



The Fernwood School

"High Achievement with Care & Discipline for All"

HEALTH AND SAFETY POLICY AND ARRANGEMENTS

This policy will be monitored regularly and evaluated so that it remains responsive to current issues. This will be co-ordinated by the Health and Safety Office.

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Part 1 - Statement of General Policy

- ✿ The Governing Body and the Head Teacher of Fernwood School recognise that Health and Safety is a vital aspect of school management.
- ✿ In accordance with the requirements of the Health and Safety at work Act 1974, it is the intention of the Governing Body, so far as is reasonably practical, to provide a safe and healthy environment for employees, pupils and all those who enter the school premises.
- ✿ Our Statement of General Policy is as follows:
 - ✿ To promote an effective safety culture throughout the school.
 - ✿ To maintain a safe and healthy place of work for employees with safe and secure access and egress.
 - ✿ To ensure that pupils and other non-employees e.g. parents, visitors etc. are not exposed to any risk to their health and safety.
 - ✿ To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits.
 - ✿ To consult with our employees on matters affecting their health and safety.
 - ✿ To provide and maintain safe plant and equipment.
 - ✿ To ensure safe use, handling and storage of substances, i.e. chemicals.
 - ✿ To provide information, instruction, training and supervision of employees.
 - ✿ To ensure all employees are 'competent' to carry out their activities.
 - ✿ To provide adequate welfare facilities for employees and pupils.
 - ✿ To monitor the standards of health and safety performance and ensure that high standards in the management of health and safety are achieved and maintained.
 - ✿ To review this policy annually and to revise it as necessary.

Part 2 - Responsibilities

Duties of the Governing Body

The Governing Body in consultation with the Head Teacher will:

- ✿ Ensure that there is an effective and enforceable policy (this document) for the provision of health, safety and welfare and that it is reviewed annually.
- ✿ Ensure a safe place of work for employees and pupils including safe and secure means of access and egress.
- ✿ Ensure that adequate health and safety resources are available to meet requirements.
- ✿ Ensure that welfare facilities in school meet the standards required by the Work Place (Health Safety and Welfare) Regulations 1992.
- ✿ Establish a school Health and Safety Committee tasked with ensuring that the school Health and Safety Policy and procedures are implemented throughout the school.
- ✿ Appoint a member of the Governing Body to sit on the school Health and Safety Committee
- ✿ Ensure that a formal health and safety inspection of the school site and premises is carried out at least annually and that the findings of the inspection, together with any recommendations for improvements, are presented in a report to Governors.

Duties of the Head Teacher

The Head Teacher is responsible for:

- ✿ Taking the lead in the promotion of a clear and effective health and safety culture.
- ✿ Ensuring that the requirements of all relevant legislation and associated codes of practice are adhered to and that all members of staff are familiar with, understand and comply with the School Health and Safety Policy (this document).
- ✿ Ensuring safe working conditions are provided and safe working practices are adopted and encouraged for the health, safety and welfare of staff, pupils and others.
- ✿ Informing and encouraging all employees as to whom they can and should raise any concerns with regard to health and safety; either through the chain of management or via staff representatives and/or members of the Health and Safety committee.
- ✿ Ensuring that risk assessments are undertaken and reviewed annually.

- ✿ Identifying the training needs of employees and ensure that they are 'competent' to carry out their activities.
- ✿ Ensuring that systems are in place to ensure that any defect in the premises, its plant, equipment or facilities, which relate to or may affect health and safety, are reported, recorded and made safe.
- ✿ Ensuring that arrangements are made for reporting and recording all accidents, violent incidents and work related illness and that these are investigated by senior staff together with the Health and Safety Officer as appropriate.
- ✿ Monitoring the standard of health and safety throughout the school.
- ✿ Ensuring that emergency procedures are in place and reviewed annually.
- ✿ Appointing a competent person in the role of Health and Safety Officer to advise and assist in all of the above.
- ✿ Appointing a senior member of staff to take responsibility for stress management policy, advice and support.
- ✿ Appointing a senior member of staff to be the school External Visits Co-ordinator.
- ✿ Actively engaging with the school Health and Safety Committee and appointing a member of the School Leadership Team as Chair.

Duties of the Senior Leadership Team (SLT) and Department/Faculty Heads

Line Managers will be directly responsible to the Head Teacher, for the implementation and operation of the school's Health and Safety Policy within their area of responsibility and control.

As part of their responsibilities, they will ensure that throughout their area of responsibility:

- ✿ Safe working conditions exist and safe working practices are implemented and followed.
- ✿ Health and Safety Risk Assessments are undertaken and documented and that actions required to remove or to reduce risks are implemented promptly.
- ✿ Employees are fully trained and competent to carry out their activities.
- ✿ Staff, pupils and others under their jurisdiction are instructed in safe working practices, ensuring that this instruction is included in the induction training of new employees.
- ✿ All employees and pupils are aware of the School Emergency and Evacuation procedures.

- ✿ Plant, machinery and equipment is inspected and maintained in safe working order and that defects are reported to the Site Manager or appropriate Technical Support Staff.
- ✿ No unauthorised or improper use will be made of plant, machinery and equipment.
- ✿ Hazardous substances are correctly used, stored and labelled.
- ✿ Appropriate personal protective equipment is provided and used as necessary and that first aid facilities are available and maintained.
- ✿ Health and safety concerns are reported to the school Health and Safety Officer.

Duties of the Health and Safety Officer

The Health and Safety Officer is appointed by the Head Teacher and is a member of the School Health and Safety Committee.

The Health and Safety Officer will:

- ✿ Be the focal point for all health and safety Information and advice throughout the school.
- ✿ Monitor and review school activities, procedures and practices to ensure that the requirements of the school Health and Safety Policy are met.
- ✿ Advise both the Health & Safety Committee and/or the Head Teacher directly of any areas of concern and recommend remedial courses of action.
- ✿ Assist Line Managers and other staff members in identifying any health & safety risk arising from school activities and advise on the preparation of risk assessments to a standard format.
- ✿ Liaise with L.E.A. Safety Advisors and others to ensure that safety policies are up to date and compliant with current legislation and to disseminate information to appropriate school staff.
- ✿ Through the Health and Safety Committee, advise the Head Teacher and Senior Leadership Team of the health and safety training needs of school staff.
- ✿ Prepare termly reports for the Health and Safety committee.
- ✿ Carry out safety inspections within departments both on an irregular basis and whenever requested.
- ✿ Conduct an annual safety inspection and prepare a report for the Governors.

Duties of the Premises Team

- ✎ Maintaining the school site and buildings in good order and free of waste and litter.
- ✎ Ensuring that Emergency Escape Routes in all school buildings are kept clear and that Fire Doors and Final Exit Doors are well signed and fully serviceable.
- ✎ Monitoring the maintenance and serviceability of plant and equipment including regular testing of the fire alarm system. Ensuring adequate provision and serviceability of fire safety equipment e.g. fire extinguishers, evacuation chairs, wheelchairs etc.
- ✎ Monitoring the provision and safe use of main services i.e. water, gas and electricity.
- ✎ The regular inspection and maintenance of access equipment i.e. step ladders, ladders, mobile towers etc.
- ✎ Maintaining effective security arrangements as directed by the Head Teacher.
- ✎ Ensuring the safe storage of chemicals, hazardous substances and equipment.
- ✎ Endeavouring to ensure that deliveries to the school site are managed safely i.e. by avoiding peak pedestrian times.
- ✎ Monitoring the condition of asbestos in school buildings and maintaining a log.
- ✎ Maintaining the school fire log.
- ✎ Assisting the Health and Safety Officer and Governors with health and safety inspections.

Duties of All Employees

All staff will make themselves familiar with the requirements of the Fernwood School Health and Safety Policy available on the Fernwood Hub. They must also comply with any additional Health and Safety legislation and Codes of Practice which are relevant to their work. They should:

- ✎ Take reasonable care to ensure both their own health and safety and that of others who might be affected by their actions or lack of action.
- ✎ Co-operate with Line Management on Health and Safety matters.
- ✎ Avoid conduct which would put them or anyone else at risk.

✿ In particular all members of staff will:

- ✿ Be aware of any risk attached to their duties/ activities and ensure that relevant risk assessments are reviewed regularly and recommendations followed.
- ✿ Bring to the attention of faculty leaders any specific health and safety concerns related to faculty activities and assist in the preparation of risk assessments as required.
- ✿ Report all health and safety concerns to their line manager and/or the school Health and Safety Officer.
- ✿ Make themselves familiar with the Fernwood School Fire and Emergency Evacuation Procedure located on the Fernwood Hub and of their particular responsibilities and actions required during school evacuations.
- ✿ Undertake any health and safety training as identified and required.

The Role and Remit of the School Health and Safety Committee

The Health and Safety Committee is established by the school Governors and is tasked with ensuring that the school Health and Safety Policy and procedures are implemented throughout the school.

✿ The names of the current members are listed on the Health and Safety notice board in the Staff room.

✿ The terms of reference of the Committee are:

- ✿ To ensure that the school Health and Safety Policy and procedures are implemented throughout the school.
- ✿ To ensure that there are effective arrangements for dissemination of information on health and safety matters to all staff and pupils.
- ✿ To receive reports of accidents and dangerous occurrences.
- ✿ To receive, consider and action as necessary reports from the school Safety Officer and Safety representatives.
- ✿ To receive auditing and monitoring reports and advise on any follow up actions.
- ✿ To assist in regular reviews of the school Health and Safety Policy.

- ✿ To assist and support the Safety Officer during the Annual Safety Inspection.
- ✿ To meet at least termly and to make minutes available to school staff.

Part 3 - Detailed Arrangements and Procedures

Introduction

The following procedures and arrangements have been established within Fernwood School to eliminate or reduce health and safety risks to an acceptable level and to meet the aims and objectives detailed in part 1 of this document (Statement of General Policy).

Reference Publications

Additional professional Health and Safety Guidance and support has been provided by the Nottingham City Council Safety team and information available in their publications has been used extensively in the preparation of these detailed arrangements for Fernwood School.

Information available includes Health and Safety Guidance on a full range of subjects particularly relevant to schools.

A comprehensive listing of Generic Risk Assessments is also available.

Arrangements (Listed Alphabetically)

Accident Reporting, Recording and Investigation

All departments of Fernwood School have access to first aid kits, the contents of which are available for the immediate treatment of minor cuts and grazes. Accidents and injuries of a more serious nature should be notified without delay to a qualified First Aider. The first point of contact is the First Aider and/or the school office.

An Accident/Injury report log is held in the First Aid room to record and investigate the circumstances of the accident in accordance with the RIDDOR regulations.

A detailed procedure for accident reporting is displayed in the First Aid room.

Asbestos

An Asbestos survey of Fernwood School has been completed. The survey has shown that NO Asbestos is contained within the structures and fittings of the newest buildings on the school site (i.e. Science Block and Sports Hall).

Additionally, NO Asbestos remains in the Library block after reconstruction during the summer of 2014.

Building records for older school buildings are insufficient in detail to confidently identify any areas containing asbestos. In accordance with guidance, the Premises team will always presume the possibility of asbestos in the walls and ceilings of these buildings and advise contractors accordingly.

School staff are instructed not to drill or affix anything to walls and ceilings without first consulting with and obtaining the approval of the Premises Team.

The Asbestos Survey is held by the Operations Manager.

Contractors

Contractors working on the school site are expected to have and to work within their own Health and Safety Policy and procedures and to comply with Fernwood School's Health and Safety Policy.

Prior to starting any work, the school must establish with the contractor the name of the 'responsible person' for monitoring working methods and agreeing safe working arrangements with the school.

This person will normally be a member of the Premises team who will also complete the required Risk Assessment and when necessary issue a 'Permit to Work in Confirmed Spaces' and/or a 'Hot Working' permit.

Curriculum Safety

Teaching staff, principally Heads of Faculty will undertake appropriate risk assessments prior to any staff or pupils undertaking potentially hazardous activities; or being permitted to use potentially hazardous equipment or materials for curriculum purposes e.g. kitchen appliances, ADT machinery and tools, science chemicals and resources.

Arrangements for the control of safety in specific subjects are to be detailed in separate specific departmental Health and Safety policies together with relevant risk assessments.

At Fernwood School there is a mandatory requirement for subject specific policies in PE, Science and ADT.

Heads of Faculty will ensure that all their staff are familiar with both departmental and school safety policies and are suitably trained and qualified. This requirement especially applies for new staff or covering staff.

Drugs and Medication

Fernwood School has a written policy with regard to the supply and administration of medication on school premises.

Medication will not normally be provided or administered by school staff but the wishes of parents will be considered. The welfare of individual students is paramount.

Medicines that have been approved/agreed for use are securely stored in the First Aid/Medical Room and their administration will be recorded.

Electrical Equipment (Fixed and Portable)

The testing of fixed electrical installations is carried out within school by Nottingham City Council contractors on a five year programme. Any remedial work is completed by contractors and records are kept by the Site Manager.

The maintenance and testing of all portable electric equipment and appliances (i.e., all equipment which is plugged into the 13A mains system) is carried out by a member of the Premises team on a rolling P.A.T. (Portable Appliance Testing) programme.

Tested and serviceable appliances are labelled showing test date and next test due date.

Staff bringing any privately owned appliance into school must ensure that it is registered by the School Technician and tested before use.

Fire and General Emergency Procedure

A Fire Risk Assessment for Fernwood School has been completed and is reviewed annually by the Headteacher and the Health and Safety Officer.

First Aid

The school First Aid/Medical Room is located on the Dining Hall corridor. A list of all qualified First Aiders is available in the First Aid room and in the school reception office.

First Aid provision and eye wash stations (where required) are positioned throughout the school and maintained by the lead First Aider. First Aid will be available during Emergency Evacuations. Following from any serious accident/incident, First Aid staff will summon Paramedic/Ambulance services. School children will always be escorted to hospital.

Gas Safety

Gas fired boilers in five locations provide heating and hot water for the school.

The main gas shut off valve is located at the main gate and site staff are trained in its operation.

Additionally, gas is used in the Design and Technology faculty workshops and Science faculty laboratories. These areas have either manual or electronic isolating valves and departmental staff are briefed on their exact locations and correct operation.

There are no gas supplies to any areas of school above ground floor levels.

Gas systems are tested and serviced on a regular basis and records maintained by the Site Manager.

Glass and Glazing

A glazing survey has been completed and those areas of school buildings requiring glazed doors or door panels have been identified.

Safety glazing has been fitted throughout these areas, especially so where ball games are played.

Staff must ensure that clear panels in doors are not covered or obscured. Conversely, some transparent or translucent glazed areas may also need to be marked in such a way as to give warning of their presence.

Hazardous Substances (Control of Substances Hazardous to Health – COSHH)

In order to comply with 'COSHH' regulations, the school has identified those areas and departments which on a regular or irregular basis use any of a range of hazardous or potentially hazardous substances. The areas of concern are:

- ☛ Premises and catering teams – holds substances used mainly for cleaning purposes. Safety data sheets are held for each hazardous item and staff are trained in their correct use. Personal Protective Equipment (P.P.E.) is provided as required.

- ✿ Art, Design & Technology (ADT) Faculty – holds small amounts of chemicals to support curriculum needs. Safety data sheets are available as is P.P.E. Procedures for the correct use of D and T 'COSHH' substances are contained in the specific departmental safety policy.
- ✿ The Science Faculty is the major user of chemicals in the school. Risk Assessments in the format of CLEAPPS have been provided to all Science staff for reference. The Science Faculty Health and Safety Policy details how COSHH material is controlled and the local restrictions on its use and availability.

Only qualified staff – those identified and authorised by the Head of Science will be given access to hazardous substances. PPE is provided for both Staff and Pupils.

The Science Faculty has the use of two Fume cupboards for making and demonstrating those chemicals presenting the highest risks. The efficiency of Fume cupboards is tested on a 14 month maintenance cycle.

Handling and Lifting

All activities within Fernwood School requiring the manual handling and/or lifting of large/heavy/awkward loads must only be undertaken following an appropriate risk assessment.

Mechanical lifting and handling aids and equipment are available to the Premises staff who are trained in their use.

Health and Safety Advice

The school subscribes to Nottingham City Councils H&S advisory service.

Housekeeping – Storage, Cleaning and Waste Disposal

✿ Storage:

- ✿ All departments in school have areas set aside for storage which may include store rooms, store cupboards, shelving etc. or a combination of all.
- ✿ Dedicated storage areas and facilities are required for items and substances requiring special and specific standards of storage. These will include Food, Flammables and hazardous substances and equipment.
- ✿ Storage of the above material is managed at departmental level in accordance with the procedures detailed in departmental policies.

✿ Cleaning:

- ✿ The Premises team arranges and controls a daily regime of cleaning within school buildings and on external areas including play and sports grounds. Cleaning staff are provided with adequate and serviceable cleaning aids and equipment together with P.P.E. Training is provided by the Premises team staff.

✿ Waste Disposal:

- ✿ Waste Disposal Skips for general waste, kitchen waste and paper/card recycling are provided. Metal scrap is removed by contractors. Both broken glass and sharps must be placed in suitable container prior to disposal with general waste.

- 🌟 Chemical waste is disposed of by the Science Technicians in accordance with the COSHH regulations.
- 🌟 The disposal/recycling of computer/electronic appliances is managed by the IT technical staff in accordance with the W.E.E.E. (Waste Electrical and Electronic Equipment) regulations.

Lone Working

During the school day and within normal working hours, the potential safety issues of 'lone working' do not arise. However, all staff should be aware that if they are working within the school or school grounds outside of normal hours, they should ensure that other adult staff are aware of their location and that they do not undertake any potentially hazardous activity i.e. working with machinery, hazardous substances or working at height.

Maintenance/Inspection of Work Equipment

Plant and Equipment in school requires statutory periodic inspection by a competent person. A formal record of these inspections is held by the Site Manager and made available for inspection by management and school Governors.

Monitoring Health and Safety Policy

The Governors of Fernwood School, through the Headteacher are responsible for providing and implementing an appropriate Health, Safety and Welfare Policy (this document) and for monitoring the effectiveness of that policy. The policy will be reviewed and updated at least annually by the designated SLT (Senior Leadership Team) member and/or the school Health and Safety Officer.

In support of the above, the Senior Leadership Team are responsible to the Headteacher for implementing and managing Health and Safety policies within their respective management areas.

The school Health and Safety Committee will monitor and advise on Health and Safety issues throughout the school and address problems and/or failures as they arise.

In support of the Committee, the School Health and Safety Officer will carry out an annual safety audit/inspection and prepare a report for Governors. He/she may also initiate safety inspections within departments on an irregular basis or when need arises.

All written Health and Safety reports will be made available to the Headteacher and Governors through the Chair of the Health and Safety Committee.

New and Expectant Mothers

Female staff are encouraged to report confirmed pregnancies to line managers at their earliest opportunity and an Individual Risk Assessment must be carried out and any control measures agreed with the individual concerned.

Note: There is separate Health and Safety Guidance for ensuring the welfare of pregnant school girls.

Noise

There are no items of equipment, required to support the school curriculum, which generate high levels of noise.

The Premises team uses two machines where operators are required to use ear defenders - both of which are only operated outside of normal school hours.

The use of noisy machinery brought onto site by contractors is strictly controlled and the provision of P.P.E. is mandatory.

Personal Protective Equipment (PPE)

Requirements for specific types and levels of PPE. have been identified following appropriate Risk Assessments.

A range of PPE is available in school for both staff and pupils. This includes eye protection, ear protection, hand and foot protection and protective clothing.

Departmental safety policies and procedures will identify the circumstances when PPE is required.

Reporting Defective Equipment

Equipment defects and failures should in the first instance be reported to the relevant technician.

Equipment should be made safe, appropriately labelled and withdrawn from use prior to repair and/or disposal.

All computer and associated equipment defects should be reported to the IT team.

Risk Assessments (RA s)

Risk Assessments are an essential tool in the effective management of Health and Safety in school. RA's can only be considered to be comprehensive and accurate when carried out by competent persons. Line Managers, within their specialist fields and having appropriate experience, are 'competent' persons and are expected to identify potential risks and complete RA.'s in their own faculties/departments.

The school Health and Safety Officer is qualified and 'competent' to assist as required. Most RA's. are generic and are required to document identified safety risks and the control measures to be used to remove them or reduce them to an acceptable level.

Individual RA's. will be required for staff (or pupils) who are pregnant, have health problems or are disabled in any way.

Line Managers must keep completed R.A.'s available for audit and ensure that their staff are aware of and so far as is possible adhere to the agreed control measures.

Safety Signs

Fire and Emergency Signs are coloured green and white. Those designed to indicate safe routes of Evacuation will be found above doors throughout the School. They are positioned to identify the safest escape route and the final exit doors from buildings. These signs may be illuminated and will display a Pictogram additional to text.

First Aid signs are also green and white.

Mandatory Instruction signs normally used for machine guarding and instructing the use of PPE, for example, are blue and white.

Prohibition signs e.g. No Entry, No Parking etc. are red and white.

Fire Alarm and Fire Extinguisher signs are also red and white.

Hazard Warning Signs are yellow and black.

School trips/Off-Site Activities/Minibus

All trips out/off site activities must be organised and risk assessed by a responsible staff member. All such activities must receive prior approval from the Headteacher and/or a designated senior staff member responsible for EVOLVE.

Smoking

Smoking is not permitted anywhere on the school site at any time.

Staff Consultation and Communication

School Health and Safety policies and procedures are available for review on the Fernwood Staff HUB.

Any member of the School Health and Safety Committee (current members listed on the Health and Safety notice board in the Staffroom) can be directly consulted if preferred.

Staff are encouraged to seek their assistance and/or advice if they have any concerns regarding Health and Safety in Fernwood School.

Stress

Individual staff members are encouraged to report stress. Under the 'Management of Health and Safety at Work Regulations 1999', the school management have a duty to identify stress hazards; to complete Risk Assessments and to implement control procedures.

Training (Safety)

Safety training must be included in the induction process for new employees. Induction training must include the school 'Emergency Evacuation Procedure'.

Safety training for staff required to conduct potentially hazardous activities or procedures will be provided within departments by appropriate qualified staff, normally the department, Head/Faculty leader. Records of Training must be kept by the training staff.

Vehicles on Site

Staff and visitors are permitted to park only in designated areas on the school site. Cars must be registered with reception. There must be no vehicle movement onto play and assembly areas during pupil break times.

All drivers should park safely and sensibly so as not to obstruct the access of emergency vehicles onto and within the school site.

Staff are requested to ensure that their visitors are fully aware of and comply with the above.

Violence to Staff

Staff are required to report all incidents of verbal abuse and physical violence.

Procedures for staff and senior managers to follow in controlling and minimising risks of violence, together with detailed reporting procedures are a matter for the Headteacher and senior staff. Individual pupil risk assessments are the responsibility of the SENCO.

Visual Display Units - Display Screen Equipment (DSE)

The full requirements of the DSE regulations apply to those members of school staff who are classified as a DSE 'user'.

Water – Quality, Temperature, Hygiene

The school has an adequate and wholesome supply of water for drinking and domestic purposes. Washing and shower facilities have both hot and cold supplies.





Measures are taken by the Premises team to manage and reduce any risks to health from Legionnaires disease by running water through showerheads etc.

The team holds records of inspection and testing of water outlet temperatures conducted periodically by specialist contractors and maintains a water monitoring log.

Welfare

Arrangements are in place to ensure that welfare facilities in school meet the standards required by the work place (Health Safety and Welfare) regulations.

These regulations set out general requirements for:-

-  The working environment – temperature, lighting, ventilation, seating etc.
-  Workplace Safety – access and egress, signage, doors, floors etc.
-  Facilities – toilets; washing, eating and changing areas; drinking water, rest areas.
-  Housekeeping – maintenance, cleaning, removal of waste.

The provision of all the above is the responsibility of the Governors through senior management.

Should staff identify any failures or deficiencies in welfare provision they should be reported to the Site Manager or senior staff.

Working at Height

Falls from heights, even from only the first step of a stepladder are a very common cause of accidents.

Members of staff who either regularly or only occasionally use a kick stool, stepladder, ladder or tower scaffold should follow best practice guidance detailed in safety guidance on the NCC Website.

In any activity requiring the use of the above equipment, careful consideration should be given to carrying out a risk assessment before doing so.

In no circumstances must staff undertake 'working at height' activities – which can for example include putting up posters and displays – using unsuitable and unregulated aids or equipment e.g. standing on chairs or stools.

Only members of the site management team have been trained in the correct use of ladders and tower scaffolds and are authorised in their use and all equipment of this type must be regularly checked for serviceability.

School pupils are not expected to undertake 'Work at Height' activities.

Advice on the suitability and correct use of equipment is available from the site manager.

Wheelchair Assistance in School

Fernwood School has two manual 'Pusher' type wheelchairs provided for anyone requiring First Aid assistance.

Note: The person needing First Aid must be able to transfer to the wheelchair independently otherwise an ambulance must be called.

Members of staff may volunteer, if requested, to assist with moving a student or a patient in a wheelchair i.e. act as 'Pusher'. A risk assessment must be made taking the following considerations into account:

- ✿ The wheelchair must be serviceable e.g. tyres inflated, brakes working.
- ✿ The Pusher(s) must be physically capable allowing for the load, road surface and inclines, and distance to travel.
- ✿ A physically capable school pupil(s) can volunteer to assist in pushing under supervision or act as bag carrier/door opener.

Note: If an adult volunteer cannot be found, members of the site team, who have received 'manual handling' training, will be required to assist.

Use of School Lifts by Pupils

Under normal circumstances, pupils are not permitted to use the lifts in school at any time.

Pupils with either a physical or sensory disability may be given permission by a member of staff to use a lift in circumstances where it would be unpractical or unsafe to use the staircase. If available, preference should be given to accompaniment by an adult or competent pupil.