



ORLEY FARM SCHOOL

HEALTH & SAFETY HANDBOOK

Setting out our general approach and commitment together with the arrangements we have put in place for managing Health and Safety.

**REMEMBER, THE BEST HANDBOOK IN THE
WORLD IS NO SUBSTITUTE FOR
ALERTNESS AND COMMON SENSE - IT'S UP
TO YOU TO PROVIDE THESE...**

Why should you read this handbook?

Because it was written with YOU in mind. It is mandatory to read this book and understand it. Orley Farm School always tries to make sure that your Health and Safety is protected whilst you are at work. To do this we have to provide safeguards, enforce safety rules and train people to work safely. But we will only be successful in achieving this goal if you and every other employee play your part. This handbook is provided as a guide to help you do this. Read it carefully and follow the advice. If you are not sure about something, please ask.

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INTRODUCTION

What is the purpose of this handbook?

Orley Farm School (The School) considers the Health and Safety of its employees as being of paramount importance. A safe and healthy place of work will never be achieved without the full co-operation, participation and support of everyone.

This handbook contains essential health, safety and environmental information to help you remain safe at work. These arrangements are part of the School's Health and Safety Policy. You should familiarise yourself with the information contained within this handbook.

As well as reading this handbook carefully it is imperative for your own Health and Safety within the workplace that you always identify and adhere to your site rules, and the policies and procedures on safe systems of work, to ensure you are not putting yourself or others at unnecessary risk.

You must never be afraid to ask questions if you are unsure about any substances, equipment or systems of work that affect you. If the information you require is not contained within this handbook or you require further clarification on any Health and Safety issues, then please raise this with your immediate manager in the first instance or contact the Director of Operations (DoO).

Health and Safety Statement of Intent

The Governors of Orley Farm School recognise and accept that under the Health and Safety at Work etc. Act 1974 (the Act) they have a legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of employees of the School, and that they have certain duties towards pupils, the public and people who from time to time use the premises of the School:-

1. To provide and maintain safe and healthy places of work and systems and methods of work, with adequate facilities and arrangements for the welfare of all employees and pupils and to protect all employees, pupils and visitors in so far as they come into contact with foreseeable work hazards.
2. To provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently.

3. To develop safety awareness amongst all employees and pupils.
4. To provide a safe environment for all visitors to the School, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the School's facilities.
5. To encourage full and effective two-way consultation on Health and Safety matters through all staff in the School and the School's Health and Safety Committee. This consultation will take place on a day-to-day basis on immediate needs with the appropriate member of staff.
6. To ensure that this Policy is used as a practical document and that its contents are fully publicised.
7. To keep details of this Policy under constant review and in line with changing Health and Safety practices and current legislation.

Information about specific aspects of Health and Safety contained in circulars or other documents from time to time must be brought to the attention of the School's Health and Safety Committee and through them to the attention of all relevant employees.

The Governors wish to remind all employees that, under Section 7 of the Act:

"It shall be the duty of every employee while at work:

- To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work; and
- As regards any duty or requirements imposed on their employer or any other person by or under any relevant statutory provisions, to co-operate with them as far as it is necessary to enable that duty or requirement to be performed or complied with."

The Governors bear ultimate responsibility and provide leadership. Operational responsibilities are delegated to the Headmaster in conjunction with the DoO. The Senior Leadership Team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and others can work.

The Senior Leadership Team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with the staff representative with regards to Health and Safety issues. In order to achieve

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the aims and objectives of the Health and Safety Policy any issues will be brought regularly to the attention of the Headmaster, the DoO and then to Governors.

ROLES & RESPONSIBILITIES

Health and Safety Committee Membership

The Health and Safety Committee at the School is chaired by a Governor, normally the Chair of the Finance and General Purpose (Estates) Committee, and is attended by:

- Headmaster
- Director of Operations
- Designated Governor
- Chef Manager
- Maintenance Manager
- Head Caretaker
- Head of Science
- Head of Design and Technology
- Head of Boys' PE & Games
- Head of Girls' Games
- Head of Extra-Curricular
- Head of Pre Prep
- Head of Middle School
- Deputy Head Academic
- Other invited staff as appropriate

Overall and Final Responsibility for Health and Safety

Board of Governors

Responsibilities of the Board of Governors

It is incumbent upon the Board to act within the Health & Safety Policy, and to work in partnership in supporting the Headmaster and DoO in their Health and Safety

responsibilities. This will be achieved by the Board of the School by:

- a) Ensuring that the School's Health and Safety Policy is implemented and monitored within the School
- b) Providing a lead in developing a positive Health and Safety culture throughout the School
- c) Appointing a committee which will review and report upon matters of Health and Safety
- d) Ensuring that Health and Safety is a regular item on the Governors' agenda
- e) Ensuring that the Policy is reviewed annually or when a piece of legislation is so meaningful and important that the School needs to amend its method of working

Responsibilities of the Headmaster and DoO

The Headmaster and DoO provide a link between the Board, Health & Safety Committee and School staff.

The Headmaster and DoO will ensure that:

- The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- Suitable and sufficient funds, people, materials and equipment are provided to meet all Health and Safety requirements
- Employees are provided with support to enable Health and Safety objectives to be met
- A positive Health and Safety culture is promoted and that employees develop a pro-active safety culture which will permeate throughout the School
- A system of communication and consultation with employees is established
- The Board is kept informed of the implications in changes in Health and Safety legislation and best practice that impact on the School and its activities
- Health and Safety standards at events run on School premises out of School time are managed in line with the School's Health and Safety policies and procedures
- Effective training programmes have been put into place and are actioned to ensure staff are competent to undertake their roles, all staff are trained in relevant Health

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and Safety documents and procedures and the appropriate use of Safety Cloud.

- School buildings, plant and equipment are maintained in a safe condition
- Welfare facilities provided are maintained in a satisfactory state
- All contractors are reputable, demonstrating a good Health and Safety record and are informed of the School's Health and Safety rules and procedures
- Contact with external organisations such as the emergency services is co-ordinated
- Policies are in place for fire risk management, first aid reporting and general risk assessment, to include maintaining the Fire Log Book and Accident Book
- A termly report of the Health and Safety Committee is presented to the Board

Responsibilities of Heads of Department and other Senior Members of Staff

Senior members of staff have a responsibility to ensure compliance with Health and Safety legislation for the day to day running of the School but may delegate the responsibility for implementation to another member of staff (any delegation must be approved by the DoO prior to any action).

They will assist the Headmaster and the DoO to ensure that:

- The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- Effective training programmes have been put into place and are actioned to ensure staff are competent to undertake their roles, all staff are trained in relevant Health and Safety documents and procedures and the appropriate use of Safety Cloud
- A positive Health and Safety culture is promoted and that employees develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- A system of communication and consultation with employees is established

- Departmental meetings are held where Health and Safety issues can be discussed, progress made against objectives, plans monitored and actions decided
- Risk assessments are completed, recorded, reviewed regularly and any changes are brought to the attention of staff who may be affected
- Completed risk assessments are implemented and any action required is monitored
- Health surveillance as identified by COSHH assessments is carried out
- Health and Safety records are kept up to date
- Health and Safety notices are displayed
- Accidents, ill health and 'near miss' incidents reported, recorded and investigated, where relevant, to the DoO and to the enforcing authorities
- A procedure is established within Departments for the reporting of Health and Safety issues and that issues raised are considered for action
- Pupils have opportunity within the curriculum and School environment to be informed of Health and Safety issues and encouraged to promote a safe and secure environment.

EMPLOYEES' HEALTH AND SAFETY RESPONSIBILITIES

To achieve and maintain high standards of Health and Safety within the School, all employees shall, in accordance with sections 7 and 8 of the Health and Safety at Work etc Act 1974 and Regulation 14 of the Management of Health and Safety at Work 1999:

- Take reasonable care of their own Health and Safety and that of others and observe fully any safety rules and abide by the safety Policy at all times.
- Neither intentionally, nor recklessly interfere with nor misuse anything provided to safeguard Health and Safety and will avoid any improvising that may lead to unnecessary risks.
- Not operate machinery that they are not competent or authorised to use and ensure they use the correct tools and equipment for the job and use any safety equipment and protective clothing provided.
- Keep tools and equipment in good condition.
- Co-operate with management on matters of Health and Safety.
- Report all incidents, accidents or dangerous occurrences to their Line Manager whether injury is sustained or not.
- Attend any training designed to further Health and Safety.
- Be aware of any fire or emergency procedures.
- Work to the highest possible standards of safety with regard to service users.
- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- Report to their Line Manager immediately, any defects in plant or equipment, or any obvious health risks.

Non – compliance with Health and Safety procedures may result in disciplinary action, which if appropriate can lead to dismissal.

HEALTH AND SAFETY SUPPORT

Citation, an independent Health and Safety Consultancy, are engaged by the School to help us meet our legal obligations. They will conduct site safety audits and make written recommendations for safety improvements. They will help with writing risk assessments, policies and procedures, training and accident investigations.

Citation online Health and Safety management system, Safety Cloud, provides you with easy access to all your Health and Safety documentation including the Health and Safety Policy and your risk assessments.

The Health and Safety law poster is also displayed at the School providing you with basic Health and Safety information.

HEALTH AND SAFETY ARRANGEMENTS

Accidents and Near Misses

Although every effort will be made to prevent accidents at work, procedures are in place for the recording, reporting and investigation of any such occurrences, further information on the reporting of accidents and near misses can be found in the First Aid Policy.

If you are injured whilst at work, obtain first aid treatment from the qualified nurses or First Aiders.

It is your responsibility to report accidents or injury to your Line Manager so that they can record the incident into the online accident book on your behalf.

Remember, it is important that you report all incidents to your Line Manager, even if you did not get hurt. This can help us to investigate the causes of the incident and to stop

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a near miss for you, becoming a major injury to somebody else.

Alcohol and Illegal Drugs

Consumption of alcohol or non-medically prescribed drugs on site is expressly prohibited. If your job could involve the operation of machinery or any School vehicles, the consumption of any alcohol before work, at break or lunchtimes both on and off the premises is also expressly prohibited. However, you should also be aware that alcohol remains in the system for several hours. It is possible that alcohol you drink in the evening will still be in your system the next morning when you start work.

Any drivers or machine operators should notify their line manager if they are taking any medication that affects their ability to drive or operate machinery.



Asbestos

Asbestos is a naturally occurring fibrous material which was regularly used in buildings from the 1950s until the late 1990s as an insulation and fire proofing solution. In particular, it found its way into products like floor and ceiling tiles, pipe insulation, fire doors, boilers and sprayed coatings.

Inhaling loose asbestos fibres is known to cause several serious and even fatal lung diseases. So there was no surprise when its use was finally banned in 1999. However, it is still found today in many buildings.

Whilst the newer buildings (those built after 2000) within the School do not contain asbestos, some of the remainder of the School does contain asbestos. **You may therefore come across asbestos while you are working, but as long as the asbestos is well maintained and not disturbed or disintegrating it doesn't present an immediate risk to your health.**

The School has a duty to manage the risks arising from the presence of asbestos within all of its premises. A survey of all School buildings has been carried out to find out if there

is asbestos in the premises, its amount and what condition it is in. A record is maintained of the location and condition of any asbestos containing materials.



You must report to your Line Manager if you suspect that any material you are working on or with contains asbestos or if you suspect that asbestos has been damaged.



Dermatitis

Prolonged skin contact with certain hazardous substances can lead to skin irritation and dermatitis. Hazardous substances are not limited to cleaning chemicals and products used in science experiments and are used across

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wide areas of the School including Grounds, Maintenance, D&T, Art and Middle School.

Dermatitis is a debilitating and unsightly condition of the skin. At best it is irritating or painful. At worst, it can be seriously disabling.

You must be aware of the following early signs of dermatitis and immediately advise your Line Manager if you notice:

Redness, flaking, itching and cracking of the skin, particularly in the webs between the fingers.

To protect yourself, always wear the personal protective equipment as stated on the chemical container and or packaging (and in the Health and Safety COSHH assessments).

After handling hazardous substances always ensure hands are thoroughly washed before eating, drinking or smoking.

Cuts and grazes should be kept covered.

Always assume all substances are hazardous unless proven otherwise.



Contractors and Facility Hire

Contractors may be employed on site but only after strict vetting procedures have been undertaken. If you witness any unsafe actions which may pose a risk to your colleagues, pupils, visitors or the contractor you must report this to management.

Facilities including the swimming pool and sports facilities may be hired out to private groups, if you witness or are

made aware of any unsafe use or activity you should report this to your Line Manager.

Display Screen Equipment

There are many roles in the School which require computer use on a regular basis. Whilst working at a computer it is important that you are able to sit comfortably as this will reduce your risk of suffering aches and pains as a result of a poor workstation set up.

The following points should be considered:

- Adjust your chair to suit your body shape and height.
- Feet - check your feet can rest flat on the floor or use a footrest.
- Keep your work area free of clutter.
- Take regular short breaks, away from the screen (equivalent to 10 minutes every hour, do other tasks etc).
- Keep the mouse as close as possible to the end of the keyboard to avoid over-stretching.
- If you are a regular computer user, watch the DSE video on Safety Cloud and complete the assessment that follows.

Try These Exercises

Let your eyes rest – spend time refocusing your eyes on distant objects e.g. the view from a window – roll your eyes to look up, to the right, down and then left – cover your eyes for a while to rest from any glare.

- Neck relaxation – put your shoulders back, look up at the ceiling and relax your neck.
- Roll your shoulders – let your arms hang loose and roll your shoulders in a circular motion.
- Relax your fingers – alternate between making a fist and spreading your fingers.
- Hand/wrist relaxation – use one hand to bend the other hand to flex your wrist, repeat with the other hand.

Employees who are considered to be DSE users are entitled to free eye tests, and a contribution towards vision correction appliances (spectacles) where these are needed for work with display screen equipment.

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Driving

The School recognises the risks associated with driving of School vehicles and requires all drivers to drive carefully and follow the guidance laid down within the Minibus and Vehicle Fleet Policy.

Only approved drivers are permitted to drive School vehicles including minibuses. The use of minibuses is detailed within the Minibus and Vehicle Fleet Policy.

A risk assessment has been carried out for the movement of traffic in and around School premises, taking into consideration minibus, staff, parental vehicle and pedestrian movements. All staff and parents must be aware of the procedure for drop off and pick up at or outside School premises. If you are unsure or have any questions you should contact your Line Manager.

All staff driving on School business will be subject to routine driving license checks. You must advise management if you are taking medication that may affect your ability to drive safely. Mobile phones must not be operated whilst driving unless safely hands-free and voice activated.

Please remain alert whilst on site due to the presence of pedestrians – they may be lost in your blind spot!

Driving on the School Grounds

From time to time employees may be required to drive vehicles on the School premises including buggies, grounds machinery e.g. tractors and ride on mowers or minibuses.

Driving on the premises should be avoided wherever possible during term time teaching hours. However, this can not always be avoided due to the need for ongoing maintenance of the buildings and grounds. Any staff operating School vehicles on the School grounds must be competent in the use of the vehicle and have undertaken a pre-use check before the vehicle is used.

Care must be taken when driving across the School site due to the number of pedestrians, you must ensure that you move slowly and are vigilant to the presence of pedestrians at all times, this includes when driving in the car park, and when using grounds machinery and buggies on School grounds.

Electrical Safety

Thousands of people are killed or injured each year as a result of electrical shocks.

You could be a victim if you;

- Are careless around electricity.
- Use equipment carelessly or use faulty equipment.
- Use equipment for a job it is not intended to be used for.

Prior to using electrical equipment ensure you that you undertake a visual check it for faults, do not assume it was put away in a condition that was safe to use.

If any of the following are spotted the equipment should not be used and the issue reported to management:

- Defective or loose wiring and damaged cables or flexes.
- Burn marks to the casing of plugs and sockets.
- Damage to the casing of the plugs or equipment.
- Overloaded circuits and fuses. Look out for scorch or burn marks on socket casing and daisy chained extension leads (one plugged into another).

Additional electrical safety measures include;

- Follow the correct start up and shut down procedures for equipment. Mechanical injuries can occur from machinery starting unexpectedly.
- You must switch off or isolate all equipment and machinery before any adjustment or maintenance works are undertaken. Remedial work on electrical equipment will not be allowed before the equipment has been properly isolated from the source of supply.
- Never carry or drag electrical equipment by its cable or flex.
- You must not bring your own electrical equipment to work without management authorisation and until portable appliance inspection or testing has been carried out.
- If you are unsure how to operate electrical equipment, stop and inform your Line Manager. Never carry out tasks without the necessary authorisation.

Finally...

Only trained or qualified staff are permitted to work with electrical equipment. Never carry out repairs or alterations to electrical equipment unless suitably qualified.

Employee Training

The School has a responsibility to ensure a competent workforce through the provision of suitable and adequate information, instruction and training.

Your individual Health and Safety training requirements will be identified through a number of processes such as appraisal, risk assessment, accident/incident/ill-health or near miss investigations and training needs analysis.

Induction training will be provided to all new employees as soon as is practicable after commencement of employment. Ongoing and refresher training will be required at various stages throughout your career with the School to update your skills and knowledge i.e. first aiders.

The School will not require you to perform any work activity or task unless you have received suitable and adequate information, instruction and training, or are working under the supervision of a trained and competent employee.

If you are asked to undertake a task which you feel you are not competent to do and where your Health and Safety might be put at undue risk you are required to stop work and report this immediately so that if necessary appropriate remedial steps can be taken.

Training requests from employees should be made through your Line Manager.

Fire

The School are responsible for ensuring that measures are taken to prevent the outbreak of fire and to develop procedures in case of fire and other emergencies.

These include completing fire risk assessments; provision and inspection of fire extinguishers, fire exits, alarms and fire detection systems; appointment of fire wardens; and organisation of emergency evacuation drills etc.

You can also play your part in preventing fires and reducing the damage caused by outbreaks by:

- Making sure you are tidy in your work. Do not allow rubbish to build up and always dispose of it the correct manner. When removing rubbish don't leave it where an arsonist could have access.
- Not overload or using damaged electrical equipment. Remember to report hot, smelling, sparking or

damaged electrical equipment and not to not block vents on equipment.

- Not undertaking any hot work e.g. soldering, welding or using heat guns around combustible material.
- Keep the use of flammable liquids to a minimum and always store away from any heat source and in a designated or secure area.
- Only smoke in designated areas and always ensure smoking material is extinguished before leaving the area.
- Report any issues relating to fire safety, such as blocked or restricted exits and gangways or locked fire doors.

Further information can be found in the School Fire Safety Policy.

Fire Instructions

It is important that you familiarise yourself with the emergency evacuation procedures for the School, this will be explained during your induction. The following is generic advice only.

1. If you discover a fire, raise the alarm by operating the nearest fire alarm.
2. Leave the building by the nearest exit route and report to the designated assembly point for roll call.
3. Do not re-enter the building until instructed by the appointed fire marshal or alternative authorised person i.e. Fire Brigade.

You Must Remember:

Do not use lifts / Do not stop to collect personal belongings. / At all times act quickly, quietly and keep calm.

Further information can be found in the Fire Safety Policy.



Fire Extinguishers / Blankets

Only trained personnel should attempt to extinguish a fire and then only when it is safe to do so.

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In addition to the fire extinguishers shown below, fire blankets are used to extinguish fires in a kitchen environment (cooking oil, fat pans, waste bins etc) and clothing fires provided the blanket completely covers the fire.

Horseplay

Practical jokes can misfire and someone may get injured. Horseplay is not permitted and will result in disciplinary action.

Housekeeping

Thousands of people are injured in workplace falls each year. You can make a difference!

A neat and tidy workplace prevents accidents, and creates a nice working environment. Untidy, disorganised and cluttered work areas can cause slips, trips and falls, make work tasks more difficult and create a poor work ethic.







The School will ensure that standards of cleanliness are maintained in all areas of the School during regular audits. However, you can help by ensuring;

- You keep your work area clean and tidy.
- Ensuring floor surfaces are always kept clear of obstructions and spillages to prevent trip and slip hazards. Where necessary, suitable warning signs and barriers should be erected prior to and during the removal of spillages. The cleaning of large spillages can be arranged through the Maintenance Manager.
- Reporting ice and snow on walkways and entrances to buildings and exits from fire escapes to the Grounds Team.

It is the responsibility of all employees to ensure the following:

- Materials and equipment are stored safely and tidily at all times (store personal belonging in desks, cupboards or lockers, so that they do not create a trip hazard).
- Walkways both indoors and outside are kept clear and free from obstructions at all times, this includes fire exit routes.
- Ensuring that any spills on the floor are wiped clear or reported to the Marshals immediately for cleaning. Spillages should not be left unattended or without warning signs and barriers.

- Trailing cables should not be left in any walking area.
- Report any defects in lighting or floor surfaces immediately to your Line Manager.
- Dress sensibly - wear flat soled shoes with a good grip

Type of Fire		Type of Extinguisher/Description				
		Water	AFFF Foam	Carbon Dioxide	ABC Dry Powder	Wet Chemical
Description	BS EN Symbol	Red body with red label	Red body with cream label	Red body with black label	Red body with blue label	Red body with yellow label
Wood, paper, textiles, etc., and other carbonaceous materials		✓	✓	✗	✓	✓
Petrol, oil, fats, paints, etc., and other flammable liquids		✗	✓	✓	✓	✓
Flammable gases		✗	✗	✗	✓	✗
Flammable metals such as aluminium, magnesium, titanium		✗	✗	✗	✓ Specially formulated dry powder	✗
Electrical hazards		✗	✗	✓	✓	✗
Cooking oil and fat		✗	✗	✗	✗	✓

where it is appropriate to do so.

Any concerns regarding cleanliness, hygiene or housekeeping should be reported to your Line Manager.

Hazardous Substances

Hazardous substances can be chemicals, dusts, fumes, liquids, gases, vapours, solids and microbiological organisms.

Hazardous substances include (but are not limited to):

- Pesticides and fertilisers
- Wood dust
- Cleaning chemicals
- Chemicals used during lessons (e.g. science and design and technology)

Substances harmful to the body may enter by four main routes. These are:

- Absorption – through the skin, including entry through cuts and abrasions and the eyes.

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- Ingestion – through the mouth.
- Inhalation – the most important route of entry, which can allow direct attacks against the lung tissue, which bypass other defenses such as those of the liver.
- Injection – through puncture wounds i.e. needle stick or syringe injuries and contact with sharp objects. Compressed air if used inappropriately can be injected through the skin.

Hazardous substances are currently identified by the symbols below:

Hygiene

You must maintain high standards of personal hygiene at all times at work.

You must protect open wounds with suitable dressings, whilst at work.

You must not consume food or drink in a place other than the dedicated area highlighted to you by your manager. Staff rooms are provided across the School for eating and drinking, these also include drinks facilities.

All work with hazardous substances MUST be risk assessed in line with the 'Control of Substances Hazardous to Health' (COSHH) regulations prior to work being carried out. COSHH assessments for hazardous substances used in the School can either be obtained from your Line Manager or accessed on Safety Cloud via your Staff Dashboard.

It is of vital importance that all employees follow these control measures.

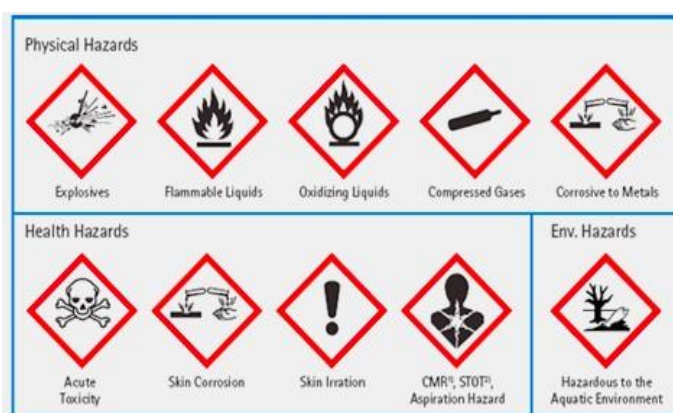
- To protect yourself, always wear the personal protective equipment as stated on the chemical container and/or packaging (and in the COSHH assessments).
- After handling hazardous substances always ensure hands are thoroughly washed before eating, drinking or smoking.
- Cuts and grazes should be kept covered.
- Always assume all substances are hazardous unless proven otherwise.

In event of leakage or spillage of any hazardous product you must inform management, restrict access to the area and check the packaging and/or the material safety data sheet for the substance. This can usually be found on the supplier's website.

Legionella

Legionnaires' disease is a potentially fatal form of pneumonia that causes flu-like symptoms. Infection is caused by breathing in small droplets of water contaminated by the naturally occurring bacteria.

The School has systems in place to ensure that the water supply at outlets across the School are flushed regularly and where appropriate dosed with biocide. However, if you are aware of any parts of the School where taps, toilets or other outlets are rarely used you should report this to the Maintenance Manager.



Lone Working

If you are working alone in the building, either during or outside of normal working hours, you must:

- Inform someone where you are and what time you intend to leave.
- Ensure that the door through which you leave is securely locked behind you.
- During normal working hours you should ensure you liaise with other departments at frequent intervals.
- Outside of normal working hours you should ensure that entrances are securely shut and ensure that you can get out of another door in case of an emergency without using a key.
- Phone the police if you are suspicious about someone attempting to enter the building.
- Always be alert when leaving the building.

Procedures are in place for responding to intruder alarms on the School premises, only trained members of staff are to

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respond to the activation of intruder alarms. More information can be obtained from the Facilities Manager and Maintenance Manager.

Machine and Equipment Safety

Many serious accidents involve the use of machinery. Whilst most teaching areas within the School do not contain machinery and generally pose a low risk to injury. However, some parts of the School do contain machinery and include:

- DT e.g. lathes, bandsaws, pillar drills and welding equipment.
- Grounds e.g. tractors, ride on mowers and chainsaws
- Maintenance e.g. table saw, routers and pillar drill.

ALL users of machinery/equipment MUST recognise the hazards posed by the machines they are using in order to ensure appropriate precautions are taken.

The main hazards are as follows:

- Hair or clothing can become entangled in rotating parts e.g. lathes and power take offs on tractors.
- Shearing or crushing can occur between two moving parts.
- People can be struck by moving parts.
- Cuts can result from contact with sharp edges.
- Material can be ejected from machinery.
- Parts of the body can be drawn in or trapped between moving parts.
- Sharp pointed parts can puncture skin.
- Friction or abrasion is possible from contact with rough surfaces.

One machinery hazard often overlooked is the risk of people falling into/against machinery as a result of poor housekeeping in the area around the machine. It is vital that all floors around machinery is kept clear of spillages and trip hazards.

The following checklists provide guidance on the Do's and Don'ts that should be applied when working on or around any machinery...

Do's...	Don't's...
Only use machinery and equipment that you have received information, instruction and training on, and have the authority to use.	Never use a machine unless you are authorised and trained to do so.
Carry out pre-use checks of machinery and equipment before using it. Look for obvious signs of visible damage i.e. signs of wear and tear, frayed cables etc.	Never try to clean a machine or equipment in motion – switch off and unplug it or lock it off before attempting to clean the machine or equipment.
Always know how to stop the machine and equipment before you start it. Ensure that you familiarise yourself with any emergency stops.	Never use a machine or appliance that has a danger sign or tag attached to it.
Always ensure ALL guards are in position and ALL protective devices are working.	Danger signs should only be removed by an authorised person.
Always ensure the area around the machine and equipment is clean, tidy and free from obstruction.	Never distract people who are using machines or equipment.
Always inform your Line Manager immediately if you think a machine or equipment is not working properly or any safeguards are faulty.	Never use machinery/equipment that you and/or your colleagues have identified as being damaged.
Always ensure you are wearing the appropriate protective clothing and equipment.	Never wear dangling chains, loose clothing, gloves, rings or have long hair hanging loosely.

Do's...	Dont's...
Inform your Line Manager if you are taking any prescribed drugs that might affect your ability to use machinery and equipment safely.	

Manual Handling

The majority of manual handling injuries, (back strains, slipped discs and hernias etc.) are not attributed to a single handling incident but build up over a period of time. There is NO such thing as a completely "safe" manual handling operation, but a basic awareness of potential hazards and a good handling technique can help avoid potential health problems.

You should not undertake manual handling as part of your job unless you have received manual handling training, please contact your Line Manager if this is the case. The School does not expect you to lift or move any item that will cause injury.

Certain manual handling activities may be subject to specific manual handling assessments as they are considered a higher risk. You should ensure that you have read any manual handling assessments located on your Staff Dashboard that are relevant to you, if you are unsure ask your Line Manager.

Wherever practicable you should make use of mechanical aids, however you must ensure that any automated plant is properly cleaned/maintained and that you are trained to use it.

The School manual handling assessments (where applicable) will show if there are particular activities where special care is needed but you should always follow the basic rules when undertaking manual handling:

1. The Task

Does it involve a long carrying distance? A twisting, stooping or reaching upwards movement? Do you need to remove obstructions from your path?

Things to consider include: The use of stepladders to access shelves, rearranging the layout of the classroom to minimise traveling distance and/or the use of trolleys or a golf buggy for larger distances (operated by the Grounds and Maintenance teams).

2. The Load

How heavy, bulky, unstable or intrinsically harmful (i.e. sharp or hot) is the load?

Things to consider include: breaking up the load to make it lighter, placing the load in a container for carrying and/or the use of another person to assist.

3. Your Physical Condition

If you are pregnant or have a health problem would moving the load endanger your health?

Things to consider include: Asking for help if you need it. Using a handling aid such as a trolley or sack truck.

4. The Working Environment

Is it a confined area creating restrictions on movement, are there variations in floor levels, and is the ground wet or slippery?

Things to consider include: Remove any obstructions in the areas, where people need to carry materials. Remove slipping hazards and ensure that lighting levels are adequate.

Important good handling techniques to remember:

1. Plan the lift and always use appropriate handling aids if possible i.e. lifts, trolleys or sack trucks etc. Establish where the load is to be placed, removing any obstructions from your path. If necessary lean forward a little over the load to establish a good grip. The best position and type of grip depends on the circumstances of the operation and individual preference, but make sure it is secure; generally a hook grip is less tiring than keeping your fingers straight. For a long lift such as floor to shoulder height, consider resting the load mid-way on a stable surface so that you can change your grip.
2. Position your feet either side of the load, placing your leading leg as far forward as is comfortable and if possible pointing in the direction you intend to go.
3. When lifting from a low level, bend your knees but be careful not to overflex. Lift smoothly, keeping your back straight and your shoulders level and facing in the same direction as your hips.
4. Keep the load close to your body for as long as possible with the heaviest side next to you. If a 'close' approach to the load is not possible, slide it towards you before you try to lift.

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5. Move your feet when you are turning to the side do not turn your upper body without moving your feet. If you need to position the load in a precise position, put it down first and then slide it into the desired position.
6. When pushing or pulling ensure the handling device you are using is suitable for the load. Try and push rather than pull a load, provided you can see over it and control steering and stopping. Keep your feet well away from the load and go no faster than walking speed. Do not move a load alone if you have to use excessive force. Enlist the help of another person if you have to negotiate a slope or ramp. Take care on soft or uneven surfaces as this can require higher force and the load balance could change – consider softer or larger wheels on your handling device.

Mobile phones

The use of mobile telephones at work offers a convenient and efficient means of communication. In some circumstances they can also have safety benefits in terms of security and use in emergencies.

This said, using a hand held phone or other communication device while driving or using machinery can severely limit the operators ability to physically control the vehicle/equipment in a safe manner.

For this reason the School have deemed the use of mobile phones as a Health and Safety issue. Unless a mobile phone is a requirement of your job you are not permitted to use a mobile phone other than at recognised break times. If you need to make an urgent call should speak to your Manager.

More information with regard to mobile phone use whilst driving on School business is available in the Minibus and Vehicle Fleet Policy.

Noise Exposure

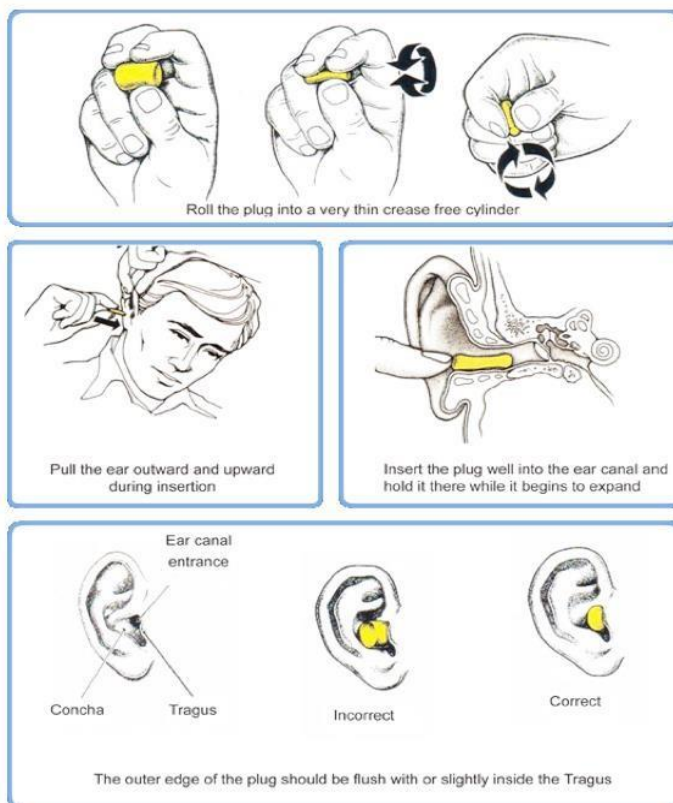
Noise is part of everyday life, but too much noise can cause permanent and disabling hearing damage. This can be hearing loss that gets worse over time, damage caused by sudden, extremely loud noises, or tinnitus (permanent ringing in the ears).

With hearing damage, conversation becomes difficult or impossible, your family complains about the television being too loud, you have trouble using the telephone, and you may

be unable to sleep. By the time you notice, it is probably too late.

However, there is no need for your hearing to be damaged by your work – The School will seek to reduce exposure to noise at work to below the legal limits and the consequential risk of hearing damage.

This may involve designating certain areas as 'Hearing



Protection Zones' as indicated by the sign below or wearing hearing protection when using certain machinery.

If you work within DT, Maintenance or Grounds then you are more likely to need hearing protection, you should check with your Line Manager whether this affects you.

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All persons working in or entering Hearing Protection Zones must wear the personal hearing protectors provided.



Where required, or otherwise upon request, suitable personal hearing protectors will be made available to you. The diagram below shows how you insert hearing protection. If in doubt please ask.

Where a noise risk assessment reveals that there is a risk to the health of employees who are exposed to noise, suitable health surveillance will be provided to the employees in question and they will be kept informed of the results.

Permit to Work

High risk operations performed by contractors or employees will be subject to permit to work procedures. This includes:

- Hot work e.g. welding.
- Work at height e.g. working on the roof of School buildings.
- Any work on asbestos.
- Alterations to or overhaul of plant or machinery where mechanical, toxic or electrical hazards may arise.

Protective Clothing and Equipment

The head, eyes, hands and feet are all very vulnerable to injury. To prevent injury you must wear personal protective equipment (PPE) where it is required. Blue mandatory signage is provided on some machinery to advise when

signage needs to be worn e.g. DT, Grounds and Maintenance.

You will be advised if PPE is required on any other specific jobs, which will be supplied to you. You must wear clothing appropriate for the job you do and if PPE is provided or requested – PLEASE USE IT. Remember you have a legal responsibility not to interfere with or misuse anything provided to you for your health, safety or welfare.

- If PPE is damaged or faulty, please report this to your Line Manager.
- If you have any concerns that PPE has not been provided, or is not suitable, contact your Line Manager.
- If you have any questions about any item of PPE then you must ask your Line Manager.
- You may sometimes be instructed to wear high visibility clothing – use it for your own safety
- When not being used your PPE must be stored in a clean and dry location.

Risk Assessments

A risk assessment is simply a careful examination of work activities and tasks. The aim is to eliminate or minimise the likelihood of anyone, including yourself, becoming ill or getting injured as a result of the hazards that arise from performing the activities and tasks.

As you may be aware, risk assessments are legally required to be in place for all work activities, equipment and areas of the School that pose a significant risk to Health and Safety.

All important findings from risk assessments will be communicated to you via your induction and on-going training.

The School have both department specific risk assessments which consider the hazards within each department and site wide risk assessments e.g. the General Site and Welfare Risk Assessment. Your risk assessments are located on Safety Cloud and are available to be viewed by you at any time. Ask your Line Manager and they will make them available to you.

Risk Assessments - Employees Under the Age of 18

Persons under the age of 18 years may be employed (or placed on work experience) but only after a risk assessment

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has been carried out to identify any potential risk to the young person undertaking work activities in the School. Such an assessment is needed because young employees, apprentices and work experience students may lack work experience and in particular, perception of the hazards and risks associated with work activities and the working environment within the School.

If you are under 18 you are prohibited from operating any dangerous machinery, using hazardous substances or undertaking manual handling unless closely supervised. All staff should play a part in the supervision of persons under the age of 18.

Risk Assessments - New or Expectant Mothers

New and expectant mothers may be more at risk than others in relation to certain work activities, working environments, exposure to biological agents and chemical hazards. The definition of a new or expectant mother is someone who is pregnant, has given birth within the previous six months, or is breastfeeding.

Pregnant workers and nursing mothers will not be allowed to come into contact with hazardous substances or processes that could affect the health of the child. Job roles will be adjusted where the risk to the pregnant worker or nursing mother are considered unacceptable. The employee will be entitled to:

- Frequent breaks from standing (seating provision).
- Heavy lifting is prohibited.
- Reduced shifts are provided on demand.
- The employee is offered warm protective clothing if working in cold temperatures.
- Chemical assessments will be reviewed to assess impact of working with hazardous chemicals.

If all reasonably practicable control measures have been taken and a risk still exists to an expectant or new mother then a hierarchy of steps will be followed:

Step 1.

Temporarily adjust her working conditions and/or hours of work, or if it is not reasonable to do so or would not avoid the risk:

Step 2.

Offer her suitable alternative work if any is available, or if this is not feasible you must:

Step 3.

Suspend her from work (give paid leave) for as long as necessary to protect her safety or health or that of her child.

Safe Storage

You should **never** climb on shelving or boxes to reach materials on higher shelves. If you cannot reach what you need use a kick stool or a step ladder (see the information above on use of ladders).

The floor within stock rooms and store rooms should be kept clear as possible to enable safe access and egress.

Safe Use of Sharps

A range of sharps are used across the School by staff and pupils as part of supervised activities, these include safety knives, scissors, scalpels, tile cutters and secateurs.

A safety knife should always be used in preference to a knife with an open blade, damaged knives should be disposed of in sharps boxes and replaced. It is recommended you use an automatic spring-loaded returnable blade. The two position self-retracting mechanism ensures extra safe handling and reduces accidents.

Risk assessments have been undertaken for the use of sharps in teaching areas. In general sharps should not be left out unattended and should be stored securely when not in use, this is particularly important in Pre Prep School teaching areas.

Signage

Safety signs play an important part in communicating Health and Safety information to everyone. Signs need to be provided whenever there's a hazard that hasn't been fully controlled in other ways. Make sure your team understands the meaning of the signs.

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Red signs

These are prohibition signs. This means you're not allowed to do something (like smoking, as illustrated). Other common prohibition signs are those showing that there's no access for pedestrians or no access for vehicles. Red signs are also used for fire fighting equipment.



Blue signs

These are mandatory signs. This means that you must do something (like wearing high vis vests, as illustrated). Other common mandatory signs are 'head protection must be worn' and 'face protection must be worn' and 'Fire door, Keep shut'.



Yellow or amber signs

These used to warn about hazards like forklift trucks, hot water (as illustrated), electricity, radioactive material and biological risks.



Green signs

These signs are for emergency escape routes (as illustrated) and first aid provisions, such as first aid posts and emergency showers.



Smoking

Smoking is not permitted anywhere on School premises (except in designated areas) within School vehicles or in transport provided by the School or hired from a third party. Consideration should be given to the after smell of cigarettes when speaking to parents and children.

Stress

The Health and Safety Executive define stress as the adverse reaction people have to excessive pressure or other types of demand placed on them. The School recognises that

workplace stress may at times be a Health and Safety issue and acknowledges the importance of identifying and reducing workplace stressors.

Where work-related stress is as a direct result of harassment, intimidation, abuse or violence, the School will fully investigate and take disciplinary proceedings against any perpetrators as appropriate. This will be done confidentially where possible.

Please raise any concerns you may have with your Line Manager – your view is important in helping us to identify and address causes of workplace stress.

Vibration

The use of certain hand held tools used by School employees pose a risk of hand-arm vibration (HAV) related diseases. The risk is reduced by using vibrating tools for a limited period of time, wearing warm clothing to increase circulation and completing annual health surveillance questionnaires to detect early signs of vibration related diseases (e.g. white finger).

If you have questions relating to whether any controls are in place on hand held tools you are using you should raise this with your Line Manager.

Violence and Aggression

We are committed to providing a safe and secure place for our employees to work and to make sure we have processes in place to protect them from acts of violence and aggression. We will not accept any form of violence and aggression at work to any employee - in particular relating to age, disability, gender reassignment (sex change), marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation or preference.

While violence and aggression are rarely justified, there can be many reasons that cause someone to act in this manner, as described below.

- An unrealistic expectation of service delivery or arrangements.
- Being made to wait.
- Lack of information provided.
- Communication issues as a result of English not being the first language.

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- Under the influence of alcohol and drugs.

You have a role to play in creating a safe environment where violence and aggression at work are unacceptable. You can achieve this by having an awareness and sensitivity towards this issue and by making sure you do the following:

- Follow the correct procedures related to your work activities, including those set out by services to protect you from violence and aggression at work. Examples include lone working.
- Recognise the signs that show a parent, child or colleague may be about to become violent or aggressive. Some of these include; Shouting / abusive language / glaring / finger-pointing / demanding rather than requesting
- Try to remain as calm as possible
- Try to keep the tone of your voice warm and friendly
- Report all incidents of violence and aggression at work.
- Treat your colleagues, parents and children with dignity and respect.

Remember: your safety is of the greatest importance never put yourself in danger. If you don't feel safe, walk away and get your manager. If required call the police.

Work at Height - Safe Use of Ladders

Falls from height is the biggest workplace killer! The following safety rules must be followed when using ladders:

- Do not use a ladder if work is likely to last more than 30 minutes duration – alternative access equipment should be used and operated by a competent person e.g. a scaffold tower or mobile work platform.
- Before commencing work, inspect the ladder for damage. Check for splits or cracks in the stiles and rungs. Make sure that none of the rungs are missing or loose. Ensure any wet, icy or greasy rungs are cleaned before use.
- Report defects to management and take out of use if damaged.
- Ensure that your footwear is free from excessive mud or grease before you climb a ladder.
- Use aeroplane steps in preference to single section ladders.
- Maintain 3 points of contact with a ladder and never over reach or over stretch.
- If using single section ladders and they cannot be tied at the top, it must be fixed at the bottom/base and or a second person must foot the ladder before it is used.
- Never stand on the top two steps of a ladder, unless you are using a platform ladder.
- Ensure doors / windows are locked or guarded if a ladder is positioned in front of them and consider position of overhead power lines or extreme winds.
- To prevent items falling from height onto persons below, keep tools / materials held in a holster / tool belt / pocket and use temporary barriers or signs where necessary.
- Only authorised and competent persons are permitted to erect and use the platform towers.