



ASTON TOWER MULTI-ACADEMY TRUST

ASTON TOWER COMMUNITY PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

DATE	COMMITTEE	REVIEW DATE
28/03/2022	Full Trust Board	March 2023

This Health and Safety Policy incorporates

The Statement of Intent (Part 1)

- The declared commitment by Aston Tower Multi-Academy Trust Board to the health, safety and welfare of employees, pupils and other users of their premises

The Organisation (Part 2)

- The roles and responsibilities of those entrusted with the management of Health and Safety

The Arrangements (Part 3)

- The means by which the management of health and safety is achieved

The Appendices (Part 4)

- Containing regulations, guidance, advice etc.

ASTON TOWER MULTI-ACADEMY TRUST

The Statement of Intent (Part 1)

The Board of Trustees of Aston Tower Multi-Academy Trust recognises and accepts that it is responsible for providing a safe and healthy environment for the staff employed across the Trust, for the pupils attending its academies and for other persons on its premises.

The Board will ensure that all reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc Act 1974, the Management of Health and Safety Regulations 1999 and those other Regulations made under the Act. To this end, the Board have designated that the Headteacher of each of its academies have strategic oversight of Health and Safety Organisation and Responsibilities on its behalf and is expected to reinforce the Board's intentions for Health and Safety. It furthermore recognises that it also has a corporate responsibility towards its academies, its staff, pupils and others coming on to their premises.

Each Headteacher recognises and accepts that they are responsible for providing a safe and healthy environment for the staff employed in the Academy, for the pupils attending it and for other persons on the premises.

Each Headteacher has taken note of the implications of the Corporate Manslaughter and Homicide Act 2007 and the Health and Safety (Offences) Act 2008 and believe that its Health and Safety Management systems are duly in place and adequately rigorous. They will continue to monitor those systems with due diligence in respect of the health, safety and welfare of staff, pupils and anyone else who may be affected by them.

The Headteacher will ensure that within the Academy budgets there are adequate resources available to cover the cost not only of the planned maintenance of the grounds, buildings, plant and equipment in a safe condition but also, so far as reasonably practicable, of any emergency action necessary to ensure the Health and Safety of the occupants of the Academy premises.

The Headteacher will take reasonable steps to bring to the attention of each and every member of staff that

- Under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work
- They must co-operate with their employers in fulfilling their duties under the Act and supporting legislation as well as under the Academy's Health and Safety Policy and
- They each read (and sign that they have done so) the Academy's Health and Safety Policy, including the statements about the Organisation and Arrangements through which the Academy Management and staff aim to fulfil the relevant requirements.

This Statement of Intent will be displayed in staffrooms and in the main reception areas.

Signed _____

Signed _____

(Chair of Aston Tower MAT Board)

(Headteacher)

Date _____

Date _____

THE ORGANISATION (Part 2.1)

Role of the Aston Tower Multi-Academy Board of Trustees

- To accept its collective role in providing Health and Safety leadership
- To ensure all relevant Board decisions reflect its Health and Safety intentions as articulated in the Statement of Intent
- To ensure that Health and Safety risk management systems are in place and remain effective
- To ensure all academies are adequately funded to meet their statutory Health and Safety obligations
- To receive reports on risk management issues, significant failures, outcomes of investigations (e.g. accidents, near misses) and other Health and Safety issues
- To review the Health and Safety Policy
- Appoint a Trustee to have oversight of the management of health, safety and welfare of staff, pupils and other persons on its premises

Role of the Headteacher in all academies

- To provide Health and Safety Leadership, explain expectations and determine how the organisation and procedures will be delivered at their academy
- To ensure all relevant Academy decisions reflect the Board's Health and Safety intentions as articulated in the Statement of Intent
- To ensure suitable information, instruction and training is available to staff within their academy
- To consult with staff in accordance with the Health and Safety (Consultation with Employee) Regulations 1996
- To receive reports of risk management issues, significant failures and outcomes of investigations (e.g. accidents, near misses) and other Health and Safety issues
- To ensure the Board is presented with reports on risk management issues, significant failures and outcomes of investigations (e.g. accidents, near misses) and other Health and Safety issues
- To review the Health and Safety Policy and make recommendations to the Board

Role of Staff Representatives (if appointed)

Notification of Safety Representative Appointments

Recognised Trade Unions should notify the Headteacher of the details of all safety representative appointments and a record of this will be maintained by the Academy.

Time off and Facilities for Safety Representatives

The academy will grant reasonable paid time off to enable safety representatives to carry out the duties set out below (Safety Representative of each recognised Trade Union). It will also grant reasonable paid time off, subject to its Trade Unions Facilities Agreement and the 1996 Regulations, to enable safety representatives to receive Health and Safety training.

- To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent) and to examine the causes of accidents at the workplace

- To investigate complaints by any employee they represent relating to the employee's health, safety or welfare at work
- To investigate to make representations to the employer about matters arising out of sub-paragraph above
- To make representations to the employer on general matters affecting health, safety or welfare at work of the employees at the workplace
- To carry out inspections in accordance with the regulations
- To represent the employees they were appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive or of any other enforcing authority
- To receive information from Inspectors in accordance with the Act
- To attend meetings where they attend in their capacity as a safety representative in connection with any of the above functions.

("Workplace" in this respect means the place or places where the employee represented by the safety representative work or frequent in the course of their work. There is no legal right of access to premises or parts of premises handed over to contractors for work.)

References :-

Section2(6) of the Health and Safety at Work etc Act 1974

The Safety Representatives and Safety Committees Regulations 1977

The Health and Safety (Consultation with Employee) Regulations 1996

Dissemination of Health and Safety Information

All relevant information and reports will be made available to staff via email, posted on noticeboards in staff rooms or individually as appropriate.

THE ORGANISATION (Part 2.2)

ASTON TOWER COMMUNITY PRIMARY SCHOOL

Responsibility for Management of Health and Safety at Aston Tower Community Primary School:

Headteacher

Business Manager

Caretaker

Other Responsible Persons

Employees

Role of the Headteacher (HT)

- To manage the Health, Safety and Welfare of staff, pupils and other persons on the academy premises with day to day management delegated to the Business Manager
- To reinforce the Aston Tower Multi-Academy Trust Board's Health and Safety intentions as articulated in the Statement of Intent
- To be available to any member of staff to discuss and to seek to resolve Health and Safety problems not resolved at a lower level
- To encourage the staff's active participation in improving Health and Safety
- To consult with staff on the Health and Safety management system of the Academy
- To inform the Trust Board of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate

Role of the Business Manager (BM)

- To manage the Health, Safety and Welfare of staff, pupils and other persons on the academy premises as directed by the Headteacher
- To act on behalf of the Headteacher on all Health, Safety and Welfare issues in relation to external bodies – HSE, Fire Brigade, Local Authority, Insurance Risk Manager etc
- To liaise with independent Health and Safety advisers
- To arrange Health and Safety training, including induction training and specific training for specialist staff as directed by the Headteacher
- To undertake inspections of the premises and arrange external Health and Safety audits and/or inspections
- To investigate safety matters raised by staff or pupils and to take any necessary action
- To consult with the Headteacher for advice and guidance when their authority does not allow them to resolve the matter effectively
- To produce a written Health and Safety Policy ensuring (i) its implementation (ii) that all members of staff are aware of its contents and fully understand their responsibilities (iii) training is provided where necessary for Responsible Persons so that they can act with knowledge (iv) it is monitored and (v) revised as necessary
- To be available to any member of staff to discuss and to seek to resolve Health and Safety problems not resolved at a lower level

- To inform the Headteacher of relevant Health and Safety risk management issues, significant failures, outcomes of investigations as considered appropriate
- To take note of Health and Safety bulletins, instructions etc. issued from time to time ensuring that where required these are distributed and maintaining a file of such material which is readily accessible to all employees
- To keep an up-to-date list of all safety representatives in the Academy, both teaching and support staff and of their training
- To be readily available to safety representatives, if appointed, and to co-operate with them so far as is reasonable in their efforts to carry out their functions
- To receive written reports from safety representatives, if appointed, concerning possible hazards and to respond in writing within a reasonable period of time
- To ensure that materials and equipment purchased are safe and without risk to health when properly used
- To ensure that the circumstances of accidents are properly reported including under RIDDOR, examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence
- To ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site particularly asbestos, and where such work activities may affect the occupants
- To encourage the staff's active participation in improving Health and Safety
- To consult with staff on the Health and Safety management system of the Academy
- To be responsible for other Health and Safety matters as reasonably requested by the Headteacher and as indicated in the Organisation and Arrangements contained in this policy
- To ensure the drawing up and implementation of all risk assessments
- To ensure the statutory display of information (H&S poster, H&S Statement, Certificate of Employer Liability Insurance etc)
- To be responsible for the appointment and monitoring of contractors (including in respect of H&S competence).

Role of Caretaker

- To be responsible for Health and Safety matters as reasonably requested by the Headteacher and/or Business Manager and as indicated by the Organisation and Arrangements contained in this Policy
- To monitor the safe running and maintenance of premises plant, machinery and equipment
- To ensure the safe maintenance and testing of the Fire Alarm as required by law and of the Intruder Alarm
- To ensure the drawing up and implementation of all relevant COSHH and Risk Assessments
- To ensure the Health and Safety arrangements for those staff and pupils with special medical and/or mobility needs
- To be responsible for the appointment and monitoring of contractors (including in respect of H&S competence).

Role of Deputy Headteacher (SENCO)

- To organise and monitor the administration of first aid to pupils.

Role of other Responsible Persons/Line Managers

- To take appropriate local action to remove or reduce hazards and risks and to avoid ill-health arising from work or work-related activities
- To receive reports of hazards from staff and pupils and to take steps, so far as reasonably practicable, to remove or reduce them
- To report to the Business Manager or Headteacher cases where their authority does not allow them to deal effectively with a hazard/risk or where there is any doubt as to the practicability of a proposed solution and, where necessary, to take appropriate short term measures to maintain safety pending rectification
- To ensure that accidents are reported in accordance with instructions when so directed by the Headteacher and to establish the facts of any accident
- To co-operate with the Headteacher in ensuring that staff are aware of the contents of the Health and Safety Policy and any other information necessary on health and safety issues
- To ensure the appropriateness of all Risk, COSHH and Fire Risk Assessments
- To monitor their implementation and to review them
- To provide information, instruction and training
- To ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary
- To ensure, with the remit of their responsibilities, that (i) employees new to the Academy are helped to perform their duties in a safe manner (ii) pupils are able to work and move about safely in the Academy and (iii) all other persons, visitors, parents and contractors, are so able to do. In particular to ensure that they have all necessary information on health and safety matters including, for staff, a copy of the arrangements and the opportunity to read and discuss them before starting work.

Duties of Employees

- To take reasonable care of themselves and anyone who may be affected by their acts or omissions
- To co-operate with the Academy management in the interests of health and safety, e.g. fire drills, first aid, training

Areas of responsibility

AREA	MANAGED BY
Accident Reporting and Recording	BM
First Aid	DHT (SENCO)
Emergencies a) Emergency procedures and drills b) Evacuation notices and signs	HT/BM Caretaker
Fire Fighting Equipment	BM/Caretaker
Control of substances hazardous to health	Caretaker
Electrical Safety a) mains b) portable appliances	Caretaker/BM BM
Gas Safety	Caretaker/BM
Smoking	HT
Display Screen Equipment	BM
Defect and Hazard Reporting	Caretaker
Health and Safety information	BM
Risk Assessments a) Equipment, activities etc. b) New and pregnant mothers c) Educational Visits d) Medical needs e) Fire f) Building/site	Teachers/BM/Caretaker BM Visit Leaders/BM DHT (SENCO)/BM BM BM/Caretaker
Clear Passageway	Caretaker
Security	Caretaker/BM
Alarm Systems	Caretaker/BM
Intruders	Caretaker/BM
Violence to staff	HT
Storage	Caretaker
Manual Handling	Caretaker
Contractors on Site	Caretaker/BM
Other Users	BM
Water Quality	Caretaker/BM
Hiring of Premises	BM
Consultation with employees	HT
Work Experience	HT/DHT/BM
Work Equipment	Caretaker/BM
Asbestos	Caretaker/BM
Work at Height	Caretaker
Noise/Vibration at work	Caretaker

THE ARRANGEMENTS (Part 3)

ASTON TOWER COMMUNITY PRIMARY SCHOOL

1 FIRE SAFETY

- Appropriate procedures for ensuring that safety precautions are properly managed will be drawn up and given to all staff.
- A Fire Risk Assessment has been carried out as required by Regulatory Reform (Fire Safety) Order 2005. The significant findings are recorded separately.
- The employer or controller of the premises is deemed to be the 'Responsible Person' within the meaning of the Regulatory Reform (Fire Safety) Order 2005, and the Business Manager is responsible for ensuring that the maintenance requirements identified in the Fire Risk Assessment have been carried out.
- The school's evacuation procedure will be prominently displayed in all teaching rooms, offices and staff rooms. All staff and pupils must be familiar with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for. Details can be found at Appendix 1.
- All fire-fighting equipment will be checked annually by an approved contractor and records maintained.
- The fire alarm will be serviced at six monthly intervals by an approved contractor and records maintained.
- Emergency lighting will be tested annually by an approved contractor and records maintained. Where installed internal LEDs and emergency lights are tested monthly and records maintained.
- The fire alarm is tested weekly and records maintained.

2 REPORTING ACCIDENTS

An accident is an unplanned/undesired event which results in harm to a person(s) or damage to property.

A near miss is an unplanned/undesired event, which under slightly different circumstances could have resulted in harm to a person(s) or damage to property.

- All accidents to staff, pupils and visitors must be reported, in writing on side 1 of the school's accident report form which is available from the school office. The completed form should be given to the School Business Manager (SBM). The SBM will investigate the cause of the accident and complete side 2 of the school's accident report form. Where necessary the SBM will complete a separate Accident

Investigation Report. The SBM will report all accidents to the Headteacher. The school purchases health and safety services from Birmingham City Council and all accidents will be reported to Safety Services within Birmingham City Council.

- Some accidents must be reported to the Health and Safety Executive (HSE) under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Birmingham City Council's Safety Services will report to the HSE on the school's behalf.
- Near misses should also be reported using the school's accident reporting form in order that control measures and procedures can be amended to avoid any recurrence in the future.

3 FIRST AID

First Aid can save lives and prevent minor injuries becoming major ones whilst waiting for medical assistance.

- The school has a First Aid Policy.
- Level 2 Award in Combined Paediatric First Aid training will be provided for Teaching Assistants and Lunchtime Supervisors with 3 yearly requalification.
- First Aid will only be provided by suitably trained persons.
- First Aid containers, whether to be used on or off site will be stocked as per the HSE recommendations.
- Information for employees will be displayed in staff rooms.
- The school has insurance arrangements in place which provide full cover for claims arising from actions of staff acting within the scope of their employment.
- The school has a room available for medical treatment on the ground floor. This room contains a wash hand basin and toilet.

4 PREMISES

- The school ensures that all statutory testing, including but not exhaustively, 5 year fixed wire testing, annual Portable Appliance Testing, gas installations, PE and playground equipment and cleaning/servicing of catering equipment is undertaken.
- Electrical items which have not been PAT tested should not be brought onto the site or used.
- The school has an Asbestos Management Plan and all contractors are required to read this and sign to confirm they have done so before undertaking any work in school.
- Staff are not permitted to make holes or attach anything to the walls or ceilings without permission.
- Care must be taken when carrying materials and ladders to ensure they do not come into contact with the ceiling tiles.

5 ELECTRICITY

- Employees shall not attempt repairs or make modifications to electric equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.
- Electricity is extremely hazardous and can cause serious injuries, fatalities and fires.
- To ensure the safe use of electricity, effective maintenance regimes need to be implemented, and safe working practices adopted.
- The following control measures are adopted as the minimum required for electrical safety within the school:
 - The fixed electrical installation is subject to a 5 yearly inspection by a competent engineer, and any maintenance required to prevent danger is carried out.
 - Only electrical equipment provided or authorised by the School shall be used.
 - Portable electrical appliances are subject to Portable Appliance Testing (PAT) and a formal visual inspection, generally on an annual basis, by a competent person, to identify any maintenance required to prevent danger (Low risk stationary office & IT equipment, where the cables are organized to prevent damage, may have a greater test interval, whilst portable drills which may be used in all conditions, may require more frequent testing; advice should be sought from the competent person).
 - Employees are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.
 - The pre use check will include inspection of the electrical equipment to identify:
 - The equipment is suitable for its intended use, and environmental conditions in the area of use.
 - The equipment has been appropriately PAT Tested. New equipment will be tested at the next test visit.
 - There are no signs of physical damage to the equipment or wiring.
 - There are no signs of overheating.
 - The wiring is appropriately clamped into the equipment and plug.
 - The equipment is clean and appears in a condition that is fit for use.
 - It is essential that where electric equipment is used outdoors, or in areas where contact may be made with water, a Residual Current Device (RCD) is used to reduce the risk of serious electric shock. Employees must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.
 - Residual Current Devices (RCD) are functionally tested in accordance with the manufacturers recommendations (generally half-yearly), and the results of these tests recorded. Functional testing of RCD in high hazard areas is carried out more frequently, in line with current guidance.
 - Electrical maintenance work is only carried out by competent persons.

- Damaged, defective or inoperative equipment is immediately isolated, withdrawn from use, labelled as such, and reported to either the ICT Operations Manager (IT equipment) or the Site Manager. Unauthorised staff or pupils are not to tamper with electrical equipment, serviceable or otherwise.
- Work on or near live electrical conductors is only carried out after being fully risk assessed, and then using a documented Permit-To-Work system, by qualified engineers.
- Appropriate maintenance records are maintained.

6 GUARDRAILS ON STAIRS AND LANDINGS

- Falls down stairwells are a major risk to pupils in schools with multiple floors. To minimise the risks employees must ensure good discipline in these areas making sure that pupils do not run or play about on stairs or landings. The guardrails on the stairs and landings meet the following minimum requirements:
 - Handrails are at least 900mm high on stairs, measured vertically from the stair nose to the top of the rail and at least 1100mm high on landings, both sufficiently in-filled so that gaps do not exceed 100mm and prevent easy climbing.
 - Handrails are provided on all stairs with three or more steps.
 - Stairways to be maintained in good condition. Any wear or damage to reported to the Caretaker.

7 VULNERABLE GLAZING

- The vulnerable areas of glazing have been protected to prevent serious injuries in the event of breakage. This includes all glass in doors/side panels and that are less than 800mm above the floor (Note, wired glass will not necessarily meet the protection requirements of safety glass). In addition the glazing in windows ANY THAT APPLY have been safeguarded. Regular risk assessments are carried out on all areas of the school to ensure the standard of glazing reflects the use of the building.
- Glazed mirrors in pupil areas are to be protected against breakages, which may cause injury to pupils.

8 WORKING AT HEIGHTS

- Employees are reminded that falls from height are the most common cause of fatal and serious accidents at work.
- A fall from height can be from a library step just as easily as from a ladder or scaffold on a building site
- Employees shall not work at heights of more than 2 metres (from floor to feet position) when they are working alone, if an accident occurs there is no one to call for assistance.

- The need to reach things at heights should be eliminated where ever possible e.g. displaying pupils work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible proper access equipment must be used and the following protocol adhered to.
 - The over-riding principle is that; all that is reasonably practicable to prevent anyone falling should be done. Therefore the following hierarchy for managing and selecting equipment for work at height should be followed.
 - Avoid work at height where possible.
 - Where work at height cannot be avoided, use work equipment or other measures to prevent falls.
 - Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall.

The managing of work at height requires that.

- All work at height is properly planned and organized.
- Account is taken of weather conditions that could affect safety.
- Those involved are trained and competent.
- The place where the work is carried out is safe.
- Work / access equipment is appropriately inspected.
- Risks from fragile surfaces are controlled.
- Risks from falling objects are controlled.

The planning of work at height requires that.

- No work is done at height if it is safe and reasonable to do it other than at height.
- The work is properly planned, appropriately supervised and carried out in a way that is as safe as is reasonably practicable.
- Emergencies and rescue are planned for.
- Account is taken of the appropriate risk assessments.
- All work at height access equipment (i.e. ladders, step ladders, tower scaffolds etc) is securely stored to prevent unauthorised access when not in use. A register is maintained of all this equipment and it is maintained and inspected regularly, records of which are maintained.
- Before using a ladder or step ladder make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturer's instructions, by a person who is competent, having received sufficient instruction and training.
- Those using ladders or stepladders are to be appropriately trained and are to comply with the risk assessments and local rules to ensure their safety.

9 SUBSTANCES HAZARDOUS TO HEALTH

- Where possible all substances used in the School should be non-hazardous e.g. not labelled 'Flammable or Highly Flammable', 'Toxic', 'Harmful', 'Corrosive' or 'Irritant' etc, or carry the hazard warning symbol. Where a choice exists between substances required to carry out the same task, the substance with the lowest hazardous properties is always used in preference to higher hazard substances, and then in the most diluted form suitable for the task.
- All substances must be properly labelled, stored, used and when necessary, disposed of in accordance with the manufacturer's instructions. Where substances are decanted into containers other than the original they should carry appropriate identification and hazard warnings.
- Employees should be aware of the requirement to adequately Risk Assess the processes for which any hazardous substances are used, to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.

School Cleaning Substances

- Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for the general purpose cleaning in the School.
- The use of cleaning chemicals within the school has been risk assessed and suitable arrangements have been put in place. The risk assessment will be reviewed at regular intervals or when changes have been carried out

10 CATERING

- Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control are required to minimise them.
- The Catering contractor is responsible for:
 - The safety of the kitchen areas and of keeping the school informed of any hazards which could affect the safety of people or premises
 - Ensuring that its employees are competent in working safety in the kitchens with particular regard to the following:
 - Hygiene. To maintain suitable standards of hygiene in the kitchen areas including storage areas and staff rest areas
 - Fire. To be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen.
 - Training. Providing suitable practical training to ensure that staff are able to deal with kitchen fires by using available kitchen fire-fighting equipment.

11 MANUAL HANDLING

- Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to completely avoid them. Most of these within the classroom do not generally involve significant risks and are within

the capabilities of all employees. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

- Safe lifting techniques must be employed at all times. Never bend from the waist or lift with the legs straight, as this puts strain on the back muscles and spine and may lead to injury. Manual handling training is provided as necessary.
- Employees shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If the load is beyond their capabilities, they are to seek assistance.
- Special care is to be exercised where pupils are involved with the moving of objects, e.g. moving trampolines or pianos. Employees are required to assess these operations and only allow pupils to be involved where the task is within their capabilities, with regard to age, build, strength and maturity etc; and ensure that adequate precautions are taken to prevent injury.
- The manual handling of any objects which present a significant risk of injury and which cannot be avoided is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.
- Those persons anticipated to be involved with significant lifting tasks have been provided with training in safe manual handling techniques.
- For those without this training, they are to seek the assistance of appropriately trained persons if as a part of their job the requirement arises to carry out any significant lifting tasks.
- Below are listed some of the controls that should be employed for lifting different objects, which along with the manual handling training that has been provided, are considered to be the minimum required to reduce the risks to the lowest extent reasonably practicable.
 - Chair and Table Moving

Measures to reduce the risk of injury.

- Using safe lifting techniques.
- Carrying no more than 3 chairs at a time.
- Using special trolley for moving stacks of chairs.
- Carrying no more than 1 table at a time (single tables).
- Obtaining assistance where the timescale or other factors involved could lead to over-exertion.

- Miscellaneous Packages and Items

Measures to reduce the risk of injury.

- Using safe lifting techniques.
- Using the trolleys and barrows provided.
- Obtaining assistance where the weight/size of load is beyond individual capacity.
- Furniture, Lockers, Display Boards etc.

Measures to reduce the risk of injury.

- Using safe lifting techniques.
- Using the trolleys and barrows provided.
- Obtaining assistance in proportion to the weight/size and distances involved.
- Wearing protective equipment such as gloves and safety footwear.

12 MOVING AND HANDLING ASSISTANCE FOR PUPILS WITH SPECIAL NEEDS

- Any activity including pupils with Special Needs is to be carried out in accordance with the school's SEND Policy.
- An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors.
- The assessment will identify the moving and handling plans appropriate for each pupil. The hierarchy of measures in these plans shall be as follows.
- Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and where appropriate encouraging pupils to move themselves, or by re-organising activities.
- Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable, e.g. training for employees in using safe techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.
- The moving and handling plans will be recorded in pupil's care plan.
- The assessments shall be reviewed each term or when significant changes occur.
- Personal Emergency Evacuation Plans (PEEP's) have been documented to identify the safe evacuation procedures for all disabled persons that can be expected to be on the School Site during an emergency. In the event of a Personal Emergency Evacuation Plan identifying the need for an evac-chair a chair/chairs will be made available and training provided.

13 DISPLAY SCREEN EQUIPMENT (DSE)

- Display Screen Equipment (DSE) is generally regarded as computer equipment; however other items of equipment with alpha/numeric displays (with some exceptions) are also included in the scope of the legislation.
- Computer equipment is used extensively throughout the school by various members of staff, and current health and safety legislation designates employees who use this equipment for continuous spells of an hour or more at a time as a part of their normal work as 'users'. Self employed persons working similarly, with school equipment, are designated as 'operators'.
- Workstations used by 'users' or 'operators' are assessed to ensure they satisfy minimum requirements for health and safety, and the risks are reduced to lowest level reasonably practicable.

- 'Users' are provided with information and training about the risks to their health and how to minimise them.
- 'Users' are entitled to eye tests and a basic pair of frames and lenses if they need spectacles specifically for display screen work, at no cost to themselves. Initially 'users' are to request these through the BM who will provide referral letters to take to an optician of choice.
- Work related upper limb disorders such as pain in the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged work stations and organisational systems will minimise the risks of these disorders. Employees should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse use.
- The DSE procedure is attached

14 SMOKING AT WORK

- Smoking is not permitted on the school site, grounds or buildings. This is to minimise the risk of fire and to prevent unwanted exposure to environmental tobacco smoke, which is a health hazard.
- Appropriate signage, prohibiting smoking, is displayed at all entrances to the school site/buildings.
- Appropriate signage is displayed in all school vehicles.

15 CONTRACTORS' ACTIVITIES

- Construction and maintenance work involves major hazards and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The School has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on the Multi Academy Trust's approved list, or can show in some other way, they are competent to carry out their work in accordance with the relevant statutory provisions will be selected for work on the premises.
- The Headteacher or delegated employee must identify to the contractors, those hazards and controls already in place at the school, and obtain from them information regarding the hazards and controls which they will be bringing to the school, such that adequate control measures can be implemented and effective contractor / school segregation maintained.
- Before work commences the Headteacher or delegated employee must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, employees and visitors. The Headteacher or delegated employee shall then liaise with the contractor and monitor their activities to ensure the arrangements are, and remain, adequate. Any situation where the control measures are inadequate must be rectified immediately.

The Construction (Design and Management) Regulations 2007(CDM Regulations) will apply to larger projects. i.e. all demolition work irrespective of size and construction work which involves 5 or more persons, or takes longer than 30 days. In these cases the Headteacher or delegated employee is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

16 PERMITS TO WORK

Permits to work are an important means of fulfilling the School's general duty to ensure the health and safety of employees under section 2 of the Health and Safety at Work Act 1974. Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in the workplace. To control these risks "permits-to-work" used for the following work activities:

- a) hot work which could reasonably be foreseen as posing a hazard to others or plant and equipment.
- b) machinery permit, required where dangerous parts of plant or machinery could reasonably be foreseen as a hazard
- c) confined spaces, entry into any area where by reason of its enclosed nature there arises a foreseeable risk from the following hazards;
 - i) Injury to any person from fire or explosion
 - ii) Loss of consciousness arising from raising the body temperature.
 - iii) Loss of consciousness or asphyxiation of any person arising from gas, fume, vapour or the lack of oxygen.
 - iv) Drowning caused by an increase in the level of a liquid.
 - v) Asphyxiation in a free flowing solid or the inability to reach a respirable environment due to entrapment by a free flowing solid.
- d) A confined space permit must also address the specific requirements of the Confined Spaces Regulations 1997
- e) electrical work, all work on installations which poses a hazard from electrocution, fire and explosion
- f) excavation work, any excavation work, other than the mining of minerals, this permit is required to ensure no underground services pose a risk to those working and to preserve the structural integrity of nearby structures.
- g) equipment disjoints, used to control the disconnection of any equipment which has contained a liquid or gas i.e. pipe work containing heated bitumen, large diesel tanks etc.
- h) work at height / roof access, access to fragile roofs or where the roof has no safety edge protection or parapet, any work involving the risk of falling more than 2m.

It is the intention of the school to introduce new or modify existing permits to work as necessary and to review their use as appropriate.

The permit to work system applies to all the above work conducted by the school, its employees, contractors and all visitors are expected to comply with the requirements of any permits that are in force.

Records shall form part of the project safety file.

17 MANAGING SICKNESS ABSENCE AND RETURN TO WORK

The school's Managing Attendance Procedure to be complied with.

18 VIBRATION

- School activities are not considered to include significant vibration risks.
- Jobs requiring the frequent use of vibrating tools and equipment, and handling of vibrating materials are the main cause of this condition, and the equipment concerned could include chainsaws, hammer drills, pedestal grinders, powered sanders and powered lawn mowers.

19 NOISE

- It is the school policy to reduce noise at source, by the purchase and maintenance of equipment to keep the noise level generated as low as possible. Where this cannot be achieved engineering controls, such as acoustic damping etc are employed to further reduce noise exposure. Work scheduling and careful of timing activities is also used to reduce individual noise exposures to as low as is reasonably practicable. And only where the above measure are insufficient or inappropriate is personal ear protection resorted to.
- Additionally, practices are adopted, such as switching off unused equipment etc, in order to eliminate or reduce noise levels to as low as is reasonably practicable.

20 ENVIRONMENTAL CONDITIONS

Sun Exposure

- During hot sunny weather adequate drinking water is available, and a shaded area is provided in the playground.
- Staff are encouraged to wear sun hats, and sun-block.
- Pupils are encouraged to wear sun hats, and sun-block.
- Staff rotation ensures that no single member of staff is overly exposed to sun/heat.

Radon Gas

Where a risk assessment has been carried out and the workplace measurements show radon levels below 400 Bq/m³, as is the case for the majority of employers, then the only further action required is to decide when the risk assessment will be reviewed. This figure of 400 Bq/m³ is comparable with the Action Level of 200 Bq/m³ for homes, taking into account that most people spend much more time in their home than at work. For occupied areas with levels above 400 Bq/m³, the employer may need to immediately take steps to manage

occupational exposures pending any decision they may take to reduce the radon levels by engineered means.

Snow & Ice

- Stocks of rock-salt are kept. The Caretaker monitors the forecasts for snow/ice conditions, and during winter checks the site at least 1.5 hours before school opening times.
- A plan is devised detailing the priorities for clearing pathways & playgrounds.
- A salt spreader, shovels and warm clothing are provided. The Caretaker clears pathways and playgrounds according to the time available and the severity of the conditions in order to maintain at the minimum clear access to the school buildings.
- The condition of the pathways and hard surfaces is regularly monitored by the Caretaker, and appropriate clearance measures taken, with slippery areas cordoned off as necessary.
- The decision as to whether the weather conditions prevent the school from opening lies with the Headteacher.

High Winds

- The Caretaker inspects the school site after high winds and other weather conditions such as heavy snow to identify any hazards such as tree branches or parts of the building left in a hazardous condition, such that appropriate remedial action can be initiated.

Rain

- Suitable dry areas and supervision are provided for pupils when it is raining during non-teaching time.
- All hazardous areas are cordoned off, and reported for immediate remedial action. A supply of cordon material and signage is kept for this purpose.

21 SCHOOL PRODUCTIONS

- Licences which enable productions to non-paying audiences is purchased by the DfE on the behalf of the school and the conditions set by this licence in terms of the numbers of people, seating layout, gangway widths and exit routes etc are complied with;
- arrangements are made for the provision of first aid in case of injury or acute ill health;
- a telephone is available for calling the emergency services; and
- chairs for the audience are kept clean and in good condition.

22 LONE WORKING

Some activities involve special risks and shall not be carried out whilst alone. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below and will require specific risk assessment and control measures.

- Working at heights.
- Moving and handling tasks where assistance is required to minimise the risk of injury.
- Work in roof spaces.
- Work below the ground such as in inspection pits, pipe ducts, excavations.
- Work involving exposure to uninsulated, live, mains voltage electrical conductors, such as when fault finding on electrical equipment.
- Work involving the use of high risk, hand held machinery such as circular saws and planers.
- Meetings with people who have a record of violent behaviour, or meetings where conflict or disagreement is anticipated.

Documented procedures have been developed in order to raise the alarm should a lone worker fail to report their safety. Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside).

A method of raising the alarm must be readily available, in case of an emergency, and documented procedures developed in order to raise the alarm should a lone worker fail to report their safety.

Lone workers are to make regular contact with a nominated individual to confirm their safety. The nominated individual will be instructed on the arrangements for reporting a failure to make contact.

In addition everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if they are overdue and raise the alarm if there is no reply.

23 WORKING TIME

The School recognises that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 (as amended) is seen as the way to minimise these risks. Normal school arrangements usually ensure that employees receive the in-work daily/weekly

breaks and annual leave entitlements specified in the Regulations. Some employees, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any employee whose work dictates they are required to work excessive hours should raise this with the Headteacher.

24 WORK RELATED STRESS

Stress is the reaction people have to excessive pressures or other types of demands placed on them. Contributing factors to harmful levels of stress include work overload/under load, the working environment, working relationships (e.g. bullying or harassment), and changes taking place, poor communication and organisational style. Prolonged work-related stress can lead to physical ill health.

A risk assessment has been carried out to identify and evaluate the school's potential for stress related risks.

The following minimum control measures have been implemented.

- Factors likely to cause intense or sustained levels of work related stress are identified and measures implemented to protect staff.
- An open and understanding management style is practiced.
- Staff have the skills, training and resources they need.
- Fair and consistent treatment is provided for staff.
- Two way communication takes place, especially in times of change.
- Support and counselling facilities are available where appropriate.
- Staff are encouraged to report any work situation causing intense or sustained levels of work related stress.

25 LEGIONELLA BACTERIA

There is a small risk of legionella bacteria developing in the water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons.

A company specialising in water hygiene has been commissioned to survey the site and assess the risks. This risk assessment is repeated at least every two years, or earlier if circumstances change. The recommended remedial work has been carried out to prevent contamination and stagnant water gathering in dead legs of pipework etc, and the control measures outlined in the survey report, such as inspections, temperature monitoring, cleaning and flushing implemented.

All staff required to carry out legionella monitoring activities etc have been appropriately trained.

Appropriate records of legionella control maintenance are maintained by the Business Manager.

26 ASBESTOS

A specialist asbestos management survey has been carried out throughout the school, all asbestos containing materials identified and a report produced. The control measures to prevent asbestos fibres being released have been taken as appropriate.

- Asbestos containing materials have been removed where necessary.
- Asbestos containing materials have been encapsulated to prevent contact.
- Asbestos containing materials have been sealed to prevent deterioration.
- Access is denied to asbestos containing materials.
- Asbestos containing materials are properly identified.

An Asbestos Management Plan has been developed, which includes the following control measures:

- no building or maintenance work is carried out without prior reference to the asbestos survey report;
- all contractors and maintenance personnel etc are made aware of asbestos containing materials in and around their area of work, in order that they take the appropriate precautions. Confirmation of this notification should be recorded;
- specialist assistance is to be obtained in all instances where asbestos containing materials are likely to be disturbed;
- the BM/Caretaker monitors the conduct of employees and contractors to ensure that asbestos containing materials are not disturbed;
- the condition of all exposed asbestos containing material is monitored by the Site Manager on a regular basis, and records maintained;
- if asbestos containing materials are removed or treated in any way, the asbestos register is to be updated by the BM and
- access to areas where deterioration, damage or disturbance of asbestos containing materials occurs is prohibited.

In areas where refurbishment, demolition or major building works are to take place, an Asbestos Refurbishment/Demolition Survey will be carried out beforehand.

27 PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) is all equipment (including clothing for protection against the weather) which is intended to be worn or held by individual persons at work which protects them against one or more risks to their Health and Safety.

PPE is regarded as the last choice on any hierarchy of control, and should be chosen where risk assessments have identified that other methods, such as engineering controls, are not sufficient to adequately control the risks.

Only PPE bearing a 'CE' mark will be made available, and will be provided free of charge to employees. Employees are not permitted to use their own privately owned PPE unless authorised by the Headteacher.

The Caretaker/BM are to monitor and enforce the use of PPE and the Caretaker is responsible for ensuring:

- PPE is assessed for suitability prior to use. It should be appropriate for controlling exposure to the risks concerned, available in appropriate sizes or fully adjustable to fit the users, and is compatible with other PPE that may need to be used at the same time;
- effective storage arrangements are provided and used for PPE, which enable PPE to be stored without damage, and eliminates the potential for cross contamination;
- PPE is kept in a clean condition, and manufacturers guidance is followed for the maintenance requirements;
- employees are provided with training and instructions on how to use appropriate PPE properly and safely, and informed of the reason for its use and how to identify and report defects;
- adequate supplies of serviceable PPE are available, and damaged or ineffective PPE is withdrawn from use.

28 GROUNDS MAINTENANCE

The school have a contract with a third party provider for the maintenance of the school grounds and are subject to the controls in the Contractors' Activities section of this policy.

- Inspections on the grounds are carried out by the Caretaker before the school opens each day, and all hazardous items removed prior to allowing pupils access to the site.
- Inspections of the wooden equipment (sheds, seating, fencing and play equipment etc) are carried out by the Caretaker on a weekly basis, and all hazardous parts rectified or isolated prior to allowing pupils access to the area.
- The trees have a 5 year inspection by a competent specialist. Further to this, the Caretaker ensures that all trees are inspected on a weekly basis, and after high winds or other adverse conditions that could affect their integrity. Records are kept of these inspections.
- Hazardous substances are securely stored with appropriate spill prevention and ventilation, and are only used in line with appropriate risk assessments.

29 LETTINGS

Any hirers of the premises have the responsibility to ensure that they use it safely. The Board of Trustees recognises its duties as the controller of premises, and requires that the letting policy and contractual agreements be complied with to ensure that:

- premises hired are in a safe condition for the purpose of use;
- arrangements for emergency evacuation are adequate;
- firefighting equipment is in place and operational;
- relevant insurance requirements have been met;
- contractual arrangements are drawn up to clearly delineate and specify responsibilities and arrangements for Health and Safety (i.e. telephone communications, first aid provision, fire procedures, Child Protection Policy, Designated Senior Person etc);
- the relevant area is inspected both prior to and after each letting to ensure that it is in a safe condition for subsequent use. Records are kept of these and hand-over/return checks.

30 DISABILITIES

The school recognises its duties with regards to providing reasonable access to the school and its facilities for disabled persons. Due to the widely differing circumstances of each disabled person, there can be no single set of provisions which will cater for all disabilities.

The requirements of each disabled person for access to the school and its facilities will be assessed individually, and reasonable adjustments made to cater for them.

- Disabled toilet facilities have been provided.
- Facilities for disabled persons use are appropriately maintained (i.e. testing of WC alarm call facilities).
- Emergency arrangements have been reviewed in light of the disabled persons likely to be present, and where appropriate Personal Emergency Evacuation Plans (PEEP's) have been documented.

31 BOILER ROOMS

Boiler Rooms are considered to be potentially hazardous environments, and the following control measures have been adopted to reduce the risks.

- The boilers are maintained annually by competent specialist contractors.
- Appropriate fire extinguishers are provided in the Boiler Rooms.
- Emergency isolation controls are provided in the Boiler Rooms.
- The Boiler Rooms are kept secure to prevent unauthorised access.

- Combustible materials are not stored in the Boiler Rooms.
- Adequate ventilation is provided in the Boiler Rooms.
- Emergency exit routes from the Boiler Rooms are kept free from obstructions.

32 EQUIPMENT

- Protective equipment will be provided to staff and pupils as necessary for specific tasks.
- Equipment purchased will meet appropriate educational standards and installation and use will conform to health and safety requirements.
- Equipment, materials and chemicals will be stored in the appropriate storage containers and areas. All containers will be labelled with the correct hazard sign and contents label. Storage life should be considered when ordering new supplies. Reference must be made to COSHH and information should be accessible to all.

33 HOUSEKEEPING

- The cleaning supervisor will monitor the cleaning standards as laid down in the cleaning specification.
- A regular waste collection service is in place including clinical and sanitary waste.

34 VISITS

- Educational visits must be organised in accordance with the school's Educational Visits Policy.
- The school has a trained Educational Visitors Co-ordinator.

35 VISITORS TO THE SCHOOL SITE

- All visitors are asked to provide photographic identification and sign in at reception.
- The electronic signing-in system provides safeguarding and health and safety information which must be read before proceeding with the signing-in process.
- Whilst on site, all visitors and contractors will be required to wear a visitors badge on a lanyard. A lanyard system is used which identifies those visitors who have provided current DBS details.
- No contractor may undertake work in school without permission and without reference to the Asbestos Management Plan.
- Contractors are responsible for the health and safety of their employees and for their safe working practices, which must not constitute a hazard to staff, pupils and visitors to the school.
- Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations when completing the booking. The school has a Lettings Policy.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the

person needs assistance and direct them either to the school office or off the site, as appropriate.

- Visitors are only allowed on site with the permission of the Headteacher.

36 SECURITY

- All staff should be conscious of all aspects of the security of people and property. In particular, the doors should be closed and staff should use their fobs to gain access.
- Perimeter gates will be locked at the end of the school day and during holiday periods.
- Fire exits should not be locked or blocked.

37 CRITICAL INCIDENTS

- The school has a critical incident and Business Continuity procedure.

38 COVID 19

- There is a specific Risk Assessment for Covid 19 measures.

38 MONITORING AND REVIEW

In order to ensure that the Health and Safety arrangements of the school remain effective, and that the Health and Safety Policy remains valid, a scheme of monitoring and review has been implemented.

The following summarises the content of this process.

Monitoring – the monitoring of health and safety in school falls within the remit of the Trustees' Staffing and Finance Committee. There is a Trustee with designated responsibility for health and safety and ensures it is considered within the decision making of the Board. Minutes of the Finance and Premises Committee meetings are distributed to the whole Trust Board.

- The following staff members will carry out half-termly Health and Safety inspections of the school, to identify Health and Safety improvements or failings. Notes should be taken during these inspections.
 - Business Manager
 - Caretaker
- There is a defects book where staff record health and safety concerns and defects within the buildings and grounds to alert the Caretaker that action is required. This book is monitored by the BM to ensure effective and timely remedial action is undertaken.
- Individual teachers will carry out a daily inspection of their classroom prior to use, in order to remove any obvious hazards before pupils arrive.
- Staff will monitor pupils at all times and take appropriate action to ensure that they are

not putting themselves or others at risk by their actions or omissions.

If a Health and Safety Committee meeting is requested it will be chaired by the Headteacher.

Review – the Health and Safety Policy is reviewed by the Resources, Audit and Risk Committee either annually or when there has been a significant change. The Resources, Audit and Risk Committee report to the Trust Board who approve the policy.

THE APPENDICES (Part 4)

ASTON TOWER COMMUNITY PRIMARY SCHOOL

APPENDIX 1 – FIRE AND EMERGENCY EVACUATION

This is an appendix and complements the main Health and Safety Policy and describes the arrangements in place and procedure that should be followed in the event of a fire or emergency evacuation.

ASTON TOWER FIRE ROUTINE

1. Anyone discovering a fire should immediately sound the alarm by breaking the glass in the nearest point.
(Please see attached map for list of Break glass systems & fire extinguishers)
The default position of the school is that no one should fight the fire – everyone should evacuate immediately and close off the area.
2. **All outside doors are emergency exits. They should be free from obstructions at all times and unlocked during session times.**
Doors should only be locked at night for security and first thing each morning should be unlocked so that doors unlock on single door action release.

In the Annexe, the bottom locks of each door are unlocked so that doors unlock on single door action release.
3. On hearing the alarm the Business Manager, Head or Deputy will check the Fire Alarm Panel and this person plus one other will go to the site of fire to investigate and will telephone the fire brigade if necessary.
4. The office staff will collect the Registers and Signing in Books (Staff/Students/Visitors) and grab box.
5. The teacher/adult in charge of a class/group should take the children in single file and in register order and behaving sensibly out through the nearest exit (normally the nearest outside door). Doors should be shut as you leave.
6. Children should be led from the building onto the playground and then along to the assembly point on the field.
7. At the assembly point children should line up in classes. *(see Ground Floor Plan)
8. Class teachers should check the registers and if all present then hold up your registers.
9. Anyone known to be missing should be reported to the fire officer or the Head Teacher/Deputy Head Teacher by not holding up the registers.
10. No one should re-enter the building until permission is given by the fire officer or head teacher/deputy head.

11. You may only douse the fire if the fire is blocking your fire exit. Fire fighting must always be of secondary importance to safety of life. **The default position of the school is that no one should fight the fire – everyone should evacuate immediately and close off the area.**
12. Kitchen staff to exit via their own fire exit if possible otherwise through nearest alternative exit.
13. Visitors to the school and external students should report to Admin staff in the fields to be checked off.

DETAILS OF EVACUATION PROCEDURE

During Session Time

As the teacher/adult is evacuating the children any other adults should undertake a sweep of the area. The last adult out of the room should ensure that the door is closed.

Children should be made aware that, if they are separated from their class, they must leave by the nearest exit and go to the assembly point and wait there. They must not try to return to their classroom or any part of the school.

Teachers will spend some time at the start of each term to remind the children of this.

Playtime / Mid Day Break

Staff that are on duty should collect all children at the point farthest away from the building and proceed to the assembly point. The first person to leave the building should take and blow the whistle/bell. All other staff should go out immediately to assist.

Wet Playtime / Mid Day Break

Staff in charge of classes/groups instruct children to line up quietly and leave by the nearest exit.

There should always be an adult supervising every group of children.

Classes/Groups in the Hall Doing PE

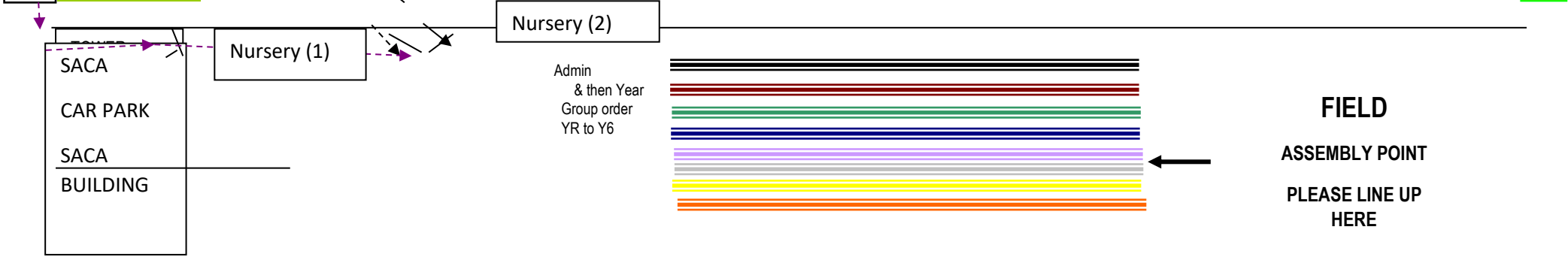
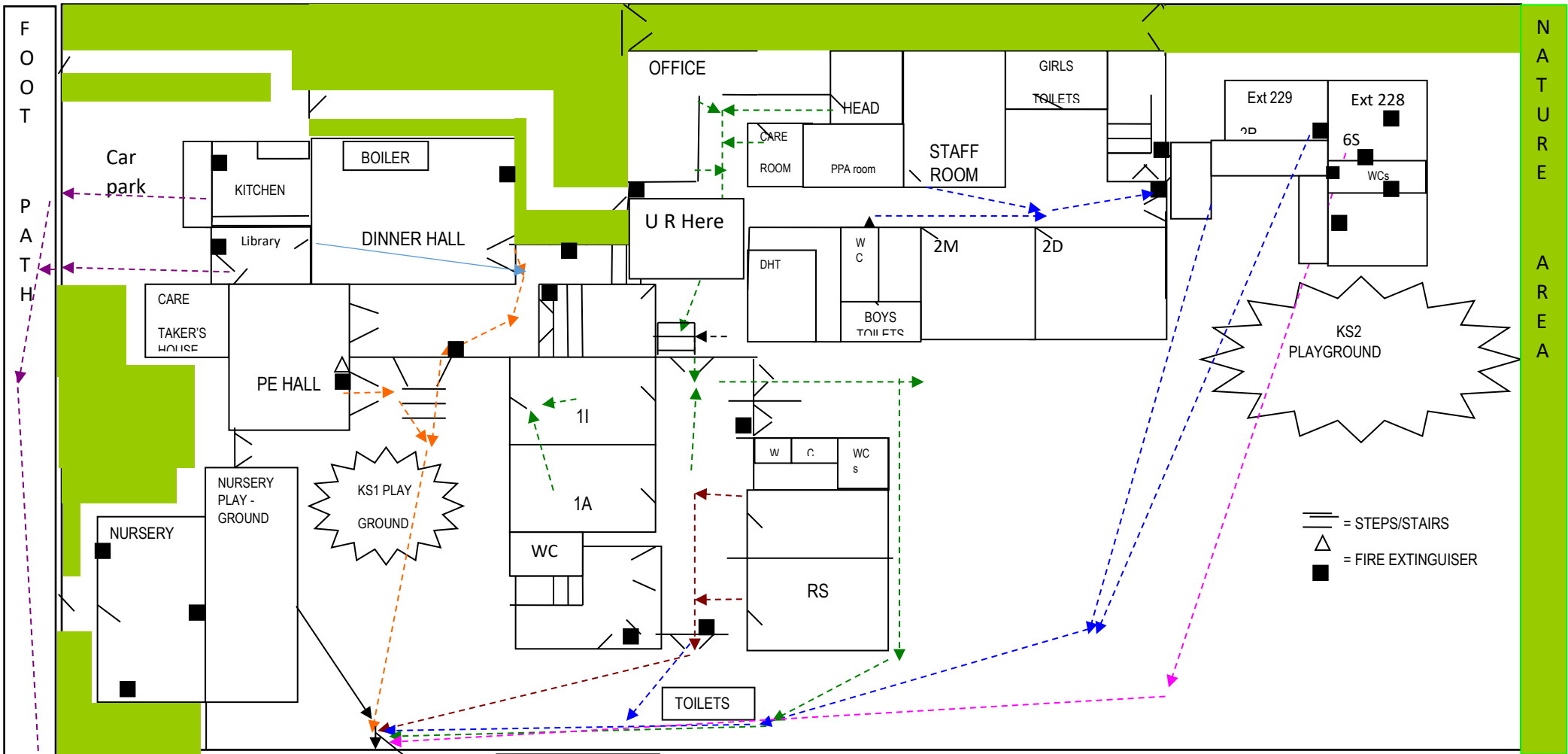
Children doing PE should make their way to the nearest exit. There will not be time to get changed. The safety of the children and adults should be the priority.

Doors & windows should be shut. However this is not the first consideration for staff or pupils.

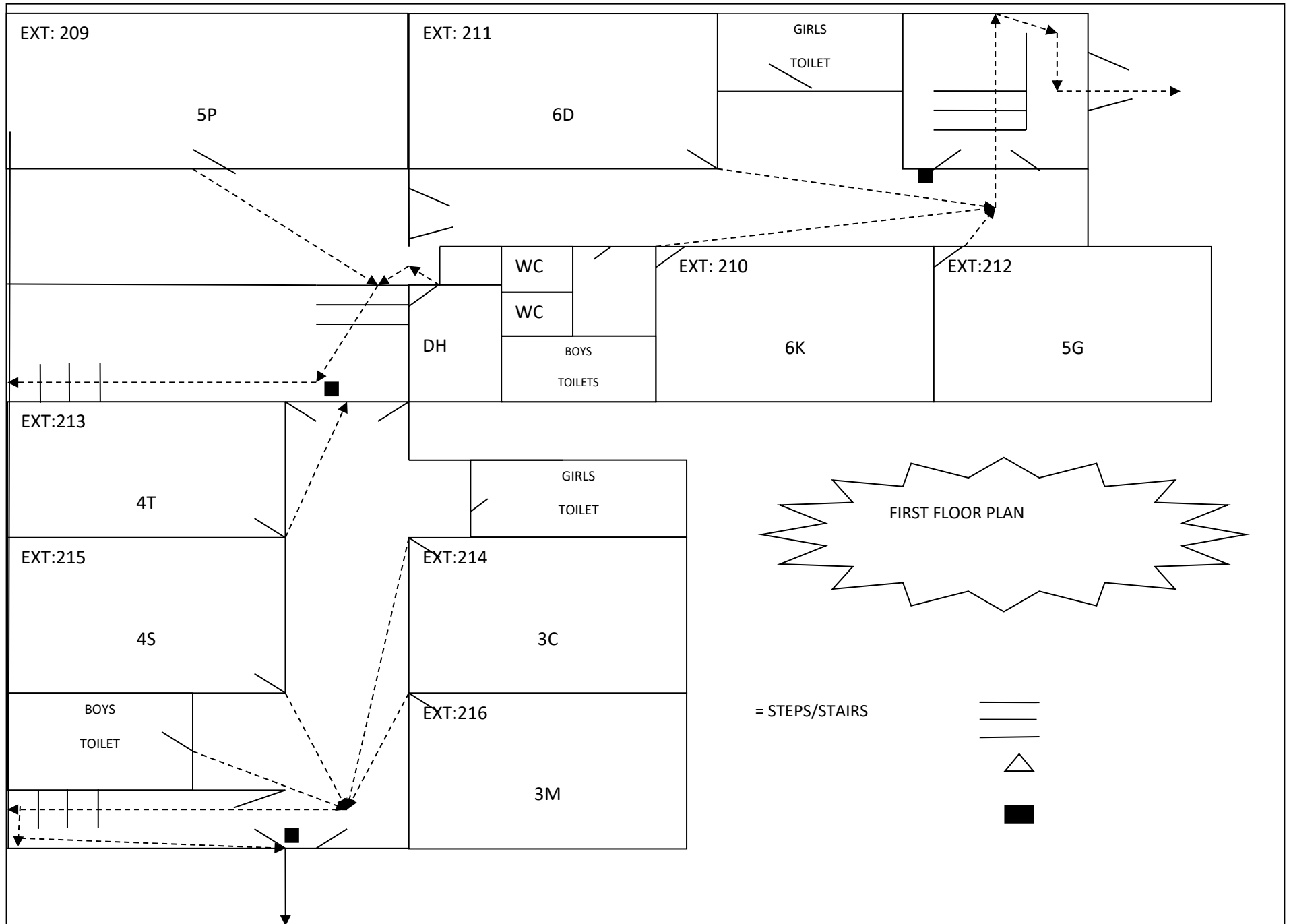
Appendices:

- School map ground floor
- School map first floor

GROUND FLOOR



FIRST FLOOR



APPENDIX 2 – SCHOOL SECURITY

This is an appendix and complements the main Health and Safety Policy and supports the school to ensure that premises, content and people are safe.

School Security

This policy is designed to help the Headteacher, staff, trustees and others to ensure that premises, contents and people are safe and thereby forms an integral part of the school's Health and Safety Policy. Staff must be aware of, and implement this policy, which sets out principles and a management structure and which is also concerned with issues such as:

- The personal safety of pupils and staff
- Daytime and night time security
- The prevention of crime and vandalism – including security measures such as CCTV, alarms and locks
- Visitor procedures – see appendix 1
- Removing trespassers – see appendix 2
- Liaison with relevant agencies.

This policy conforms to the legal framework set out in 4 key acts of parliament but is not definitive and as such should not be taken as an authoritative interpretation of the law:

- The Health and Safety at Work Act 1974 (HSW) gave employers a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work.
- The Management of Health and Safety at Work Regulations 1992 required employers to assess the risks to employees and to make arrangements for their Health and Safety by effective:
 - Planning
 - Organisation
 - Control
 - Monitoring and review

The risks covered should, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence.

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) required employers to notify their enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for three or more days. N.B. This includes an act of non-consensual physical violence done to a person at work.
- The Safety Representatives and Safety Committees Regulations 1977 (a) and The Health and Safety (Consultation with Employees) Regulations 1996 (b) required employers to inform, and consult with, employees in good time on matters relating to their Health and Safety. Employee representatives, either appointed by recognised trade unions under (a) or elected under (b) may make representations to their employer on matters affecting the Health and Safety of those they represent.

School staff are often at risk of encountering aggressive or violent behaviour e.g. swearing, threatening behaviour or actual physical attack. All persons have an interest in reducing aggressive and violent behaviour. For the employer, violence can lead to poor staff morale and a poor image for the school, making it difficult to recruit and keep staff. It can also mean extra cost, with increased absenteeism, higher insurance premiums and expensive compensation payments. For the employees, violence can cause pain and distress. Persistent verbal abuse or threats can damage an employee's health through anxiety or stress just as much as a physical attack.

Schools are not public places to which members of the public are entitled to have access. Any person who enters the school building or grounds without permission is a trespasser. Trespass alone is not a criminal offence (it can be pursued through the civil courts), but trespassers can be asked to leave. However, if a trespasser refuses to leave the school premises, or enters after being required to leave, their behaviour may give rise to a criminal offence under Section 547 of the Education Act 1996.

Principles

1. To improve the physical security of the school premises and the personal safety of staff, pupils and visitors by creating an environment in which staff, pupils and visitors feel safe and thereby reduce the incidence of crime against schools and the associated costs.
2. To have security measures in place which are proportionate, unobtrusive and tailored to the needs of the school.
3. School security is greatly enhanced by the effective co-operation of those involved with a school – including the Headteacher, staff, parents, pupils, the LA, the local community, police, unions etc. Security measures should therefore involve staff, parents, pupils, the LA and the police should be kept informed about the school's security measures.
4. The primary responsibility for planning the school's security arrangements rests with the Board of Trustees, not the police force or any other body.
5. The school should undertake an annual security audit as part of the Health and Safety inspection process.
6. The Board of Trustees should annually monitor and review this security policy and its implementation – hopefully identifying further strategies for ensuring or enhancing school security. N.B. Violence and verbal abuse should be reported in a fair and balanced way – to assist in this a grading of assaults may be advantageous.
7. The school will organise any relevant training programmes for staff and pupils.
8. Staff should be clear as to the extent of their duties regarding incidents that take place outside the school and out of school hours.
9. Visitors (including parents on the school premises during the school day) should follow the guidelines laid down for their visit to the school.
10. The school has a clear policy for dealing with intruders, and staff are familiar with this procedure and are trained as to how it should be implemented.
11. The school locks and gates wherever possible.
12. The school should encourage attitudes which lead to an individual considering reactions to certain situations to be the norm. This helps to foster an automatic response to a problem.
13. The school should have a good rapport with the local community. A positive image can be generated by distributing newsletters, informing local individuals and businesses of school initiatives and involving them in these.
14. The school should engage specialists to assess the security of the school; the aim should be to ensure that a quality security audit takes place and that appropriate security measures are adopted and installed correctly.
15. There should be a clear line of communication and a positive relationship with the local police.
16. Resources should be provided for security initiatives
18. Ideas and examples of good practice should be identified and circulated. This is especially helpful when the costs are low or zero.

APPENDIX 3

VISITOR POLICY AND PROCEDURE

At Aston Tower Community Primary School we recognise the benefits of an open and friendly relationship with all members of the community. In practice this means creating and maintaining a welcoming atmosphere. At the same time we recognise the importance of proper regard being given to maintaining a safe, healthy and secure environment for all those children and adults who work in the school. For the purposes of this policy we define visitors as being all those on the school site who are not employed by the school. By this definition parents accompanying children to and from school, or helping with classroom activities, are visitors.

Anyone who regularly visits or helps in school must undertake a DBS disclosure. All supply staff must present a DBS disclosure and photographic identification on their first visit to school.

All visitors, including contractors, are asked to sign using the Electronic Visitor Management (EVM) system. The visitors will be given the relevant lanyard to display their visitors pass and this should be worn at all times. It is the responsibility of all staff to challenge anyone unknown to them who is not displaying a visitor's lanyard.

The EVM systems displays details of fire evacuation and safeguarding procedures which visitors have to accept to confirm it has been read. This information is also displayed at the signing in desk.

Smoking is strictly prohibited anywhere on the school site, at any time. This applies to those hiring the premises, and to those working with other site users.

In the event of an emergency requiring the premises to be evacuated, visitors are to be accompanied to the assembly point by the member of staff they are visiting. It is the responsibility of that member of staff to ensure the visitor is aware of the emergency evacuation procedure, which is posted in each room.

The Headteacher (or Deputy in the absence of the Headteacher) has the right to seek the removal and to prohibit from the school site any person whose presence constitutes a risk to the safety or well-being of any member of the school community.

Some individuals, such as OFSTED and Health and Safety Executive inspectors have a statutory right to enter the school for certain purposes but they should always follow the visitor guidelines.

REMOVING TRESPASSERS

Only certain people may remove from the school premises anyone whom they reasonably suspect is committing or has committed an offence under section 547 of the Education Act 1996. They are:

- A police officer
- The Headteacher (or Deputy in Headteacher's absence).

APPENDIX 4

DISPLAY SCREEN EQUIPMENT PROCEDURE AND GUIDANCE

The Legal Position

The use of display screen equipment is covered by two pieces of legislation, the Health and Safety at Work Act (HASAWA) and the Health and Safety (Display Screen Equipment) Regulations (DSE) and The Management of Health and Safety at Work Regulations.

The Health and Safety at Work Act requires that all work activities including display screen use should be safe and without risks to health. Equipment should be used correctly and safe systems of work introduced to ensure that known risks are eliminated or reduced to an acceptable level. In addition to the above it is a manager's responsibility to ensure that safe work practices are introduced and enforced to protect all employees.

As can be seen from the above, HASAWA is all encompassing and is intended to make employers think about their activities and those of their employees, produce safe systems of work, and enforce and monitor the effects of those systems through the management structure.

The Health and Safety (Display Screen Equipment) Regulations 1993 apply specifically to this type of equipment and work activity. These Regulations lay down minimum requirements for:-

- Workstations (screen, desk, chair, environment, etc)
- Work routines
- Eyesight tests
- Information and Training

The regulations require that:-

- An assessment of the work activity, including the workstation, is undertaken,
- Any risks identified are eliminated or reduced to an acceptable level,
- Safe work practices are introduced, enforced and monitored through the management structure.

Managers are responsible for the application, enforcement and monitoring of the use of display screen equipment within their establishment/workplace and could be held accountable in law for failing to implement this legislation.

Who is a "user" under the Legislation?

The legislation applies to all employees using display screen equipment, but the DSE Regulations (1993) impose extra requirements for a category of employee which the regulations refer to as a "user". The term "user" means an employee who habitually uses display screen equipment as a significant part of normal work. In deciding whether someone is a "user" all or most of the following should apply:-

- the employee depends on the use of the display screen equipment to do the job,
- the employee has no choice as to whether or not to use the display screen equipment,
- the employee uses the display screen daily for continuous prolonged periods
- the work involves the rapid transfer of information between the operator and the display screen

The reason for this quite involved definition of who is a "user" is because of the type of risks associated with this work, which are mainly related to physical (musculoskeletal) problems, visual fatigue, and stress and can be related to the duration and pace of use of the display screen equipment.

It should be pointed out that these symptoms are not unique to display screen work nor are they an inevitable consequence of it. In fact any work activity that requires a fixed position of the body but requires continued rapid movements of the limbs and fingers can cause similar symptoms. These problems, however, can be prevented by good design of the workplace (in particular the workstation), the environment and the way in which the work is carried out.

Implementation of the legislation – determining how work activities are to be performed

The need to provide a chair, work surface, storage facilities, etc, which will satisfy the requirements of an individual is obviously not limited just to display screen users, and the general principles put forward in the following paragraphs could apply to all offices whether they contain display screen equipment or not.

The display screen terminal may be used as an occasional means of enquiry or data input, or at the other end of the scale it becomes the prime medium through which the work is carried out. Also the amount of time spent looking at the screen or using the keyboard will vary greatly depending where the work pattern lies between these two extremes. However, some understanding of how the work activities are or will be performed is essential to determine the layout of the workstation. Existing facilities may often prove adequate, but it is critical that this is determined before the display screen equipment is simply placed on any convenient desk or table without any thought to the employee's requirements.

To establish the work activities to be performed, the following areas need to be reviewed:-

- the nature, duration, sequence and frequency of use of the display screen equipment
- the requirement to refer to or use other documents, the size of the documents, and whether or not there is a need to write (either as a separate activity or in conjunction with the use of the display screen)
- the type of use made of the display screen and whether the emphasis is placed on the documentation or the screen, or a mixture of both
- the use made of other work aids, e.g. telephone, diaries, files, card indexes, etc
- the need to communicate by telephone, face to face, or to others in the immediate work area
- the need to maintain confidentiality of the data displayed on the screen

The work activities review will indicate whether the current facilities are adequate in terms of the type and extent of use, size, position and viewing requirements, or the need for modification or for a new workstation.

1. Workstation Components

Prolonged sitting in a static position can be harmful. It is most important that support surfaces for display screens and other equipment or associated materials used in conjunction with the display screens allow adequate clearance for postural changes. This means adequate clearances for thighs, knees, lower legs and feet under the work surface and between other furniture components, so as to provide sufficient space within the working area for the employee to change position and vary movements. The following information will assist in achieving the above.

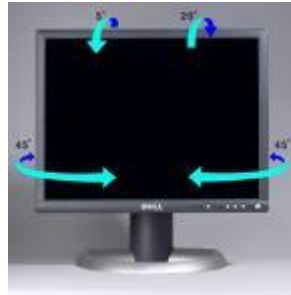
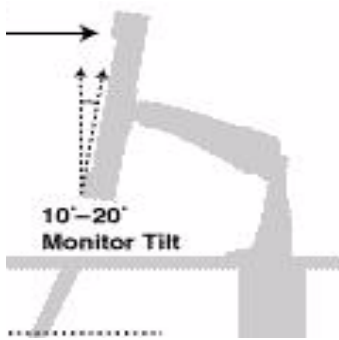
2. Display Screens

The main requirement for a display screen is that it can be easily adjusted by the operator in order to achieve the best viewing angle, eyesight distance and some movement to allow the operator to change position if they are uncomfortable.

The best viewing angle to the screen is looking downwards at an angle of approximately 20°. This means that the screen should be able to be tilted to achieve the best viewing position.

See Appendix C for exercises to alleviate fatigue and muscle strain

The display screen must be equipped with brightness and contrast controls for individual adjustment by the operator. It should be kept clean at all times.



All display screens must be able to be tilted and swivelled to allow for adjustments by the operator and help in the avoidance of glare and reflections on the screen.

Monitor arms are particularly useful for LCD display screens. They attach to the desk and enable the screen to be positioned at different angles to suit individual needs.

3. Keyboards

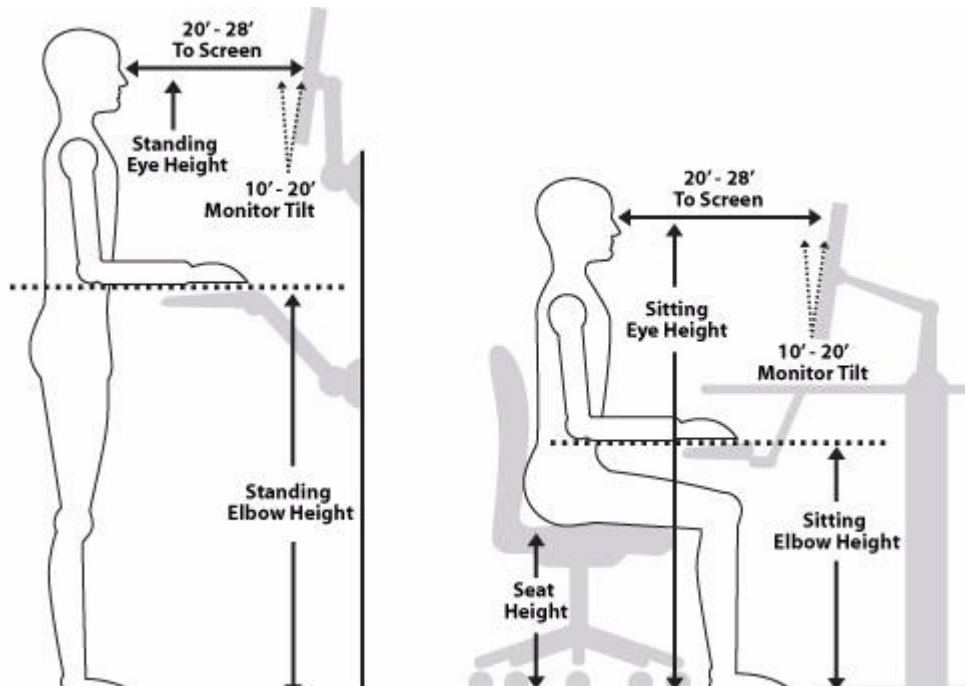
Keyboards must allow for individual adjustment by the user.

The surface of the keyboard must have a matt finish to avoid reflective glare. However, after extensive use, the keycaps can become soiled or polished and should be regularly cleaned.

4. Desks

Specific considerations for the design of the desk or table are:

- (a) all furniture should conform to British Standard BS 7179 which has been designed to meet the ergonomic requirements of display screen equipment use and should be purchased wherever possible. Purchases from City Council approved contractors for office furniture will conform to the relevant standards.
- (b) the desk or table should be able to carry additional weight - approximately 40kgs (891bs).
- (c) the depth of the work surface should be adequate to accommodate the display screen and allow for variable positioning of the keyboard with a gap between the front edge of the work surface and the keyboard - at least 50mm (2ins).



(d) the height of the worksurface needs to take account of the operator's physical size so that:

- the elbows lie at about the same height as the work surface
- there is full thigh clearance under the desk or table
- the upper measurement of the desk should be between 670mm - 720mm (26" - 28")
- there should be sufficient leg room at both knee and foot level to permit changes in position
- the surface of the desk/table should be of a low reflectance

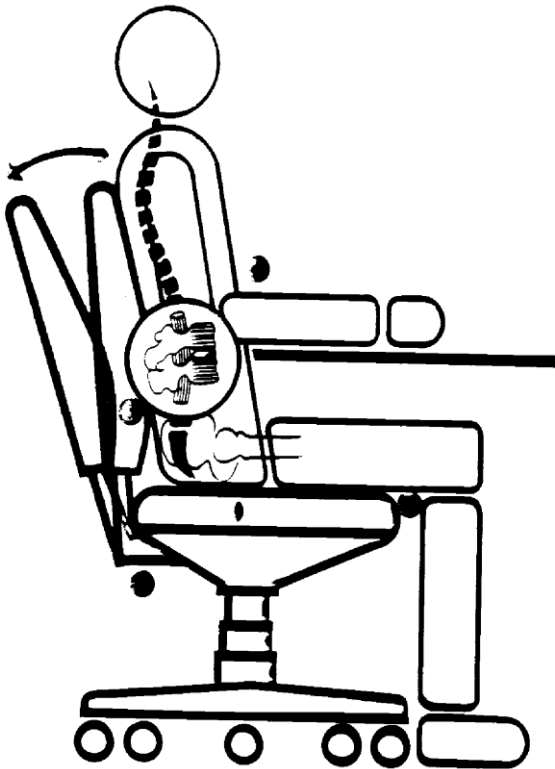
5. Chairs

A well designed chair that should be easily adjustable, mobile, safe and durable and provide leg support and comfortable is essential.

The following areas are of particular importance:

- chairs must conform to BS 5940.
- the height of the seat of the chair should be readily adjustable by the user, ideally while in the seated position. Adjustment should be within the range of 420mm - 500mm (16ins - 20ins) when measured from the floor.
- the backrest should give good lumbar support and have a forward convexity, be capable of height adjustment to suit personal preferences and be adjustable in tilt between upright and semi-recl
- the seat should provide ined. firm support, be able to swivel and the front edge should be rounded and well padded so that it does not restrict circulation.
- the base must have a five pointed base or more, and be stable. If the floor surface is suitable, castors or glides may be fitted.

Note: Gas lift chairs must not be used by persons weighing more than 100kg (16 stone) unless specifically designed and tested to accommodate them.



Whilst seated, chairs should be easily adjustable in height from 420mm (16") – 500mm (20") from the floor

The user should be able to adopt a variety of postures without having to readjust the backrest. There should be sufficient legroom to allow changes in position.

6. Footrests

If the user's feet do not touch the floor once the chair has been correctly adjusted, a footrest must be provided. Footrests should not be provided or used when they are not necessary as this can result in poor posture. For correct positioning, footrests are normally free standing and not attached to the chair and should have a non-slip surface which is inclined.

7. Document Holders

Where the work activity review shows that there is frequent reference between source documents and the display screen, then the use of a document holder is advisable. This enables the source documents to be located at approximately the same level and distance as the display screen. It should be capable of being adjusted to suit the operator's requirements.

There are several different designs of document holder and discussions with the user should take place before the final decision is made.



Document holder used to view source papers in the same plane and approximately the same distance as the display screen.

In some instances, the documents are the prime focus – the document holder should be positioned accordingly.

8. Lighting

When considering the layout of a display screen workstation careful consideration must be given to the lighting levels within the work area. The amount of light necessary to suit the operator's visual requirement may well vary from one person to another. In general there should be a comfortable level of illumination to satisfy the **majority** and supplementary lighting i.e. desk lamps for any individual who experiences problems.

It is generally recommended that lighting levels for display screen work is between 300 - 500 Lux**.

In the case of display screen work, excessive light, reflections and glare are probably the most common problems reported. Most of them can be eliminated by either a change in room layout or by other simple measures such as blinds, screens, or reflective window film etc.

The following points must be considered when planning either a new workstation or assessing an existing workstation:-

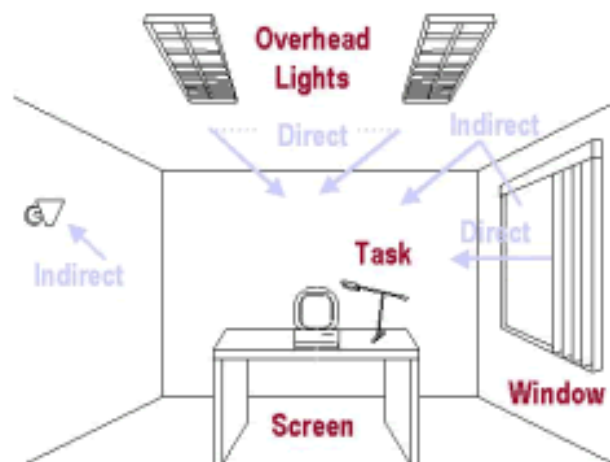
(a) bright light falling on to the display screen must be avoided (sunlight has the effect of greatly reducing the contrast of the characters on the screen with the background, making them difficult to read).

(b) reflections from other light sources such as overhead lights must be avoided as these can also make the screen characters difficult to read and distract the operator.

(c) display screens should not be sited with the back of the display facing an unshielded window. This causes an undesirable range of brightness between the display screen and the window.

As far as possible :-

- (a) place display screen at right angles to windows
- (b) locate the side of the display screen parallel to the longer side of overhead fluorescent lights
- (c) position display screen between rows of overhead lights,
- (d) fit fluorescent lighting with diffusers, and shade tungsten light bulbs to avoid glare



(e) provide blinds, screens, or reflective film to shield high external light sources,

(f) allow for the provision of controllable lights, which can be individually switched by the operator when required,

(g) ensure as far as possible that room furnishings and decorations (e.g. walls, ceilings) are a neutral colour and have a matt surface.

**This can be measured by a light meter. Contact CYPF Safety Services if you require further information.

9. Noise

Display screen equipment does not normally present a serious noise problem and would not lead to hearing damage.

However some work requires a sustained level of mental effort and the noise from related machines such as printers or other office equipment can be very distracting and lead to stressful conditions for the operators.

The siting of printers, telephones etc is often decided without much thought to the display screen operator or the level of concentration required to complete the work.

There are several solutions for reducing noise:-

- (a) the distracting equipment can be placed in another room. It is not always necessary for printers to be near the screen.
- (b) the use of screens or partitions to separate areas.
- (c) the introduction of soft furnishings such as curtains can reduce noise and in severe cases sound absorbing materials can be applied to the walls and ceilings.

If you have concerns over the level of noise being emitted within a work area contact CYPF Safety Services for further information.

10. Telephone Use

Telephones should be placed within hands-reach of the user. If you are right-handed the telephone should be placed on your left side and vice-versa. This ensures that when you answer the telephone users do not have to 'hunch' their shoulders and tuck the phone under their chin if they have to write messages or look for information on computers.

If telephone use is a regular part of the user's tasks the use of a telephone headset should be considered.

11. Temperature/Ventilation

A comfortable temperature and adequate ventilation is an important aspect for any employee. However display screens, like other office equipment can be a source of heat and may lead to a rise in the ambient temperature to a level that is uncomfortable. The additional heat may also lead to the air becoming dry and may cause sore eyes. Ventilation of the room will reduce the temperature and introduce fresh air into the area. Additional moisture may be introduced either by humidifiers or by incorporating pot plants into the room. Plants seem to help in providing moisture into the air in several ways, eg by watering, respiration, transpiration etc. They also make the office environment more attractive to the employee, which may help to reduce stress. Any of the tropical type house plants are suitable.

12. Work Periods

In most tasks, natural breaks or pauses occur as a consequence of the inherent organisation of the work. These informal breaks help to maintain performance by preventing the onset of fatigue. However, sometimes this is not the case, particularly where data entry tasks require continuous and sustained concentration and/or a high rate of entry.

In situations where this kind of task cannot be organised in any other way and where natural breaks in work do not occur, pauses must be introduced to avoid both mental and body fatigue.

The most satisfactory length of pause can only be determined by consideration of the individual operator's job but four general statements can be made:-

- (a) some of the symptoms reported by operators are often the result of the effort expended in order to maintain performance in the face of accumulating fatigue. Pauses should therefore be arranged so that they are taken prior to the onset of fatigue, not as a recuperative period from it.
- (b) ideally, the pause should be taken away from the display screen. However, it should be reiterated that wherever practicable, the job should be designed to permit natural breaks, or changes in patterns of activity, an integral part of the tasks to be performed. This may involve, for example, a mix of display screen-based and non display screen-based work.
- (c) where it proves impossible to operate with natural breaks, deliberate pauses must be introduced; short, frequent pauses are more satisfactory than occasional, longer pauses.
- (d) wherever practicable, users/operators should be allowed some discretion as to how they carry out tasks; individual control over the nature and pace of work allows optimal distribution of effort over the working day.

13. Eyesight

Currently there is no available evidence that the use of display screen equipment will have a detrimental effect upon the eyes or eyesight. However, as with any other type of clerical work, display screen work may reveal pre-existing eyesight problems or deterioration if used for an appreciable period.

The DSE regulations entitle a "user" (see above for definition) to an eye and/or eyesight test if requested:-

- (a) before commencing display screen work,
- (b) at intervals thereafter as determined by the ophthalmologist,
- (c) if they experience visual difficulties which they have reasonable grounds to believe may be due to display screen work.

If the test shows that the individual has a problem which prevents them from specifically viewing the display screen at the normal operating distance then appropriate corrective measures will be needed. This will normally be spectacles which will have to be provided on an individual basis to the "user". The cost for the eye test and provision of spectacles, if required, will have to be met from the budget of the establishment where the "user" is employed.

There is no duty imposed by the DSE regulations to provide anything other than an adequate means of correcting eyesight deficiencies for display screen work. Normally, this would involve payment for basic frames and lenses only. If the "user" wishes to purchase anything other than basic frames, e.g. special tints, photochromic lenses etc then the individual will have to pay the extra costs.

Important Note

The Regulations only require the provision of spectacles if the "user" needs them specifically because of display screen work. "Users" who already have an eye defect, wear spectacles (or contact lenses) or require corrective appliances for normal day to day vision are not eligible to receive payment. This applies whether or not the "user" was aware of any eye defect prior to the test.

14. Radiation

There have been many different types of radiation associated with the use of display screen equipment, i.e. x-rays, Ultra-Violet, Infra-Red, microwaves, radio frequency, VLF (very low frequency) and ELF (extremely low frequency).

Numerous studies have been carried out on the effects of display screen work on the individual using the equipment and of those in the vicinity of such equipment. To date, no evidence has been found that the level of radiation emitted from display screen equipment is one that could be considered a hazard.

The Health and Safety Executive states that the level of radiation produced by display screen equipment is insignificant and not harmful.

15. Pregnancy and the use of Display Screen Equipment

There have been suggestions that there are higher levels of abnormal pregnancies among display screen operators, but investigations to date show that this is not the case. The latest research studies have not been able to show a link between miscarriage and display screen work. However this is a very emotive subject and can cause considerable anxiety and distress especially if there have been difficult pregnancies in the past. This anxiety can itself cause medical problems.

The City Council has therefore determined that display screen operators who are pregnant or who believe they are in the earliest stages of pregnancy must be given the opportunity to be temporarily redeployed to other work during their pregnancy without detriment to their pay or conditions (see Pregnant Workers policy on Inline).

16. Software

When using display screens, software controls what you see on the screen and what you can do with the information you see. Badly designed or inappropriate software could cause stress to the user because it interferes with the efficiency with which they can carry out their tasks. Operators should be consulted before purchasing software to avoid this happening. The main points to take into account are:-

Suitability for the task:-

(a) Operators should be able to complete the task efficiently without the software causing unnecessary problems or obstacles.

Ease of use and adaptability:-

(a) software should be designed in such a way that it is easy to learn

(b) operators should be able to understand easily any screen messages from the software

(c) where appropriate, operators should be able to tailor software to suit their own skill level (eg changing the help level) and preferences (eg colour)

(d) where possible data entry should be checked by the software for obvious errors and warnings should be given to ensure that the data is not accidentally lost

Feedback on system performance:-

(a) there should be clear warning messages if problems within the system occur - eg overloading, malfunctions

online help should be available on request

(b) system messages should appear at the right time

Format and pace:-

(a) operators should be able to enter data at their own speed not at a speed dictated by a work-cycle rhythm

(b) screen input, cursor movements and position changes should generally appear on the screen immediately

Performance monitoring facilities:-

(a) any function of the software that monitors or checks the quality of input should be designed in such a way that it does not lead to stress - eg if such a function has adverse features such as over-emphasis on output quantity rather than quality,

(b) monitoring systems should provide information that is helpful to operators as well as managers

(c) operators must be kept informed about the introduction and operation of such systems.

17. Training

It is essential that all operators of display screen equipment have instruction and training in health and safety matters. Individual skills, capabilities and attitudes differ widely. Training needs should therefore be tailored to individual needs and requirements.

Training needs can be broken down into two broad categories:-

- (a) basic introductory needs
- (b) acquisition of skills and knowledge relevant to a particular Job within a defined system

Introductory training should cover information on the following:-

- (a) basic facts about the purpose and major functions of the system
- (b) a brief explanation on how each piece of equipment works and how these various elements in the system are interconnected
- (c) information on how to adjust the screen brightness and contrast, screen tilt and swivel adjustments, chair and/or desk height adjustments, in order to best suit the operator's individual requirements
- (d) the need to take advantage of pauses and changes of activity
- (e) the importance of changes in position to relieve fatigue
- (f) awareness of the reporting procedures for any problems
- (g) eyesight tests

18. Portable Display Screen Equipment

The use of laptops, notebook computers and similar portable equipment has increased considerably during the last few years.

This has led concerns as to whether portable equipment and non-keyboard inputting devices can cause adverse health effects which are distinct from those experienced with desktop display screens.

Contrary to the name 'Laptop' it is not recommended that operators use their laps to work. This can lead to poor working postures.

Just as with the use of desktop display screens, regular breaks should be taken from the use of laptops, in fact more regular breaks are recommended due to the poorer working environments.

19. Laptop use in the workplace

Laptops should be set up in the same way as a desktop workstation. The user's elbows should be at an approximately 90° angle and should be level or slightly higher than the keyboard. The use of an office chair without arms is recommended as this gives the user more room to move their arms.

If using the laptop at a desk a laptop stand is recommended.

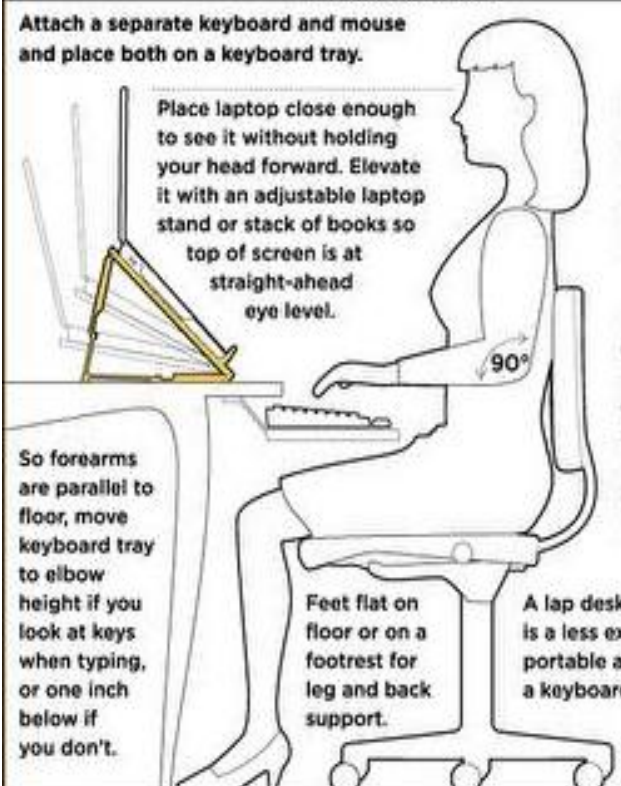



If users find that the touch pad on the laptop is difficult to manoeuvre it is recommended that an external mouse be attached for ease of use.

If users are 'looking down' at a laptop then they should try to ensure that the head and neck are not held forward to see the screen. Users should tuck their chin in to look down as this helps to keep the head and neck balanced over the spine.

20. Laptop use for Mobile Workers

Obviously it is impossible to carry out a risk assessment in every environment that mobile workers may use laptops, therefore it is recommended that users are given sufficient training to carry out their own risk assessment and take appropriate measures to control the risks posed by the use of the laptop. If the user discovers potential risks they must report them to their line manager at the earliest possible time.

As laptops are carried from place to place there is a potential for problems with manual handling issues, therefore it is important that users familiarise themselves with the Trust's manual handling guidance.

Laptop Ergonomics for Desk and Travel		Make laptop computing safer and more comfortable with these tips for reducing hassles, hazards and heat buildup.	
AT WORK OR HOME			
<p>Attach a separate keyboard and mouse and place both on a keyboard tray.</p>  <p>Place laptop close enough to see it without holding your head forward. Elevate it with an adjustable laptop stand or stack of books so top of screen is at straight-ahead eye level.</p> <p>The goal is to relax neck, shoulders, arms and hands when typing and mousing.</p> <p>Sit back in chair with head directly over relaxed shoulders. Be sure to support lower back.</p> <p>So forearms are parallel to floor, move keyboard tray to elbow height if you look at keys when typing, or one inch below if you don't.</p> <p>Feet flat on floor or on a footrest for leg and back support.</p> <p>A lap desk across the lap is a less expensive and portable alternative to a keyboard tray.</p>	<p>WHEN TRAVELING & NOT USING DESK</p> <p>A lightweight lap desk across the knees improves posture, and folds to fit in a laptop backpack for easy traveling.</p>  <p>A wide lap span (20" or more) allows knees to relax, minimizing strain on shoulders, neck, back and arms.</p> <p>Reduce heat buildup and prevent lap burn with platform that lets heat escape from under computer.</p> 		
		<p>WHEN TRAVELING AND USING A DESK</p> <p>When a separate keyboard is impractical, a portable stand inclines laptop so arms and elbows hang relaxed at sides to reduce back and shoulder strain.</p> 	

21. Portable Digital Assistants (PDA's)

A PDA device is a wireless handheld instrument which enables internet browsing, word processing, telephone and text messaging as well as other information services that can be accessed when away from your normal place of work. The use of these devices is becoming increasingly popular for both personal and work use.

As with any other display screen equipment sensible use of these devices is recommended to prevent Work Related Upper Limb Disorders (WRULDS).

The first thing to consider is that the thumb is not designed to be dexterous, and on an ordinary keyboard the use of the thumb is normally limited. The design of these devices means that most people use their thumbs to strike the key; and equivalent repetitive movements are more likely to put strain on the thumb. The devices may encourage over use, compared with mobile phones say, as the number of words that can be used is unlimited, thus encouraging repetitive movements for longer periods of time.

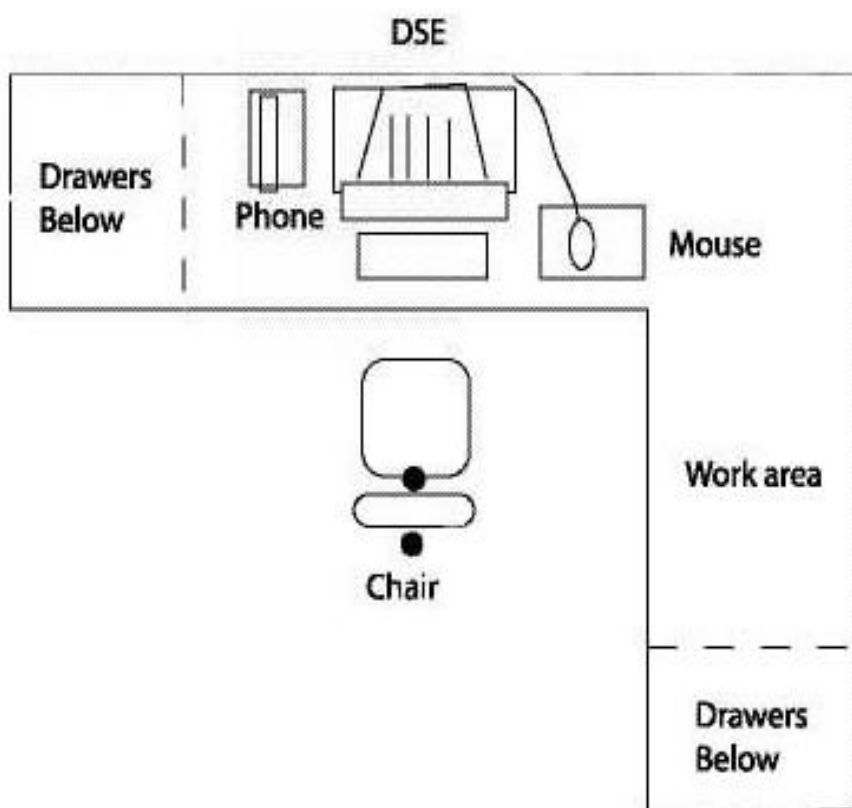
Using a device that encourages inappropriate thumb postures and over usage could lead to symptoms of pain and swelling as a result of constant stretching and rubbing of tendons over the thumb joint. Potentially, over usage could lead to the development of more serious conditions such as 'Trigger Thumb', 'DeQuervain's Tenosynovitis' and

'Carpal Tunnel Syndrome' all of which can be difficult to resolve and increase susceptibility to recurrence. Finally, it should be noted that the use of these devices could contribute to problems with stress, if there is a strong dependency on the device that is associated with a failure to manage information, message and time demands.

- (a) Use the device sensibly and safely to assist with your work and leisure
- (b) Use the keys a little as possible. Many devices have touch screen technology and a 'pen' is normally provided with the device for use on the screen
- (c) Avoid thumb typing where possible. For example, use your PC or the phone instead or use a portable keyboard (there are specially designed keyboards on the market to which portable devices can be attached)
- (d) Take frequent rest breaks and stretch thumbs and fingers to alleviate static postures and repetitive movements
- (e) Adjust font size of display screen and avoid glare to ensure visual comfort

APPENDIX A

WORKSTATION LAYOUT



Workstation Checklist

Display Screens	Yes	No
Can the screen be adjusted to individual preferences?	<input type="checkbox"/>	<input type="checkbox"/>
Does the screen have brightness and contrast controls and does the operator know how to adjust them?	<input type="checkbox"/>	<input type="checkbox"/>
Is there glare or reflections on the screen?	<input type="checkbox"/>	<input type="checkbox"/>
Are the characters readable?	<input type="checkbox"/>	<input type="checkbox"/>
Does the screen need cleaning?	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning materials available?	<input type="checkbox"/>	<input type="checkbox"/>

Keyboards	Yes	No
Can the keyboard angle be adjusted and does the operator know how to adjust it?	<input type="checkbox"/>	<input type="checkbox"/>
Is the surface a matt finish?	<input type="checkbox"/>	<input type="checkbox"/>
Are all of the characters on the keyboard readable?	<input type="checkbox"/>	<input type="checkbox"/>
Is the keyboard clean?	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning materials available?	<input type="checkbox"/>	<input type="checkbox"/>
PC Only: Is the keyboard separate from the display screen?	<input type="checkbox"/>	<input type="checkbox"/>

Desks	Yes	No
Is the desk large enough for the tasks required?	<input type="checkbox"/>	<input type="checkbox"/>

Are essential items such as telephones within easy reach?	<input type="checkbox"/>	<input type="checkbox"/>
Can the desk be adjusted to different heights?	<input type="checkbox"/>	<input type="checkbox"/>
Does the operator know how to adjust the height of the desk?	<input type="checkbox"/>	<input type="checkbox"/>
Is the surface non-reflective?	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient room under the desk to allow for comfortable positioning of the feet and thighs?	<input type="checkbox"/>	<input type="checkbox"/>
Is a footrest used by the operator?	<input type="checkbox"/>	<input type="checkbox"/>
Does the footrest have a non-slip surface?	<input type="checkbox"/>	<input type="checkbox"/>
Is the angle of the footrest adjustable?	<input type="checkbox"/>	<input type="checkbox"/>

Chairs	Yes	No
Is the chair fully adjustable, eg height, backrest and backrest tilt?	<input type="checkbox"/>	<input type="checkbox"/>
Does the operator know how to adjust the chair for their own use?	<input type="checkbox"/>	<input type="checkbox"/>
Is the chair in good condition, eg are the castors all fitted and working?	<input type="checkbox"/>	<input type="checkbox"/>
Is the chair stable and can it swivel freely?	<input type="checkbox"/>	<input type="checkbox"/>
Is the upholstery in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

Working Environment	Yes	No
Is there sufficient space?	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting adequate for all tasks?	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/>	<input type="checkbox"/>
Is local lighting provided (eg desk lamp)?	<input type="checkbox"/>	<input type="checkbox"/>
Does lighting reflect on screen?	<input type="checkbox"/>	<input type="checkbox"/>
Can lighting levels be adjusted?	<input type="checkbox"/>	<input type="checkbox"/>
Does the operator know how to adjust them?	<input type="checkbox"/>	<input type="checkbox"/>
Is light from windows visible on screen?	<input type="checkbox"/>	<input type="checkbox"/>
Can windows be shielded?	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX C

Workplace Exercises

Diagram 1: Head rolls

Gently lower ear to shoulder and hold for 10 seconds.

Slowly roll chin to chest and up to other shoulder and hold for

Repeat several times and be careful not to extend your neck back too far.



10 seconds.



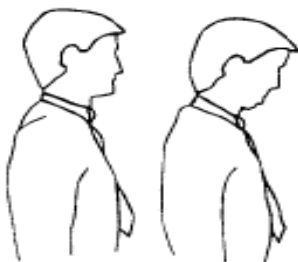
Diagram 2: Head turns

Turn head to look over left shoulder and hold for 10 seconds.

Turn head the other way and hold for 10 seconds.

Diagram 3: Chin tucks

Raise the head to straighten the neck. Tuck the chin in and upward, creating a double chin. This also results in a forward tilt of the head. Hold for 10 seconds and repeat several times.



Shoulders

Diagram 4: Shoulder rolls

Circle shoulders forward several times, then backward.

Repeat 3 to 5 times.

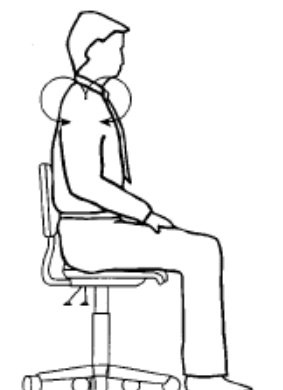


Diagram 5: Shoulder stretch

Stretch arm above head, cradle elbow with hand and gently pull elbow behind the head.

Hold for 10 seconds and repeat several times.



Check shoulder posture whilst seated

Relax your shoulders and rest your hands on your lap. Bend your elbows to 90 degrees and check the height of your finger tips against your current work height. If the work (keyboard or desk) is higher than your hands you may be hunching your shoulders unnecessarily. If so, try and raise your chair height or lower your desk height and try and relax your shoulders while working.

Wrists, hands and arms

Diagram 6: Wrist stretch

Interlace fingers, palms outward, and straighten arms in front.

Hold for 10 seconds and repeat several times.



Upper and lower back

Diagram 7: Upper and lower back stretch

Interlace fingers and turn palms upward above head, straighten arms then slowly lean slightly from side to side.



Repeat movement several times.

Diagram 8: Back arching



Stand up. Support lower back with hands, gently arch back and hold for 5 to 10 seconds.

Repeat as often as is needed.

Legs

Diagram 9: Foot rotation

Hold onto the chair with hands either side. Straighten leg and lift foot a few centimetres off floor. Rotate foot and ankle both ways (point toes up) and extend (point toes down).

Repeat several times per foot.



Eyes

Diagram 10: Eye exercise

Sit up straight, face forward and repeat this sequence several times without moving head.



Look left, then right



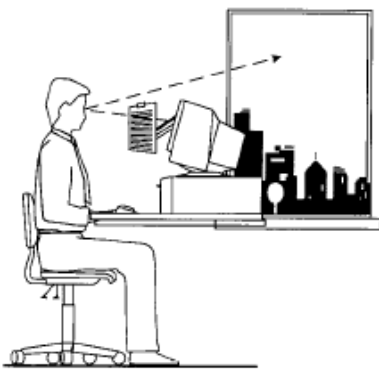
Look up, then down

Diagram 11: Visual rest

Look up and away from screen.

Focus on a distant object (more than 3 metres).

For example, look out of the window or at a picture on a far wall. Shift vision back to screen and refocus.



VDU REPORT 1

TO BE COMPLETED BY THE OPTICIAN - REPORT ON EYE EXAMINATION FOR VDU USER

Name: _____ School _____

Date _____

I have today performed an eye examination on the above named patient with the following findings:

Tick box

No glasses required OR intermediate visual acuity is N.6 equivalent with existing glasses

New glasses required for general wear and distance vision

New glasses required for general near vision tasks

New glasses required specifically for VDU use (or incorporating an element of prescription to correct intermediate visual acuity)

For the purposes of the Health and Safety (Display Screen Equipment) Regulations I recommend a further eyesight test in months.

Branch Stamp

Signed _____ Registered with the General Optical Council, 41 Harley St, London

* **PLEASE NOTE** Under HSE regulations the employer is only liable to help with the cost of spectacles or an element of prescription designed to correct intermediate visual acuity.

FINAL DECISIONS WITH REGARD TO ANY PAYMENT TOWARDS GLASSES REMAIN AT THE SOLE DISCRETION OF THE SCHOOL

Receipt for Employee Charges

Private Eye Examination £ _____

Glasses supplied solely for VDU use
(or incorporating an element of prescription) £ _____

ASTON TOWER MULTI-ACADEMY TRUST
ASTON TOWER COMMUNITY PRIMARY SCHOOL

PERMIT TO WORK

Permit Number _____

<p>Permit holder:</p> <p>Company _____</p> <p>Mobile phone _____</p> <p>Permit Issuer _____</p>	<p>For work at site/area/location:</p> <p>Site address _____</p> <p>Site phone number _____</p> <p>Site person in charge _____</p>
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<p>The tasks below apply to the work: Please circle those which apply.</p> <p>Hot work</p> <p>Confined space entry</p> <p>Work at height</p> <p>Excavations > / = 1.5 metres</p> <p>Isolation</p> <p>Tank removal/install</p> <p>Demolition</p> <p>Overhead Crane</p> <p>Asbestos/lead paint sanding work plan</p> <p>Other (specify)</p>	<p>Describe the work, tools and hazards. Only the work below is to be done and the tools/equipment listed used.</p> <p>Work:</p> <hr/> <p>Tools:</p> <hr/> <p>Hazards:</p> <hr/> <p>Control measures:</p> <hr/>
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<p>Is the work notifiable to the HSE?</p>	<p>If yes, date notified:</p>	
<p>List the PPE that must be in place before work starts and remain in place during the work</p>		
<p>Safety Footwear</p>	<p>Eye Protection</p>	<p>Hearing Protection</p>
<p>Gloves</p>	<p>Hard Hat</p>	<p>High visibility vest</p>
<p>Permit Validation Period</p>		
<p>This Permit is valid from _____ a.m./p.m. on _____ to _____ a.m./p.m. on _____</p>		

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ACCEPTANCE	PERMIT AUTHORISED BY
I and all I supervise understand and agree to abide by the Permit conditions Permit Holder _____ Date _____	_____ (Authorising Permit issuer to sign) _____ (Company) Permit Issuer phone number _____ Date _____

Permit Close out by Permit Holder _____ (Permit holder signature, Company, Time and Date) Return original permit to the Permit Issuer. Permit Close out by Permit Issuer _____ (Permit issuer signature, Company, Time and Date)
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