

# HEALTH AND SAFETY POLICY

## **RATIONALE**

The Health and Safety at work Act 1974 makes it the legal duty of the Principal and all those employed at Westwood High to take reasonable care for the health and safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

This policy outlines the steps that will be taken to ensure compliance with the Health and Safety at Work Act 1974.

This document will be available to all members of staff who should familiarise themselves with the contents and continue to practice safe and healthy working methods.

The Health and Safety Policy also includes the Fire Safety Policy.

## **ROLES AND DUTIES**

|                                    |            |
|------------------------------------|------------|
| <b>HEALTH &amp; SAFETY OFFICER</b> | Kamal Khan |
|------------------------------------|------------|

- Implementing the Health & Safety Policy
- Overall responsibility for implementation of emergency procedures (first aid, emergency evacuation and fire regulations)
- Chairing Health & Safety Committee meetings
- Monitoring and reviewing Health & Safety Policy
- Co-ordination of General Risk Assessments
- Liaising with Health & Safety Executive
- Keeping premises compliant with Health & Safety regulations
- Monitoring work of contractors on-site to ensure that their working procedures do not endanger the Health & Safety of staff, students and visitors

- Working closely with the H&S Officer
- Recording details of 'non-reportable' accidents and incidents
- monitoring accident records and recommending remedial action to appropriate person(s)
- Dealing with of Health & Safety matters concerning visitors
- General record keeping of Health & Safety correspondence
- Monitoring safety procedures and reviewing safety measures
- Advising on arrangements for the dissemination of information on Health & Safety matters to all staff and pupils
- Receiving reports of preventable accidents and dangerous occurrences
- Reviewing procedures for fire drills and instructing drills

## **SPECIFIC DUTIES**

### **HEALTH & SAFETY OFFICER**

The Health & Safety Officer (HSO) is responsible for the day-to-day implementation and management of Health & Safety within Westwood High. The HSO will ensure that:

- Policies and procedures with regard to Health & Safety are established in writing, and that they are known, understood and followed by all staff (including temporary/supply staff)
- Health & Safety matters raised or guidance from external Health & Safety agencies are brought to the attention of the Senior Leadership Team
- Regular reviews of safety performance are carried out with subsequent action being taken where necessary. Action taken should be reported to the SLT
- Accidents, incidents and dangerous occurrences are reported, investigated and (where appropriate) remedial or preventative measures are taken. Reports are forwarded to the SLT (and external Health & Safety agencies if appropriate)
- Adequate first aid provision is made for staff, pupils and other persons whilst on school premises and when working away from school (in accordance with HSE guidance)
- Training needs are identified and arrangements are made for those needs, to be met
- Goods purchased, comply with safety standards and that all equipment purchased are safely installed

- Advice on arrangements to protect the Health & Safety of staff, pupils and visitors to the school is acted upon and reviewed as necessary
- Auditing and monitoring reports are received and that the SLT are advised of preventative/remedial measures arising from these reports
- Assists in regular reviews of the school's Health & Safety Policy
- Any unsafe items are identified and reported to the SLT and items that constitute Health & Safety hazards are removed
- Staff and volunteers organising and taking part in visits have the necessary knowledge, experience and skills to make arrangements to deal with any risks involved
- Working arrangements are arranged with contractors operating on the premises and are closely monitored to ensure that these working practices do not endanger the health and safety of employees, students or other persons on the premises
- Awareness and co-operation amongst staff with regard to matters of health & safety are actively encouraged

### **OTHER EMPLOYEES WITH SPECIAL RESPONSIBILITIES**

Staff holding posts of special responsibility i.e. First Aid Officer, are responsible for the implementation of the Health & Safety policy within their area of work. To fulfil their responsibilities they will assist the HSO:

- In the monitoring of Health & Safety by inspecting their area on a regular basis to ensure that safety measures are being maintained, to guarantee that safety instructions and safe working practices are being followed by staff and pupils and are prepared to make necessary changes in procedures
- By informing staff of hazards that they are likely to meet in the course of their work and to ensure that staff have the necessary information, instruction and training to carry out their duties without risk to the health & safety of themselves or others
- By ensuring that staff and pupils are aware of emergency procedures
- By ensuring that personal protective equipment and clothing is provided, worn/used and maintained as necessary
- By ensuring that adequate supervision is maintained at all times
- By ensuring that all equipment is regularly inspected and maintained, kept in safe working order and that defective equipment is removed from use immediately
- By acting as a Fire Marshall in certain cases (*see Fire Safety Policy*).

The HSO will ensure that health & safety implications are considered in connection with the security, cleaning and maintenance of the building. This will include monitoring

builders/workers onsite to ensure that their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

## **GENERAL RESPONSIBILITIES OF EMPLOYEES**

All employees have duties under the Health & Safety at Work Act 1974, to:

- Take reasonable care of their safety and that of other persons
- Co-operate with the HSO regarding health and safety matters to enable them to carry out their responsibilities successfully
- Operate equipment safely
- Report defective equipment to their manager or appropriate person
- Report accidents or dangerous occurrences at the earliest possible opportunity
- Be familiar with, and observe at all times all safety policies and procedures
- Take reasonable precautions to ensure the safety of all persons in their charge

## **TEACHING STAFF**

Teaching staff have the following responsibilities in assisting the Health & Safety Officer:

- To ensure the safety of pupils in classrooms, laboratories and sports areas whilst in their charge
- By being aware of and adopting appropriate safety measures within their own teaching areas
- By refusing to allow any student to participate in practical work if there is reason to believe that disorderliness may compromise safety
- By ensuring that all students within their control are adequately informed of all hazards to health & safety and are giving clear instructions on how to work safely
- By ensuring that protective clothing, guards, special and safe working procedures are available where necessary and ensuring that they are used
- By making recommendations to the HSO on safety equipment, additions/improvements or removal from service of plants, tools, equipment or machinery which are dangerous or not fit for use
- By being aware of emergency procedures in respect of fire, bomb alert, first aid, accidents and to be able to execute such procedures
- By setting an example in following safe working procedures personally, including the proper use of protective equipment or clothing
- By leaving rooms tidy and in a safe condition for subsequent users so that lessons can begin without unnecessary delay
- By making every effort to ensure that entries on accident report forms are accurate

## **TECHNICAL AND ADMINISTRATIVE STAFF**

- Must familiarise themselves with special safety codes or regulations relating to the area(s) in which they work and are obliged to adhere to such procedures
- Must co-operate with teaching staff to ensure that as far as is reasonably practical, safety devices fitted to machines or equipment are properly adjusted and maintained and are always used
- Will immediately withdraw from servicing equipment which they consider to be unsafe or unhealthy and bring it to the attention of the HSO.
- Will co-operate with teaching staff to make sure that all hazardous substances or materials are properly handled when being used, are safely stored when not in use and are disposed of without creating a hazard to health & safety
- Will ensure that their workplaces are always left in a safe and healthy condition
- Will always wear protective clothing provided if prescribed by the safety rules for that area of work
- Will ensure that entries made on accident report forms are a correct and accurate

## **SITE MAINTENANCE STAFF**

- Are accountable to the HSO for complying (as is reasonably practicable) with all health & safety requirements
- Will ensure that as far as is reasonably practicable, all safety appliances are appropriately adjusted and maintained
- Will arrange for all equipment to be properly stored when not in use to prevent interference by unauthorised persons
- Will arrange for all hazardous substances used for the maintenance of the buildings or grounds to be properly handled and stored safely or disposed of without risk to health & safety
- Will ensure, so far as is reasonably practicable, that all defects or other hazards in the grounds, buildings or equipment for which they have responsibility are promptly remedied
- Must familiarise themselves with special safety codes or regulations which relate to work that they are required to do and wear protective clothing where appropriate
- Will immediately withdraw from service any equipment that they consider to be unsafe or unhealthy (or cordon off any area which becomes unsafe) and draw this to the attention of the HSO

## **DUTIES OF LEARNERS**

All learners must:

- Know how to act if a fire is discovered or if the fire alarm is sounded
- Observe fire evacuation procedures at all times
- Co-operate with cleaning staff or other authorised persons in ensuring that communal areas are in a clean and healthy condition
- Familiarise themselves with any special safety codes or rules relating to the subjects taught in the area in which they are working (Teaching staff will offer advice on these rules and on safe methods of working)
- Not use any equipment or machinery without the permission of the teacher, whether given to the individuals or to the class as a whole
- Wear designated protective equipment or clothing with their hair tied back when appropriate
- Co-operate with teaching staff and technicians in ensuring that work areas are left in a safe and healthy condition
- Observe Westwood High's No smoking policy

## **ANIMALS AND PETS**

No pets or animals of any kind are allowed on school premises other than those specifically authorised for teaching purposes or guide dogs for the blind.

## **UNDER AGE CHILDREN**

If staff or learners bring children with them on the premises, they are responsible for supervising them the whole time and ensuring that they remain safe and do not endanger themselves or others.

## **CONTRACTORS**

Westwood High will work in partnership with the landlord (where applicable) to plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to employees, students, other persons on site and the public.

## **SAFETY RULES AND PROCEDURE**

Site safety rules will be issued to all contractors and clearly stated in contractual arrangements together with special Health & Safety requirements likely to affect cost or time scales. In shared workplaces, the school will make arrangements for the exchange of all relevant information arising from risk assessments and emergency procedures, particularly, steps required to protect contractors' employees from other contractors and the occupiers' undertaking in the workplace. Permits for work arrangements will be presented if considered necessary as a result of risk assessments (*refer to Appendix A*).

## **SUPERVISION**

Westwood High recognises its duty to plan, co-ordinate and monitor contractors, but the primary responsibility is to supervise the contractors' work and workforce rests with the contractor assessment. Contractors must not move or interfere with the schools' equipment or furnishings without the authority of the school except to prevent a hazard to safety (see Appendix A for more information).

## **DISABLED PERSONS**

The school aims to provide full and fair opportunities for employment for applicants with disabilities and to ensure (through training and practical assistance where applicable) their continued employment and development. Employees who become disabled will be afforded every reasonable opportunity for maintaining their position.

Westwood High's Health & Safety policy has been prepared to ensure a safe and healthy environment for all employees. It recognises that the specific needs of those employees who require extra equipment, facilities or assistance, both routinely and in an emergency, are adequately met.

## **DISPOSAL OF UNWANTED CHEMICALS**

The HSO is responsible for the safe disposal of unwanted chemicals or other hazardous materials.

Excess materials that are toxic or a fire hazard must be returned to a storage area as soon as possible. Under no circumstances should flammable materials be stored in unauthorised areas, particularly under stairs.

## **SMOKING POLICY**

The school operates a 'No Smoking Policy' in and around the school:

- It is a breach of 'No Smoking Policy' for an employee to smoke anywhere on the school premises.
- Contractors must ensure that they and their employees do not smoke on the school premises
- All visitors will be asked to co-operate with the No Smoking Policy

## **DRUGS AND ALCOHOL**

Westwood High will exclude any pupil or member of staff for being involved in drugs and alcohol abuse in and around the school

## **INDUCTION OF NEW EMPLOYEES**

Health & Safety training to new employees will be incorporated into general induction training. It is essential for all staff to be aware of the safety culture of Westwood High. Information regarding Health & Safety will be provided to part-time, temporary and casual staff to enable safe working.

## **MANUAL HANDLING**

More than a third of injuries at work are caused by physical handling activities. Basic common sense can reduce the risks:

- Manual handling aids should be used properly and efficiently
- Never take personal risks by overreaching, twisting, stretching, stooping or overexerting during a handling operation
- Report problems in the work activity when they arise and ask for assistance when necessary

The HSO will consult with employees or their representatives and carry out assessments of all manual-handling activities. Risks that are identified will be reduced to the lowest level.

## **MACHINERY AND EQUIPMENT**

The school will take all reasonable steps to ensure the safety of all persons who are working on or near machinery. Staff who experience problems relating to machine safety should immediately inform the HSO so that steps can be taken to remedy the situation promptly. All persons who use work equipment will have adequate Health & Safety information available and where appropriate, written instructions relating to the use of the equipment.

## **MOBILE PHONES**

The following points of advice and guidance may help the mobile phone user:

- Only use mobile phones when it is necessary to do so and do not use for longer than necessary
- Leaving a gap between the phone and your ear. Do not press it to your ear or the side of your head
- When making calls from a vehicle use hands-free equipment. Never look up numbers or attempt to text messages while driving. Never drive and use a mobile if it is **not** hands free (it is illegal)
- When calling another mobile phone user, always ask whether it is safe to speak
- Before switching a phone on, consider whether being in touch is so essential that you need to compromise your safety and that of others
- Encourage colleagues to consider your safety first and to place non-urgent calls to an answering service or to take messages on your behalf rather than giving your number to a third party
- Staff must switch off their mobiles while teaching
- Pupils must switch off their mobile phones during school

## **NOISE CONTROL**

The school will take all reasonable steps necessary to reduce the harmful effects of noise at work. Noise reduction requires co-operation from all members of staff.

## **PREGNANCY**

This policy will be made clear to all female staff on recruitment:

- If an employee of Westwood High is either pregnant or a 'new' mother (a woman who has given birth within the last six months or who is breast feeding), she is, by

law, required to advise the Principal, in writing, that she is pregnant or is a 'new' mother

- On receipt of formal notification of pregnancy, recent birth or breast-feeding, the HSO will assess the risks relevant to that person's work
- If risks cannot be avoided by other means the school will:
  - (a) Make changes to working condition or hours
  - (b) Offer suitable alternative work
  - (c) Give the employee paid leave for as long as necessary to protect her and her child

## **PROTECTIVE CLOTHING**

Staff and learners are expected to wear appropriate clothing, where there is a risk to Health & Safety. It should be noted that protective clothing should be used when all other attempts to remove or reduce the hazards and risks have proved unsatisfactory. It is expected that all protective clothing worn conforms to the standards expected for the task to be performed.

## **PURCHASING POLICY**

All items including equipment purchased by Westwood High will comply with the relevant statutory and non-statutory Health & Safety requirements. Where particular risks are involved, a competent person will make a full assessment before the items are obtained. Safety data sheets relating to the items are to be obtained from the suppliers in order to assist in the assessment and to determine whether a special code of working practice is required.

## **UNIDENTIFIABLE PACKAGES**

A parcel, package or similar article that appears to have been left in the school should be treated as a suspect package. The person discovering a suspect parcel or package should immediately inform reception staff. They will make enquires to identify the owner. No attempt should be made to touch or remove the package. If it is still unidentified after enquiries, reception staff will inform the HSO who will decide what further action is required.

## **USING SPECIALIST ROOMS**

Members of staff using a specialist rooms e.g. Science Laboratory or ICT Suite for teaching subjects that do not require these facilities should liaise with the relevant Heads of the Department.

## **VISITORS OR CONTRACTORS**

Westwood High recognises its responsibility for the Health & Safety of all persons who visit the premises. It is essential that all visitors sign in at the school reception upon arrival for safety and security reasons. Visitors will be issued a visitors pass. Visitors will also be required to observe the Health & Safety requirements of the school. Visitors should be supervised by staff at all times. Unauthorised people will not be permitted to enter the school. Staff should challenge any adult unknown to them who have entered the school without a badge.

## **TOILETS AND ABLUTION FACILITIES**

Westwood High recognises the need to provide a safe working environment which includes the provision of sufficient washing and ablution facilities. These facilities will be kept clean and in good working order at all times.

## **WASTE DISPOSAL**

The disposal of waste products is the responsibility of HSO who will liaise with the local authority for the regular disposal of all waste in a safe manner and in accordance with statutory requirements.

## **WORKING AT HEIGHTS**

In general, work carried out above floor/ground level is potentially dangerous. The correct access equipment should be used for work undertaken that is above ground level. The use of tables or chairs, are not acceptable. Where ladders or stepladders are used, a visual inspection should be carried out before use to ensure the safety of the equipment, which should then only be placed on a firm, level non-slippery surface. If this is not possible, the ladder should be tied or 'footed' by a second person during use.

## **CAR PARKING**

Westwood High cannot accept responsibility for damage caused to cars parked in the school car park. Cars are parked at owners' own risk.

**SECURITY OF PREMISES**

The Main entrance will be locked at all times. Reception staff will operate the school intercom system to allow access. The security of the premises is the responsibility of the HSO.

**GOODS INWARDS**

Goods are accepted and signed by Reception staff and the courier will be asked to place the delivery in the designated area. Reception staff will ensure that the delivery item is then locked away. Large equipment requiring assistance of site staff should not be loaded off by the courier until it is established that help is available. If such assistance is not available then the school cannot accept the delivery.

# RISK ASSESSMENT PROFORMA

*This proforma will be used to help the School ensure the health and safety of learners.*

| PART A: ASSESSMENT DETAILS                |  |                            |  |
|---|--|----------------------------|--|
| <b>Person(s) carrying out Assessment:</b> |  |                            |  |
| <b>Signatures:</b>                        |  |                            |  |
| <b>Responsible Person</b>                 |  | <b>Date of Assessment:</b> |  |
| <b>Signature:</b>                         |  | <b>Review Date:</b>        |  |

| PART B: ASSESSMENT FINDINGS |   |     |                |            |
|-----------------------------|---|-----|----------------|------------|
| No.                         | Element   | Y/N | Evidence/Notes | Action No. |
| 1                           | <b>MAINTENANCE SYSTEMS</b>  |     |                |            |
| 1.1                         | Are systems in place for regular examination & maintenance of the building and all equipment used?  |     |                |            |
| 1.2                         | Have assessments been done which identify and protect against risks arising from maintenance procedures?  |     |                |            |
| 2.                          | <b>VENTILATION</b>  |     |                |            |
| 2.1                         | Is there effective and suitable ventilation, for all parts of the building where students are at work, which introduces fresh air (as far as is reasonably practicable) that is clean and free from impurity? |     |                |            |

|            |  |            |                       |                   |
|------------|--|------------|-----------------------|-------------------|
| <b>3.</b>  | <b>TEMPERATURE</b>   |            |                       |                   |
| 3.1        | Is the temperature maintained at a level, which gives comfort to student?<br>(a minimum of 16 degrees Celsius where no heavy work) |            |                       |                   |
| 3.2        | Is it necessary to provide blinds to shade windows to reduce temperatures? If yes, are they provided?                              |            |                       |                   |
| 3.3        | Are any other specific actions necessary to maintain a comfortable living temperature?   |            |                       |                   |
| <b>4.</b>  | <b>LIGHTING</b>  |            |                       |                   |
| 4.1        | Do lights shine directly into the eyes of students and staff?  |            |                       |                   |
| 4.2        | Are all stairwells lit and without shadow?   |            |                       |                   |
| 4.3        | Is emergency lighting required? If yes, is it provided?  |            |                       |                   |
| <b>No.</b> | <b>Element</b>   | <b>Y/N</b> | <b>Evidence/Notes</b> | <b>Action No.</b> |
| <b>5.</b>  | <b>CLEANLINESS AND WASTE MATERIALS</b>   |            |                       |                   |
| 5.1        | Are all walls & ceilings, which cannot be safely reached from a 5-metre ladder, cleaned or redecorated regularly?                  |            |                       |                   |

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|-----------|--|--|--|--|
| 5.2       | Are the classrooms, furnishings and fittings regularly cleaned and free from rubbish, sawdust, etc?  |  |  |  |
| 5.3       | Are all drains & sanitary conveniences clear and clean?  |  |  |  |
| <b>6.</b> | <b>ROOM DIMENSIONS &amp; SPACE</b>   |  |  |  |
| 6.1       | Is there at least 11 cubic metres of space available for each person at work in a room at any one time?  |  |  |  |
| <b>7.</b> | <b>SUITABILITY OF WORKSTATIONS AND SEATING</b>   |  |  |  |
| 7.1       | Does the design and arrangement of the buildings enable students to:<br>(a) Leave swiftly in an emergency?<br><br>(b) Reach & lift materials with reasonable ease?<br><br>(c) Enough storage space enabling all members to reach resources without injury? |  |  |  |
| <b>8.</b> | <b>FLOORS AND TRAFFIC ROUTES</b>   |  |  |  |
| 8.1       | Are all floors and traffic routes in the workplace sound and firm, without holes, slopes or uneven surfaces likely to cause danger to anyone?  |  |  |  |
| 8.2       | Are floors and traffic routes kept clear of obstructions and articles or substances likely to cause a person to trip or fall over?   |  |  |  |

|           |  |  |  |  |
|-----------|--|--|--|--|
| 8.3       | Do all floors and traffic routes have adequate and effective means of drainage (where applicable)?                                     |  |  |  |
| 8.4       | Are all holes, bumps and uneven areas properly marked and guarded where necessary?   |  |  |  |
| 8.5       | Are arrangements provided to protect students and staff from slips, etc, caused by snow and ice?                                       |  |  |  |
| 8.6       | Are all open stairways provided with at least 2 rails?   |  |  |  |
| <b>9.</b> | <b>FALLS OR FALLING OBJECTS</b>  |  |  |  |
| 9.1       | Are secure safeguards (such as fencing, barriers, guard rails, covers or safety nets) provided to prevent staff or other persons from: |  |  |  |
|           | (a) falling from a distance likely to cause injury (2 metres)?   |  |  |  |
|           | (b) being struck by falling objects?   |  |  |  |
| 9.2       | Are effective systems in operation to ensure that:   |  |  |  |
|           | (a) danger areas (such as fragile roofs) are clearly marked?   |  |  |  |
|           | (b) unauthorised persons do not enter danger areas?  |  |  |  |

|            |   |  |  |  |
|------------|---|--|--|--|
|            | (c)<br>persons who enter such areas are suitably protected against the hazards present?   |  |  |  |
| 9.3        | Are all fixed ladders securely fixed so as to provide adequate, horizontal and stable footholds?  |  |  |  |
| 9.4        | Are adequate systems in place to ensure the safe stacking and storage of equipment and materials?   |  |  |  |
| <b>10.</b> | <b>ABILITY TO CLEAN WINDOWS, ETC SAFELY</b>   |  |  |  |
| 10.1       | Are all windows/skylights fitted with devices to enable their internal and external surfaces to be cleaned safely?                                  |  |  |  |
| <b>11.</b> | <b>ORGANISATION OF TRAFFIC ROUTES</b>   |  |  |  |
| 11.1       | Is traffic organised at the school to allow pedestrians and vehicles to circulate in a safe manner?   |  |  |  |
| 11.2       | Is there sufficient separation between pedestrians and vehicles using the same traffic route?   |  |  |  |
| <b>12.</b> | <b>DOORS AND GATES</b>  |  |  |  |
| 12.1       | Are all doors/gates that are operated by being pushed from either side constructed so as to provide a clear view of the space close to either side? |  |  |  |

|            |   |  |  |  |
|------------|---|--|--|--|
| <b>13.</b> | <b>SANITARY CONVENIENCES</b>  |  |  |  |
| 13.1       | <p>Are sufficient sanitary conveniences provided which are:</p> <p>(a) readily accessible to all persons in the building?</p> <p>(b) adequately lit and ventilated?</p> |  |  |  |
|            | <p>(c) properly maintained?</p> <p>(d) kept in a clean and orderly condition?</p>   |  |  |  |
| <b>14.</b> | <b>WASHING FACILITIES</b>   |  |  |  |
| 14.1       | Are suitable and sufficient washing facilities provided at readily accessible places for all persons in the buildings:  |  |  |  |
| 14.2       | Do the washing facilities include:  |  |  |  |
|            | <p>(a) a supply of clean hot and cold water?</p> <p>(b) Paper towels or other suitable means of drying?</p> <p>(c) soap or other suitable means of cleaning?</p>        |  |  |  |

|            |   |  |  |  |
|------------|---|--|--|--|
| 14.3       | Are the rooms sufficiently well lit and ventilated?   |  |  |  |
| 14.4       | Is there a system in operation to keep the washing facilities and rooms in a clean and orderly condition and properly maintained? |  |  |  |
| <b>15.</b> | <b>DRINKING WATER</b>   |  |  |  |
| 15.1       | Is a readily accessible supply of drinking water provided and maintained in the workplace with a supply of drinking vessels?      |  |  |  |
| 15.2       | Is the drinking water supply clearly marked by a suitable sign where necessary?   |  |  |  |
| <b>16.</b> | <b>FACILITIES FOR CHANGING CLOTHING DURING P.E.</b>   |  |  |  |
| 16.1       | Are there suitable and sufficient facilities for students to change their clothing?   |  |  |  |

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

COSHH regulations require staff/students at Westwood High to be protected from harmful substances. These substances can be defined as substances that are poisonous, lead to breathing difficulties if inhaled or cause burns to skin and other skin related diseases. Dust and fumes created during work tasks are also included.

The school will assess potential hazards and document the results according to the following procedure:

### **EMPLOYER**

The school will:

1. Determine the hazard of a substance
2. Assess the risk to health from the way that substance is used
3. Determine whether exposure to the substance can be prevented; if not decide how exposure can be controlled to reduce risk
4. Establish effective controls
5. Document all risks and controls
6. Train and inform the workforce
7. Monitor exposure and provide health surveillance

### **EMPLOYEES**

Staff will:

1. Take reasonable care of self and others who may be affected by cuts or omissions at work and co-operate with Health and Safety at work regulations
2. Be given training to understand what the risks are from using (or producing) a given substance
3. Be briefed on how those risks are controlled
4. Be briefed on the precautions that should be taken
5. Be notified of any change in working practice that may increase the hazard

**COSHH ASSESSMENT RECORD (See Appendix B for guidance)**

Department:

Description/purpose of Activity:

| Substance<br>Name/Ingredients | Type of<br>substances | Degree<br>of<br>Hazard | Nature<br>of<br>Hazard | Can use<br>be<br>avoided | Can safer<br>substitute<br>be used | Frequency<br>of use | Location |      | Quantity |      |
|-------------------------------|-----------------------|------------------------|------------------------|--------------------------|------------------------------------|---------------------|----------|------|----------|------|
|                               |                       |                        |                        |                          |                                    |                     | Stored   | Used | Stored   | Used |
|                               |                       |                        |                        |                          |                                    |                     |          |      |          |      |

Substances in use

 Existing control measure in  
use

Emergency Procedure in the Event of Spillage:

Disposal Instructions:

Is the risk adequately controlled                      Yes/No

Signature of Assessor:                                      Name:                                      Date:

Countersigned by HSO:                                      Name:                                      Date:

Date for review:

| Room No | Hazard      |               |             |                   | Controls |                 |                | Monitoring and Evaluation |
|---------|-------------|---------------|-------------|-------------------|----------|-----------------|----------------|---------------------------|
|         | Description | Hazard Rating | Risk Rating | Persons in Danger | Existing | Action Required | Estimated Cost | Target Date               |
|         |             |               |             |                   |          |                 |                |                           |

## **HEALTH & SAFETY FOR 'SHORT TERM' SUPPLY STAFF**

Welcome to the Westwood High. We hope that your time with us will be rewarding and enjoyable! Your safety and wellbeing is of concern to us and you are reminded of your legal obligation to care for your own Health & Safety and that of others.

Please read the following instructions carefully:

- All persons are asked to respect the School's 'No Smoking Policy'
- The fire alarm is a loud repeating horn sound. If you hear this and you are not teaching please leave the building by the nearest exit and go to the appropriate staff assembly point
- If the fire alarm sounds when you are responsible for a class you must escort them to the correct assembly area
- If you discover a fire please operate the nearest alarm then exit as described above
- Basic first aid treatment is available for children who sustain injury. Please ask a permanent member of staff in the department in which you are teaching to explain the arrangements
- A copy of the School's Health & Safety policy and other policies are available in the school reception

# FIRE SAFETY POLICY

## RATIONALE

The Fire Safety Officer is: Khadija Khan

Westwood High seeks to promote a safe and secure learning environment.

This policy is in line with the following regulations:

- Fire Precautions Act 1971
- Fire Precautions, (Workplace) Regulations 1997
- The Management of Health and Safety at Work Regulations 1999

The school will manage fire risks to prevent injury or ill-health to staff, students, visitors, contractors and others who may be affected by the activities of the organisation.

This policy seeks to layout the procedure for:

- Ensuring compliance with relevant legislation
- Ensuring effective liaison with the local fire authority where appropriate
- Undertaking suitable and sufficient fire risk assessments of all activities within the premises used by the school
- Identifying and implementing measures to control risks from fire
- Conducting regular fire evacuation drills and testing of emergency equipment
- Conducting regular fire safety inspections

## RESPONSIBILITIES

It is the responsibility of the Health and Safety Officer and Assistant Health and Safety Officer:

- To implement and regularly review Fire safety procedures
- To ensure that Fire Safety procedures are sustainable in their areas of strategic/operational responsibility
- To ensure that an appropriate system for carrying out fire risk assessments is in place
- To ensure that fire risk assessments are carried out on all premises and activities within the school premises

- To ensure that action plans, fire precautions and evacuation procedures, resulting from fire risk assessments are implemented and measures for controlling the risk from fire are maintained
- To ensure that regular inspections are carried out on control measures to enable their continued effectiveness
- To ensure that audits are carried out periodically for effective implementation of control measures

Employees, students, visitors, contractors and others will participate as requested in the fire risk assessment process and will comply with the fire safety measures.

### **ARRANGEMENTS:**

- Assessment data will be recorded on the Fire Risk Assessment Forms
- Records will be stored in the School Office
- HSO and AHSO will collaborate with all departments when planning structural alterations or introducing/amending fire safety measures

### **RISK ASSESSMENT PROCEDURES**

Risk assessments will be carried out to determine the risks associated with working operations. The assessments are required to identify risks to pupils, employees and to any other persons who may be affected.

It is the statutory duty of the school to assess the potential health risks to employees arising from work involving the use of hazardous substances. A written record of such risks must be maintained.

Risk Assessment forms for will be completed regularly. The Fire Officer will carry out Fire Risk Assessments.

### **FIRE RISK ASSESSMENT**

The Fire Safety Officer will carry out Fire Risk Assessments on behalf of the Health and Safety Officer. The following components seek to establish an effective Fire Risk Assessment process:

- **Fire Assessment Check List Part 1 and 2:** Completing these forms will allow the Fire Safety Officer to gather general information about potential hazards

- **Risk Assessment Form:** This will be used to assess the risk from the hazards identified in the check list
- **Action plan:** The action plan will be used to identify control measures that are required to control risk to a reasonably practicable standard
- **Fire Evacuation Procedure:** This indicates guidance on safe evacuation and the process of evacuation for people with individual needs

Upon completion of the Fire Risk Assessment cycle, the data gathered will be handed to the Health and Safety Officer who will meet with the Senior Leadership Team during Health and Safety Committee meetings to discuss the findings.

The Fire Safety Officer will work closely with the HSO/AHSO to implement control measures advised in the action plan.

Copies of completed fire risk assessments and action plans will be available for inspection.

## **FIRE INSPECTIONS**

In order to ensure that fire precautions are maintained in an effective manner, The Fire Safety Officer will carry out annual fire inspections. The date and outcome of these inspections will be documented.

## **FIRE EVACUTION PROCEDURE**

### **1. DETECTION OF A FIRE**

Any person detecting a fire or having a reasonable cause to suspect a fire must raise the alarm immediately and inform a member of staff.

### **2. RAISING THE ALARM**

Break the glass of the fire alarm at the nearest call point. The alarm, which will sound, is a continuous bell. A member of staff will contact reception or use their mobile phone to call for the fire brigade.

Be precise when describing the location of the fire.

### **3. UPON HEARING THE ALARM**

- Ensure that all persons in the area where the fire has been detected are moved away from immediate danger
- Close all doors and windows in the area of the fire
- Prepare for evacuation
- Under no circumstances should any person stop to collect any belongings
- **Remember! STAY OUT. Make no attempt to combat the fire, and DO NOT take personal risks**

#### **4. EVACUATION PROCEDURE**

- Assembly points for both pupils and staff are located in the school yard
- Orderly movement at this point is essential. Immediately evacuate the building from the nearest fire exit
- Leave the building quickly, **DO NOT RUN!**
- Remain quiet, calm and disciplined
- Sick people should be given assistance if required
- At the assembly point – line up in a single file in your Form quietly and listen while the register is called
- Do not talk or move from the assembly point until it you have been told to do so.

#### **PLANNING THE EVACUATION OF A DISABLED PERSON**

To ensure the effective evacuation disabled people the Fire Safety Officer will:

- Identify the number of disabled staff and students and where they will be in the building
- Implement Personal Emergency Evacuation Plans (PEEP)
- Assess the evacuation equipment disabled people will need
- Train staff to deal with emergency evacuations
- Decide course of action when it is not possible to evacuate disabled people

#### **PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

A Personal Emergency Evacuation Plan (PEEP) seeks to ensure the safety of a named individual in an evacuation situation. It will indicate evacuation routes, identify members of staff who will assist during an evacuation and advise on training needs.

Each Department will produce a PEEP upon becoming aware that staff, students or visitors may experience difficulties in responding to a building emergency evacuation alarm.

The PEEP is a personal plan and so must be drawn up with the active participation of the person concerned.

All persons who will be expected to aid the evacuation of a disabled person should receive a copy of the relevant PEEP. A practice fire drill should be carried out at least once a year to monitor the effectiveness of the PEEP.

Upon hearing the fire alarm the PEEP should be activated immediately. The PEEP will also address work out of normal hours or areas where close supervision is not available.

A person with a mobility impairment working unaccompanied may not be able to evacuate the premises unaided. They should report their location to the school reception. If accompanied by a colleague, that person can report their location to the reception upon evacuation. In this way the fire brigade can be informed when they arrive.

## **TECHNIQUES FOR THE EVACUATION OF DISABLED PEOPLE**

Staff and students with a visual impairment may be guided on level surfaces by taking someone's arm and following. On stairways the guide should descend first and the person following can then place their hand on the guide's shoulder.

If a member of staff or student is a guide dog user they should be asked about how/if they can be assisted. Many disabled people will be able to descend (or ascend) a stairway, however others may need assistance. An evacuation chair will be available for safely transporting people with mobility impairments in stairways.

Lifts are normally prohibited from use during an emergency evacuation.

## **EXTINGUISHING A FIRE**

In attempting to put out a fire it is essential to use the correct extinguisher. Use of the wrong type of extinguisher can increase the hazard and add to the danger. All corridors and staircases should be kept clear of anything which is likely to cause fire or hinder progress in the event of an emergency evacuation.

Ideally, all material should be removed from the corridors especially in dead end areas. If a filing cabinet or cupboard is in a corridor, even on a temporary basis, it must be kept locked

## **FIRE DRILLS**

Fire drills play an important part in staff training and serve to improve evacuation procedures. Drills will be carried out at least once a term. All staff will be briefed after each drill and any problems noted will be addressed.



**FIRE ASSESSMENT CHECK LIST: PART 1**

| <b>FIRE WARNING SYSTEM</b>   |                 |  |                 |  |                 |
|--|-----------------|--|-----------------|--|-----------------|
| <b>DAILY CHECK</b>   | <b>DD/MM/YY</b> | <b>WEEKLY CHECK</b>  | <b>DD/MM/YY</b> | <b>MONTHLY CHECK</b>   | <b>DD/MM/YY</b> |
| 1. Is the indicator panel showing 'normal'?<br><br>2. Are whistles, gongs or air horns in place?   |                 | 1. Does testing a manual call point send signal to indicator panel (check different point each week)?<br><br>2. Does the alarm system function properly?<br><br>3. Can staff hear the fire alarm?<br><br>4. Do the sounders function properly? |                 | 1. Does testing the smoke/heat detectors send a signal to the indicator panel?<br><br>2. Are heat/smoke detectors clean? |                 |
| <b>EMERGENCY LIGHTING</b>  |                 |  |                 |  |                 |
| <b>DAILY CHECK</b>   | <b>DD/MM/YY</b> | <b>WEEKLY CHECK</b>  | <b>DD/MM/YY</b> | <b>MONTHLY CHECK</b>   | <b>DD/MM/YY</b> |
| 1. Are luminaries and exit signs in good condition?<br><br>2. Is emergency lighting and sign lighting working correctly?<br><br>3. Is the control panel indicator working? |                 | 1. Do all luminaries and exit signs function correctly when tested?<br><br>2. Have all emergency lighting self-contained battery units been tested (normally run for one hour)?  |                 |  |                 |

| <b>ESCAPE ROUTES</b>   |                 |   |                 |  |                 |
|--|-----------------|---|-----------------|--|-----------------|
| <b>DAILY CHECK</b>   | <b>DD/MM/YY</b> | <b>WEEKLY CHECK</b>   | <b>DD/MM/YY</b> | <b>MONTHLY CHECK</b>   | <b>DD/MM/YY</b> |
| 1. Check all fire doors are unlocked<br><br>2. Do all fire exits open immediately and easily?<br><br>3. Are fire doors clear of obstructions?<br><br>4. Are escape routes clear? |                 | 1. Do all emergency fastening devices on fire exits (push bars or pads) work correctly?<br><br>2. Are external routes clear and safe?<br><br>3. Do doors function correctly and close as a close fit? |                 | 1. Are fire door seals, strips and self-closing devices in good condition?<br><br>2. Do all internal self-closing fire doors work correctly?<br><br>3. Are the means of escape accessible by disabled persons?                                   |                 |
| <b>FIRE FIGHTING EQUIPMENT</b>   |                 |   |                 |  |                 |
| <b>DAILY CHECK</b>   | <b>DD/MM/YY</b> | <b>WEEKLY CHECK</b>   | <b>DD/MM/YY</b> | <b>MONTHLY CHECK</b>   | <b>DD/MM/YY</b> |
|  |                 | 1. Are all fire extinguishers in place?<br><br>2. Are fire extinguishers clearly visible and unobstructed?<br><br>3. Is the equipment unoperated and not damaged?                                     |                 | 1. Is the pressure in stored pressure fire extinguishers correct?<br><br>2. Are fire blankets packaged in their original condition?<br><br>3. Are seals/tamper tags not broken or missing?<br><br>4. Are operating instructions clean & visible? |                 |

## FIRE ASSESSMENT CHECK LIST: PART 2

|  |   |                     |   |
|--|---|---------------------|---|
| <b>RISK ASSESSMENT RECORD OF FINDINGS</b>  |   | <b>SHEET NO</b>     | <b>01</b>   |
| <b>AREA</b>  | <b>First Floor Unit 2: Room 1</b>   | <b>DATE</b>         | <b>/ /12</b>  |
| <b>USE</b>   | <b>Teaching room</b>  |                     |   |
| <b>STEP 1: IDENTIFY FIRE HAZARDS</b>   |   |                     |   |
| <p><b>A. Litter:</b> loose papers and books left around on tables and floor</p> <p><b>B. Windows and shutters:</b> left open overnight – leaves building vulnerable to arson attack</p> <p><b>C. Interactive whiteboard:</b> projector overheating</p> |   |                     |   |
| <b>STEP 2: PEOPLE AT RISK</b>  |   |                     |   |
| <i>A, B and C: Staff and students</i>  |   |                     |   |
| <b>STEP: 3 EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK</b>  |   |                     |   |
| <b>GUIDANCE NOTES:</b>   |   |                     | <b>H M L</b>  |
| <b>3.1. Evaluate the risk of the fire occurring</b>  | <p><b>A:</b> Low risk (L) - There are no sources of ignition</p> <p><b>B:</b> Low risk (L) - The classroom is on second floor</p> <p><b>C:</b> L - Projector professionally installed and recently tested</p>   |                     | <p><b>H = HIGH</b><br/><b>M = MEDIUM</b><br/><b>L = LOW</b></p> |
| <b>3.2. Evaluate the risk to the people from a fire starting in the premises</b>   | <p><b>A:</b> L</p> <p><b>B:</b> L</p> <p><b>C:</b> L</p>  |                     |   |
| <b>3.3. Remove and reduce the hazards that may cause a fire</b>  | <p><b>A:</b> Floors and tables will be cleaned at the end of every school day. Books/Papers stored away in cupboard. Litter thrown in recycling bin and emptied daily.</p> <p><b>B:</b> Windows and shutters will be secured at the end of every day. CCTV checked regularly and possible cases of antisocial behaviour will be reported to the Police immediately.</p> |                     |   |
| <b>3.4. Remove and reduce the risks to people from a fire</b>  | <p><b>C:</b> Electrical appliances will be PAT tested annually.</p>   |                     |   |
| <b>ASSESSMENT REVIEW</b>   |   |                     |   |
| <b>REVIEW DATE</b>   | A: / /12<br>B: / /12<br>C: / /12  | <b>COMPLETED BY</b> | <b>SIGNATURE</b>  |
| <b>REVIEW OUTCOME (substantial changes should be recorded on new sheet)</b>  |   |                     |   |
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|---|--|---------------------|-------------------|
| <b>RISK ASSESSMENT RECORD OF FINDINGS</b>   |  | <b>SHEET NO</b>     | <b>02</b>         |
| <b>AREA</b>   | <b>First Floor Unit 2: Room 2</b>  | <b>DATE</b>         | <b>/ /12</b>      |
| <b>USE</b>  | <b>Teaching room: ICT</b>  |                     |                   |
| <b>STEP 1: IDENTIFY FIRE HAZARDS</b>  |  |                     |                   |
| <p><b>A. Litter:</b> loose papers and books left around on tables and floor</p> <p><b>B. Windows and shutters:</b> left open overnight – leaves building vulnerable to arson attack</p> <p><b>C. Interactive whiteboard:</b> projector overheating</p> <p><b>D. Computers and Printers:</b> faulty appliance, overheating</p> <p><b>E. Network Cabling:</b> faulty wiring, over heating</p> |  |                     |                   |
| <b>STEP 2: PEOPLE AT RISK</b>   |  |                     |                   |
| <i>A, B, C, D and E: Staff and students</i>   |  |                     |                   |
| <b>STEP: 3 EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK</b>   |  |                     |                   |
| <b>GUIDANCE NOTES:</b>  | <p><b>A:</b> Low risk (L) - There are no sources of ignition</p> <p><b>B:</b> Low risk (L) - The ICT room is on second floor</p> <p><b>C:</b> L - Projector professionally installed and recently tested</p> <p><b>D:</b> L - Professionally installed and recently tested</p> <p><b>E:</b> L - Professionally installed and recently tested</p>                   |                     | <b>H M L</b>      |
| <b>3.1. Evaluate the risk of the fire occurring</b>   |  |                     |                   |
| <b>3.2. Evaluate the risk to the people from a fire starting in the premises</b>  | <p><b>A:</b> L, <b>B:</b> L, <b>C:</b> L, <b>D:</b> L, <b>E:</b> L</p> <p><b>A:</b> Floors and tables will be cleaned at the end of every school day. Books/Papers stored away in cupboard. Litter thrown in recycling bin and emptied daily.</p>  |                     |                   |
| <b>3.3. Remove and reduce the hazards that may cause a fire</b>   | <p><b>B:</b> Windows and shutters will be secured at the end of every day. CCTV checked regularly and possible cases of antisocial behaviour will be reported to the Police immediately.</p> <p><b>C:</b> Electrical appliances will be PAT tested annually.</p> <p><b>D:</b> Room will be well ventilated. Electrical appliances will be PAT tested annually.</p> |                     | <b>H = HIGH</b>   |
| <b>3.4. Remove and reduce the risks to people from a fire</b>   | <p><b>C:</b> Electrical appliances will be PAT tested annually.</p>  |                     | <b>M = MEDIUM</b> |
|   |  |                     | <b>L = LOW</b>    |
| <b>ASSESSMENT REVIEW</b>  |  |                     |                   |
| <b>REVIEW DATE</b>  | A: / /12<br>B: / /12<br>C: / /12<br>D: / /12<br>E: / /12   | <b>COMPLETED BY</b> | <b>SIGNATURE</b>  |
| <b>REVIEW OUTCOME (substantial changes should be recorded on new sheet)</b>   |  |                     |                   |
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| <b>RISK ASSESSMENT RECORD OF FINDINGS</b>  |   | <b>SHEET NO</b>     | <b>03</b>                                  |
| <b>AREA</b>  | <b>First Floor Unit 2: Room 3</b>   | <b>DATE</b>         | <b>/ /12</b>                               |
| <b>USE</b>   | <b>Creche</b>   |                     |  |
| <b>STEP 1: IDENTIFY FIRE HAZARDS</b>   |   |                     |  |
| <p><b>A. Litter:</b> loose papers and books left around on floor<br/> <b>B. Children tripping over toys:</b> infants may trip over</p> |   |                     |  |
| <b>STEP 2: PEOPLE AT RISK</b>  |   |                     |  |
| <b>A and B:</b> Staff and crèche children  |   |                     |  |
| <b>STEP 3 EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK</b>   |   |                     |  |
| <b>GUIDANCE NOTES:</b>   |   |                     | <b>H M L</b>                               |
| <b>3.1. Evaluate the risk of the fire occurring</b>  | <b>A:</b> Low risk (L) - There are no sources of ignition<br><b>B:</b> Low risk (L) – Trips and falls   |                     |  |
| <b>3.2. Evaluate the risk to the people from a fire starting in the premises</b>   | <b>A:</b> L<br><b>B:</b> L  |                     |  |
| <b>3.3. Remove and reduce the hazards that may cause a fire</b>  | <b>A:</b> Floors and tables will be cleaned at the end of every school day. Books/Papers stored away in cupboard and shelves. Litter thrown in recycling bin and emptied daily.<br><b>B:</b> Children will be supervised at all times |                     |  |
| <b>3.4. Remove and reduce the risks to people from a fire</b>  |   |                     | <b>H = HIGH<br/>M = MEDIUM<br/>L = LOW</b> |
| <b>ASSESSMENT REVIEW</b>   |   |                     |  |
| <b>REVIEW DATE</b>   | A: / /12<br>B: / /12  | <b>COMPLETED BY</b> | <b>SIGNATURE</b>                           |
| <b>REVIEW OUTCOME (where substantial changes have occurred a new record sheet should be used)</b>                                      |   |                     |  |
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| <b>RISK ASSESSMENT RECORD OF FINDINGS</b>   |  | <b>SHEET NO</b>     | <b>04</b>         |
| <b>AREA</b>   | <b>First Floor Unit 2: Staffroom</b>   | <b>DATE</b>         | <b>/ /12</b>      |
| <b>USE</b>  | <b>Staff area</b>  |                     |                   |
| <b>STEP 1: IDENTIFY FIRE HAZARDS</b>  |  |                     |                   |
| <p><b>A. Litter:</b> loose papers and books left around on tables and floor</p> <p><b>B. Windows and shutters:</b> left open overnight – leaves building vulnerable to arson attack</p> <p><b>C. Photocopier:</b> Faulty appliance. overheating</p> <p><b>D. Computers:</b> faulty appliance, overheating</p> |  |                     |                   |
| <b>STEP 2: PEOPLE AT RISK</b>   |  |                     |                   |
| <i>A, B, C and D: Staff</i>   |  |                     |                   |
| <b>STEP 3 EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK</b>  |  |                     |                   |
| <b>GUIDANCE NOTES:</b>  | <p><b>A:</b> Low risk (L) - There are no sources of ignition</p> <p><b>B:</b> Low risk (L) - The Staffroom is on second floor</p> <p><b>C:</b> L – Will be professionally installed and tested</p> <p><b>D:</b> L – Will be professionally installed and tested</p> <p><b>A: L, B: L, C: L, D: L</b></p> <p><b>A:</b> Floors and tables will be cleaned at the end of every school day. Books/Papers stored away in shelves/cupboard. Litter thrown in recycling bin and emptied daily.</p> <p><b>B:</b> Windows and shutters will be secured at the end of every day. CCTV checked regularly and possible cases of antisocial behaviour will be reported to the Police immediately.</p> <p><b>C:</b> Photocopier will be kept well ventilated and regularly serviced.</p> <p><b>D:</b> Electrical appliances will be PAT tested annually.</p> |                     | <b>H M L</b>      |
| <b>3.1. Evaluate the risk of the fire occurring</b>   |  |                     |                   |
| <b>3.2. Evaluate the risk to the people from a fire starting in the premises</b>  |  |                     |                   |
| <b>3.3. Remove and reduce the hazards that may cause a fire</b>   |  |                     | <b>H = HIGH</b>   |
| <b>3.4. Remove and reduce the risks to people from a fire</b>   |  |                     | <b>M = MEDIUM</b> |
|   |  |                     | <b>L = LOW</b>    |
| <b>ASSESSMENT REVIEW</b>  |  |                     |                   |
| <b>REVIEW DATE</b>  | A: / /12<br>B: / /12<br>C: / /12<br>D: / /12   | <b>COMPLETED BY</b> | <b>SIGNATURE</b>  |
| <b>REVIEW OUTCOME (where substantial changes have occurred a new record sheet should be used)</b>   |  |                     |                   |
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| <b>RISK ASSESSMENT RECORD OF FINDINGS</b>   |  | <b>SHEET NO</b>     | <b>05</b>                                  |
| <b>AREA</b>   | <b>First Floor Unit 2: Principal's Office</b>  | <b>DATE</b>         | <b>/ /12</b>                               |
| <b>USE</b>  | <b>Staff area</b>  |                     |  |
| <b>STEP 1: IDENTIFY FIRE HAZARDS</b>  |  |                     |  |
| <p><b>A. Litter:</b> loose papers and books left around on tables and floor</p> <p><b>B. Windows and shutters:</b> left open overnight – leaves building vulnerable to arson attack</p> <p><b>C. Computers:</b> faulty appliance, overheating</p> |  |                     |  |
| <b>STEP 2: PEOPLE AT RISK</b>   |  |                     |  |
| <i>A, B and C: Staff and students</i>   |  |                     |  |
| <b>STEP 3 EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK</b>  |  |                     |  |
| <b>GUIDANCE NOTES:</b>  |  |                     | <b>H M L</b>                               |
| <b>3.1. Evaluate the risk of the fire occurring</b>   | <p><b>A:</b> Low risk (L) - There are no sources of ignition</p> <p><b>B:</b> Low risk (L) - The office is on second floor</p> <p><b>C:</b> L – Will be professionally installed and tested</p>  |                     |  |
| <b>3.2. Evaluate the risk to the people from a fire starting in the premises</b>  | <p><b>A:</b> L, <b>B:</b> L, <b>C:</b> L</p> <p><b>A:</b> Floors and tables will be cleaned at the end of every school day. Books/Papers stored away in shelves/cupboard. Litter thrown in recycling bin and emptied daily.</p> <p><b>B:</b> Windows and shutters will be secured at the end of every day. CCTV checked regularly and possible cases of antisocial behaviour will be reported to the Police immediately.</p> <p><b>C:</b> Electrical appliances will be PAT tested annually.</p> |                     |  |
| <b>3.3. Remove and reduce the hazards that may cause a fire</b>   |  |                     |  |
| <b>3.4. Remove and reduce the risks to people from a fire</b>   |  |                     |  |
|   |  |                     | <b>H = HIGH<br/>M = MEDIUM<br/>L = LOW</b> |
| <b>ASSESSMENT REVIEW</b>  |  |                     |  |
| <b>REVIEW DATE</b>  | A: / /12<br>B: / /12<br>C: / /12   | <b>COMPLETED BY</b> | <b>SIGNATURE</b>                           |
| <b>REVIEW OUTCOME (where substantial changes have occurred a new record sheet should be used)</b>   |  |                     |  |
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|---|---|---------------------|---|
| <b>RISK ASSESSMENT RECORD OF FINDINGS</b>   |   | <b>SHEET NO</b>     | <b>06</b>   |
| <b>AREA</b>   | <b>First Floor Unit 2: Kitchenette</b>  | <b>DATE</b>         | <b>10/01/12</b>   |
| <b>USE</b>  | <b>Staff area</b>   |                     |   |
| <b>STEP 1: IDENTIFY FIRE HAZARDS</b>  |   |                     |   |
| <p><b>A. Microwave:</b> faulty appliance, overheating<br/> <b>B. Toaster:</b> faulty appliance, overcooked toast<br/> <b>C. Boiler:</b> faulty appliance, overheating</p> |   |                     |   |
| <b>STEP 2: PEOPLE AT RISK</b>   |   |                     |   |
| <i>A, B and C: Staff</i>  |   |                     |   |
| <b>STEP 3 EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK</b>  |   |                     |   |
| <b>GUIDANCE NOTES:</b>  |   |                     | <b>H M L</b>  |
| <b>3.1. Evaluate the risk of the fire occurring</b>   | <p><b>A:</b> L – Appliance is new<br/> <b>B:</b> L – Appliance is in good working condition<br/> <b>C:</b> L – Appliance regularly serviced</p>                                       |                     |   |
| <b>3.2. Evaluate the risk to the people from a fire starting in the premises</b>  | <p><b>A:</b> L, <b>B:</b> L, <b>C:</b> L</p>  |                     |   |
| <b>3.3. Remove and reduce the hazards that may cause a fire</b>   | <p><b>A and B:</b> Appliance will be switched off when not in use. A member of staff will be present when appliance is in use. Electrical appliances will be PAT tested annually.</p> |                     |   |
| <b>3.4. Remove and reduce the risks to people from a fire</b>   | <p><b>C:</b> Boiler will be routinely serviced.</p>   |                     |   |
|   |   |                     | <p><b>H = HIGH</b><br/> <b>M = MEDIUM</b><br/> <b>L = LOW</b></p> |
| <b>ASSESSMENT REVIEW</b>  |   |                     |   |
| <b>REVIEW DATE</b>  | A: / /12<br>B: / /12<br>C: / /12  | <b>COMPLETED BY</b> | <b>SIGNATURE</b>  |
| <b>REVIEW OUTCOME (where substantial changes have occurred a new record sheet should be used)</b>   |   |                     |   |
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| <b>RISK ASSESSMENT RECORD OF FINDINGS</b>  |   | <b>SHEET NO</b>     | <b>07</b>   |
| <b>AREA</b>  | <b>First Floor Unit 2: Staff / Disabled Toilet</b>  | <b>DATE</b>         | <b>/ /12</b>  |
| <b>USE</b>   | <b>Toilet and cleaning equipment storage</b>  |                     |   |
| <b>STEP 1: IDENTIFY FIRE HAZARDS</b>   |   |                     |   |
| <p><b>A. Paper towels:</b> towels left on floor<br/> <b>B. Flammable cleaning fluids:</b> ignition of flammable fluids</p> |   |                     |   |
| <b>STEP 2: PEOPLE AT RISK</b>  |   |                     |   |
| <b>A and B:</b> Staff and students   |   |                     |   |
| <b>STEP 3 EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK</b>   |   |                     |   |
| <b>GUIDANCE NOTES:</b>   |   |                     | <b>H M L</b>  |
| <b>3.1. Evaluate the risk of the fire occurring</b>  | <p><b>A:</b> L – Paper towels thrown in bin<br/> <b>B:</b> L – Stored in cupboard</p>   |                     |   |
| <b>3.2. Evaluate the risk to the people from a fire starting in the premises</b>   | <p><b>A:</b> L, <b>B:</b> L</p>   |                     |   |
| <b>3.3. Remove and reduce the hazards that may cause a fire</b>  | <p><b>A:</b> Toilet will be cleaned at the end of every school day. Bins will be emptied every day.<br/> <b>B:</b> Flammable liquids will be kept in a locked cupboard.</p> |                     |   |
| <b>3.4. Remove and reduce the risks to people from a fire</b>  |   |                     | <p><b>H = HIGH</b><br/> <b>M = MEDIUM</b><br/> <b>L = LOW</b></p> |
| <b>ASSESSMENT REVIEW</b>   |   |                     |   |
| <b>REVIEW DATE</b>   | A: / /12<br>B: / /12  | <b>COMPLETED BY</b> | <b>SIGNATURE</b>  |
| <b>REVIEW OUTCOME (where substantial changes have occurred a new record sheet should be used)</b>                          |   |                     |   |
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| <b>RISK ASSESSMENT RECORD OF FINDINGS</b>   |  | <b>SHEET NO</b>     | <b>08</b>                                  |
| <b>AREA</b>   | <b>First Floor Unit 2: Student Toilets</b>   | <b>DATE</b>         | <b>/ /12</b>                               |
| <b>USE</b>  | <b>Toilet</b>  |                     |  |
| <b>STEP 1: IDENTIFY FIRE HAZARDS</b>  |  |                     |  |
| <i>A. Paper towels: towels left on floor</i>  |  |                     |  |
| <b>STEP 2: PEOPLE AT RISK</b>   |  |                     |  |
| <i>A: Staff and students</i>  |  |                     |  |
| <b>STEP: 3 EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK</b>                                     |  |                     |  |
| <b>GUIDANCE NOTES:</b>  |  |                     | <b>H M L</b>                               |
| <b>3.1. Evaluate the risk of the fire occurring</b>   | <b>A:</b> L – Towels thrown in bin.  |                     |  |
| <b>3.2. Evaluate the risk to the people from a fire starting in the premises</b>                  | <b>A:</b> L  |                     |  |
| <b>3.3. Remove and reduce the hazards that may cause a fire</b>                                   | <b>A:</b> Toilet will be cleaned at the end of every school day. Bins will be emptied every day. |                     |  |
| <b>3.4. Remove and reduce the risks to people from a fire</b>                                     |  |                     | <b>H = HIGH<br/>M = MEDIUM<br/>L = LOW</b> |
| <b>ASSESSMENT REVIEW</b>  |  |                     |  |
| <b>REVIEW DATE</b>  | A: / /12   | <b>COMPLETED BY</b> | <b>SIGNATURE</b>                           |
| <b>REVIEW OUTCOME (where substantial changes have occurred a new record sheet should be used)</b> |  |                     |  |
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| <b>RISK ASSESSMENT RECORD OF FINDINGS</b>  |  | <b>SHEET NO</b>     | <b>09</b>   |
| <b>AREA</b>  | <b>First Floor Unit 2: Hall</b>  | <b>DATE</b>         | <b>/ /12</b>  |
| <b>USE</b>   | <b>Assembly / Break and Lunch</b>  |                     |   |
| <b>STEP 1: IDENTIFY FIRE HAZARDS</b>   |  |                     |   |
| <p><b>A. Litter:</b> loose papers and food left around on tables and floor<br/> <b>B. Windows and shutters:</b> left open overnight – leaves building vulnerable to arson attack<br/> <b>C. Projector:</b> Faulty, overheating</p> |  |                     |   |
| <b>STEP 2: PEOPLE AT RISK</b>  |  |                     |   |
| <i>A, B and C: Staff and students</i>  |  |                     |   |
| <b>STEP: 3 EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK</b>  |  |                     |   |
| <b>GUIDANCE NOTES:</b>   |  |                     | <b>H M L</b>  |
| <b>3.1. Evaluate the risk of the fire occurring</b>  | <p><b>A:</b> L - There are no sources of ignition<br/> <b>B:</b> L - The Hall is on second floor<br/> <b>C:</b> L - Projector will be professionally installed and tested</p>  |                     | <p><b>H = HIGH</b><br/> <b>M = MEDIUM</b><br/> <b>L = LOW</b></p> |
| <b>3.2. Evaluate the risk to the people from a fire starting in the premises</b>   | <p><b>A:</b> L<br/> <b>B:</b> L<br/> <b>C:</b> L</p>   |                     |   |
| <b>3.3. Remove and reduce the hazards that may cause a fire</b>  | <p><b>A:</b> Floors and tables will be cleaned at the end of every school day. Books/Papers stored away in cupboard. Bin will be emptied daily.<br/> <b>B:</b> Windows and shutters will be secured at the end of every day. CCTV checked regularly and possible cases of antisocial behaviour will be reported to the Police immediately.<br/> <b>C:</b> Electrical appliances will be PAT tested annually.</p> |                     |   |
| <b>3.4. Remove and reduce the risks to people from a fire</b>  |  |                     |   |
| <b>ASSESSMENT REVIEW</b>   |  |                     |   |
| <b>REVIEW DATE</b>   | A: / /12<br>B: / /12<br>C: / /12   | <b>COMPLETED BY</b> | <b>SIGNATURE</b>  |
| <b>REVIEW OUTCOME (where substantial changes have occurred a new record sheet should be used)</b>  |  |                     |   |
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| <b>RISK ASSESSMENT RECORD OF FINDINGS</b>  |  | <b>SHEET NO</b>     | <b>10</b>                                  |
| <b>AREA</b>  | <b>First Floor Unit 2: Reception Area</b>  | <b>DATE</b>         | <b>/ /12</b>                               |
| <b>USE</b>   | <b>School Admin Area</b>   |                     |  |
| <b>STEP 1: IDENTIFY FIRE HAZARDS</b>   |  |                     |  |
| <p><b>A. Filing:</b> papers and files left around on desk<br/> <b>B. Computer and Printer:</b> faulty appliance, overheating</p> |  |                     |  |
| <b>STEP 2: PEOPLE AT RISK</b>  |  |                     |  |
| <b>A and B:</b> Staff, students and visitors   |  |                     |  |
| <b>STEP: 3 EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK</b>  |  |                     |  |
| <b>GUIDANCE NOTES:</b>   |  |                     | <b>H M L</b>                               |
| <b>3.1. Evaluate the risk of the fire occurring</b>  | <b>A:</b> L - There are no sources of ignition<br><b>B:</b> L – Will be professionally installed and tested  |                     |  |
| <b>3.2. Evaluate the risk to the people from a fire starting in the premises</b>   | <b>A:</b> L, <b>B:</b> L   |                     |  |
| <b>3.3. Remove and reduce the hazards that may cause a fire</b>  | <b>A:</b> Reception desk will be tidied at the end of every school day. Files/Papers stored away in cupboard and filing cabinet. Litter thrown in recycling bin and emptied daily.<br><b>B:</b> Electrical appliances will be PAT tested annually. |                     | <b>H = HIGH<br/>M = MEDIUM<br/>L = LOW</b> |
| <b>3.4. Remove and reduce the risks to people from a fire</b>  |  |                     |  |
| <b>ASSESSMENT REVIEW</b>   |  |                     |  |
| <b>REVIEW DATE</b>   | A: / /12<br>B: / /12   | <b>COMPLETED BY</b> | <b>SIGNATURE</b>                           |
| <b>REVIEW OUTCOME (where substantial changes have occurred a new record sheet should be used)</b>                                |  |                     |  |
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| <b>RISK ASSESSMENT RECORD OF FINDINGS</b>   |   | <b>SHEET NO</b>     | <b>11</b>  |
| <b>AREA</b>   | <b>First Floor Unit 2: All Corridors</b>  | <b>DATE</b>         | <b>/ /12</b>   |
| <b>USE</b>  | <b>Gang ways</b>  |                     |  |
| <b>STEP 1: IDENTIFY FIRE HAZARDS</b>  |   |                     |  |
| <p><b>A. Litter:</b> loose papers left on floor<br/> <b>B. Obstruction:</b> various school equipment/furniture left in corridor<br/> <b>C. Fire Doors:</b> doors wedged open: fire in one area of building could spread quickly</p> |   |                     |  |
| <b>STEP 2: PEOPLE AT RISK</b>   |   |                     |  |
| <b>A and B:</b> Staff and students  |   |                     |  |
| <b>STEP 3 EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK</b>  |   |                     |  |
| <b>GUIDANCE NOTES:</b>  |   |                     | <b>H M L</b>   |
| <b>3.1. Evaluate the risk of the fire occurring</b>   | <b>A:</b> L – No source of ignition<br><b>B:</b> L – Corridors are kept clear<br><b>C:</b> L – fire doors kept closed at all times  |                     |  |
| <b>3.2. Evaluate the risk to the people from a fire starting in the premises</b>  | <b>A:</b> L, <b>B:</b> L, <b>C:</b> L   |                     |  |
| <b>3.3. Remove and reduce the hazards that may cause a fire</b>   | <b>A:</b> Corridors will be tidied at the end of every school day<br><b>B:</b> Staff/students will not be permitted to leave School furniture in the corridors that may cause an obstruction. Obstructions will be removed immediately. |                     | <b>H = HIGH</b><br><b>M = MEDIUM</b><br><b>L = LOW</b> |
| <b>3.4. Remove and reduce the risks to people from a fire</b>   | <b>B:</b> Fire doors will be kept closed at all times to reduce spread of fire.<br>Faulty fire doors will be detected during routine fire safety checks.  |                     |  |
| <b>ASSESSMENT REVIEW</b>  |   |                     |  |
| <b>REVIEW DATE</b>  | A: / /12<br>B: / /12<br>C: / /12  | <b>COMPLETED BY</b> | <b>SIGNATURE</b>                                       |
| <b>REVIEW OUTCOME (where substantial changes have occurred a new record sheet should be used)</b>   |   |                     |  |
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| <b>RISK ASSESSMENT RECORD OF FINDINGS</b>  |   | <b>SHEET NO</b>     | <b>12</b>         |
| <b>AREA</b>  | <b>First Floor Unit 2: Medical Room</b>   | <b>DATE</b>         | <b>/ /12</b>      |
| <b>USE</b>   | <b>Student rest area</b>  |                     |                   |
| <b>STEP 1: IDENTIFY FIRE HAZARDS</b>   |   |                     |                   |
| <p><b>A. Litter:</b> loose papers and books left around on tables and floor</p> <p><b>B. Windows and shutters:</b> left open overnight – leaves building vulnerable to arson attack</p> <p><b>C. Obstruction:</b> obstruction in front of lift</p> <p><b>D. Computers:</b> faulty appliance, overheating</p> <p><b>E. Paper towels:</b> towels left on the floor</p> |   |                     |                   |
| <b>STEP 2: PEOPLE AT RISK</b>  |   |                     |                   |
| <i>A, B, C, D and E: Staff and students</i>  |   |                     |                   |
| <b>STEP: 3 EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK</b>  |   |                     |                   |
| <b>GUIDANCE NOTES:</b>   |   |                     | <b>H M L</b>      |
| <b>3.1. Evaluate the risk of the fire occurring</b>  | <p><b>A:</b> L - There are no sources of ignition</p> <p><b>B:</b> L - The Medical room is on second floor</p> <p><b>C:</b> L – Lift access is always kept clear</p> <p><b>D:</b> L – Will be professionally installed and tested</p> <p><b>E:</b> L – towels left on floor</p>   |                     |                   |
| <b>3.2. Evaluate the risk to the people from a fire starting in the premises</b>   | <p><b>A:</b> L, <b>B:</b> L, <b>C:</b> L, <b>D:</b> L, <b>E:</b> L</p> <p><b>A:</b> Floors will be cleaned at the end of every school day.</p>  |                     |                   |
| <b>3.3. Remove and reduce the hazards that may cause a fire</b>  | <p><b>B:</b> Windows and shutters will be secured at the end of every day. CCTV checked regularly and possible cases of antisocial behaviour will be reported to the Police immediately.</p> <p><b>C:</b> Staff/Students will not be permitted to leave items that may cause an obstruction to lift access. Obstructions will be removed immediately.</p> |                     | <b>H = HIGH</b>   |
| <b>3.4. Remove and reduce the risks to people from a fire</b>  | <p><b>D:</b> Electrical appliances will be PAT tested annually.</p> <p><b>E:</b> Towels thrown in bin and emptied daily.</p>  |                     | <b>M = MEDIUM</b> |
|  |   |                     | <b>L = LOW</b>    |
| <b>ASSESSMENT REVIEW</b>   |   |                     |                   |
| <b>REVIEW DATE</b>   | A: / /12<br>B: / /12<br>C: / /12<br>D: / /12<br>E: / /12  | <b>COMPLETED BY</b> | <b>SIGNATURE</b>  |
| <b>REVIEW OUTCOME (where substantial changes have occurred a new record sheet should be used)</b>  |   |                     |                   |
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| <b>RISK ASSESSMENT RECORD OF FINDINGS</b>   |   | <b>SHEET NO</b>     | <b>13</b>   |
| <b>AREA</b>   | <b>First Floor Unit 2: Stairs</b>   | <b>DATE</b>         | <b>/ /12</b>  |
| <b>USE</b>  | <b>Entrance and Escape route</b>  |                     |   |
| <b>STEP 1: IDENTIFY FIRE HAZARDS</b>  |   |                     |   |
| <p><b>A. Obstruction:</b> <i>obstruction left on floor</i></p>                                    |   |                     |   |
| <b>STEP 2: PEOPLE AT RISK</b>   |   |                     |   |
| <p><b>A:</b> <i>Staff, students and visitors</i></p>  |   |                     |   |
| <b>STEP: 3 EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK</b>                                     |   |                     |   |
| <b>GUIDANCE NOTES:</b>  |   |                     | <b>H M L</b>  |
| <p><b>3.1. Evaluate the risk of the fire occurring</b></p>  | <p><b>A:</b> L – stair way is always kept clear</p>   |                     | <p><b>H = HIGH</b><br/><b>M = MEDIUM</b><br/><b>L = LOW</b></p> |
| <p><b>3.2. Evaluate the risk to the people from a fire starting in the premises</b></p>           | <p><b>A:</b> L</p>  |                     |   |
| <p><b>3.3. Remove and reduce the hazards that may cause a fire</b></p>                            | <p><b>A:</b> Staff/Students will not be permitted to leave items that may cause an obstruction to the escape route. Obstructions will be removed immediately.</p> |                     |   |
| <p><b>3.4. Remove and reduce the risks to people from a fire</b></p>                              |   |                     |   |
| <b>ASSESSMENT REVIEW</b>  |   |                     |   |
| <b>REVIEW DATE</b>  | A: / /12<br>B: / /12  | <b>COMPLETED BY</b> | <b>SIGNATURE</b>  |
| <b>REVIEW OUTCOME (where substantial changes have occurred a new record sheet should be used)</b> |   |                     |   |
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| <b>RISK ASSESSMENT RECORD OF FINDINGS</b>  |  | <b>SHEET NO</b>     | <b>14</b>                                  |
| <b>AREA</b>  | <b>First Floor Unit 2: School Yard</b>   | <b>DATE</b>         | <b>/ /12</b>                               |
| <b>USE</b>   | <b>Play Area</b>   |                     |  |
| <b>STEP 1: IDENTIFY FIRE HAZARDS</b>   |  |                     |  |
| <p><b>A. Litter:</b> loose papers left on the ground<br/> <b>B. Door and shutter:</b> left open overnight – leaves building vulnerable to arson attack<br/> <b>C. Refuse:</b> Overloaded bin kept near school building</p> |  |                     |  |
| <b>STEP 2: PEOPLE AT RISK</b>  |  |                     |  |
| <i>A, B and C: Staff, students and visitors</i>  |  |                     |  |
| <b>STEP 3 EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK</b>   |  |                     |  |
| <b>GUIDANCE NOTES:</b>   |  |                     | <b>H M L</b>                               |
| <b>3.1. Evaluate the risk of the fire occurring</b>  | <b>A:</b> L - There are no sources of ignition<br><b>B:</b> L – Door locked and shutter closed overnight<br><b>C:</b> L – bins are vulnerable to arson attack  |                     |  |
| <b>3.2. Evaluate the risk to the people from a fire starting in the premises</b>   | <b>A:</b> L, <b>B:</b> L, <b>C:</b> L  |                     |  |
| <b>3.3. Remove and reduce the hazards that may cause a fire</b>  | <b>A:</b> Litter will be picked everyday.<br><b>B:</b> Main door and shutter will be secured at the end of every day. Access will be via secure intercom system. CCTV checked regularly and possible cases of antisocial behaviour will be reported to the Police immediately.<br><b>C:</b> Main bins will be kept at least 6 meters away from the school building and emptied weekly. |                     | <b>H = HIGH<br/>M = MEDIUM<br/>L = LOW</b> |
| <b>3.4. Remove and reduce the risks to people from a fire</b>  | The main gates will be locked overnight.   |                     |  |
| <b>ASSESSMENT REVIEW</b>   |  |                     |  |
| <b>REVIEW DATE</b>   | A: / /12<br>B: / /12<br>C: / /12   | <b>COMPLETED BY</b> | <b>SIGNATURE</b>                           |
| <b>REVIEW OUTCOME (where substantial changes have occurred a new record sheet should be used)</b>  |  |                     |  |
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## **MAINTENANCE**

All faults must be restored as soon as practically possible.

All extinguishers, emergency lighting, fire panels and detection systems, will undergo an annual maintenance check carried out by a qualified engineer.

## **ELECTRICAL SAFETY**

All portable electrical appliances are to be checked and inspected by an approved electrician on an annual basis. A log sheet will be kept for electrical equipment and all new purchases will be added to the log sheet.

## **MAIN GATE**

The Site Manager will unlock the main gate at the start of each day and lock it at the end of each day after everyone has left the building.

## **FIRE DOORS**

Staff must ensure that all fire doors remain closed and are not wedged open at any time.

## **FLAMMABLE LIQUIDS AND GASES**

Staff who teach in the Science Laboratory must ensure that the gas supply in the laboratory is shut off and isolated whenever the gas supply is not in use. Staff must also make themselves familiar with the emergency cut-off switches in the laboratory.

All substances/chemicals must be locked away. Flammable chemicals must be kept to a minimum and stored in a flame proof locker. Staff must adhere to all actions required under C.O.S.H.H. regulations and carry out the appropriate risk assessment.

## **GUIDELINES FOR RISK ASSESSMENTS**

These guidelines are intended to help assess the risks in workplaces around the school.

An assessment of risk is a careful examination of what could cause harm to people. It enables the assessor to take adequate precautions to prevent harm. The aim is to make sure that no one gets hurt or becomes ill.

**Hazard** means anything that can cause harm, e.g. chemicals, dust, poor lighting, noise etc.

**Risk** is the chance, great or small that someone will be harmed by the hazard.

The assessor must decide whether or not a hazard is significant. The next step would be to take measures to eliminate the potential risks from such hazards.

### **STEP 1: LOOK FOR HAZARDS**

Walk around the school and look at what could reasonably be expected to cause harm. Ignore the trivial and focus only on significant hazards which could result in serious harm or affect several people. Ask staff what they think. They may have noticed things, which are not immediately obvious. Manufacturers' instructions or datasheets can also help you to spot hazards and put risks in their true perspectives. Check relevant accident and ill-health records as a guide.

### **STEP 2: DECIDE WHO MAY BE HARMED**

Think about people who may not be in the school all the time, e.g. cleaners, visitors, contractors, maintenance personnel etc. Include members of the public, children, or people with who may visit from time to time.

### **STEP 3: EVALUATE THE RISKS, ARE EXISTING MEASURES SUFFICIENT?**

Even after all precautions have been taken, some risks remain. What you have to decide for each significant hazard is whether this remaining risk is high, medium or low. First, ask yourself whether you have done all the things that the law says you have to do. For example, there are legal requirements on prevention of access to dangerous pieces of machinery. Then ask yourself whether generally accepted industry standards are in place. Do not stop here! Think for yourself,

because the law also says that you must do what is reasonably practicable to keep your workplace safe. Your real aim is to make all risks minimal by adding to the precautions if necessary.

If you find that something needs to be done, ask yourself:

- a) Can I get rid of the hazard altogether?
- b) If not, how can I control the risks so that harm is unlikely?

Only use personal protective equipment when nothing else can be done.

If the work you do tends to vary, or if you or staff move from one site to another, select those hazards that you can reasonably foresee and assess the risks from them. After that, if you spot any unusual hazard when you get to a particular site, get information from others on-site and take necessary action.

If you share a work place, inform other employers and self-employed personnel about the risks your work could cause them, and what precautions you are taking. Also, think about the risks to your workforce from those who share your workplace.

#### **STEP 4: RECORD FINDINGS**

You must record the significant findings of your assessment on the forms provided.

This means:

- Writing down the more significant hazards and
- Recording your most important conclusions – for example: Electrical installations, insulation and earthing checked and found 'sound', or 'fume from welding, local exhaust ventilation provided and regularly checked.'

You must also inform staff about your findings.

Records need to demonstrate that:

- All measures taken are reasonable
- All checks are clearly evidenced

Keep the written document safe for future reference. It can also remind you to keep an eye on particular matters. It helps to show that you have done what the law requires.

#### **STEP 5: REVIEW ASSESSMENTS ON A REGULAR BASIS**

Assessments should be reviewed on a regular basis. It is best to apply a common sense approach to determine the period in which reviews should be carried out.

**COMPLETING THE RISK ASSESSMENT FORM**

|   |   |
|---|---|
| <b>Hazard description</b>                   | A brief description of any hazard which you could reasonably expect to result in significant harm within your workplace e.g. Slipping/tripping hazard, Moving machinery parts, Electricity (poor wiring), fumes, noise etc. |
| <b>Hazard rating</b>                        | This is a rating using the scale (A-E) of the potential harm a hazard could cause. (A=high, E-low)  |
| <b>Risk rating</b>                          | This is a rating using the scale (1-5) of the chance that someone will be harmed by a particular hazard. (1=high, 5=low)  |
| <b>Location Room No.</b>                    | If the hazard is contained within a teaching room then this is the room number  |
| <b>Location Description</b>                 | A description of the location of the hazard if not in a teaching room   |
| <b>Location Site</b>                        | Identify the block, building etc  |
| <b>Persons in danger</b>                    | Use the code S: Staff, P: Pupils, V: Visitor, C: Contractors, O: Others, A: All   |
| <b>Existing controls</b>                    | Describe any precautions already taken against the risk from the hazard   |
| <b>Action required for adequate control</b> | For those risks that are not adequately controlled, describe the action required to ensure that the risk is more adequately controlled  |
| <b>Implication</b>                          | A description of the implication of any action. E.g. closing a classroom whilst work is carried out, purchasing new equipment etc.  |
| <b>Estimated cost</b>                       | An estimate of the cost (if any) of required action   |
| <b>Target date</b>                          | Set a date to check that the risk has been adequately controlled  |

**RISK ASSESSMENT FORM**

|                                      |             |                   |  |      |  |
|--------------------------------------|-------------|-------------------|--|------|--|
| Name                                 |             |                   |  | Date |  |
| Area of Responsibility               |             |                   |  |      |  |
| <b>HAZARD</b>                        |             |                   |  |      |  |
| Description                          |             |                   |  |      |  |
| Hazard Rating (A-E)                  |             | Risk Rating (1-5) |  |      |  |
| <b>LOCATION</b>                      |             |                   |  |      |  |
| Room No.                             |             | Block             |  |      |  |
| Description                          |             |                   |  |      |  |
| Persons in danger                    | S P V C O A |                   |  |      |  |
| <b>CONTROLS</b>                      |             |                   |  |      |  |
| Existing controls                    |             |                   |  |      |  |
| Action required for adequate control |             |                   |  |      |  |
| Implications                         |             |                   |  |      |  |
| Estimated costs                      |             |                   |  |      |  |
| <b>MONITORING AND EVALUATION</b>     |             |                   |  |      |  |
| Target Data                          |             |                   |  |      |  |

## **COMBUSTIBLE WASTE**

The Fire Safety Officer must ensure that all escape routes are kept clear of combustible materials and sources of ignition.

## **FIRE SAFETY TRAINING**

All teaching staff will undertake a Fire Marshal's Course which will cover the following:

- Emergency plans and procedures
- Basic fire prevention
- Correct and safe use of fire extinguishers
- Assisting disabled persons
- Storage and control of flammable/dangerous substances
- Overview of the fire risk assessment process

Students will also receive information about the emergency procedures during induction.

## **MONITORING**

This policy will be monitored annually by members of the Senior Leadership Team.

| <b>Date approved by Board of Governors</b> | <b>Date of implementation</b> | <b>Date of next review</b> |
|--|-------------------------------|----------------------------|
| <b>1 Sep 2018</b>                          | <b>1 Sep 2018</b>             | <b>Sep 2021</b>            |

## **SAFETY RULES FOR WESTWOOD HIGH CONTRACTORS**

### **Working at contractors site**

#### **Objective**

These rules seek to promote a safe working environment. They seek to eliminate risks posed to the contractor's workforce. It should be noted however, that this is not an exhaustive list.

#### **Before commencing work**

The Health and Safety Officer should be informed before undertaking any work in any location of the contractor's site.

- All contractors should supply CRB numbers for themselves or their employees
- Contractors must wear ID badges issued by the school reception
- Each individual must understand that they may be subject to random searches of bags or other items while in the premises or when they are leave
- If a contractor is asked to supply his or her name whilst on the school site either by security staff or a member of staff, he/she must give their name without argument
- Smoking is not permitted in and around the school site. There should be no consumption of alcohol or use of drugs by any contractors whilst they are on-site. This includes consumption during lunch or other breaks. Any person who is found to smell of alcohol may be asked to leave the site and not to return
- If any internal doors to offices need to be opened by contractors during the course of their work then the responsibility for the safety of the contents of any office once it has been opened remains with the contractor. Offices must not be abandoned with the door left open whilst

- individuals go off to lunch or for breaks. The person opening the office door must ensure that it is closed and secured at the earliest opportunity. Particular care must be taken to ensure that all such internal doors are closed and secured at the end of each day when the work stops and contractors leave the site
- The school is particularly sensitive to sexist, gender and race issues. There must be no sexist remarks, leering or whistling. Offensive printed material including newspapers with photographs of scantily clad people are not to be left lying in offices or in any place where contractors may work
  - Contractors are solely responsible for the security of their own equipment, work materials etc. The school accepts no responsibility for contractor's kit even if a lockable room and key has been provided
  - No action by any contractor working at the school must be such that discredits Westwood High
  - If you are doing **HOT WORK** or making a lot of **DUST** this will set the smoke alarms off **CAUSING THE FIRE BRIGADE TO BE CALLED** – Please speak to the HSO **BEFORE** doing this type of work
  - All contractors must adhere to Westwood High minimum dressing code, for men it is a short sleeve t-shirt and knee length shorts, for women full sleeve t-shirt and trousers

### **Machine guarding**

No guards will be removed from machines without the permission of the HSO (or nominated deputy). All plant brought onto site by our work force shall be guarded in line with the latest regulations and recommendations of the H.S.E.

### **Cranes**

A copy of the rules for working on cranes can be obtained from the HSO.

The operation of cranes for lifting equipment, etc. should only be executed by appropriately trained personnel and with adequate supervision. Similarly, contractor's site lifting equipment (chains, slings, etc.) will only be used after permission has been obtained.

### **Forklift trucks**

Forklift trucks will only be operated by trained and certificated forklift truck drivers.

In no circumstances shall

- a) A forklift be operated above the safe working load
- b) Any person other than the driver ride on the truck
- c) The trucks be driven at excessive speed

### **Power, Gas and water supplies**

Workers must not make any connection to or interfere with any electrical, steam, gas, compressed air, oxygen, water or other piped supply without the permission of the HSO.

### **Electrical Plant**

Portable electrical plants brought in by our workforce should have been tested in line with the electricity at work regulations, within the last 12 months. Any other electrical plant brought in shall comply with the appropriate electricity regulations.

### **Working Area**

Workers shall not enter any area of the Site (other than toilets, amenity blocks) other than the area in which they are authorised to work. If they are found in unauthorised areas, they may be asked to leave the site immediately.

### **Protective Equipment**

All contractors are required to wear protective equipment.

### **Motor vehicles**

Workforce vehicles must be suitable for the work undertaken and maintained in a safe condition.

### **Scaffolding**

Scaffoldings above 6ft must be installed by a trained and competent person.

### **Housekeeping**

Workers will keep their work areas and sites clean and will not allow rubbish and scrap to accumulate.

At the end of a contract, all tools and surplus materials must be removed from site. In particular, care shall be taken that no tools or materials are left aloft after a job at height.

### **Overhead Work**

Workers will not commence overhead work until effective precautions have been taken to ensure the safety of personnel and plant below. Work on roofs must be authorised in writing by the HSO.

### **Environment**

Westwood High does not allow any music on the school site.

**GUIDANCE NOTES**

| <b>PROCEDURE</b>  | <b>GUIDELINES</b>   |
|---|---|
| <p>1. Identify work place to which assessment relates</p> <p>a) Identify purpose of work activity</p>   | <p>This allows precise description of where the work is carried out.</p> <p>This box should indicate the objective which is achieved through the work process.</p>  |
| <p>2. Provide detailed information relating to each substance involved in the work activity/process</p> <p>a) Identify each substance by name and specify ingredients.</p> <p>b) Identify type of substance</p> <p>c) Identify degree of hazard</p> <p>d) Identify nature of hazard</p> | <p>It is possible that a manufacturer's hazard data sheet exists.</p> <p>The substance name recorded should be the name which it is commonly known. The ingredients should be listed or reference should be made to the supplier's hazard data sheet which identifies the ingredients.</p> <p>Use the following classification:</p> <p>Solid<br/>Granules<br/>Powder/Dust<br/>Liquid<br/>Vapour/Gas</p> <p>Use the following classification</p> <p>Very hazardous – VH<br/>Quite Hazardous – QH<br/>Little Hazardous – LH<br/>Not Hazardous – NH</p> <p>Indicate how the substance may be hazardous:</p> <ul style="list-style-type: none"> <li>- by swallowing</li> <li>- by inhaling</li> </ul> |

|  |  |
|--|--|
| <p>e) Can use of the substance be avoided? Can it be substituted by a less hazardous substance?</p> <p>f) Identify the frequency with which the substance is used</p> <p>g) Identify where substance is found</p> <p>h) Identify the Quantity normally present</p> | <ul style="list-style-type: none"> <li>- by absorption through skin</li> <li>- by contact with skin/eyes</li> <li>- by injection             <ul style="list-style-type: none"> <li>(i) sharp instrument</li> <li>(ii) high pressure propulsion</li> </ul> </li> </ul> <p>Under COSHH regulations your first duty as a manager is, if at all possible, to eliminate the risk. This may be by using a different substance or avoiding its use altogether. If elimination of risk is not possible then it must be minimised.</p> <p>How many times per week is the <b>MOST FREQUENT USER</b> exposed to the substance?</p> <ul style="list-style-type: none"> <li>a) Storage</li> <li>b) Normally used</li> </ul> <ul style="list-style-type: none"> <li>a) Normal amount kept in store</li> <li>b) Average amount used on each single occasion</li> </ul> |
| <p>3. Existing control measures</p>  | <p>For each substance or group of substances describe what is done to reduce the possibility of harmful effects to staff. It should be remembered that control measures include effective Health and Safety procedures and staff awareness training as well as physical controls.</p>  |
| <p>4. Identify other action required</p>   | <p>The result of the assessment may well indicate areas where improvements are necessary to fulfil your legal obligations. Indicate clearly all remedial action required. If you are delegating responsibility for this, make sure this is communicated effectively. It is suggested that a timetable for completion be established in all cases</p>   |

|  |   |
|--|---|
| <p>5. Draw to the attention of the HSO, areas where specialist expertise is not available to you is required</p> | <p>Where during the course of an assessment it is felt that hazards may exist but specialist skills are required, support either from within the Local Authority or from other external agencies may be available. Examples of such hazards are:</p> <ul style="list-style-type: none"> <li>- Microbiological hazards</li> <li>- Dust or fumes where air monitoring is required</li> <li>- Highly toxic substances</li> </ul>                             |
| <p>6. Sign and date assessment forms send copy immediately to HSO. Retain originals</p>                          | <p>Safekeeping of the original form is important since this is a statutory document and must be available for inspection at any time.</p> <p>Further assessment must always be carried out where:</p> <ul style="list-style-type: none"> <li>- Work practices change</li> <li>- A new substance is introduced</li> </ul> <p>Where no change occurs, assessments must be reviewed at periodic intervals with written evidence that this has been done.</p> |

## BOMB THREAT PROCEDURE: RECEPTION

If you receive a 'bomb threat call' you should follow the procedure set out below:

1. Remain calm
2. Complete Bomb Threat Checklist
3. Contact the police and inform the Head. Tell them you have received a bomb threat, if the Head Teacher is unavailable contact the Health & Safety Officer
4. The next course of action will be decided by the above
5. If the decision made is to **ignore** the threat, **this instruction must be received in writing**. The written instruction must then be attached to the Bomb Threat Checklist.

### BOMB THREAT CHECK LIST

| NAME | TIME | DATE |
|------|------|------|
|      |      |      |
|      |      |      |
|      |      |      |
|      |      |      |

On receiving bomb/hoax threats, let the caller **FINISH** the message **WITHOUT INTERRUPTION**, listen for clues to:

| <b>MESSAGE</b>  | <b>RESPONSE</b> |
|---|-----------------|
| <ol style="list-style-type: none"> <li>1. Sex, Age</li> <li>2. Speech: Drunkenness, Laughter, Veiled excitement</li> <li>3. Foreign Accent, Speech Impediment, Tone, Pitch of Voice</li> <li>4. Background Noises Music, Traffic, Machinery</li> <li>5. WAS ANY <b>CODE</b> GIVEN?</li> </ol> |                 |

**ASK THE FOLLOWING KEY QUESTIONS: AFTER** the caller has given his/her message:

| <b>QUESTION</b>   | <b>ANSWER</b> |
|---|---------------|
| <ol style="list-style-type: none"> <li>1. Where is the bomb?</li> <li>2. What time will it explode?</li> <li>3. When was it placed</li> <li>4. Why was it placed</li> <li>5. Organisation who placed it if possible.</li> </ol> |               |

On completion of message, inform the police and Head Teacher. If the Head is not available contact the Health & Safety Officer.

Tell Police, if the whereabouts of the bomb is known.

Unless the building is to be evacuated the secretary/receptionist should stay at her post.