stored tidily and/or protected from animals and vandalism |
| (e) Spills/leaks | <ul style="list-style-type: none"> ● spills or leaks, especially oil or other slippery materials, not properly dealt with |

| | |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (f) Car parking | <ul style="list-style-type: none">● vehicles not parked properly in designated place, preferably away from pedestrian areas● access for emergency vehicles blocked● no designated access for delivery vehicles |
| (g) Visitors | <ul style="list-style-type: none">● no clear notices for visitors showing where they should report |

Appendix 6 – Fire Policy

Scope/statement of intent:

- to meet our legal obligations under the Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order)
- to ensure the fire safety of people in and around Social Arts for Education; the protection of property and the environment and to minimise business disruption in case of fire

General intentions:

- commitment to achieve high standards of fire safety for students, employees and the public
- providing an effective fire prevention strategy
- exercise good management of fire safety to ensure that fires are unlikely to occur, but if they do occur, they are likely to be controlled or contained quickly, effectively and safely and that everyone in the premises is able to escape to a place of safety easily and quickly

Criteria and principles upon which actions are based:

- fire safety is a management responsibility
- named 'responsible persons' for fire safety to be identified throughout the organisational structure; to be responsible for the fire safety of all employees and premises under their direct control
- front line managers identified as the key resource to ensure day to day fire safety, having delegated responsibility for local fire safety arrangements
- promote employee involvement and commitment at all levels

Objectives

- to have a fire risk assessment which identifies the hazards and risks within the premises and any remedial actions that are required
- fire risk assessments need to be reviewed annually with a new assessment completed every 3 years by a competent person.
- to have efficient and effective fire safety arrangements to put into effect the general fire precautions necessary as identified by the fire risk assessment

The Board of Governors and headteacher will nominate a suitably qualified Responsible Person to oversee the administration of this policy. This person is currently the Health and Safety Officer, Ruth McWeeney and is responsible for the following:

- operation of an effective fire safety management system
- the appointment of one or more competent person/s to assist in fire safety duties as appropriate to the service
- consultation with employees or their elected representatives about appointment of competent persons, the nomination of people to carry out particular roles and the arrangements for fire safety
- overseeing a programme of fire risk assessment for all places of work and premises
- ensuring managers with fire safety duties are competent and have sufficient authority and appropriate resources

The Health and Safety Officer must ensure a fire risk assessment is completed under the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Based on the fire risk assessment, the management of Social Arts for Education are to maintain and operate an appropriate fire safety system. This will include:

- management arrangements for controlling fire safety
- fire prevention measures (storage of dangerous substances; electrical safety etc)
- safety procedures (instruction and training; ensuring means of escape available etc)
- fire precautions (plans, systems and equipment availability and checks)
- procedures for the identification of people who have special needs, including those with a disability, for their safe evacuation in case of fire

Employee duties

- all employees have a duty to co-operate with all the measures in place to ensure fire safety and must not do anything that will place themselves or other people at risk
- all Employees have a duty to draw to the attention of management any shortcomings in fire safety arrangements

Appendix 7 - Dangerous Substances and Explosive Atmospheres Regulations Risk Assessment

| Risk | Who is at risk | What we already do | How we could improve | Date for action to be completed | Whose responsibility is this |
|--------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|------------------------------|
| Accidental ignition of flammable substances (butane, methylated spirits) | All staff and students | <p>Butane and methylated spirits only used under controlled, risk assessed conditions during science lessons, stored away from all potential sources of ignition. Students not allowed in lab area unless supervised.</p> <p>Correct PPE (eye protection, heatproof gloves) used at all times.</p> <p>Sensible procedures in place - eg if meths is needed to be heated, this is to be done in a water bath not over a flame, due to low flash point.</p> | <p>Secure storage for flammable substances to be bought.</p> <p>Booking out system for chemicals once secure store procured</p> | <p>Action completed</p> <p>Action completed</p> | <p>RM</p> <p>RM</p> |
| Burns caused by spillage of acids (specifically hydrochloric acid) | Staff and students in science lessons | <p>Acids stored on high shelf in lab area, students not allowed to access these.</p> <p>Only used in science experiments that have been pre planned and risk assessed.</p> <p>Correct PPE worn at all times - apron, eye protection, gloves</p> | <p>Secure COSHH and DSEAR compliant storage to be bought</p> <p>Booking out system to be developed</p> | <p>Action Completed</p> <p>31/03/19</p> | <p>RM</p> |
| | | | | | |

Appendix 8 – Asbestos Policy

Introduction

At Social Arts for Education, building contractors constitute a particular group at risk due to the nature of their work (eg drilling and fixing). Vandalism may also result in the release of asbestos fibres (eg damage to asbestos panels caused by pupils kicking them). Other staff and pupils are not likely to be at risk in the course of their normal activities. Members of the Proprietorial Body and school management have a legal duty in relation to asbestos in work premises.

It is therefore imperative that the proprietorial body and management:

- Know if the school contains asbestos.
- Know what condition any asbestos containing material is in.
- Inform any people who may disturb asbestos that it is there.

Guidance from the DFE (Health and safety: advice on legal duties and powers 2013) clarifies responsibilities under existing health and safety legislation. It explains who is responsible for the health and safety of school staff, pupils and others on school premises and it sets out related powers under education legislation. It needs to be emphasised that the regulations do not require the automatic removal of asbestos containing materials (ACMs). If the material is in good condition and will not be disturbed then it does not pose a health risk and it is usually safer to leave it in place and manage it.

Social Arts for Education School follows this policy. However, if the material is damaged or is likely to be disturbed and it cannot be repaired or protected, it will be removed. Anybody undertaking any sort of work on ACMs at Social Arts for Education must be competent, adequately trained and use safe working methods.

Licensed contractors will be used for most work with asbestos insulation, asbestos insulating board and asbestos coatings. Asbestos waste, whether in small or large amounts, is subject to the Hazardous Waste Regulations 2005.

Objectives and targets

The objectives of this asbestos policy are to keep abreast of developments in the handling of ACMs and ensure that Social Arts for Education implements any changes to legislation.

Action plan

The Headteacher has responsibility for the maintenance and/or repair of school premises and day-to-day management under Regulation 4 of the Control of Asbestos Regulations 2006. This means that she knows whether the premises contain asbestos, where it is, what condition it is in and ensures that it is managed properly. This includes telling those people who may disturb it that it is there. At Social Arts for Education, the proprietorial body act as the overall duty holder but on a day-to-day basis the headteacher and health & safety officer at Social Arts for Education are responsible for matters related to asbestos in the school.

At Social Arts for Education we comply fully with the health and safety policies and procedures set for schools by the HSE and the Local Authority including arrangements for dealing with specific risks. We reach or exceed the standard that schools are expected to achieve and co-operate fully in any monitoring of compliance.

Health and Safety related functions are the responsibility of the proprietorial body and have been delegated to the headteacher and Health and Safety Officer, We have made the management of asbestos the responsibility of the headteacher and Health and Safety Officer, who are required to commission competent individuals to undertake work in this area on their behalf.

Health and safety issues, including asbestos management, can only be delegated to competent

individuals. Hence Social Arts for Education ensures that the individuals they delegate to are trained to a sufficient level of competency.

Regulation 4 of the Control of Asbestos Regulations 2006 (as updated 2012) requires duty holders to:

- Take reasonable steps to determine the location, amount and condition of materials likely to contain asbestos.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Make and keep an up-to-date record of the location and condition of the ACMs or presumed ACMs in the premises.
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials.
- Prepare a plan setting out how the risks from the materials are to be managed.
- Take the necessary steps to put the plan into action.
- Review and monitor the plan periodically.
- Provide information on the location and condition of the materials to anyone who is liable to work on or may disturb them eg maintenance workers and teachers.

Monitoring and evaluation

Social Arts for Education has a statutory duty to monitor how it is complying with government regulations. The matter of ACMs in the school will be considered regularly at meetings of the premises committee of the governing body and action taken as soon as it becomes necessary.

Reviewing

The efficacy of the policy will be discussed annually as part of the governors' rolling programme of reviews and updated in the light of developments in government legislation

Appendix 9 – Hazardous Substances on the Premises

A list of hazardous substances on the premises can be found on the Health and Safety cloud storage, along with their Material Safety Data Sheets.

A sample MSDS is below.

Revision Date: 06-MAR-14
Revision: 07
Supersedes date: 25-SEP-10



SAFETY DATA SHEET
Sodium hydroxide (Caustic Soda Pearl)

SECTION 1: IDENTIFICATION OF THE SUBSTANCE/MIXTURE AND OF THE COMPANY/UNDERTAKING

1.1. Product Identifier
Product name: Sodium hydroxide (Caustic Soda Pearl)
REACH Registration number: 01-21-19457892-27-XXXX
REACH Registration notes: mono-constituent substance

1.2. Relevant identified uses of the substance or mixture and uses advised against
Uses advised against: No specific uses advised against are identified.

1.3. Details of the supplier of the safety data sheet
Supplier: Barrettine
Barrettine Works
St Ivel Way
Warrley
Bristol
BS30-8TY
Tel: 0117 960 0080
Fax: 0117 935 2437
sales@barrettine.co.uk

1.4. Emergency telephone number
+44 (0) 1270 502 891

SECTION 2: HAZARDS IDENTIFICATION

2.1. Classification of the substance or mixture
Classification (EC 1272/2008):
Physical and Chemical Hazards: Met. Cor. 1 - H390
Human health: Skin Corr. 1A - H314; Eye Dam. 1 - H318
Environment: Not classified.
Classification (67/548/EEC): C.R35.
The Full Text for all R-Phrases and Hazard Statements are Displayed in Section 16.
Human health: Corrosive. Prolonged contact causes serious eye and tissue damage.
Environment: The product contains a substance which is hazardous to aquatic organisms and which may cause long term adverse effects in the aquatic environment. See section 12 as well.
Physical and Chemical Hazards: Resultant solutions are alkaline (basic) and corrosive to some metals.

2.2. Label elements
Label in Accordance With (EC) No. 1272/2008

Sodium hydroxide



Signal Word: **Danger**

Hazard Statements:
H390
H314
H318

Precautionary Statements:
P390
P501+P61+P533
P301+P330+P331
P305+P351+P338
P310
P320
P501

Supplementary Precautionary Statements:
P244
P281
P284
P303
P505

May be corrosive to metals.
Causes severe skin burns and eye damage.
Causes serious eye damage.

Wear protective gloves, eye and face protection.
IF ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower.
IF SWALLOWED: Rinse mouth. Do NOT induce vomiting.
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
Immediately call a POISON CENTER or doctor/physician. Specific treatment is urgent (see medical advice on this label).
Dispose of contents/container in accordance with national regulations.

Keep only in original container.
Avoid breathing dust.
Wash contaminated skin thoroughly after handling.
Wash contaminated clothing before reuse.
Store locked up.

2.3. Other hazards
This product does not contain any PBT or vPvB substances.

SECTION 3: COMPOSITION/INFORMATION ON INGREDIENTS

3.1. Substances

| | | |
|---------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------------|
| SODIUM HYDROXIDE >98% | | |
| CAS No.: 1310-73-2 | EC No.: 215-185-5 | Registration Number: 01-21-19457892-27-XXXX |
| Classification (EC 1272/2008): Met. Cor. 1 - H390 Skin Corr. 1A - H314 Eye Dam. 1 - H318 | Classification (67/548/EEC): C.R35 | |

The Full Text for all R-Phrases and Hazard Statements are Displayed in Section 16.
REACH Registration number: 01-21-19457892-27-XXXX
REACH Registration notes: mono-constituent substance

SECTION 4: FIRST AID MEASURES

4.1. Description of first aid measures
General information:
Immediately remove affected person from source of exposure. Provide first aid, rest, warmth and fresh air. First aiders should avoid direct contact with this product and should wear protective gloves, goggles and clothing.
Inhalation:
Keep the affected person warm and at rest. Get prompt medical attention.

Appendix 10 – General Risk Assessment example

Below is the front page of the Premises Risk Assessment for Social Arts for Education. The full document is located in the H&S Risk Assessments folder online.

SAFE Premises Risk Assessment



| Risk factor | Who is at risk | Controls | Risk Level | Additional Controls Necessary | Date achieved |
|-----------------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------|---------------|
| Slips and trips | All staff, all students, all visitors | <p>Ensure a good standard of housekeeping throughout</p> <p>Ensure all areas, particularly stairs or other level changes, are well lit and that any defective bulbs are replaced immediately</p> <p>Ensure all floor coverings are in good condition, with no loose edges. Loose edges to be fixed immediately.</p> <p>Ensure all steps are clearly highlighted</p> <p>Ensure all work areas kept clear, staff and students' bags put away out of walkways</p> <p>Ensure any deliveries are put away immediately</p> | Medium (low likelihood, high impact) | Replace carpet in kitchen | |

Appendix 11 – Roles in an emergency

| Day | Lead evacuation via front | Children at front needing extra support | Lead evacuation via rear | Children at rear needing extra support | Fire warden |
|--------------|---------------------------|-----------------------------------------|--------------------------|----------------------------------------|-------------|
| Monday AM | MH | JA (LK to support) | RM | CS2 | AL |
| PM | RM | CS2(CS to support) | MH | JA | RM |
| Tuesday AM | LKi | CS2, JA (LK to support) | RM | CK | RM |
| PM | AL | CS2, JA(LK to support) | RM | | AL |
| Wednesday AM | LKi | JA (LK to support) | MH | | AL |
| PM | AL | | MH | JA (LK to support if necessary) | AL |
| Friday AM | MH | | RM | JA, CS2(CS to support) | AL |
| PM | RM | CS2 (CS to support) | AL | JA | RM |

Role descriptions and duties:

Evacuation lead - ensure fire warden is aware of any children who may be in toilet etc, ensure all children in class move calmly and quietly to fire exit, count children out of door, leave after children, ensure children go to assembly point and wait.

Support staff - provide support to named children during the evacuation based on the needs highlighted in their PEEP

USEFUL CONTACTS

Fire

www.fpsfire.co.uk

Staff Care Services

<https://www.peninsulagrouplimited.com/>

Health and Safety Executive

Enforcement of Health and Safety Legislation.

Tel: 0845 345 0055 online reporting <https://extranet.hse.gov.uk/lfservlet/external/F2508IE> Location:

Local office: International House, Dover Place, Ashford, TN24 1HU

London Fire Brigade

<https://www.london-fire.gov.uk/community/greenwich/>

RIDDOR Incident Contact Centre

The reporting service for work-related health and safety, RIDDOR incidents to the HSE. Website:

www.riddor.gov.uk.

E-mail: riddor@connaught.plc.uk .

Employment Medical Advisory Service (EMAS)

The Executive's Employment Medical Advisory Service (EMAS).

Tel: 02089 958503

Location: PO Box 3087, London W4 4ZP

Safe Practice in Physical Education and School Sport

Association for Physical Education.

Tel: 0118 378 6240, email: enquiries@afpe.org.uk

Website: www.afpa.org.uk

Location: Room 117, Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

Sustainability & Climate Change

<https://www.local.gov.uk/climate-change-environmental-sustainability-and-health>