

Introduction

Please note that the following supporting documents should be read in conjunction with this policy.

- Critical Incident Policy
- Managing Contractors in School Policy
- School Contractor Induction Policy

Statement

At Ripple Primary School we subscribe to the Health and Safety Management system operated in the London Borough of Barking and Dagenham (LBBD) which is based on the Health and Safety Executive (HSE) “Successful Health and Safety Management” system known as HS(G)65.

Details can be found on the LBBD Intranet:

<https://gobdcs.sharepoint.com/Services/healthsafety>

Ripple Primary School recognises that providing quality education to our pupils depends on having a healthy, well motivated workforce who feel valued for their contribution at work.

We subscribe to the Schools Human Resources Service offered by LBBD, which includes the Occupational Health Service which is focussed on maintaining the health and wellbeing of employees.

Guidance & Responsibilities

HS&W Policy: Part 1

1. Introduction

- a) Members of staff must read and comply with all Health, Safety and Wellbeing Instructions.
- b) Health, Safety and Wellbeing Instructions will be read at the beginning of each school year. A reminder will be given by the Headteacher/Site Manager at the first INSET of the academic year.
- c) All new members of staff will be given access to the Health, Safety and Wellbeing Instructions through the school website, staff server and a printed hard copy in both of the staffrooms.
- d) The Headteacher/Site Manager will carry out periodic audits to ensure each member of staff has understood this instruction.

Guidance & Responsibilities

HS&W Policy: Part 1

2. Responsibilities of the Governing Body

- a) The Governors of Ripple Primary School recognise their responsibility to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the school premises.
- b) It is the responsibility of the Governors, Headteacher/Site Manager and all staff to pursue the objectives of the London Borough of Barking and Dagenham's Health and HS&W Policy.
- c) The Governors require every member of staff at the school to take reasonable care for their own health and safety and of other persons who may be affected by their acts or omissions at work.
- d) Staff are required to co-operate with the Governors and Headteacher/Site Manager to enable them to carry out their legal duty on health and safety.
- e) The Governors recognise their responsibility, as far as is reasonably practicable, for the safety of contractors and others carrying out work on the premises.
- f) Contractors and others working at the school are required to maintain safety standards to protect themselves, and all other persons on the school site.
- g) The Governors will co-operate in the appointment of safety representatives by recognised trade unions as set out in the Safety Representatives and Safety Committees Regulations 1978.
- h) The responsibilities and procedures for the implementation of this policy are contained in parts two and three of this document.

Signed.....Date.....

Name.....for and on behalf of the Governing Body

Guidance & Responsibilities

HS&W Policy: Part 1

3. Responsibilities of the Headteacher/Site Manager

It will be the responsibility of the Headteacher/Site Manager:

- a) To make arrangements to ensure that all aspects of Health, Safety and Wellbeing legal requirements are met by the school.
- b) To produce a written statement of those arrangements and to ensure that it is brought to the attention of all staff, the statement is to be revised as necessary.
- c) To monitor the implementation of the arrangements.
- d) To discuss Health, Safety and Wellbeing at building meetings.
- e) To ensure that all areas of the school are inspected on a regular basis and potential risks are assessed and remedied.
- f) To set up a system for reporting, recording and investigation of accidents, measures to prevent recurrences.
- g) To ensure that all visitors, including contractors are aware of the safety and security arrangements of the school and of potential hazards and that they are signed in using the Visitor Management System.
- h) To ensure that new employees are briefed about safety arrangements that they are given a copy of the school's HS&W Policy and an opportunity to read it before starting work.
- i) To ensure the use of any necessary protective clothing and equipment, and that it is properly maintained and renewed when required.
- j) To ensure the effective arrangements are in force to facilitate ready evacuation of the building in case of fire or other emergency, and that firefighting equipment is available and maintained.

Guidance & Responsibilities

HS&W Policy: Part 1

4. Responsibilities of Senior Leadership Team

- a) The Deputy Headteachers will assist the Headteacher/Site Manager in following the school's Health, Safety and Wellbeing Policy.
- b) They will ensure, as far as is reasonably practicable and in areas for which they have responsibility, that safe practice is observed and that all members of staff fulfil their responsibilities. These are outlined below.

5. Responsibilities of all staff

- a) It shall be the duty of every employee while at work to:
- b) Take reasonable care for Health, Safety and Wellbeing of themselves and others who may be affected by their work.
- c) Co-operate with the Governing Body, the Headteacher/Site Manager and Senior Leadership Team to enable them to maintain a safe and healthy work place.
- d) Not intentionally or recklessly interfere with anything provided for Health, Safety and Wellbeing.

Disregard or failure to comply with safety instructions is a disciplinary matter.

Guidance & Responsibilities

HS&W Policy: Part 1

6. Responsibilities of Contractors

It will be the responsibility of contractors and others, when working on site to:

- a) Explain work method, with special regard for safety, to the Headteacher/Site Manager or representative for permission to work.
- b) Apply current safety legislation, codes of practice, and professional guidance for all their operations to ensure the protection of children, parents, visitors and school employees for all their operations.
- c) Apply reasonable safety standards for the protection of their employees.
- d) Ensure that equipment and substances provided for use at school are safe and maintained.
- e) Complete an induction pack.
- f) Sign in using Visitor Management System.

Fire Instructions

HS&W Policy: Part 2

1. Introduction

- a) It is the responsibility of all members of staff to be vigilant and aware of the risk of fire. In the event of fire it is the duty of all concerned to prevent injury or loss of life.
- b) The Headteacher/Site Manager must ensure that the evacuation procedure is displayed in every room.
- c) Staff must make themselves aware of the evacuation procedure.
- d) Each member of the teaching staff is responsible for ensuring children in their care are taught the routine for evacuation in the event of a fire alarm sounding. This should take place at the beginning of the school year and as necessary thereafter. Staff should make certain they are familiar with all the means of escape.
- e) Each member of staff is responsible for ensuring that furniture/equipment is kept clear of escape routes.
- f) Each member of staff is responsible for ensuring the school is tidy and nothing stored close to a heat source.
- g) The Headteacher/Site Manager will audit this process every term and record the audit in the Fire Log.

Fire Instructions

HS&W Policy: Part 2

2. Evacuation of Premises

- a) In the event of a fire, activate the nearest fire alarm by breaking the glass and see that the doors immediately surrounding the fire are closed.
- b) Escort your class to safety carefully watching the whole class as you go. Everybody should walk. Children working outside of their classrooms will be directed by the Headteacher/Site Manager.
- c) Appointed LSAs will assist with the evacuation of children with disabilities. It may be necessary to wait until the majority of children have passed so that undue congestion is avoided.

The location of the fire may restrict the use of an exit and then an alternative exit must be used.

- d) On reaching the assembly point quickly establish that all your children are accounted for. The Office Staff will give you your register. Alert them of any children that are missing.
- e) Do not re-enter the building.
- f) The Fire Brigade will be called by the Control Centre
- g) The Office Staff will take the registers to the assembly points and distribute them to teachers. The fire report will be taken outside.
- h) Support staff working outside of the classroom, will take their group of children outside and ensure that they reunite with their class by contacting a member of the Office Staff.
- i) The Headteacher/Site Manager will check that the school premises have been fully evacuated.

Fire Instructions

HS&W Policy: Part 2

3. Fire Alarm

- a) The Fire Alarm will be checked each week, by the Site Team. The check will be recorded and any defects reported to the Site Manager/School Business Manager.
- b) There will also be a weekly recorded check at a published time to ensure audibility throughout the school.

Fire Instructions

HS&W Policy: Part 2

4. Evacuation Practice

a) A fire drill will take place twice a term. It is the responsibility of the Headteacher/Site Manager to keep a record of drills, with details of the time taken to vacate the premises and any difficulties experienced.

b) In the event of an evacuation due to fire the Headteacher/Site Responsible person will make the decision whether the classes stay at their assembly points or walk to the other site.

Fire Instructions

HS&W Policy: Part 2

5. Fire Fighting Equipment

Staff should not put themselves or children at risk in attempting to fight a fire.

a) Fire extinguishers are available in readily accessible places throughout the premises. These should only be used by a capable adult when and where appropriate.

Fire Instructions

HS&W Policy: Part 2

6. Fire Precautions

- a) Fire exits must always be kept clear.
- b) Classroom doorways must be kept free of equipment or objects that might fall and prevent the door from opening.
- c) Keep all areas free of rubbish and waste, flammable materials must be stored away from cookers.
- d) The boiler room must be kept clear of flammable and waste material.
- e) Children working in corridors must be taught to put chairs under desks.
- f) Children must be taught to hang up coats, bags etc.
- g) The laminator, staffroom fire, dishwasher, washing machine and tumble dryer must not be left switched on unattended. All electrical equipment with the exception of computers must be switched off at the end of the day.
- h) All electrical equipment must be PAT tested.

FIRE INSTRUCTIONS

When the fire alarm sounds:

1. Line up children at the door.
2. Lead your class from the classroom.
3. Use the nearest designated exit. It may be necessary to have 2 classes using the same staircase.
4. Assemble in the playground at your designated assembly point.
5. Headcount your class and use register if necessary.
6. Alert a member of the office staff if any children are unaccounted for or not at their designated assembly point.
7. Raise your hand when all children are accounted for.
8. Await further instructions from a lead member of staff.

FIRE INSTRUCTIONS

DINING HALL

LUNCHTIME

When fire alarm sounds:

- Ensure the safe exit of children to their designated year group playground where possible.

On exiting the building:

- Fire Wardens to check their designated areas are clear.
- Fire Wardens to use FB keys to open internal gates where needed. (Westbury Site)

Once you are in your year group playground:

- Office staff will hand you a register.
- Check register numbers and conduct a headcount.
- Call register if children are not all accounted for and alert a member of the Office Staff.
- Communicate with Office Staff that all children are accounted for by raising the register or your hand.
- Await further instructions from a lead member of staff.

Accident/Incident Report Form

1. Introduction

- a) All accidents/incidents which occur on the school premises must be reported to the Headteacher/Site Manager/Office Staff.
- b) Minor accidents can be reported using one of the two accident books. Major accidents must be reported to the Headteacher/Site Manager immediately, in addition to being recorded on an accident/incident report form.
- c) The Headteacher/Site Manager will check the accident book weekly.
- d) The school accident book is located in the office.
- e) The nursery accident book is with the nursery First Aid Equipment.
- f) Accident/incident report forms are available from the school office on both sites.

Accident/Incident Report Form

2. Accidents to Children

a) The majority of accidents/incidents which occur will be of a minor nature, caused by falling, or playground rough and tumble. These will usually result in minor injury, such as a grazed knee, or bruising. If after treatment and comforting, the child recovers, the accident should be carefully recorded in the accident book with the relevant details.

b) During playtime and lesson time accidents will be treated and recorded by the First Aiders for the school, and Nursery Nurse for the nursery. During lunch breaks the First Aiders treat and record minor accidents to children.

c) Children will be issued with a note to inform their parents of the accident/incident.

d) Major Accidents should be reported immediately to the Headteacher/Site Manager.

These include:-

- Any head injury
- Suspected fractures
- Cuts needing medical attention
- Excessive bleeding
- Injuries to eyes
- Drowsiness
- Convulsions
- Illness needing medical treatment
- Child needs to go home

These accidents/incidents must also be recorded in the accident book.

If unsure always complete an accident/incident report form.

Accident/Incident Report Form

3. Accidents/Incidents to Staff

- a) Staff must record any accidents/incidents which they may suffer, in the accident book located in the school office.

- b) The Headteacher/Site Manager should be informed immediately of accidents/incidents which may cause absence from school for the remainder of the day or any following days.

Accident/Incident Report Form

4. Accidents/Incidents to Contractors

- a) Accidents/incidents to contractors working on the premises should be recorded in the accident book.

- b) All contractors must report to the school office or Site Manager before beginning work where they must sign in using the Visitor Management System.

Accident/Incident Report Form

5. Accidents/Incidents to Visitors

- a) Accidents/incidents to visitors should be recorded in the accident book.
- b) Staff aware that an accident/incident involving a visitor has occurred, should report this to a First Aider, who will ensure that a record is made.

Accident/Incident Report Form

6. Reporting of Accidents/Incidents

- a) It is the responsibility of the Headteacher/Site Manager/School Business Manager to ensure that accidents/incidents are reported to the LA via the Oracle system.
- b) The Headteacher/Site Manager must ensure that the safety representative is informed of accidents/incidents.
- c) Reportable accidents are those which must be reported to Health and Safety Executive (HSE) as defined in:- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.**
- d) The following incidents must be reported immediately:-
- 1) Major injury or condition or death of an employee while at work or death of an employee within a year as a result of a work incident.
 - 2) Major injury or condition or death of a visitor, pupil etc, while at a work place or as a result of work place activities.
 - 3) An employee suffering one of the scheduled notifiable diseases.
 - 4) Injuries to an employee resulting in absence from work for three or more days after the day of the incident.
 - 5) Certain scheduled dangerous occurrences, whether or not injury is caused.
- e) Incidence in categories (1) (2) and (5) must be reported to the Health and Safety Executive by telephone followed by submission of written details on form F2508, within 7 days.
- f) Major injuries or conditions are:
- 1) Fracture of the skull, spine, pelvis, any bone in the arm wrist (but not hand) and any bone in the leg or ankle (but not the foot)
 - 2) Amputation of a hand, foot, thumb or toe, or part thereof if the joint or bone is severed.
 - 3) The loss of the sight of an eye or a penetrating or a chemical or hot metal burn to the eye (minor irritations which are resolved with eye irrigation need not be reported).
 - 4) Any injury requiring immediate medical treatment, or if consciousness is lost as a result of an electric shock or electric burn.
 - 5) Loss of consciousness because of lack of oxygen
 - 6) An acute illness requiring immediate medical treatment, or if consciousness is lost resulting from exposure to a substance.
 - 7) Acute illness requiring medical treatment where there is reason to believe that it resulted from pathogen or infected material.
 - 8) Any other injury that results in the casualty being admitted immediately into hospital for more than 24 hours.

g) Dangerous occurrences include:

- 1) The collapse or overturning of any scaffold
- 2) The explosion, collapse or bursting of a vessel the contents of which are under pressure (e.g. steam boilers, gas cylinders, air receivers fed by a compressor) which results in significant damage to equipment or which might have injured someone.
- 3) An electrical short circuit or overload attended by fire or explosion which results in stoppage of the plant involved for more than 24 hours and which might injure someone.
- 4) A fire or explosion which results in stoppage of the plant involved or normal work in the area for more than 24 hours if it is due to the ignition of materials or their by products (including waste) used in a work process or finished product.
- 5) The unintended collapse of any wall or floor in a workplace, or the collapse of any part of a building under construction.
- 6) Any incident where plant or equipment come into contact with an un-insulated overhead electric line at over 200 volts, or causes an electrical "flash" by coming close to it.
- 7) The collapse overturning of or failure of a load bearing part of a lifting device, such as a lift, hoist or crane.
- 8) The accidental release or escape of any substance or pathogen in circumstances which might cause death, major injury or condition or damage to the health of any person.

h) Reportable diseases which might arise from work in school are as follows:

- 1) Occupational asthma arising from work with animals or insects or epoxy resin materials.
- 2) Leptospirosis arising from handling animals or work in areas infested by rats (e.g. ponds or waterways)
- 3) Hepatitis arising from work involving exposure to human blood products or body secretions and excretions.

Accident/Incident Report Form**7. Accident/Incident Investigation**

- a) Investigations will be carried out following major incidents to try to establish the cause and so that consideration can be given to remedial measures.
- b) The investigation will be carried out by the Headteacher/Site Manager and the Staff Safety Representative.
- c) The following provides a prompt sheet to ensure that all relevant information is collected.

All the points below will not be relevant in every case:

- 1) Where did the accident happen?
- 2) When did the accident happen?
- 3) Who was injured?
- 4) Who else was involved?
- 5) Who witnessed the accident?
- 6) What was the injured person doing at the time of the accident? Was the person's action habitual/occasional/rare? If not usual, why was the person doing it?
- 7) Was the person working under pressure or to a deadline?
- 8) Where there any relevant environmental factors?
- 9) Were protective measures available and appropriate? Were they used? If not why not?
- 10) Was the person adequately trained to do the activity that resulted in injury?
- 11) Was there supervision in force? If not, should there have been? Was it adequate?
- 12) Was a defect or design fault in the premises involved? If so, are similar situations to be found elsewhere in the building?

Accident Report Forms

Lifting and Handling

HS&W Policy: Part 3

1. Injury

Some muscular strains are caused through attempting to lift objects that are far too heavy, but considerably more are the result of incorrect lifting and handling of objects within the capacity of the individual. No other cause of injury is so common, yet these injuries are avoidable. The main injuries which can result through incorrect lifting and handling of objects are:· Dropping on feet, cutting hands on rough sharp objects and trapping fingers when stacking· Backache, torn muscle, torn tendon and rupture.The injuries listed above are often brought about by work involving use of certain muscles in a strained unnatural position.

2. Key factors

- a) Correct grip; using the palm of the hand and roots of the fingers and thumb, making a broader gripping surface.
- b) Straight back; pick up a load with a straight back by flexing hips, knees and ankles, with the load close to the body. Reverse the operation when putting things down.
- c) Keep arms as close to the body as possible to avoid strain on chest, upper back and shoulders.
- d) When moving an object from one place to another ensure the way is clear.
- e) It is important to see over the top of the load.
- f) Assess the weight of the load and always seek help.

Hazards

HS&W Policy: Part 4

1. Introduction

- a) This document has been produced as a general guide to highlight potential hazards which may be encountered by staff, children, parents and visitors. It is not a comprehensive list but should be used to ensure hazards do not develop.
- b) The majority of hazards are created by not attending to the less significant safety issues but which individually or collectively create an environment which places people at risk.
- c) Members of the school staff should question potential hazards and discuss them with their colleagues in staff meetings to develop awareness in the school and help reduce the risk of an accident taking place.

2. Falls

- a) Floors and gangways kept clean and dry, slippery and /or wet surfaces treated immediately or cordoned off.
- b) Gangways and corridors kept clear. Children must be taught the importance of placing chairs under desks, picking up equipment and hanging up coats.
- c) Special attention should be given to steps, particularly during icy weather
- d) No trailing wires or cables.
- e) Playground checked for damage to the surface, damage immediately repaired or cordoned off.
- f) Children **must** not to be allowed to gain access to steps and ladders
- g) Children and staff must not climb on desks.

3. Cuts

- a) Safety glass must be used for replacement windows at lower levels.
- b) Knives, saws, scissors, and other tools not designed for children to be stored out of reach.
- c) Staff should use the correct tool for the job, e.g., a screw driver not a knife.
- d) Unbreakable containers to be used when ever practicable.
- e) Broken glass, china etc. to be immediately wrapped in paper to protect the sharp edges and disposed of in a secure place.

Hazards

HS&W Policy: Part 4

4. Hygiene

- a) Furniture and fittings kept clean, spills immediately cleaned.
- b) Rubbish and waste regularly removed.
- c) Hands washed before eating food, and after handling animals.
- d) Keep animal cages clean and disinfected.
- e) Internal walls washed and painted regularly.
- f) Only small quantities of food should be stored, and kept in suitable containers.

5. Burns

- a) Children must be fully supervised when using the cooker.
- b) Switch off the cooker after use.
- c) Do not use "boiling" water with children.
- d) Do not introduce heating devices into the school without the Headteacher/Site Manger's permission.

6. Handling Objects

- a) Never lift any object which is too heavy for you personally, seek help.
- b) Use the correct lifting techniques, bending the knees and keeping a straight back.
- c) Do not allow children to lift any heavy weights

Medical Needs

HS&W Policy: Part 5

1. Introduction

Many pupils will at some time have a medical condition that needs attention in school. This policy aims to ensure that medical needs are met as far as the school is able to meet them, calling on other medical services where necessary, and with due regard to the qualifications and training of school staff. Maximum protection should be afforded to both pupils and staff in all respects.

2. Responsibilities

It is the Governing Body's duty to ensure that this policy is kept up to date, to ensure that:

- a) Correct procedures are kept, to indemnify staff and to ensure there is appropriate training.
- b) The Headteacher/Site Manager is to assist the Governors in this respect.
- c) The Headteacher with support from the school nurse is responsible for drawing up healthcare plans.
- d) Individual teachers are responsible for noting and implementing measures contained in the disabilities list or in healthcare plans.

3. Medical needs

- a) Children may only be given prescribed medication brought from home for a specific medical problem where form MI has been completed.
- b) Medication may be administered only by the named person who should record medication given in the medication log.
- c) All medication must be securely stored in the First Aid room.
- d) Only pupils with a completed medical form should be given medication.
- e) The named person is the custodian of all medical forms, logs and registers.

Medical Needs

HS&W Policy: Part 5

4. Pupils with more complex needs

For pupils with more complex medical needs a health care plan should be drawn up and made available to all relevant teachers.

- a) The Headteacher/Inclusion Manager is responsible for setting up the health care plan, possibly calling a case conference at the start of such a plan.
- b) The Headteacher/Inclusion Manager is responsible for informing all staff at the beginning of each academic year of both the plan and any necessary emergency treatment.
- c) The teacher will need to liaise with the named support assistant.
- d) Any pupils who may have need of emergency treatment because of a medical condition should have health care plan. These should be reviewed annually.

5. Minor Conditions

A list of children with minor conditions should be circulated to class teachers at the beginning of the school year.

COSHH

HS&W Policy: Part 6

1. Introduction

The initials **COSHH** are the abbreviation for the **Control of Substances Hazardous to Health** regulations. Substances dangerous to Health are those which are labelled as dangerous, (*i.e. very toxic, toxic, harmful, irritant or corrosive*).

The **COSHH** Regulations require the following principles to be applied in the work place.

- An assessment of the risk to health of any substances used
- Introduction of measures to control the risk
- Monitor to ensure the measures are effective
- Health surveillance and maintenance of records
- Education of employees
-

a) Manufactures must label their products to ensure the risks, precautions, remedial activity associated with the substance are immediately available to persons using the substance. Standard symbols are used to denote the hazardous nature of substances.).

COSHH

HS&W Policy: Part 6

2. Application

- a) To ensure the **COSHH** regulations are applied within the school no one is allowed to introduce a new substance without the agreement of the Site Manager and Cleaning Supervisors, who will check the toxicity of the substance.
- b) All substances used will be evaluated for risk and included in the register of hazardous substances used within the school. Hazardous substances will be kept to a minimum by using neutral substances.
- c) The register of Hazardous substances used in the school are kept in all boilers rooms.
- d) Training will be arranged by the Headteacher/Site Manager, which will be provided during INSET or by arranging special courses.
- e) Protective clothing and equipment will be provided by the Site Manager to ensure compliance with the regulations.
- f) All members of staff must ensure that they comply with the advice and training provided. Prior to using a substance the manufactures label, and school register of hazardous substances must be inspected to check for the toxicity of the substance and the appropriate precautions which **must** be taken.
- g) Hazardous substances used will be disposed of in accordance with the manufactures recommendations or in accordance with professional advice provided to the Headteacher/Site Manager.
- h) Hazardous substances **must** be stored so children **cannot** gain access to them.

COSHH

HS&W Policy: Part 6

3. References

- a) The schools **HS&W Policy: Part 7** should be read in conjunction with this document.

COSHH**HS&W Policy: Part 6**

Table 1: Office Products						
Product	Manufacturer	Application	Skin	Eyes	Mouth	Inhale
Tipp-Ex Fluid	Tipp-Ex Ltd	Corrective Fluid	Remove with soap and water.	Avoid contact with eyes. Rinse with Plenty of water.	Harmful if swallowed Seek medical advice.	Harmful if Inhaled. Remove patient to fresh air.
White Spirit	Langlow Products	Used with paints, polishes and adhesives. Also general purpose cleaner and detergent.	Remove contaminated clothing and wash thoroughly. Do not use solvents.	Rinse immediately with clean water holding eyelids apart.	Do not induce vomiting. Obtain medical attention.	Remove to fresh air.
Copydex Adhesive	Hunter Home Improvement and Adhesive Products	Adhesive compound.	Avoid letting adhesive dry on skin. Wash hands after use.	Avoid contact with eyes.	If swallowed (up to 5mls) take large amounts of water. If swallowed in large quantities, seek medical assistance.	Remove patient to fresh air.
Pritt Stick Adhesive	Henkel Home Improvements and Adhesive Products	Adhesive compound.	Wash off with soap and water. Use gloves if prolonged skin contact expected.	Rinse with water for 10 minutes.	Seek medical advice.	Remove patient to fresh air.

COSHH**HS&W Policy: Part 6**

Table 3: Cleaning Agents						
Product	Manufacturer	Application	Skin	Eyes	Mouth	Inhale
Multiclean	Lancare	Apply to floor, making sure that the mop is not too wet	If in contact with skin, rinse immediately with clean water.	Rinse immediately with clean water and seek medical advice.	Hospital treatment needed take container with you.	No hazard.
Carefree Floor Maintainer	Johnson Wax	Apply to floor with wrung out mop. Buffable when dry	Irritant. Wash with soap and water	Irritant. Wash and flush with clean water.	May cause nausea. May need hospital treatment.	No hazard.
Sprint Cream Cleaner	Johnson Wax	Apply to wash basins. Allow to dry and remove with damp cloth.	Irritant. Use gloves and wash hands.	Irritant. Wash and flush with clean water.	Seek medical attention and take container with you.	No hazard.
Sprint Hard Surface Cleaner	Johnson Wax	Ideal for all hard surfaces Including paintwork and walls.	Mildly irritant. Use gloves. Can be toxic in closed spaces.	Irritant. Wash and flush with clean water.	Toxic. Take container and seek medical advice.	Toxic Take container and seek medical advice.
Three Way Toilet Cleaner	Lifeguard	Apply to toilet bowls and flush after 10 minutes.	Wash immediately with plenty of clean water.	Rinse with clean water and seek medical advice.	Take container and seek medical advice.	Toxic if mixed with other cleaners. Seek medical advice.

COSHH Assessment Summary**HS&W Policy: Part 6**

School Ripple Primary School						
Product/Substance						
Trade Name						
Manufacturer						
Description						
Packaging						
Main Toxic Ingredients						
Description of Use						
Quantities Used						
Warnings						
Harmful	Irritant	Toxic	Explosive	Corrosive	Oxidizing	Highly Flammable
Health Risks						
Special Health Risks						
First Aid						

COSHH Assessment Summary**HS&W Policy: Part 6**

Air Monitoring Results
Health Surveillance Results
Control Measures
Process Controls
Respirators
Breathing Apparatus
Protective Clothing
Eye Protection
Training Required
Fire and Emergency Procedures
Storage
Risk Assessment

This risk assessment applies only to this product and to the use described above. If other products are to be used or the use of this product changes a new assessment must be made.

Assessed by.....

Date.....

Cleaning

HS&W Policy: Part 7

1. Cleaning

- a) Cleaning will not be carried out during the normal school day.
- b) Account must be taken of staff working on the premises and consideration given to the following potential hazards:
 - *wet floor*
 - *trailing leads*
 - *steps and ladders*
 - *cleaning chemicals*
- c) Warning signs must be placed by wet floors to warn others of danger.
- d) Electrical leads must not be left across doorways or any emergency exit.
- e) Steps or ladders being used in areas such as doorways or the corridor must be appropriately guarded to prevent members of staff from bumping into them and toppling the person on the ladder.

Cleaning

HS&W Policy: Part 7

2. Cleaning Materials

The following precautions will be taken by staff to avoid risk to health.

- a) The boiler room must be kept locked during school hours.
- b) All cleaning materials and chemicals must be kept in designated cupboards.
- c) Cleaning fluids must not be left in school other than in these areas.
- d) Rubber gloves must be worn when using cleaning fluids. It is recommended that a mask and eye protection is worn when using '3 Way Toilet Cleaner'
- e) Never mix cleaning fluids. Bleach must not be used with other cleaning materials.
- f) Cleaning materials must be diluted to the manufacturers' recommendations
- g) In the event of cleaning materials coming into contact with the skin, wash the area in clean water and dry thoroughly.
- h) If cleaning materials get into eyes they must be bathed thoroughly for 10 minutes. It may be necessary to seek medical advice.
- i) Protective Gloves must be worn when cleaning up a spillage.

Cleaning

HS&W Policy: Part 7

3. References

- a) The schools **HS&W Policy: Part 6** must be read in conjunction with this document.

Electrical Equipment

HS&W Policy: Part 8

1. Introduction

a) Electricity can **kill**, it therefore essential that we teach our children, in a sensitive manner, of the dangers and correct precautions to avoid a fatal accident. The lessons should prepare them for their home and school life.

b) All members of staff must set a good example and comply with this policy.

Electrical Equipment

HS&W Policy: Part 8

2. General

- a) Electrical equipment must be visually checked on a regular basis to ensure plugs, leads and covers are not damaged. Children's small fingers can pry into small cracks. Any damaged equipment must be removed and not used until repaired or replaced.
- b) Children must not be allowed to plug or unplug mains electrical equipment.
- c) Children must be taught and prevented from sticking metallic objects into mains electricity points.
- d) Children must be prevented from cutting into batteries.
- e) Electric leads must not trail across potential walking or playing areas.

Electrical Equipment

HS&W Policy: Part 8

3. Portable Electrical Appliances

- a) All electrical appliances, e.g., kettles, computer terminals, desk lamps etc., must be tested annually and tagged to show when tested.
- b) Only qualified electricians are equipped to carry out these tests.
- c) Private electrical appliances must be tested before they can be used in the school.
- d) Any electrical appliance which is not tagged has a tag indicating a test date greater than 1 year must not be used, removed to a safe place and clearly labelled **not to be used** and the reason.

Use of Computers

HS&W Policy: Part 9

- a) Do not sit in the same position for long periods. Make sure you change your posture as often as practicable. Short breaks away from the computer help. Do not rest your wrists on the edge of the keyboard or desk.
- b) Arrange the desk so that bright lights are not reflected on the screen. You should not be facing windows or bright lights.
- c) Keyboards should be capable of being used flat or tilted. Try different positions of screen, keyboard and mouse to find the best arrangement.
- d) Seats with adjustable height and backrests should be used for working at the VDU for long periods. Adjust your chair and monitor to find the most comfortable position for your work. As a guide your arms should be approximately horizontal.
- e) Make sure you have enough work space to take whatever documents you need. A document holder may help.
- f) Make sure there is enough room under the desk to move your legs freely. Move any obstacles.
- g) If users of varying sizes will be using the equipment, footrests should be supplied.
- h) The equipment should be checked along with other equipment in the school.
- i) Periodic checks should be made on all the equipment.

Use of Office Equipment

HS&W Policy: Part 10

Code of Practice

- a) If there is frequently a sweet smelling odour around the office equipment accompanied by noticeable irritation of the nose/ throat and headaches it is possible that ozone levels are too high. Keep a record of these symptoms.
- b) Keep the area adequately ventilated.
- c) When changing toners wear protective gloves.
- d) Keep photocopier lid closed when in use.
- e) Always switch off the machine before releasing a jam.
- f) Keep equipment regularly serviced.