



wildernschool



# WILDERN ACADEMY TRUST HEALTH AND SAFETY PRESENTATION

Update August 2021




Boorley Park School



Deer Park School

# Points Covered

- Legal responsibilities
  - Aims
  - Risk Assessments
  - Policies
  - Fire arrangements
  - First aid
  - Control of substances hazardous to health (COSHH)
  - Manual handling
  - Working at Height
  - Personal protective equipment (PPE)
  - Electrical safety
  - Asbestos
  - Display Screen Equipment (DSE)
  - Safety signs
  - General building arrangements
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# Legal Responsibilities


All activities undertaken within the Wildern Academy Trust 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.

- ▶ Management of Health and Safety Regulations 1999
  - ▶ Control of Substances Hazardous to Health 2002
- ▶ The Lifting Operations and Lifting Equipment Regulations 1998
  - ▶ Provision and Use of Work Equipment Regulations 1998
    - ▶ Control of Asbestos Regulations 2012


# 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.
  - 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.
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## What you 'as an employee' must do for us

- Follow the instruction and training you have received when using any work items we have provided to you.
- Support the school's healthy and safety arrangements.
- Complying with safety procedures, whether written or verbally advised.
- Ensure their own work area remains safe.
- Reporting safety concerns to their Head of Department or other appropriate person.
- Reporting any incident that has led, or could have led to damage or injury.
- Not acting or omitting to act in a way that may cause harm or ill health to others.
- Tell someone (your employer, supervisor or H&S representative) if you are worried about H&S in your workplace, talk to your manager, supervisor or H&S representative
- 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.

# AIMS


- Provide and maintain a safe and healthy working environment for all
  - Provide appropriate information, instruction and training for everyone
  - Ensure staff are suitably trained and competent to do their work safely
  - To develop a safety culture to remove or reduce accidents, injuries and ill-health
  - To reduce risk
  - To comply with statutory requirements as a minimum standard of safety
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# ROLE OF ALL STAFF

- 'The responsibility of applying local safety procedures on a day to day basis rests with **ALL** staff'
- 'They must be appropriately trained in the use of any equipment that has any potential H & S risk, prior to use.'

# PURPOSE OF RISK ASSESSMENTS

A risk assessment is a systematic examination of a task, job or process that you carry out at work for the purpose of identifying the significant hazards, the risk of someone being harmed and deciding what further control measures you must take to reduce the risk to an acceptable level.


- Minimalise risk
  - Provision of information
  - Provision of training
  - Identify organisational arrangements
  - Ensure risks are considered and procedures are put in place
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# RISK ASSESSMENTS

- ▶ Dance lighting
  - ▶ Community sports
  - ▶ Glazing
  - ▶ Hot surfaces and hot water
  - ▶ Moving and handling
  - ▶ Sharps and needles
  - ▶ Vulnerable persons
  - ▶ Site equipment
  - ▶ Legionella
  - ▶ Pond on school field
  - ▶ Workshop and higher risk rooms
  - ▶ Hot room temperature
  - ▶ Traffic on site
  - ▶ Steps and stairs
  - ▶ Admin offices
  - ▶ Contractors on site
  - ▶ Icy conditions
  - ▶ PAT testing
  - ▶ Rats, mice, wasps and bees
  - ▶ Slips and trips
  - ▶ Working at height
  - ▶ Boiler room
  - ▶ Equipment and machinery
  - ▶ Security
  - ▶ Cleaning tasks
  - ▶ Lone working
  - ▶ Ponds
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# RECOMMENDATIONS

- Heads of Department
    - Keep a record of department inspections and any follow up procedures that may arise.
    - Equipment that needs checking, mending or replacing.
    - Report any defective or faulty equipment
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# Policies

Health & Safety at work policy

Fire Safety management Plan - Health & Safety at work  
(community) - Adverse Weather - Off-site activities -  
Emergency Procedures

Intervention - Minibuses - Animal handling - Premises  
Management

Safeguarding - Supervision - Smoking

Staff Grievance - Staff Healthcare scheme - Swimming pool

Etc. etc.

All policies are available to view on each school's H&S Google  
drive.



# Fire Arrangements

## On discovering a fire:

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

## On hearing the alarm:

1. Evacuate the building using the nearest fire exit
2. Proceed to the assembly Point

## Do not:

1. Take personal risks
2. Stop to collect personal belongings
3. Use lifts
4. 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



# Fire Alarm System Test

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

## Fire Drills

- Fire drills are carried out on a termly basis and the findings reported back to staff

## Delayed Response

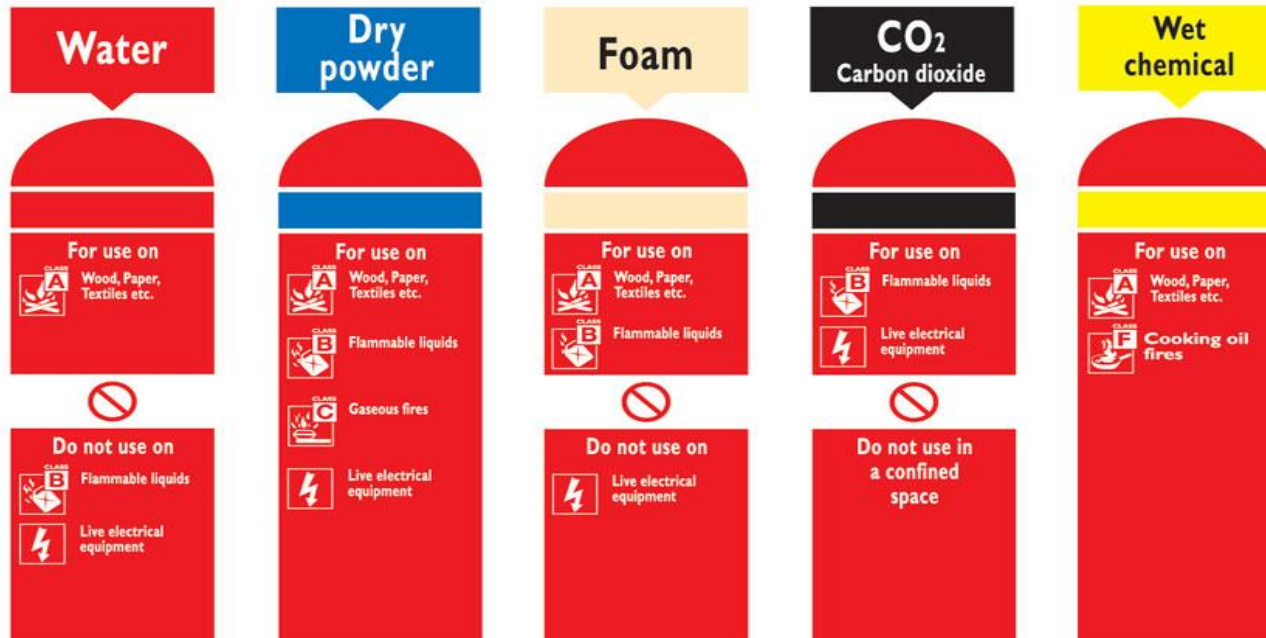
- The fire bells at Wildern School have been programmed with a 6 min delay. This is to combat malicious activations and will give site staff 6 mins. to investigate the cause of the activation and act accordingly.
- If a call point is activated it will not set the bells off immediately but will notify reception and site staff who will activate the bells manually if required.

# Fire Extinguishers

Please note the image showing the types of extinguishers you will find on the school sites

- These are to only be used to make safe your escape from the building
- Must only be used by trained staff or in an emergency
- Staff must check the extinguisher type before using it to extinguish any fires

## KNOW YOUR FIRE EXTINGUISHER COLOUR CODE



# 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.

## Escape Routes

- Smoking is not permitted anywhere on site. This includes the use of E-Cigarettes.
- 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 on the Google Drive. This lists all exit doors, call points and extinguisher points.



# Fire Doors

- Fire doors must be kept shut unless they are on approved closers linked to the fire alarm.
  - Fire doors that are tampered with or misused can face a £2000 fine from the fire service, per offence.
  - Fire equipment (extinguishers) must not be used to wedge open fire doors. This would add another fine to the mix!
  - Wedges may only be used if agreed with the Site Manager or the Trust Estates Manager
  - Any damage or suspected faults must be reported to the Site Manager asap
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# First Aid, Near Misses and Accident Reporting

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 drive which is to be returned to the schools investigator as listed in the Health and Safety policy for the school for action and follow up if required.
- Any incident that could have resulted in an accident should be recorded as a near miss

# Control of Substances Hazardous to Health (COSHH)

As part of the Schools duty of care, there is a requirement to ensure that all substances and chemicals where necessary are suitably risk assessed and controlled. This is done by use of a COSHH register and or CLEAPSS.

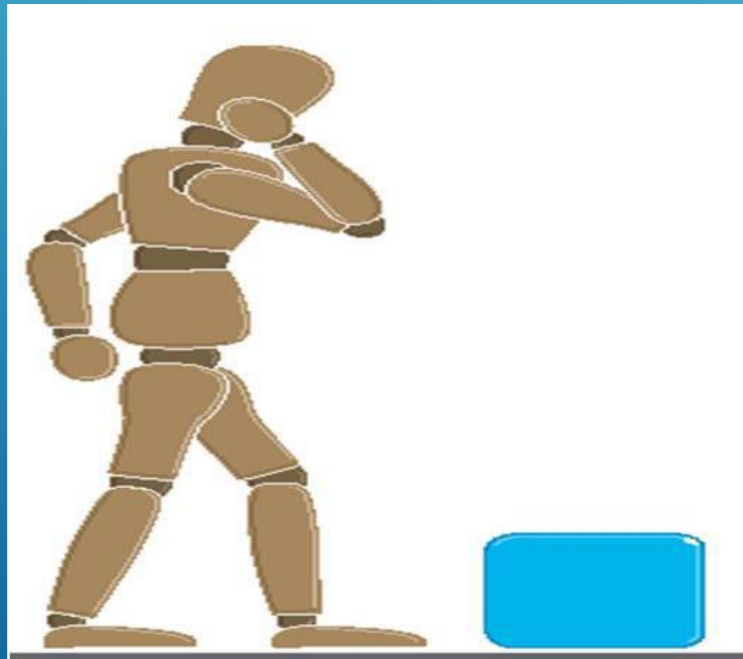
In order for the school to do this we ask:

- Do **not** bring in chemicals, Substances (Including paints and cleaning materials from home
- If you require any products and you are unsure as to the suitability please speak to your Head of Department or the school's Site Manager
- All chemicals/substances on the schools sites must be registered and covered either under CLEAPSS or with the use of COSHH assessments
- COSHH assessments must only be carried out by those who have had formal COSHH assessor training, if in doubt please speak to the Site Manager or Trust Estates Manager.
- All assessments will be available on the Schools Google drive

# Manual Handling

## 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.



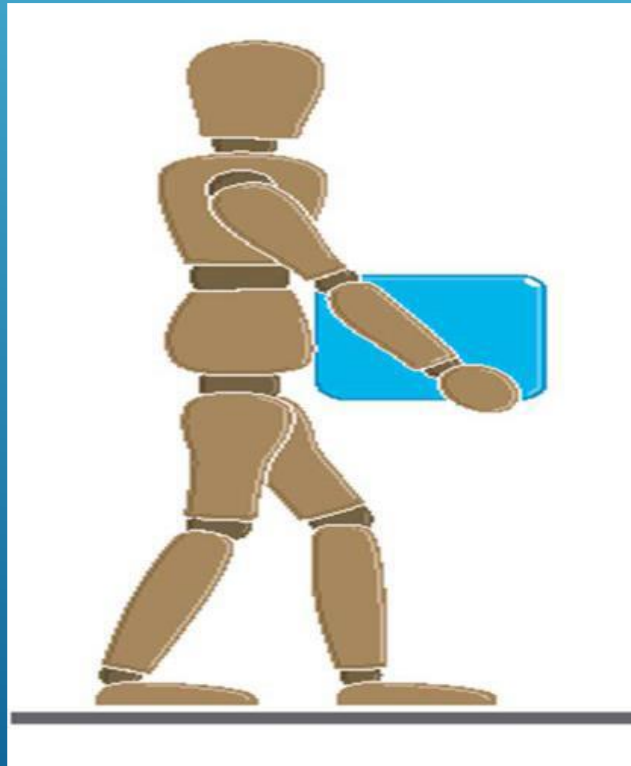
# Lifting the Load

- 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.



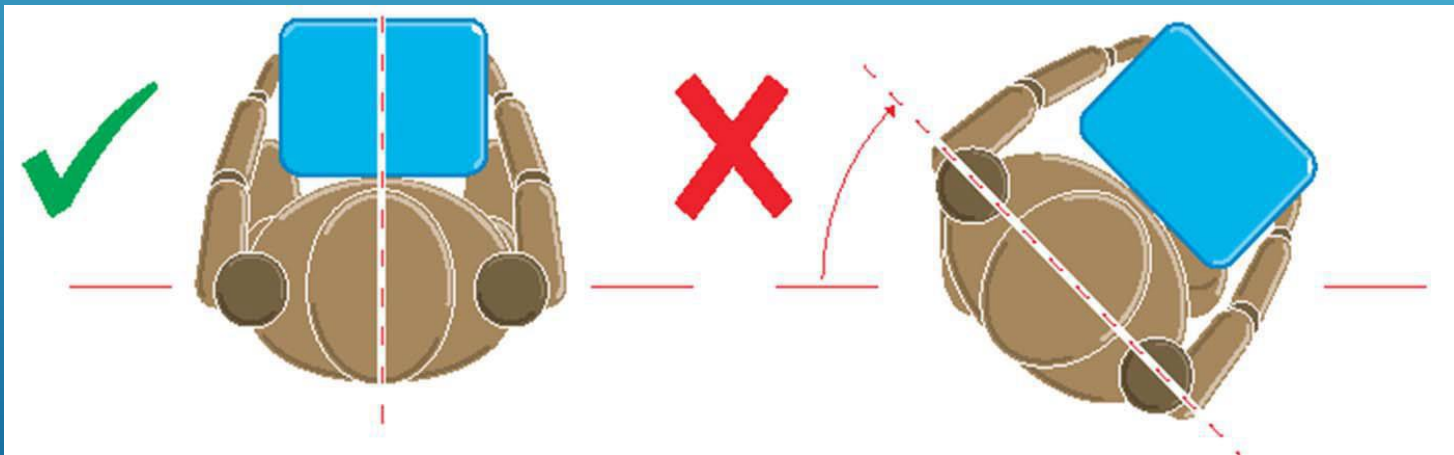
# Carrying the Load

- 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.



# Carrying the Load

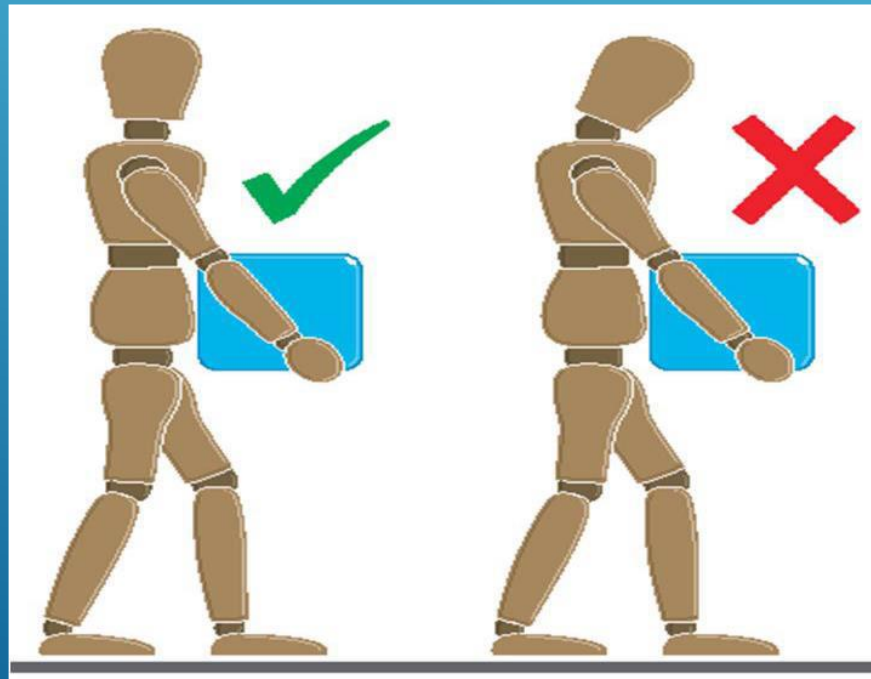
- Avoid twisting the back or leaning sideways.
- Shoulders should be kept level and facing the same direction as the hips.
- Turning by moving the feet is better than twisting and lifting at the same time.





# Moving the Load

- 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.



# Working at Height

Working at any height requires training, for those needing to change display boards or clocks etc, works that can be carried out off of step stools (examples of these are shown to the right) can be done via disseminated in house training. This will be recorded and refreshed annually. If you required this please contact our Site Manager.

For those requiring to work off of Step ladders or Leaning ladders, formal training needs to be carried out.

If in **doubt** please speak to the school's Site Managers or the Trust Estates Manager, do not use any equipment unless trained to do so.



What not to be doing!!



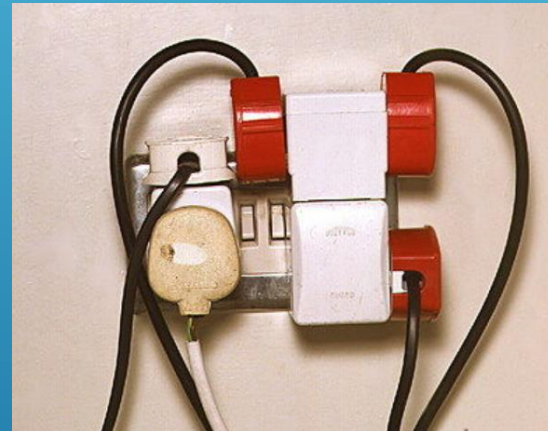
# Personnel Protective Equipment PPE

- 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



# Electrical Safety

- Only authorised and competent persons are permitted to install and repair equipment.
- Only 1 socket per plug is permitted.
- Equipment is not to be used if found to be defective, or fails a PAT test.
- All portable equipment must be tested by a competent person. (on an annual or biannual basis)
- Private equipment is not to be brought onto the premises and used unless it has been tested.
- School's will be following HSE's recommended schedule for testing
- Testing will be carried out by an external company
- Fixed appliances will be tested on a 5 yearly basis.



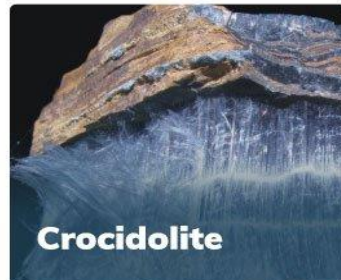
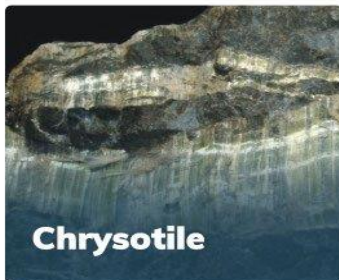
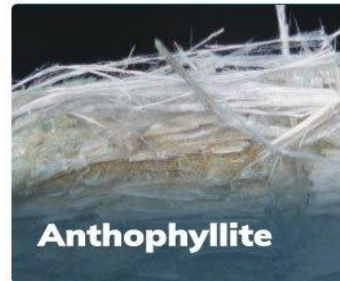
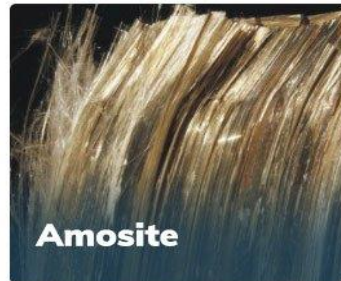
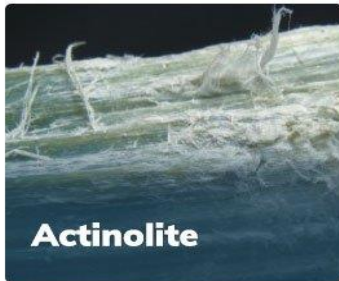
# Asbestos



- Do not drill or put pins or staples in walls
- Ask the site team who have the Asbestos register – this will be up to date.

# Asbestos

- Am I in danger? – No Asbestos is completely safe unless it is disturbed.
- What do I need to do? –Nothing. **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. This includes lifting ceiling tiles!
- If you suspect asbestos has been disturbed please contact the site team immediately.



# Display Screen Equipment

## **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 (Excluding breaks).
- uses it this way more or less every working day
- has no discretion over the use of the DSE
- has to transfer information quickly to or from the DSE.
- needs to apply high levels of concentration, are highly dependant on





# Display Screen Equipment

If you designated a DSE user, you will be asked to complete the DSE E-learning as part of the Safesmart online training, following the completion of this you will then be asked to use the knowledge you have learned to complete a workstation risk assessment. If you do not complete both parts of this the software will continue to notify you that the training is still outstanding.

Please keep in mind that with the amount of DSE user's, remedial actions may have to be prioritised and or may not be possible given the different environment's staff work in. If in doubt please contact the Site Manager for your school.

# Safety Signage



# Safety Signs

- 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.


# BASIC LEVEL OF CLEANLINESS

- All corridors and passageways to be kept free from obstruction.
  - Shelves in storerooms and cupboards are to be stacked neatly and not overloaded.
  - Rubbish and litter are cleaned and removed at the end of each working day.
  - Do not obstruct fire exits
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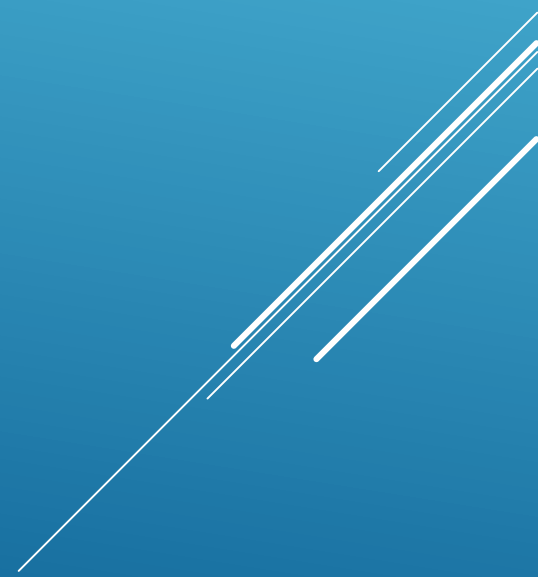
# LONE WORKING

- Must be approved by the Headteacher or Deputy – risk assessment.
  - Must contact a family member to advise on safe arrival and finish time.
  - Must carry a mobile phone.
  - Must sign in and out at reception and let the site staff know they are there and notify them when they leave.
  - Switch on lights in corridors
  - Considering parking arrangements
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# HOW TO ACCESS

- All Health and Safety information is on 'Google Health and Safety Drive
  - The School's Site Managers will also provide information where required, via all staff emails unless urgent.
  - Need to be open and ask for advice, mentioning areas of concern immediately
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# CONCLUSION

- You have a legal duty to protect your own safety and that of others
  - Follow the guidance given in the school Health and Safety Policy
  - Follow the advice of safety notes
  - Report any concerns
  - Do not undertake tasks that you are not trained to do
  - Maintain good house keeping standards
  - Keep access routes clear
  - Do not carry out electrical repairs
  - Seek advice if you are ever unsure
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# ANY QUESTIONS?

If you do have any questions surrounding any of the information presented to you, please do not hesitate to contact the school's Site managers or the Trust Estates Manager.

