

# MULLAVILLY PRIMARY SCHOOL

'Inspiring, Believing Achieving'

## Health and Safety Policy

**AUGUST 2017**

Review Date  
August 2020



## INTRODUCTION

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Mullavilly Primary School.

### Health and safety policy statement

In accordance with the Health and Safety at Work (Northern Ireland) Order 1978, it is the policy of the Board of Governors to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy will be kept in the school office.

This policy statement supplements the Employing Authority's health and safety policy.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Governors undertakes in so far as is reasonably practicable to:

- Promote standards of safety, health and welfare that comply with the provisions and requirements of the Health and Safety at Work (Northern Ireland) Order 1978 and other relevant legislative legislation, standards and codes of practice;
- Provide information, instruction, training and supervision where necessary to enable staff to perform their work safely and effectively;
- Maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- Continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- Consult with staff on matters related to safety, health and welfare at work;
- Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.



## Organisation

### Governors

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the Employing Authority's health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance;
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the Employing Authority's health and safety policy, procedures and standards;
- Receiving from the Principal or other nominated member of staff reports on health and safety matters and reporting to the appropriate body, any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Carrying out an annual health and safety inspection in conjunction with the school's senior management team;
- Promoting a positive health and safety culture and high standards of health and safety within the establishment.

### Principal

Overall responsibility for the day to day management of health and safety in accordance with the Employing Authority's policy rests with the Principal. Assistance in this task is provided by senior school staff members who comprise the management team.

As manager of the establishment and of all the activities carried on within it, the Principal will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Principal has responsibility for:

- Co-operating with the Employing Authority and governing body to enable the health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Employing Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with



- adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Employing Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Identification of safety requirements and objectives;
- Monitoring purchasing and contracting procedures to ensure compliance with the Employing Authority policy.

The Principal may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the establishment.

### **Subject co-ordinators**

The subject co-ordinator:

- Is responsible to the Principal for the safe management of the subject, in accordance with EA guidance, and for implementing all school procedures relating to health and safety;
- Will identify and clearly prioritise both the immediate and long term requirements of the Department/subject with regard to health and safety, and provide this information to the Principal so that it may be included in the normal budget planning arrangements.;
- Will maintain a permanent file of all safety publications and guidance issued by the EA, or any other relevant bodies or professional associations, relevant to the subject concerned. They will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of all such staff, and added to the file as appropriate;
- Will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identifies objectives. They will report the results to the Principal, for incorporation in the regular review of safety matters, and inclusion, where appropriate, in the school development plan and or budget planning;
- Will assist in the fostering of a positive safety culture within their subject.

### **Teaching staff**

Teaching staff are responsible for:

- Looking after the health and safety of themselves, pupils, other employees and members of the public they came into contact with;
- Reporting any accidents or incidents which have led or may lead to injury or occupational ill health and to co-operate with the investigation of such incidents;
- Ensuring that they read and understand the school's health and safety policy and act upon those requirements relevant to their area of work;



- Co-operating fully with their line manager and act promptly on any instructions given in relation to their health and safety at work;
- Ensuring that any activity under their control is conducted in accordance with relevant legislation and Approved Codes of Practice, and follow appropriate risk assessments and safe systems of work;
- Reporting to their line manager any employees or contractors who fail to consider the safety and well-being of themselves or others whilst on school premises;
- Refraining from any conduct that puts themselves or others at risk;
- Setting a personal example by following all rules and regulations whilst at work.

### **School catering**

The EA's school catering service is the employing authority in the school kitchen and operate their own procedures. The Principal will liaise with the school catering supervisor so as to co-ordinate any necessary safety arrangements which relate to each other's staff, and in relevant matters related to the management of the building in general.

### **Building supervisor**

In discharge of their responsibility the Building Supervisor shall:

- Regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards on the helpdesk;
- Encourage staff to employ safe working practices;
- Assist the Board of Governors in the development of safe systems of work and arrange for their adoption;
- Instruct new employees in appropriate safety measures and procedures;
- Ensure that protective equipment supplied is worn by applicable staff and stored correctly;
- Ensure that all defects in equipment or protective clothing are corrected;
- Complete an accident report form following any incident;
- Furnish information as required in the investigation of injuries and accidents.

### **Employees**

All members of staff are required to:

- Take reasonable care not to endanger the health and safety of themselves and or other persons affected by their acts or omissions;
- Use all materials, machinery and equipment, etc in accordance with the information, instruction and training which they have received;
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- Inform the appropriate manager or supervisor of any occupational health and safety related problem or defect which may give rise to danger;
- Report to their line manager any matter which they, taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety;



- Report all accidents to their line manager and ensure that an accident report form is completed;
- Assist HESNI Inspectors, and EA officers, to carry out inspections and investigations;
- Drive on school business in a safe and careful manner at all times ensuring appropriate insurance is in place;
- Not to interfere with or misuse anything provided in the interests of health and safety;
- Ensuring classrooms, work areas, and equipment are safe;
- Ensuring safe procedures are followed, and protective equipment is used when needed;
- Co-operate with the Board of Governors in meeting occupational health and safety requirements;
- Exercise effective supervision over all those for whom they are responsible, including pupils;
- Make themselves aware of all safety rules, procedures, and safe working practices applicable to their posts. When in doubt seek immediate clarification from their supervisory officer;
- Encourage a safe attitude by all pupils and others, and to set a personal example in this respect.

### **Pupils**

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils;
- Observe standards of dress consistent with safety and or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

### **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

### **Volunteers**

Volunteers such as parent helpers, etc have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.



## Procedures and Arrangements

A planned programme of training for teachers, classroom assistants, midday supervisors and administrative staff as applicable.

Frank and open debate about health and safety issues at staff meetings.

### Accident reporting

In accordance with the employing authority's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant accident report forms. Copies of these forms are available from the school office. A local accident book is used to record all minor incidents to pupils, and members of the public.

School accident reports will be monitored for trends and a report made to the Governors, as necessary. The Principal, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, etc must be reported and attended to as soon as possible.

### Reportable accidents or incidents

The EA's Claims and Legal Administration Unit, will forward the relevant form to the Health and Safety Executive for Northern Ireland (HSENI) for any reportable accidents or incidents. All incidents involving a fatality or major injury will be reported immediately to the Claims and Legal Administration Unit, and also the EA's health and safety manager.

### Accident investigation

A senior member of staff will undertake an investigation of any accident or incident if it is serious, complex or one that may have serious repercussions.

### Asbestos

The EA's asbestos policy will be followed. The asbestos management plan is held in the school office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

The EA's environmental hazards officer will:

- Ensure that the asbestos log is maintained and updated as required;
- Issue permits to work for all work on the fabric of the building; and
- Arrange for any asbestos surveys required.

Under no circumstances must staff drill or affix anything to walls without prior permission.

Any damage to materials known or suspected to contain asbestos should be reported to the environmental hazards officer.

### Contractors

All contractors must report to the school office where they will be asked to sign the visitors' book and wear an identification badge.

Under the terms of the EA contract all workmen must wear a staff uniform and carry identification.



Contractors will be issued with guidance on fire procedures

Where contractors work may directly affect staff and pupils the contractor must liaise with the Principal to ensure that adequate precautions are put in place to ensure the safety of all users of the premises.

### **Control of hazardous substances**

All substances which may be considered hazardous to health have been assessed. Copies of the assessments are available in the COSHH file held in the school office.

No new substance will be used until a COSHH assessment has been completed.

All COSHH assessments will be seen and understood by those staff who are exposed to the substance/product.

All chemicals are appropriately and securely stored out of reach of children.

Suitable personal protective equipment (PPE) has been identified and available for use.

COSHH assessments will also be obtained from contractors on site where persons may be affected by their use on site or the storage of such substances/materials may need to be controlled.

All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

### **Radioactive sources**

The school follows CLEAPSS guidance L93 in Managing Ionising Radiations and Radioactive Sources.

Medication for personal use by members of staff must be kept in a secure location e.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

### **Dealing with health and safety emergencies**

The school has contingency measures in place for dealing with critical incidents. These are documented in the school's emergency management plan, a copy of which is held in the school office.

### **Infectious diseases**

Advice will be sought from the EA and the Health Protection Service in the event of an outbreak of an infectious illness.





### Emergency school closure

Consultation to be taken with relevant EA personnel if there is any reason for closing the school during term time. Information and guidance from the EA will be updated annually.

### Display Screen Equipment

Staff who are using a computer workstation regularly and for a significant part of their working day will be provided with a suitable workstation which is ergonomically designed to minimise the stresses and strains of this type of work.

Staff who are designated as users are entitled to a free DSE eye test. Further information can be obtained from the school office.

<p><b>POSTURE:</b></p>	<ul style="list-style-type: none"> <li>✓ Adjust seat height to ensure thighs and forearms are horizontal.</li> <li>✓ Desk just below elbow height.</li> <li>✓ Align hands with forearms. Minimal deviation of wrists.</li> <li>✓ Adjust your backrest to support the lower back.</li> <li>✓ Sit right back in the chair to maintain good lumbar support.</li> <li>✓ Keep head in natural upright position.</li> <li>✓ Do not slouch. Maintain upright position.</li> <li>✓ Head, neck, shoulders and hips to be in alignment.</li> <li>✓ Use a footrest if feet do not touch the floor.</li> <li>✓ Rest arms and hands whenever routine allows.</li> <li>✓ Space under desk for postural change, no obstacles</li> <li>✓ Top of screen at eye level.</li> </ul>

**Diagram 1: Good practice guidance for using DSE**



## **Electricity**

### **Portable electrical equipment**

All portable electrical appliances will be tested annually by an approved EA contractor. All test certificates will be retained in the school office for the duration of the life of the appliance. An up-to-date inventory of all relevant electrical appliances will be held in the office.

### **Fixed wiring**

A whole school fixed wiring inspection will be undertaken by an approved EA contractor once every five years.

### **Personal items of equipment**

Personal items of electrical equipment should not be brought into school for use by staff or pupils. If a personal item is required to be used in school for a one off event then permission must be sought from the Principal and the equipment must have a current portable appliance certificate and be used with a residual current device.

### **All staff**

All staff will visually inspect electrical equipment before use for obvious defects. Defective equipment will not be used and will be reported to the helpdesk for repair/replacement.

## **Fire and evacuation procedures**

The Principal is responsible for ensuring that the recommendations contained in the fire risk assessment are completed. The fire risk assessment is kept in the fire log book and is reviewed on a regular basis or as required.

The Principal is responsible for arranging a fire evacuation drill at the beginning of the school year and at least once each term; recording the significant results of the fire evacuation drills; ensuring that the fire log is kept up-to-date; and collating fire activation reports following an alarm being sounded.

### **Fire instructions**

These documents are made available to all staff and are included in the school's induction programme. An outline of evacuation procedures are made available to all contractors and visitors, and are posted throughout the site. Emergency exits, fire alarm call points, assembly points, etc are clearly identified by safety signs and notices. All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

## **Fire and evacuation procedures**

Fire and emergency procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually. Emergency contact and key holder details lists are maintained by the school office staff and updates will be forwarded to the EA's Property Services section as required.



## **Fire Marshalls**

A core team of staff have undertaken fire safety awareness training and have been allocated specific responsibilities to supervise pupils.

An up-to-date list of Fire Marshalls is displayed in the office and staffroom.

## **Fire fighting**

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires if it is safe to do so without putting themselves at risk, using available portable fire fighting equipment. Staff will be made aware of the type and location of portable fire fighting equipment, and receive basic instruction in its correct use at induction or as soon as possible thereafter. The alarm must be raised before any attempt is made to fight the fire. The service isolation points (gas, water, electricity) are located in the following areas (insert locations). An inventory of any chemicals and flammable substances held on site will be kept by the relevant head of department. A copy will be held in the school office for consultation as appropriate.

## **Fire precautions**

### **Testing of the fire alarm system**

Fire alarm call points will be tested weekly in rotation by the building supervisor and a record kept in the fire log book. This test will occur on (state date and time). Any defects on the system will be reported immediately to the Property Services helpdesk. The fire alarm system is maintained and tested on an annual basis by the EA's approved contractor.

### **Inspection of fire fighting equipment**

The EA arranges an annual maintenance service of all fire fighting equipment by an approved contractor. The building supervisor checks that all fire fighting equipment is available for use and operational, and for any evidence of tampering. Defective equipment or extinguishers that need recharging will be taken out of use and reported to the Property Services helpdesk.

### **Emergency lighting systems**

These systems will be checked for operation monthly in-house by the building supervisor, and annually by the EA's appointed contractor. Records of tests are kept in the site's fire log book.

### **Means of escape**

The building supervisor carries out a daily check for any obstructions on exit routes and ensures all final exit doors are operational, and available for use. All staff are responsible for ensuring that escape routes are not blocked.

### **General precautions**

- Flammable liquids are stored in a locked metal cupboard.
- Fire doors are always closed and never wedged open.
- Waste materials are collected daily and are stored in a locked area until collection by the local council.
- Bins are not stored against the building.
- Electrical equipment not in use is always isolated from the mains.



### **First-aid**

Following an assessment of first-aid needs using the guidance contained in the HSENI publication "First-Aid at Work" a number of first-aid personnel have been appointed. Posters giving details of the school's first-aiders are displayed in the office and staff room.

First-aid containers will be held in the office and practical rooms. Containers will be checked on a regular basis by the appointed person and will be restocked as required. A travelling first-aid kit will be held in the school office to be used for educational visits. The person in charge of the trip should notify the office staff if any items are used.

Any accidents must be recorded on the EA's accident report form.

### **First-aiders**

The first-aiders listed above will provide first-aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first-aid cover for trips and visits, and extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents evenings, school organised fund raising events, etc).

First-aid cover is not provided for contractors or events organised by third parties (evening clubs, etc). Access to first-aid equipment during the day and evening will be given if so required and requested but the school building supervisor is not qualified to administer.

First-aiders are responsible for ensuring that a record is completed for all treatment given and that the necessary details are supplied for the reporting of accidents.

### **Treatment**

The school will rely on the knowledge and experience of its trained first-aiders in order to administer the appropriate treatment to injured persons.

In emergency situations the first-aiders will call (or instruct another member of staff to call) 999 and request that an ambulance attend.

### **Escorting pupils to hospital**

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff, unless the pupil's parent or carer is in attendance.

This may not be possible if there is an external visit or trip and only one staff member is present as the staff member will have a duty of care to the rest of the group and need to stay with them.

The member of staff may travel to the hospital in their own vehicle, rather than the ambulance with the child, unless the child is overly distressed or confused. This decision should be made in conjunction with the attending paramedics and the parent or carer if contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the pupil as they are admitted to casualty.

The member of staff will stay with the pupil until a parent or guardian arrives.



### **Health and safety information and communication**

The governing body will meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings will be brought forward for review by senior school management. Where appointed the school will consult with Trade Union accredited Safety Representatives.

Both oral and written methods will be used for the dissemination of health and safety information to staff, pupils and parents.

These will be for example:

Oral:

- Safety and health briefings;
- School assemblies;
- Lectures; and
- Classes.

Written:

- Safety statement;
- Notices;
- Newsletters;
- Correspondence;
- Reports;
- Policies;
- Induction handbooks;
- Website; and
- E-mail

### **Health and safety training**

Health and safety induction training will be provided and documented for all new employees by the relevant line manager. Induction training will cover the following topics:

- Accident and hazard reporting;
- Asbestos log;
- COSHH;
- Communication and consultation on health and safety;
- Display Screen Equipment;
- Fire and emergency procedures;
- First-aid provision;
- Health and safety policy statement;
- Housekeeping arrangements and defect reporting;
- Infection control;
- Job specific training needs;
- Lone working/personal safety;
- Medicines;
- Mobile phone use;
- Off-site visits;



- Personal Protective Equipment;
- Risk assessments;
- Specific hazards;
- Wellbeing;
- Work at height; and
- Workplace facilities.

The Principal is responsible for:

- ensuring that all staff are provided with adequate information, instruction, and training;
- identifying the health and safety training needs of staff through training needs analysis;
- prioritising and costing to allow appropriate allocation of the school's training budget.

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, e.g. use of hazardous substances, work at height, etc.; and
- Refresher training where required.

Training records are held by the office manager who is responsible for co-ordinating health and safety training needs, and for including details in the training and development plan. This includes a system for ensuring that refresher training, for example in first-aid, is undertaken within the prescribed time limits. The Principal will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Principal's or line manager's attention to their own personal needs for training, and for not undertaking duties unless they are confident that they have the necessary competence.

### **Health and safety monitoring and inspection**

A general inspection of the site will be conducted each term, and will be undertaken and or coordinated by a member of staff nominated by the Principal.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff. Records of such monitoring will be kept in the relevant department.

The persons undertaking such inspections will complete a report in writing and submit this to the Principal. Responsibility for following up items detailed in the safety inspection report will rest with the Principal or designated officer.



The Board of Governors will carry out an inspection of the premises and school equipment once each school year, and will complete a written report. A copy of the report will be forwarded to the trustees and EA.

Advice and pro-forma inspection checklists can be found in the “Health and Safety Manual for Principals and Governors” which can be accessed via the EA’s health and safety website.

Inspections will be conducted jointly with the school’s health and safety representative if possible.

### **Lone working**

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday period in the school on their own. In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. Any staff wishing to work outside normal school hours must register this with the school office.

When working off-site (e.g. when visiting homes) staff should notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits should obtain as much background information as possible about the child and family being visited.

### **Staff responding to call outs**

Staff nominated as keyholders are sometimes required to attend the site following the activation of the alarm. The nominated representatives who will respond to an out-of-hours call out will normally be the building supervisor and Principal.. The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

### **Call out arrangements**

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

### **Security firm personnel attending**

The school may buy into the EA contract whereby an appointed security firm will respond to alarm activations without recourse to a school keyholder, and contact relevant personnel as appropriate.

### **Lone person attends (if appropriate)**

Where this takes place the staff member will contact the second named contact on list on arrival at activation point, at regular intervals whilst on site and when arriving safely at home.

Steps to contact police should the individual lose contact will be activated by the second contact.



The person attending will have a mobile phone.

An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives. No employee is expected to enter a building where it is believed that there is a significant risk.

Following an event the risk assessment should be reviewed and further control measures implemented if necessary.





## Medicines in school

The school follows the Department of Education guidance on the administration of medication in school.

The school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

The school will dispense non-prescription medication to pupils only if it is supplied by a parent or carer with written instructions for its use. These are kept in a locked cabinet.

The school does not keep any other medication.

## Dispensing of medication

All requests for dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or carer.

All medication will be kept in the school office.

Medication for personal use by members of staff must also be kept in a secure location e.g. handbags, etc containing such items must be locked away and not left in the classroom where pupils could gain access to them.

## Medical book

Consent forms will be kept in the medical book and will be kept for the duration of the pupil's attendance at the school.

The medical book will also contain a log of medication dispensed which will include:

- Name of student;
- Name of medication;
- Use by date;
- Dose;
- Time;
- Date;
- Signature of dispenser; and
- Comments/reactions.

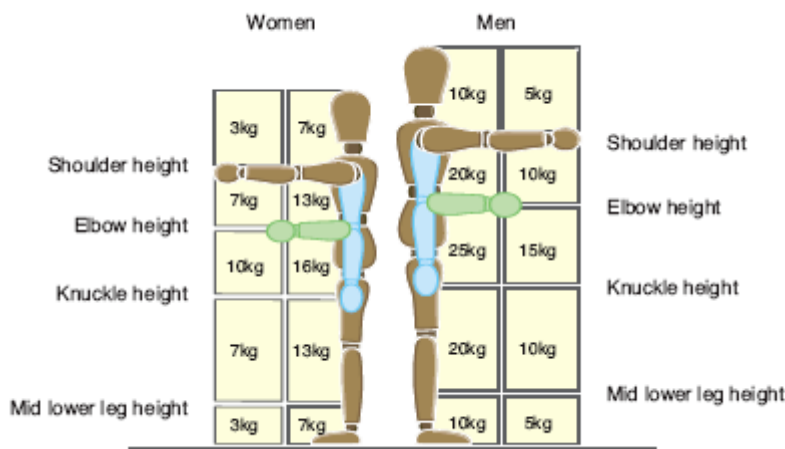
## Medical procedures

The school has identified a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care plans.

## Moving and handling

A written assessment of all manual handling tasks likely to involve risk of injury will be produced. Wherever reasonably practicable, procedures and practices will be changed to eliminate or otherwise reduce manual handling tasks. All staff involved in manual handling tasks will be given a copy of the attached extract from the HSE document "Getting to grips with manual handling". Staff should ensure they are not lifting heavy items and equipment unless they have received training and or equipment in order to do so safely.

## Recommended weight limits in moving and handling



The above chart shows the HSE recommended weight limits for men and women when moving and handling which will be one of the elements used in any manual handling risk assessment.

### Extract from HSE guidance document “Getting to grips with manual handling”

#### Good handling technique for lifting

Here are some practical tips, suitable for use in training people in safe manual handling. In the following section a basic lifting operation is taken as an example.

**Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

**Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

**Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

**Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

**Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

**Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.

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



**Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.

**Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

**Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

**Put down then adjust.** If precise positioning of the load is necessary, put it down first then slide it into the desired position.

### **Occupational health and work related stress**

The wellbeing of staff is seen as an integral part of the school's health and safety responsibilities. The Board of Governors and Principal wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have a right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Principal or line manager but they can also have access to a confidential counselling service.

The Board of Governors endorses the principles set out in the HSE's Management Standards as a framework to support staff wellbeing.

### **Off-site visits**

All off-site visits will be planned following guidance contained in the EA's "Educational Visits: Best Practice 2009" guidance.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational visits Co-ordinator who will check the documentation and planning of the trip, and if acceptable, initially approve the visit before referring to the Principal and the Board of Governors.

### **Personal protective equipment**

Where PPE is identified as a last resort control measure in a work activity risk assessment i.e. where the hazard cannot be reduced to an acceptable level of risk by other means, the equipment selected must be appropriate for the task so as to ensure that it will provide adequate protection and must be compatible with other equipment in use.

The assessment will be reviewed if there is significant variation in the activity. All PPE must be maintained in good working order, and any defect reported immediately to the relevant supervisory officer for repair or replacement.

Suitable arrangements will be put in place for the storage, cleaning and replacement of PPE.

Staff are required to wear PPE if identified in a risk assessment.



## **Risk assessments**

### **General risk assessments**

The school risk assessments (for all activities, teaching and non-teaching, premises, and one off activities) will be co-ordinated by the delegated member of staff following guidance contained in the EA's "Health and Safety Manual for Principals and Governors" and on the EA's health and safety website, and are approved by the Principal and Board of Governors.

These risk assessments are available for all staff to view and are held centrally in the school office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

### **Individual risk assessments**

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file, and will be undertaken by the relevant line manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

### **Curriculum activities**

Risk assessments for curriculum activities will be carried out by the relevant Head of Department or subject teacher/ leader using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments, and significant findings incorporated into texts in daily use e.g. scheme of work or lesson plan.

### **Safe working procedures**

The risk assessments will be used to develop safe working procedures which must be followed by all staff. Copies of safe working procedures are available from the school office.

### **School security**

The school site has been risk assessed using the EA and Department of Education guidance "Security and personal safety in schools". Security issues will be regularly reviewed. If staff have any concerns with regard to security they should in the first instance raise these concerns with their line manager.

All visitors must report to the school reception where they will be asked to sign in and will be issued with a visitor's badge. Visitors are to remain in reception until they are collected by the member of staff they are visiting.

All staff are provided with and must wear the school's identification badge.



The building supervisor is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights, etc are secured. The building supervisor is also responsible for carrying out checks of the premises during the school holidays.

### **Supervision of pupils**

The school will be open from 8.30am to 3.15pm on weekdays during term times. Between these times supervision will be provided. Teaching staff have been allocated duties to fulfil this. Pupils will not be allowed on site outside these times except for specific organised activities arranged by staff.

### **Transport**

One of the following options will be used for the transport of pupils to school organised events taking place off-site.

- Staff transport pupils or equipment in their own cars or drive to other venues during the working day. Staff who use their own cars must confirm that their insurance policy covers them for this purpose.
- Approved staff transport pupils or equipment in the school minibus or a minibus hired in for the purpose.
- Transport and driver are hired in from a reputable source which is the usual practice for school trips.
- The parent/guardian of the pupils are advised of the venue and time of the activity and that their son or daughter are required to be there at that time.

The school will use the ROSPA School Transport document as a good practice guide in relation to transport used in school activities.

### **Use of whiteboards**

Interactive whiteboards are used in most of the school's classrooms. An appropriate risk assessment is carried out prior to the installation of any whiteboard in the school. The assessment will take account of the need to minimise the intensity of the beam plus the likelihood of looking directly into the beam.

Staff must follow the following BECTA guidelines when using interactive whiteboards:

- No one should stare directly into the beam of a projector;
- When entering the beam, users should not look towards the audience for more than a few seconds;
- Users should keep their back to the projector beam when standing in it;
- The brightness reduction control should be used when a presenter is standing facing the beam;
- Children should be supervised at all times when a projector is being used.

### **Vehicles**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.



The access from the road shall be kept clear for emergency vehicles. The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

### **Violence**

The Principal is responsible for ensuring that all staff are aware of the:

- school's policy on violence at work;
- procedures for avoiding violence at work;
- procedures for dealing with violent incidents;
- procedures for reporting violent incidents; and
- the support facilities available to victims of violence at work.

All incidents of verbal and physical abuse to be recorded using the accident reporting system

### **Wireless Local Area Network (WLAN)**

Wi-Fi is a particular type of wireless local area network (WLAN). With regard to the potential exposure of staff and pupils to radio frequency radiation the school follows the advice of the Health Promotion Agency (HPA).

On the basis of current scientific information, exposures from Wi-Fi equipment satisfy international guidelines and the HPA does not consider there to be a problem with the safety of WLAN. Thus there is no reason why Wi-Fi should not continue to be used in schools.

### **Work at height**

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs, etc.



### **Work equipment**

All work equipment will be purchased from the EA's relevant contract schedule. Before purchase consideration will be given to the installation requirements; the suitability for purpose; the positioning and or storage of the equipment; maintenance requirements (contracts and repairs); and training in the use of the equipment. Staff must not use new items of equipment unless appropriate training has been given.

### **Workplace safety**

The governors and senior management conduct an annual health and safety inspection of the school's management system and procedures to ensure that all controls are in place to ensure the safety of staff, pupils, and visitors to the school.

The school also undertakes regular inspections of the school site three times a year to proactively identify defects with the workplace.

Templates available on the EA's health and safety website may be adapted for use by the school for these inspections.

All staff are encouraged to report any defects which they identify in the structure of the building or the health and safety management systems.

Procedures are in place for the reporting of building and site defects to the EA's helpdesk.

The Board of Governors is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.



The generic risk assessments for schools contained within this guidance have been developed using the formulas below. It is unlikely that the generic assessments will be totally appropriate for each individual school which may have different circumstances. They should therefore be modified by each school by applying the criteria below to the generic assessment, making that assessment specific to the school.

For example:

The risk rating in the generic assessments is calculated using the formula

Likelihood X Severity

e.g. something 'unlikely' to occur in your opinion (2) multiplied by severity rating of 'significant' (2) would result in a risk rating of 4 which is 'Tolerable' and only requires the control measures to be monitored and reviewed.

This calculation must be made with your school's existing precautions (control measures) in place. If you do have all, or more, of the existing precautions in the generic assessment operating at your school then the risk factor may be lower.

If however, you have identified a particular hazard covered by a generic risk assessment and you do not have all, or any, of the existing precautions listed in place, then your risk factor will be higher and will require further action on your behalf to reduce the risk. This may involve adopting some, or all, of the 'existing precautions' listed and listing them as 'additional precautions' which are in effect further measures you need to implement to control the risk. You may also have other control measures in mind that are not listed and which are equally valid in controlling the risk. It is important that a person (or organisation e.g. ELB) is identified as the person (body) responsible for the remedial measures. A feasible date for implementation should also be recorded and no action by this date should prompt a reminder to the responsible person (body).

When the 'additional precautions' are implemented and the risk assessment is reviewed then the 'additional precautions' become 'existing precautions' and the risk factor is recalculated.

<b>Probability Rating - Likelihood</b>		
very likely	Likely to occur immediately or in the short term	4
likely	Could occur in time, or if repeated enough	3
unlikely	Though unlikely, may occur over time	2
very unlikely	Unlikely to occur	1





Severity Rating		
very serious	Single or multiple fatalities, widespread illness, large scale property/equipment damage	4
serious	Serious injury or illness, serious property/equipment damage	3
significant	Significant injury or illness, significant property/equipment damage	2
minor	Minor injuries and/or illness, minor property/equipment damage	1

**Risk Assessment Matrix**

X	1	2	3	4
1	1 Insignificant/ Trivial	2 Low/ Trivial	3 Tolerable	4 Tolerable
2	2 Low/ Tolerable	4 Low/ Tolerable	6 Medium/ Substantial	8 Medium/ Substantial
3	3 Low/ Tolerable	6 Medium/ Substantial	9 Medium/ Substantial	12 High/ Intolerable
4	4 Low/ Tolerable	8 Medium/ Substantial	12 High/ Intolerable	16 High/ Intolerable

Risk Level Description	Numerical Value
High – Intolerable. Immediate action required. Activity should be stopped until control measures can be implemented to reduce risk	12 - 16
Medium – Substantial. Activity can proceed, but with caution, ensuring control measures are maintained. Efforts should be made to control/reduce the risk.	6 - 9
Low – Tolerable. Activity can proceed. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.	2 - 4
Insignificant – Trivial. Monitor activity/task for future changes that would increase the risk	1



## **GENERIC RISK ASSESSMENT INDEX**

### **BUILDING SUPERVISOR/ CLEANING DUTIES**

- Access to Plant Room
- Accidental Damage to Asbestos
- Adverse Weather Conditions
- Cleaning of External Ground
- Controlling Spread of Infectious Disease
- Lifting & Carrying/ Manual Handling
- Lone Working
- Repair and Maintenance Work
- Responding to intruder alarms
- Slips, Trips and Falls
- Use of Cleaning Equipment
- Use of Cleaning Products
- Use of Electrical Equipment
- Use of Hand Tools
- Use of Ladder for Light Work
- Use of Stepladder

### **GENERAL SCHOOL ADMINISTRATION**

- Accessing Office Filing and Storage (Using a Stepladder)
- Child Running out of School
- Controlling Spread of Infectious Disease
- Climbing Equipment
- Cookery Activities
- Display Screen Equipment
- Door Closing on Fingers
- Farm Visits
- Keeping Animals in Schools
- New and Expectant Mothers
- Office
- Opening and Closing Windows/ Adjusting Blinds
- Outdoor Play - Sunburn
- Provision of First Aid
- Putting up Display
- School Pond
- Use of Electrical Equipment

### **SITE PREMISES**

- Contractors on Site
- Dining Halls



- Fire Safety
- Goal Posts and Nets
- Outdoor Play Areas
- Outdoor Supervision
- Playing fields
- School Premises
- Site Security
- Storage Areas
- Traffic Management



<b>School:</b>	<b>Mullavilly Primary School</b>	<b>Activity:</b>	<b>MASTER</b>		
<b>Assessment carried out by:</b>	Lynne McClimonds	<b>Date:</b>	1 <sup>st</sup> June 2017	<b>Date of Review:</b>	2 <sup>nd</sup> June 2017

<b>What are the Hazards</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Who might be harmed and how?</b>	<b>Existing Control Measures What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Completed</b>

