

Health and safety Induction

This presentation will introduce you to the health and safety arrangements of Wildern School



Points covered:

- Legal responsibilities
- Risk Assessments
- Fire arrangements
- First aid
- Control of substances hazardous to health (COSHH)
- Manual handling
- Personal protective equipment (PPE)
- Electrical safety
- Asbestos
- Safety signs
- General building arrangements

Legal responsibilities

All activities undertaken at wildern school are carried out in line with the:

Health and Safety at Work etc. Act 1974

And all other relevant H&S at work regulations which have developed from this act.

What we 'as your employer' will do for you:

- Prepare a written policy which states our organisation and arrangements for health and safety in our workplaces.
- Decide what could harm you in your place of work and the precautions required to prevent it. This is part of the risk assessment process.
- In a way you can understand; explain how risks will be controlled and tell you who is responsible for this.
- Consult and work with you in protecting everyone from harm in the workplace.
- Give you the H&S training you need to do your job in a safe manner.

What we 'as your employer' will do for you:

- Provide you with any equipment and protective clothing you need and ensure it's properly looked after.
- Provide toilets, washing facilities and drinking water.
- Provide adequate first aid facilities.
- Have insurance that covers you in case you get hurt or become ill through work.

What you 'as an employee' must do for us:

- Follow the instruction and training you have received when using any work items we have given you.
- Take reasonable care of your own and other peoples health and safety.
- Co-operate with us on all matters to do with health and safety.
- Tell someone (your employer, supervisor or H&S representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.
- If you are worried about H&S in your workplace, talk to your manager, supervisor or H&S representative.



RISK ASSESSMENTS

“a careful examination of what in your work could cause harm to people, so that it can be decided if enough precautions have been taken to prevent harm”

Risk Assessments

- Generic risk assessments have been undertaken for all departments.
- Specific assessments have also been completed for any activity where a significant risk has been identified.
- All assessments are available to view within your department and are also available to view on the WIN, these should be discussed with your manager.





Actions to be taken in the event of a fire.

FIRE ARRANGEMENTS

On discovering a fire:

- Operate the nearest fire alarm call point.
- Evacuate the building using the nearest fire exit.

On hearing the alarm:

- Evacuate the building using the nearest fire exit.
- Proceed to the assembly point on the tennis courts behind block 6.

Do not:

- Take personal risks.
- Stop to collect personal belongings.
- Use lifts.
- Re-enter the building until authorised to do so.

Operating the fire alarm system:

Manual fire alarm call point

On discovering a fire break
the glass.



Manual door Release point

Emergency door release-
break the glass in case of
power failure to on-line
electronic doors in staff
room and admin office



Fire alarm system test:

- This is carried out every Friday at 07:00
- The alarm sound is a continuous note

Fire drills:

- A planned fire drill will be carried out termly.



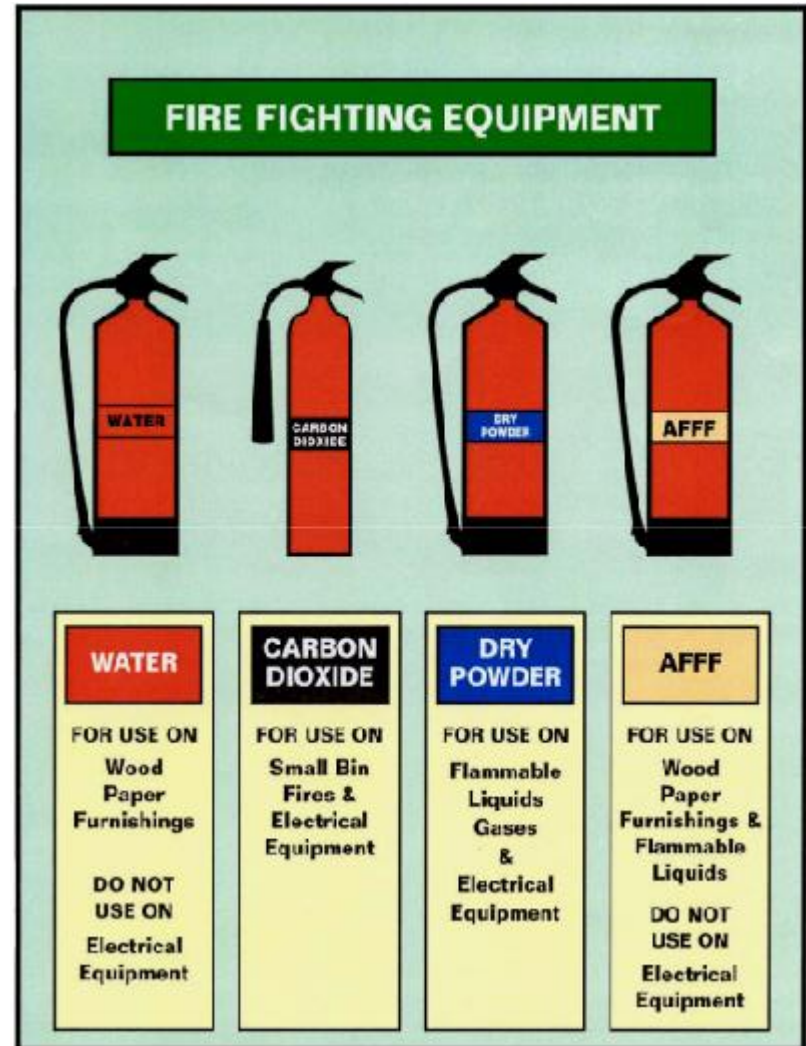
“Delayed response fire bells”

The fire bells at Wildern School have been programmed with a 6 min delay. This is to combat malicious activations and will give site staff 6 mins. to investigate the cause of the activation and act accordingly.

If a call point is activated it will not set the bells off immediately but will notify reception and site staff who will activate the bells manually if required.

Fire extinguishers:

- You will find these types of fire extinguishers located around site. They are to be used to secure your escape from the building.
- **Please note the specific colour coding for the differing types and what they can be used for.**



Fire prevention:

- Do not allow the accumulation of large amounts of combustible material around classrooms, offices, corridors and escape routes.
- Do not obstruct fire escapes, fire exit routes or any fire fighting related equipment.
- Do not obstruct ventilation grills on electrical equipment.
- Ensure that self closing fire/smoke doors are not wedged in the open position.
- Smoking is not permitted anywhere on site. This includes the use of E-Cigarettes.

Escape routes:

- Familiarise yourself with the nearest means of escape in the event of a fire.
- If you are classroom based there will be a notice located near the door giving instructions on the exit route to take depending on the key stage present.
- There is a staff fire plan available to view in the staff handbook and the WIN. This lists all exit doors, call points and extinguisher points.

First aid & accident reporting



Reporting procedures:


In accordance with school policy, all accidents, near misses and dangerous occurrences must be reported immediately.

- All accidents must be reported in the accident book which is located in the medical room.
- All near misses must be reported using the near miss reporting form available on the H&S Google team drive which is to be returned to Chris Cornhill for action.

The control of substances hazardous to health (COSHH)

- In your role here you may / or may not have contact with chemicals and other hazardous substances.



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- A chemical inventory has been produced detailing the chemical name, trade name, use, material safety data sheet, reference number and storage area for all substances hazardous to health.
 - All chemical substances used will have a corresponding COSHH assessment completed which are available to read through local department arrangements and through the WIN.
 - Staff must read the information provided for all chemicals before being used, in particular the sections specifying first aid measures and exposure controls/personal protection.

Moving and handling:

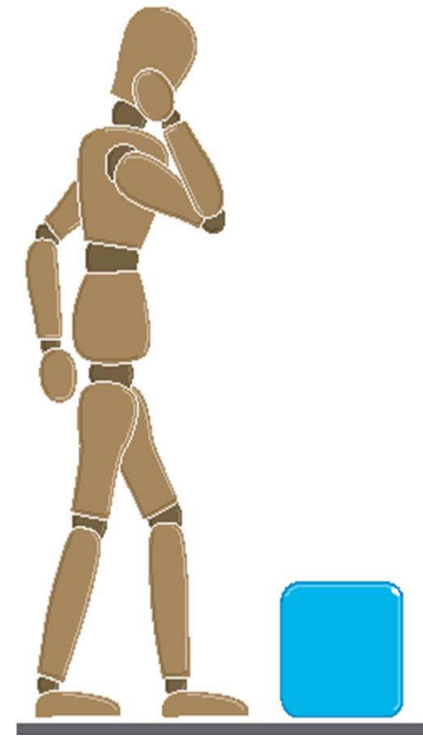
The following is to inform you about correct lifting methods for small to medium objects. If your work involves regular heavy lifting then you will be required to undertake a specific manual handling course.

Please discuss this with your department manager.



Think before lifting/handling!

- Plan the lift
- Can handling aids be used?
- Where's the load going to be placed?
- Can obstructions, such as wrapping materials, be discarded?



Adopt a stable position!

- The feet should be apart with one leg slightly forward to maintain balance.
- Be prepared to move feet during lift to maintain stability.
- Avoid tight clothing or unsuitable footwear, which may make the task more difficult.



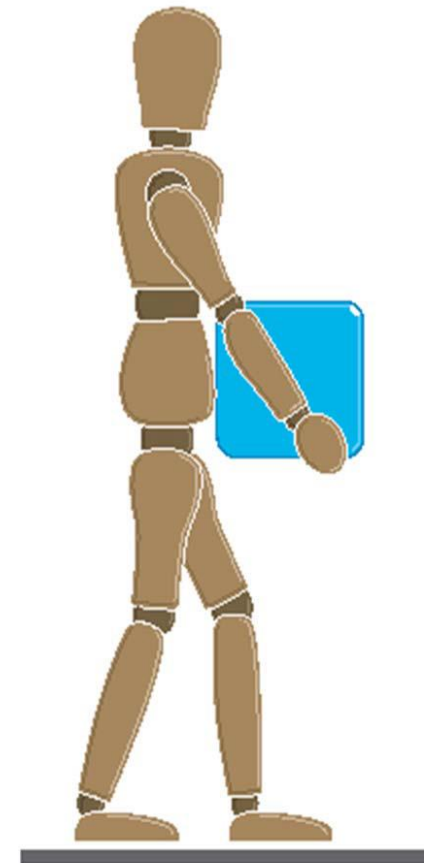
Lifting the load:

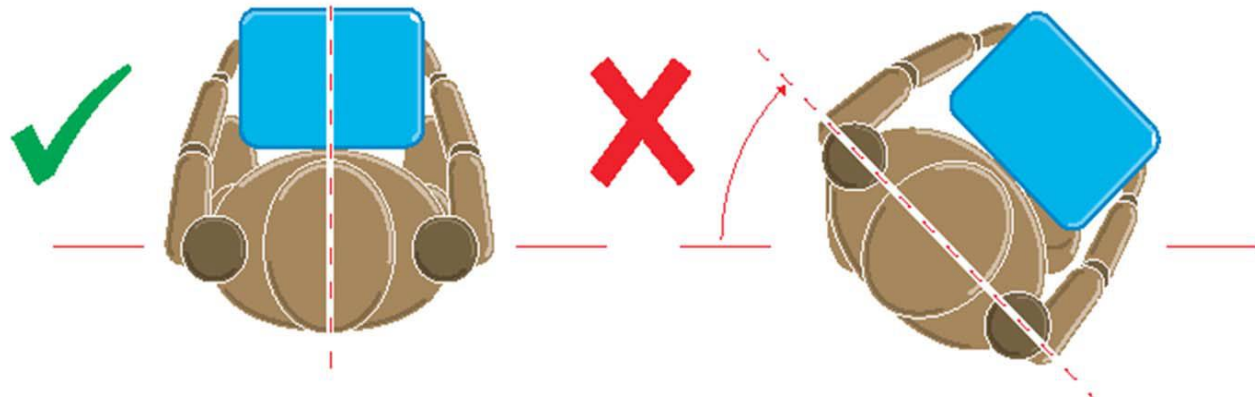
- Get a good hold – where possible the load should be hugged as close to the body as possible.
- Start in a good position – slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting)
- Try to avoid flexing your back while lifting.



Carrying the load:

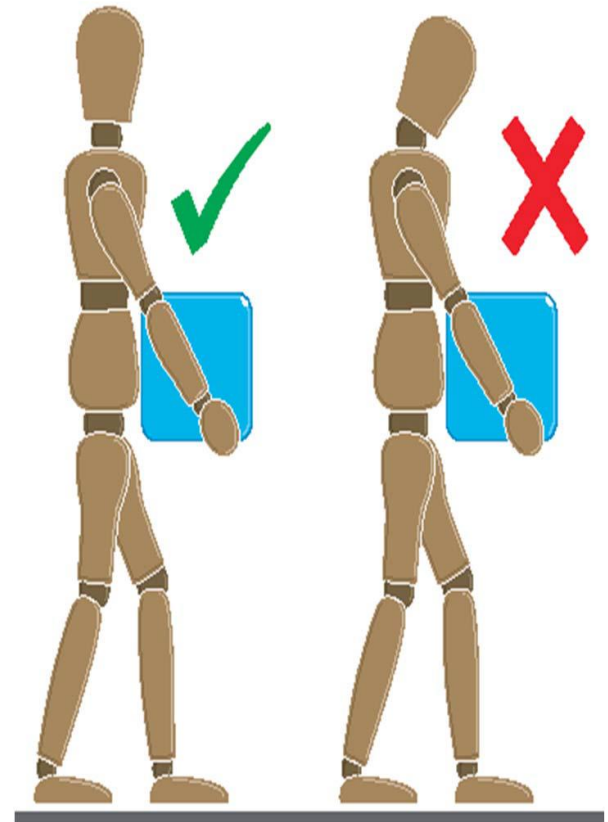
- Keep the load close to the waist.
- Keep the heaviest side of the load next to the body.
- If a close approach to the load isn't possible, try to slide it towards the body before attempting to lift it.





- Avoid twisting the back or leaning sideways.
- Shoulders should be kept level and facing the same direction as the hips.
- Turning by moving the feet is better than twisting and lifting at the same time

- Keep your head up when handling.
- Move smoothly.
- Don't attempt to lift or handle more than can easily be managed.
- Seek assistance when you need it from the site team.



Personal protective equipment (PPE)

- PPE has been provided 'where required' for your use and must be kept clean, damage free and stored appropriately. Damaged PPE must be brought to your managers attention.
- If you are issued PPE it must be worn when required.
- If you believe you have not been provided adequate PPE please discuss with your manager



Safety signs:

The following types of signs are used at Wildern School



- Warning (caution, danger beware) – these signs give warning of hazard or danger.
- Prohibition – these signs prohibit behaviour likely to increase or cause danger.



- Safe condition – these signs indicate fire exits, first aid or rescue equipment.



- Mandatory – these signs prescribe specific behaviour that must be taken.



Asbestos:

- Asbestos is a naturally occurring mineral which has been mined since 1864 and used in the construction industry.
- By the 1980's it was identified as harmful and by 1999 all use of asbestos was banned.
- When it is disturbed, fibres become airborne and are breathed in.
- Prolonged exposure can lead to a number of respiratory diseases.



Am I in danger? - No

- Asbestos is completely safe unless it is disturbed.

What do I need to do?

Nothing, you are not at risk here at wildern school, however...

- Do not make any alterations to your room such as putting up shelving or noticeboards. This must be done by either site staff or contractors who will ensure asbestos is not present before starting work.
- If you suspect asbestos has been disturbed please contact the site team immediately.

Display screen equipment (DSE)

- If you are a DSE workstation user there is a requirement for you to complete a DSE assessment so that any issues can be identified and dealt with.



Am I a DSE workstation user?

HSE guidance states that a person will generally be classified as a user if...

- They normally use DSE for continuous spells of an hour or more at a time.
- And use DSE in this way more or less daily.
- And have to transfer information quickly to or from the DSE.
- And need to apply high levels of concentration, are highly dependant on DSE or have little choice about using it.

If in your opinion your are a DSE user please contact Chris Cornhill who will arrange for a assessment to be completed.

Any questions?

Thank you for taking the time to view this document. If you have any questions please could you direct them in the first instance to your department manager. Or alternatively please contact the H&S advisor –
Chris Cornhill Ext. 136

