



CHINTHURST SCHOOL
TRADITIONAL VALUES | MODERN TEACHING

Chinthurst Preparatory School

Health & Safety Environmental Policy

Reviewed by TB/WB/SN/JV - September 2016

Next review date – September 2017

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1.1 – Health and Safety Policy Statement

1.1.1 - Our Health and Safety policy Statement is:

Chinthurst recognises the importance of making provisions for Health and Safety of all its staff, pupils, parents, visitors and contractors and all persons likely to be affected by our operations including members of the public. Our Health and safety practices are an integral part of our activities.

This Policy document sets out the responsibilities, relationships and arrangements which apply within the school which if followed will put the school's policies and plans in to effective practice. The Policy and its associated documents are applicable to all school staff, pupils, parents, visitors and contractors.

Under the Health & Safety at Work Act 1974 we believe we should be able to prevent, as far as is reasonably practicable, accidents and work-related ill-health, by:

- Maintaining a safe and healthy working environment.
- providing adequate control of health and safety risks arising from our work activities;
- communication effectively on health and safety with staff and any sub-contractors
- providing adequate information, instruction, training and supervision for our staff;
- ensuring all staff are competent to do their tasks;
- allocating clear responsibilities for health and safety (see organisation);
- having clear and effective health and safety arrangements (see Implementation of arrangements)
- Consulting with our staff on matters affecting their health and Safety.

Signature:



Position: Headmaster & Health and Safety Officer

(Responsible for the overall Health and Safety of both the staff and pupils at Chinthurst School)

Date: 18th July 2016

Review Date: September 2016

1.2 – Alcohol and Drugs Policy

1.2.1 - The consumption of alcoholic beverages or the use of recreational drugs is prohibited during working hours of the school and on sites upon which the school is visiting.

1.2.2 - Any staff member found contravening this requirement is liable to instant dismissal from the school and termination of employment or contract.

1.2.3 - Any member of staff found or suspected of being under the influence of alcohol or drugs not taken during school working hours will be sent home and not permitted to return to site until fit to carry out their duties accordingly and given permission to do so by the Head Master.

1.2.4 - Chinthurst operates a zero tolerance policy in respect of the above (1.2.3).

1.2.5 - Drugs taken for medicinal reasons are permissible providing that they do not adversely affect person's abilities to operate plant and machinery or to work safely in any situation. Any person so affected by medicinal drugs will not be permitted to endanger themselves or others by continuing with their work activities, and will either be sent home or to the school sick room (if available) until fully recovered from the effects.

1.2.6 - Medicinal drugs, such as painkillers etc. will not be issued or administered by any person at the school (including trained first aiders) to any other person.

Signature:



Position: Headmaster & Health and Safety Officer

(Responsible for the overall Health and Safety of both the staff and pupils at Chinthurst School)

Date: 18th July 2016

Review Date: September 2016

1.3 – Environmental Policy Statement

1.3.1 - Chinthurst recognises its responsibilities to act in an appropriate manner in respect of protecting the environment, and will implement the following measures (as detailed in our Environmental Policy) to ensure that detrimental impact on the environment is minimised or eradicated as far as is reasonably practicable.

1.3.2 - Chinthurst will integrate environmental responsibilities into the organisation and will promote awareness of the staff concerning their environmental responsibilities and ensure they participate in the prevention of accidents and co-operate to prevent the release of harmful substances to the environment.

1.3.3 - The School will extend Control of Substances Hazardous to Health (COSHH) risk assessment to include environmental impact.

1.3.4 - Chinthurst will ensure that all the documentation it produces takes account of The Environmental Protection Act 1990.

1.3.5 - Chinthurst will ensure as far as reasonably practicable that the contractors it recommends for the removal of waste are registered carriers. The school is fully aware of the Environment's Agency's remit in regard to waste and the requirements relating to licensing of sites.

1.3.6 - Equipment will be regularly serviced and maintained in order to prevent pollution by noise, Silenced equipment shall be used whenever possible.

1.3.7 - If possible, recyclable waste materials will be segregated from general waste prior to disposal. All hazardous waste or surplus material shall be disposed of in accordance with the suppliers' instructions.

1.3.8 - Where practical, recycled materials will be imported or re-used on site.

1.3.9 - All necessary measures will be implemented to prevent the accidental spillage or discharge of hazardous materials into the environment.

1.3.10 - Dust suppression techniques will be employed as required whilst working on at the school so as to reduce the risk of harmful exposure to health, especially when using mechanical machinery.

1.3.11 - Suitable precautions shall be taken to minimize nuisance caused by dust or noise from the machinery operations, such as grass cutting, electrical saws.

Signature:



Position: Headmaster & Health and Safety Officer

(Responsible for the overall Health and Safety of both the staff and pupils at Chinthurst School)

Date: 18th July 2016

Review Date: September 2016

2.1 – Health and Safety Management Structure

2.1.1 - The Headmaster Tim Button is responsible for the overall Health and Safety of both the staff and pupils at Chinthurst School.

2.1.2 - The designated governor Maxine Hulme, is responsible for monitoring Health and Safety issues in the school and also related to school facilities and maintenance on a day to day.

2.1.3 - Will Beadle (*Head of Policy and Procedure*) is responsible for reviewing and updating Health and Safety Policy and Procedures. This is with guidance, support and advice from James Vetch (*Health and Safety Consultant*) and Martin Russell (*Fire Safety Advisor*).

2.1.4 - Alison Lothian (*school Bursar*) is also responsible for Health & Safety coordination and implementation for the school. Mrs Lothian is also the school's Fire Safety Technician (*Responsible Person*).

Heads of Department

2.1.5 - Heads of Departments share a responsibility for Health and Safety regarding the teaching environment and delivery of their own subject. Indeed, all staff has a responsibility to ensure that the conditions in which they teach and work are appropriately 'safe'. Staff members, who become aware of any hazard or possible danger, first have a responsibility to ensure the immediate safety of the children and themselves. They will need to decide if a particular hazard needs immediate action or can be dealt with in the future. It is essential that any hazards which appear are reported to either Deputy Head (TBF) – Health & Safety Officer or **Tim. Button** Headmaster Health & Safety Officer so that they can decide on the appropriate action to be taken.

2.1.6 – Implementation of this policy and achievement of satisfactory performance is delegated to **Tim Button and Will Beadle** who with the shared responsibility of Heads of Department will be working to maintain that Chinthurst is a safe environment in which to work in for staff and pupils alike.

Health & Safety Consultant

2.1.6 - Under The Management of Health and Safety at Work Regulations Chinthurst School must have access to competent help in applying the provisions of health and safety legislation and in devising and applying protective measures?

2.1.7 - Chinthurst has appointed (James Vetch Dip Grad – Safety Limits Ltd) who has NVQ and Grad IOSH Certificates as the Company Health & Safety Consultant.

2.1.8 - Safety Limits Ltd. 'role is to provide the school with independent professional advice and guidance on all aspects of health and safety.

Safety Limits Ltd will supply the following:

- ◆ carry out Risk Assessments and COSHH assessments – when required.
- ◆ provide assistance to Management to compile and develop health and safety documentation and procedures, and management review.
- ◆ carry out health and safety training where identified as necessary;
- ◆ carry out health and safety audits and inspections whilst the work is underway on site at regular intervals, depending on the specific tasks underway at the time;
- ◆ hold safety ‘Toolbox’ talks on site when considered appropriate for site activities and safe working practices;
- ◆ investigate major accidents if they occur, and liaise with enforcing authority on our behalf;

2.1.9 - Safety Limits Ltd will provide continuing advice to Chinthurst on current and future Health and Safety Legislation. Contact details are as follows:

James Vetch Dip Grad
Health & Safety Consultant Adviser
Safety Limits Ltd
Mobile 07766 440474
Email: safetylimits@virginmedia.co.uk
Web: www.safetylimits.co.uk

Staff at Chinthurst School

2.1.10 - All staff are required to:

- Co-operate with Health & Safety Officers, Heads of department, on all Health & Safety matters.
- Not to interfere with anything provided to safeguard their health & safety such as a fire extinguisher or fire fighting equipment unless they have been trained.
- Take reasonable care of the Health and Safety of themselves and others.
- Report all health & safety concerns to a responsible person (as detailed in the policy organisation Roles & responsibilities.)
- Bring to the immediate attention of their Department Head, Health & Safety Officer any faulty or defective equipment, or any potential Health and Safety hazard that has been identified.
- Ensure that when working in an unfamiliar area, they seek Health and Safety

advice from an appropriate manager, or Health & Safety Officer.

- Report any accidents, incidents, dangerous occurrences or near misses to their Manager or Supervisor in sufficient detail and co-operate in any subsequent Investigation.
- Not undertake tasks for which they are not competent in.

2.1.11 - Non- compliance with health and safety rules and procedures can result in disciplinary action, which may include instant dismissal if appropriate.

2.2 – Contractors and Sub-Contractors working at the School

2.2.1 - All contractors will make themselves aware of the School Policy and it shall become an integral part of their sub-contract. They are bound by the provisions contained in it; especially the safety rules and they shall abide by it and make it known to all their employees working on our contracts.

2.2.2 - Chinthurst will require copies of relevant safety documentation, to which the Health & Safety Consultant James Vetch Dip Grad will need to look over before any work commences on site, these will include the Principal Designer under CDM, and appropriate F10 documentation, and also Safety File to include, Safety Policy Statements, Risk Assessments and Method Statements if starting a new project and specific for the tasks to be undertaken by each sub-contractor.

2.2.3 - Main contractors and clients will be given a copy of this Policy Statement on request.

2.2.4 - The foregoing is the Statement of Safety Policy of Chinthurst School for the health and safety at work of all its staff. It has been prepared after due consideration with those involved in its operation.

2.2.5 - The policy gives reference to current legislation and is legally correct.

Sub-Contractors Terms and Conditions

2.2.6 - It is a condition of any order that the Sub-Contractor will:-

1. Comply with the relevant statutory duties as defined in Section 3(2) of the Health and Safety at Work etc. Act 1974, co-operate with the principle contractor so far as is necessary to comply with the requirements and prohibitions under the Construction (Design and Management) Regulations 2007.
2. Provide Site Management with the following before commencing work on site:-
 - (a) The name of the person appointed by his company as Safety Supervisor.
 - (b) The Principal Designer under CDM, and the correct F10 notification.

(c) A copy of his Safety Policy written in accordance with the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974 giving in particular:-

- I. A statement of his general policy with respect to the health and safety of his employees.
 - II. The organisation and arrangements for carrying out the policy.
- (c) Details of the hazards anticipated in the course of his work, the risks to health and safety out of or in connection with hazards and the precautions and control measures relevant to the undertaking. Management of Health and Safety at Work Regulations.1999.
- i. Where required, written method statements will be produced for specified operations.

Approval of a written method statement will not relieve the subcontractor of the Statutory, civil and contractual requirements applicable to the operation.

- (d) A written assessment made in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and suppliers' data sheets for each substance hazardous to health.
 - (e) Written statements including the names of plant operators working under his control and the categories of plant each operator is competent to operate.
3. All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to our School Health & Safety officer before work commences.
 4. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition.
 5. Ensure that all persons working under his control wear suitable head protection in accordance with the Construction (Head Protection) Regulations 1989 and suitable foot protection as well.
 6. Comply with the Pollution Prevention and Control Act 1999 and any Regulations made under the Act.
 7. If sub-letting any work, include a requirement in the sub-contract order to the effect that his sub-contract will comply with conditions 1 to 6 above.
 8. Notwithstanding anything contained otherwise in the sub-contract, agree to indemnify the contractor against all claims, losses, damages etc. as may be caused by failure of the sub-contractor to comply with the Health and Safety at Work etc. Act 1974 and any ensuing Regulations under the Act and all other relevant Statutory Provisions.

9. Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to Chinthurst.
10. Inform the School of any special injury, specified condition or specified disease falling within the terms of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, including any suffered by a self-employed subcontractor forthwith of any Dangerous Occurrence as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 involving plant, equipment or substances under the sub-contractor's control.
12. Sub-contractor's employees must comply with any safety instructions given by Chinthurst Health & Safety Officer, or Health & Safety Consultant if on site.
13. Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds or comply with other such Assessments as may be agreed with the Sub-Contractor.

2.3 - Health and Safety Law, Responsibilities

2.3.1 - You must take reasonable care of yourself whilst at work not to injure yourself or others.

2.3.2 - Anything that the company has provided for you to provide you with a safe working environment, you must use (e.g. use guarding on power tools, follow safety signs etc.)

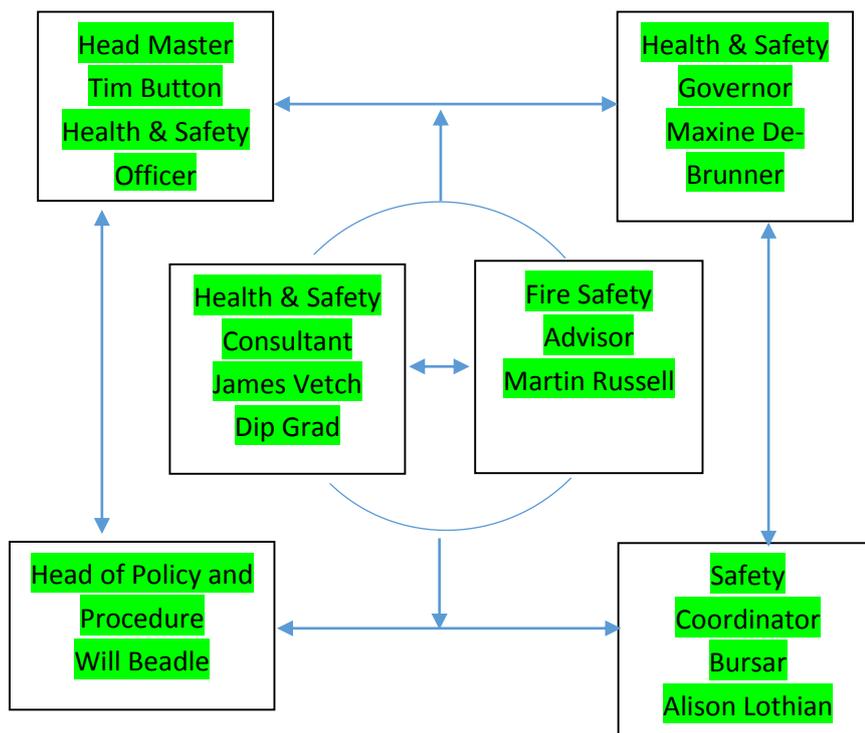
2.3.3 - Any protective equipment that is provided must be worn when it is required (NB: Safety footwear must be worn at all times). Any damage to protective equipment must be reported immediately and noted on your job sheet.

- ✓ You must not interfere with any safety devices / equipment
- ✓ Report any hazard which could affect your or other people's safety
- ✓ Report any defects with equipment or tools
- ✓ Report all accidents, however slight so that similar events do not continue to Occur
- × Do not indulge in horse-play

2.3.4 - Ensure that you maintain a safe working area around you at all times – keep materials & tools to a minimum and don't leave tripping hazards.

REMEMBER: GOOD HOUSEKEEPING PREVENTS ACCIDENTS

2.4 – Organisation Chart



3. 1 – Health and Safety Management System

3.1.1 - The Health & Safety Management system is a documented Health & Safety management system which is provided by Safety Limits Ltd, the schools Health & Safety Consultant, which will have monthly prioritised actions for the school to carry out complete and implement, in order to make sure the school is compliant at all times.

3.1.2 - Chinthurst complies with all current Health and Safety Legislation.

3.1.3 - All Chinthurst staff are provided with appropriate training and information in relation to the most recent guidance, including guidance and support in relation to risk assessment procedures; for further details please refer to Chinthurst School's *Risk Assessment Policy*.

3.1.4 - Protective equipment necessary to maintain a safe place of work and also safe systems of work:

3.1.5 - All work is properly supervised and subjected to formal Risk Assessments, Safety Inspections and workplace monitoring, ensuring the upmost safety for teachers, pupils and visitors alike.

3.1.6 - Headmaster, and staff benefit for continual improvement in all operations affecting Health and Safety.

3.1.7 - Health & Safety Officer maintains effective consultation arrangements on Health and Safety matters with staff, contractors, sub-contractors, and others affected by the schools operations, unless the Health & Safety consultant is on site at the time.

3.1.8 – The Chinthurst Health and Safety committee ensures effective arrangements are in place to monitor, establish and review measures needed to meet satisfactory health and safety standards. These arrangements are monitored and reviewed within regular Health and Safety Committee meetings which includes independent consultation advice and guidance.

3.1.9 – If policy adaption is found to be required Will Beadle in his role as Head of Policy and Procedure will adapt the policy and procedures in association with the Health and Safety Committee and independent consultation in order to meet satisfactory health and safety standards.

3.1.10 – Heads of department must ensure that Health and Safety arrangements, Risk Assessments and Method Statements have been established for all activities under their control.

3.1.11 - Health and Safety concerns are referred initially to the Heads of Department responsible for the area for resolution, and then Health & Safety Officer for Chinthurst, whilst advice is available to all staff from the Health and Safety Consultant.

3.1.12 - Heads of Department are responsible for Health and Safety issues for any undertakings under their control, where aspects of the undertaking are discharged through the use of relief teaching staff, suitable arrangements shall ensure that the relief staff conform to appropriate standards.

3.1.13 - Heads of Department are responsible for setting and agreeing appropriate Health and Safety standards for operations under their control. In circumstances of serious and imminent danger, they can suspend operations, reporting the circumstances to the Headmaster for resolution.

3.1.14 - The Health and Safety Consultant can, in circumstances considered to present a serious risk to Health and Safety, request operations to be suspended, reporting the circumstances to the Headmaster for resolution.

3. 2 - Consultation with Staff

3.2.1 - Chinthurst will consult its staff, in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health & Safety (Consultation with Employees Regulation 1996.

3.2.2 - Consultation with the staff of Chinthurst will be by the following methods:

- Direct Verbal
- Meeting
- Notices and written notices

3.3 - Risk Assessment

3.3.1 - A risk assessment is completed by looking at a task / place / activity and analyzing the hazards that is present. 'Control Measures' are then described so that the job can be completed safely.

3.3.2 - It is important that you are familiar with the risk assessments relevant to your job and follow the control measures described.

3.3.3 - Chinthurst and have produced a generic risk assessment for these, a list of these assessments has been produced.

3.3.4 - A set of the General assessment specific to your work will be issued prior to work commencing.

3.3.5 -- Any other risk assessment that is relevant to the work that you will be undertaking, will need to be issued to you prior to work commencing or when required.

3.3.6 - Managers must undertake and maintain Risk Assessments for the proactive identification of hazards, the assessment of risks and the implementation of any necessary control measures. They will be conducted for:

- All classrooms for teaching / and all other buildings.
- The use, transport and storage of substances, such as chemicals from the lab.
- First Aid.
- Specialised risks such as pupils with special needs or medical requirements.
- All aspects of the swimming pool, and environment surrounding it.
- Marquees and Tents in the summer.
- Transport - to include Minibus fleet, and cars.
- Hazardous working such as 'Work at Height', or 'Asbestos Awareness'. In regards to the management of Asbestos, the school maintains and updates a regular inspection and investigation of school facilities entwined with an appropriate and detailed report. Latest report concluded "No Asbestos identified" - completed by: PA Group UK. Date of Issue: 31st May 2016.
- Maintenance work shops.
- Electrical cupboards, and equipment to include it server rooms
- All Field trips or outings in the school.
- Fire Risk Assessment Annually.

3.3.7 - Interaction of all persons affected by the work, to include: staff, pupils, contractors, sub-contractors and the public.

3.3.8 - The Methodology for Risk Assessment must be:

- Define the scope, location and validity
- Ensure it is proactive not reactive
- Provide quantification of residual risks and prioritise those risks to be eliminated or controlled.
- Provide detail of needs for facilities, training, equipment and operational Controls
- Include management verification and agreement

3.3.9 - Be recorded, available and communicated to those involved / affected by the works or activities.

3.3.10 - Method Statements will be utilised to detail all on site work activities and be recorded as outputs from the Risk Assessment process and will provide instruction as to the Who, How and When specific controls are to be employed. They form the Safe System of Work and must be conveyed to all concerned parties in advance of works.

3.4 - COSHH Assessments

3.4.1 - Material Safety Data Sheets will be obtained for all relevant substances used under COSHH, and the Health and Safety Officer or Head of Science will conduct a COSHH Risk Assessment based upon the intended use and application, such as science experiment in the lab.

3.4.2 - COSHH Assessments will be carried out before any such substance being supplied to the school.

3.5 - Induction Of Staff

3.5.1 - Basic induction training will be provided to ensure that all new Chinthurst staff given basic health and safety information upon starting employment within the school, prior to commencement of work on site.

3.5.2 - Such basic training will fundamentally cover:

1. The School Safety Policy.

2. First Aid and injury reporting procedures, names of first aiders/appointed persons.
4. Instruction on any prohibited areas (i.e. no smoking).
5. Issue of personal protective equipment and its use, such as gloves, goggles, masks.
6. Instruction under COSHH.
7. Instruction applicable to their particular duties at work whether it be teaching, maintenance or office based. etc. and any particular hazard connected with their own work or the schools operations on site.

3.5.3 - Suitable and sufficient training and refresher training will be provided to all staff of the school relevant to the work upon which they are engaged, which will be reviewed by the management in consultation with James Vetch Dip Grad - Health & Safety Consultant.

4.1 - Cars and Parking

Staff Cars:

4.1.1 - Car park space is limited and so it is essential that staff park with consideration for others. The car park area beside the 'Morris House' and behind the swimming pool should not be used by the pupils as an extra playground. For the safety of the pupils as well to prevent unnecessary damage to any of the cars, this area should not be used as an access route to the tennis court. All pupils should enter and leave the tennis court by the gate at the other end of the court.

Minibuses

4.1.2 - All the minibuses should be parked around the far side of the school adjacent to the Art Department so as to maximise the play area for the pupils and so help to avoid unnecessary accidents.

Visiting Vehicles

4.1.3 - Because of the obvious danger with moving vehicles and children, parents are asked not to drive their cars into the school.

4.1.4 – Regular (weekly) deliveries are organised to arrive before the commencement of the school day. Whilst deliveries made during school hours are handled via the intercom system. Mechanical gates are in place to prevent any vehicle entering the school uninvited.

4.1.5 – On-site vehicle movements are carefully monitored, with pupils instructed not play near or around car parks or parked vehicles. In the event of a vehicle needing to be moved during busy periods

of the day (break and lunch times), it is the responsibility of the duty teacher(s) to ensure pupil's stay clear of moving vehicle.

4.2 - Supervision of pupils during a working day

4.2.1 - To minimise situations where avoidable accidents could occur, it is the policy at Chinthurst not to leave pupils unsupervised.

Early Morning

4.2.2 - Some pupils are dropped off at school by 08.00hrs. Chinthurst provides an 'Early Day Care' facility from 07.30hrs. This is a supervised time in the main school library.

4.2.3 - Parents are advised that pupils who are left at school at 08.00hrs will be supervised in the safety of the dining hall by a timetabled member of the teaching staff.

Break Times

4.2.4 - So as to minimise any accidents or incidents of misbehaviour, break times are always supervised by staff. There is a duty rota.

4.2.5 - During break times and lunch times, pupils are not permitted to remain inside the school buildings unsupervised.

Lessons

4.2.6 - Inevitably during lesson changeovers, there may be brief periods when groups of pupils are unsupervised. These occasions are kept to a minimum, but if a member of staff is unavoidably delayed, the pupils have been instructed that a pupil must immediately fetch the nearest teacher, who in turn will send for the teacher concerned or inform Headmaster Tim Button, so that cover can be arranged.

End of the Day

4.2.7 – Children in Reception to Year 2 may go home at 15.30hrs (Pre-Prep) if not participating in co-curricular activities after school or being looked after in aftercare.

4.2.8 - In Years 3 to 8 pupils may go home at 16.00hrs (Main School) if not participating in co-curricular activities after school or attending prep.

4.2.9 - Pupils may choose to remain at school for an organised activity or practice or supervised prep, until 1710hrs. In addition they may choose to remain in 'Late Prep' until 1800hrs excluding Fridays when the school day ends at 17.10hrs.

4.2.10 - Unless a pupil is involved in an away match or an activity, which finishes especially late, the extended school day finishes at 18.00hrs. Parents are expected to collect their children by this time. Although pupils will not be left alone without an adult on the premises, it is unreasonable for parents to expect staff to wait indefinitely.

Going Home

4.2.11 - At 16.00hrs when a large number of pupils go home, staff deliver pupils to waiting parents or recognised guardians. Pupils are not allowed to leave the school by themselves unless prior parental permission has been received and granted by the Headmaster.

4.2.12 - Pupils who expect to go home at 16.00hrs and have not been collected from appropriate staff for dismissal by 16.10hrs must join senior prep and await collection. Likewise, those pupils who expect to go home at 17.10hrs must join late prep if they have not been collected.

Going off Site

4.2.13 - All staff and pupils who go off site during the day, for appointments, meetings, courses, illness, matches etc. must report this to the school office, and sign out and in upon their return.

4.2.14 - If a member of staff takes pupils off site for a match or activity such as squash, or golf, he or she must leave a list of all the pupils plus the member of staff's name with a mobile contact number and details about the venue and expected return time.

Registers

4.2.15 - To ensure the safety of all the pupils in an emergency, it is essential that all registers are taken accurately. Pupils arriving late at school or leaving early for any reason must report in at the school office.

(See Register of Appointments)

4.3 - Procedures for School Trips

Safety and School Minibuses

4.3.1 - Chinthurst has 2 leased minibuses. Both vehicles are serviced regularly and comply with recommended safety guidelines.

4.3.2 – All staff who drive the buses are fully trained and qualified.

4.3.3 - Both minibuses are covered with a breakdown facility. Details are kept inside each minibus along with first aid kits.

4.3.3 - Before any fieldtrips or visits outside the school a suitable and sufficient Risk Assessment must be carried out outlining all the risks to pupils and staff and submitted to Tim Button so that it can be recorded.

Guidelines for Drivers

4.3.4 - The member of staff taking a group out in a minibus must check that all seat belts are working properly and that all pupils are using their seatbelt before starting the journey.

4.3.5 - Before taking any group of pupils out in a minibus, leave details with the school office:

- Teacher
- Pupils' names
- Venue
- Contact mobile no
- Expected return time.

4.3.6 - Always take a mobile phone and leave the number in the school office.

4.3.7 - Check the fuel gauge to ensure there is sufficient fuel.

4.3.8 - Check the tyres are sufficient and that they are not worn or have punctures.

4.3.9 - Check there is suitable and sufficient water in the vehicles window washing bottle, and that the glass is clean and not smeary.

4.3.10 - Check the first-aid kit is in the vehicle, and suitable and sufficient.

4.3.11 - Check the fire extinguisher is in the vehicle, and has a valid date on.

4.3.12 – When use of minibus is complete, the driver must update the minibus log book (located in the Main School Office). The speedometer reading on return and no. of Km/s covered must also be filled in.

4.3.13 - The maintenance of the minibus is not the driver's responsibility, but the driver should check with the School Maintenance man the day before a journey, and also on the day himself / herself that the necessary routine checks (Fuel, oil, water, tyres, lights, brakes), have been completed.

4.3.14 - Before starting a journey, check that all doors are properly shut.

4.3.15 - Always supervise that the pupils get in and out of the minibus safely.

4.3.16 - Drivers should know the policy and procedures for dealing with:

- Accidents
- Breakdowns
- poor weather

4.3.17 - Drivers should not drive a minibus whilst:

- using a mobile phone
- eating or drinking or smoking
- under the influence of alcohol

4.4 – Guidance for off site visits, residential visits and any school-led adventure activities

4.4.1 – In relation to and cross-referencing with the school’s safeguarding policy: “The school undertakes to gain assurance that the staff of another organisation have been checked for suitability if they supervise the school’s pupils on a site other than the schools” (1.12.1; pg. 14).

4.4.2 – The trip organiser/leader will ensure that an effective, all-encompassing risk assessment is completed. Indeed highlighting all associated risks within the off-site activity/visit. If the location/activities involve the use of a third party company, a risk assessment must be received from the third party and combined with any further risk assessment required.

4.4.3 – All accompanying staff must be given a copy of the trip risk assessment and in turn ensure they have read and understood its details.

4.4.4 – The trip leader is responsible in ensuring all Health and Safety measures are in place and thus procedures followed in the case of an issue arising. First point of call should be Tim Button: Whole school Health and Safety Officer.

4.4.5 – The trip organiser must ensure all pupils attending have parental consent.

4.4.6 – Pupils must be given clear rules and instructions in relation to the activities they are undertaking. The group leaders are responsible for maintaining the safest environment possible for all pupils. The trip leader remains responsible for overall Health and Safety whilst off site.

4.4.7 – When planning an activity that involves caving, climbing, trekking, skiing or water sports, the trip organiser/leader must currently check that the provider holds a license as required by the *Adventure Activities Licensing Regulations 2004*.

4.5 - Swimming Pool Procedures

4.5.1 - No pupil will be allowed in the swimming pool area unless the pool is officially open and a teacher is on duty.

4.5.2 - Food and drinks (other than water in an appropriate plastic container) are not permitted in the pool.

4.5.3 - No pupil within the pool area shall behave in such a manner as to jeopardize the safety and health of himself/herself and others. Such behavior, including abusive or profane language, shall be addressed to the Headmaster.

4.5.4 - Running, boisterous or rough play, pushing, acrobatics, dunking, wrestling, offensive or disruptive splashing or yelling, diving or jumping without care and caution, snapping of towels, improper conduct causing undue disturbances on or about the pool area or any acts which would endanger any pupil are prohibited.

4.5.5 - Spitting, spouting water, blowing nose, urinating or defecating in the pool is prohibited.

4.5.6 - No prolonged underwater swimming for time and/or distance. Competitive or repetitive breath holding can be deadly and is not permitted.

4.5.7 - Gum chewing is not permitted anywhere in the pool area for health and safety reasons.

4.5.8 - The pool may be closed and cleared periodically for a safety check or to apply chemicals.

5.1 – Fire on site in the school and evacuation

In an emergency sound the alarm from the nearest call point, and dial 999 and describe your location and where the fire is and in what building.

5.1.1 - Tim Button Headmaster, will also act as Fire Officer for Chinthurst, and will be responsible for ensuring the Fire Marshals are trained by James Vetch Dip Grad Health & Safety Consultant on what to do in the event of a fire.

5.1.2 - If you discover a fire on a PC or similar equipment, only attempt to put out the fire if it is safe to do so and you have been fully trained in firefighting equipment, and you feel confident to do so and you are certain that it doesn't put yourself or others at risk.

5.1.3 - Full evacuation procedures can be found in the school's Fire Policy. Whereby the whole school meeting point in the event of a fire is in the centre of the school field. Staff are instructed and trained (fire drills) to ensure smooth evacuation of buildings via appropriate fire exits.

5.1.4 - The Fire Safety Manager Tim Button and responsible person will be responsible for:
Liaising with other internal departments, local building control and the fire authority in the specification of fire precautions in new and existing buildings.

Whilst the school's Fire Safety Technician (Responsible Person) is the fire safety technician: Alison Lothian.

5.1.5 - Fire Marshals At Chinthurst

The following persons were trained as Fire Marshals on 22nd April 2014, where they took a practical session on how to use fire extinguishers, as well as a classroom session on the theory behind fires etc, they are names as the following:

T. Button – (Responsible Person) – Headmaster

A. Lothian – Health & Safety Officer & Fire Technician - (Upstairs Main House)

T. Hanley - (Kitchen)

S. Stephens - (Sports Hall / Changing / Art / DT)

J. Gandey - (Swimming Pool)

M. Panayi - (Nursery/ Pre-Preparatory downstairs)

Rebecca Jacks - (Pre-Preparatory)

5.2 – First Aid

5.2.1 - For first-aid procedures during games and sports activities, refer to the ‘Games Department Handbook’.

5.2.2 - This policy supports and has been strictly cross-referenced with our “First Aid” policy to ensure continuity and security across policy and procedural boundaries.

ASTHMA

5.2.3 - It is recognised that immediate access to reliever inhalers is vitally important.

Procedures

5.2.4:

- Inhalers are kept in the top unlocked cupboard in the school office.
- All inhalers are labelled with the child’s name.
- All staff are actively prepared to help administer the medication if needed.
- All parents are specifically asked to inform the school if their son or daughter suffers from asthma. From this information, the school keeps an ‘Asthma Register’
- If medication changes, parents are asked to notify the school.
- Games staff, take the child’s inhaler with them when leaving the school premises.

- On school trips the supervising teachers take the child's inhaler.

Guidelines

5.2.5:

- Ensure the inhaler is used promptly.
- Stay calm and reassure the pupil.
- Help them to breathe; encourage them to breathe slowly and deeply
- Make them comfortable. Asthma sufferers usually find it easier to sit up.
- Loosen any tight clothing.

EPILEPSY

5.2.6 - Guidelines for Action:

- Do not attempt to restrain a pupil who is suffering from a fit.
- Make sure that they are safe: move anything which may cause them harm (chairs, desks, equipment etc.)
- Loosen any tight clothing.
- Stay calm and reassure the pupil.
- When the fit has stopped, place the pupil in the recovery position.
- If it is practical to do so, clear the classroom of other pupils.
- Do not leave the pupil unattended.
- Send a pupil to notify the school office of what has happened.

DIABETES

5.2.7 - Guidelines for Action

- A pupil who is a known diabetic, should always be allowed to go to the school office, but must not be left unattended.
- If a diabetic pupil looks unwell or says they feel 'low', encourage them to eat something. They should carry glucose sweet or tablet with them at all times.
- 'If in doubt give sugar'.
- If there is no improvement after 5 minutes, repeat dose of sugar / glucose.
- If the pupil becomes unconscious, **do not give anything by mouth**. Put the pupil in the recovery position and ensure they are breathing. Call an ambulance immediately. Do not leave them unattended.

ANAPHYLAXIS (Nut allergy)

5.2.8 - A number of pupils suffer from severe allergies (food / nuts).

5.2.9 - All staff are informed about the pupils who suffer from this allergy, especially the catering staff who are aware of the pupils with this allergy, and therefore provide them with different food products.

Guidelines

5.2.10 - If a pupil suffering from an allergy comes into contact with a product containing the food eg. Nuts, he will go into a state of 'Anaphylactic shock'. If this happens an **Epipen** must be administered immediately through the clothing.

Epipens are labelled and kept in the school office

MEDICATION

5.2.11 - If a child is on a course of medication supplied by a doctor, the medicine must be left in the school office with the school secretary and not in the classroom.

5.2.12 - The parent must provide a written note indicating frequency and dosage, and the duration of the course

5.3 – Gas Leaks

5.3.1 - All recommended safety checks are carried out regularly on the gas equipment used on the school premises, and all the electrical items are PAT tested annually as required by law, and that the school also has a 5year Testing certification.

5.3.2 - If there is any smell of gas, or a suspected gas leak, then this must be dealt with as an emergency and immediate action taken:

- The laboratory / building will need to be evacuated immediately
- Notify the school office immediately
- Notify the school office and The Headmaster, Mr Button or Alison Lothian to decide if the emergency gas services need to be called.

5.3.3 - The Head of Science is responsible for ensuring that all staff who work in the laboratories are fully aware of the emergency procedures.

6.1 - Accidents at school

6.1.1 - Every accident that occurs in the school or whilst representing the school in the working day must be reported, however slight it may be.

6.1.2 – This policy supports and has been strictly cross-referenced with our “First Aid” policy to ensure continuity and security across policy and procedural boundaries.

Accidents at the school

6.1.3 - Staff are ‘First –Aid’ qualified, and regular ‘emergency first aid’ inset training is held for all staff every 3 years.

6.1.4 - Qualified First Aiders

Miss Jessica Smith is ‘First Aid at Work’ trained (August 2016)

Mrs Janice Russell is ‘Emergency First Aid at Work’ trained (August 2016).

Mrs Fran Button (Aftercare) & **Mrs Jackie Daley** (EYFS) and **Mrs Carrie Smith** (EYFS) all hold paediatric first aid qualifications.

6.1.5 - If an accident does occur in the classroom, a school building, or outside then the first teacher to the scene needs to quickly assess how serious the injury is. If the injury is minor (the school defines ‘minor’ in terms of anything that *can* be dealt with, within the capabilities of the school) eg a small graze or a bump in the playground, then the child should be taken to school office where the school

secretary will administer any first aid treatment that may be needed. **A record of this ‘minor’ incident must be made in the school’s “Minor Incident Log”, which is kept securely in the Main School Office.**

6.1.6 - If the accident is more serious (the school defines ‘serious’ in terms of anything that *cannot* be dealt with, within the capabilities of the school) and needs treatment elsewhere, then *if* the pupil can comfortably make their way to the school office this is where they should be taken to wait. The school secretary will inform their parents and explain what has happened and what action is being taken, eg. taken to local clinic / hospital etc. **The details of this incident must be entered into the ‘accident book’ in the Main School Office.**

6.1.7 – **All accidents that occur at school and require treatment will be recorded in the *Minor Incident Log* or in the *Accident Book* as per the above protocol and depending on the severity of the accident.**

6.1.8 - Depending on the severity of the accident will determine whether or not it will be reportable under RIDDOR 2013.

6.1.9 - If the injured pupil is unable to move then the teacher should not leave them. He / she should send 2 pupils to inform the nearest member of staff (starting with the nearest available classroom). It is the responsibility of *this* staff member who has been informed of the incident by the two pupils to assume command of the situation and inform the school secretary in the office, if it is a serious accident and/or an ambulance is needed. The pupils must return to the source of the accident straight away to confirm that another staff member has been informed.

6.1.10 - All staff are expected take a responsible and sensible approach towards ensuring the safety of the pupils and themselves at all times.

6.1.11 – In dealing with slips and trips, staff will ensure that they analyse the situation carefully and take appropriate measures as listed above and/or within line with the school’s First Aid policy and procedures. Staff should also report the slip or trip hazard to Tim Button, Alison Lothian or Will Beadle who will instruct an appropriate response to the situation (coning off area etc...). Staff to ensure that pupils and visitors are directed away from slip and trip hazard. Moreover, staff are informed to ‘look out’ for potential slip and trip hazards in the promotion of effective prevention scenarios. Indeed, if such potential hazards are identified, the person(s) should contact Tim Button, Alison Lothian or Will Beadle who will instruct an appropriate response.

6.1.12 – Golden Rules:

- Act swiftly and with authority
- It is better to be safe than sorry
- Keep everyone calm

6.2 – First Aid Kits

6.2.1 - First-Aid kits are kept in a number of sites around the school:

- School office.
- P.E. office.
- Swimming pool.
- Staffroom.
- Minibuses.

7.1 – School Security

Gates

7.1.1 - Chinthurst is a very open and welcoming school, and we would not want to lose this friendly atmosphere by becoming unnecessarily regimented in our procedures. However, the safety of the pupils is paramount at all times.

7.1.2 – The Main entrance vehicular gates are permanently closed. Indeed, communication can be made via the intercom system. Only appropriate persons are informed of the vehicular gate code.

7.1.3 – The pedestrian side gate is operated via a magnetic time lock. The gate is open for easy pupil-parent access. The gate is open from: 07.30am – 09.00am in the morning and 15.30pm – 18.00pm in the afternoon. During the hours that the pedestrian gate is closed, all access to the school is via the intercom.

Visitors

7.1.3 - All visitors to Chinthurst gain entrance to the school via the intercom system and are subsequently requested to report to the school office. If they are spending some time on the premises rather than just delivering something or making an enquiry, they will be issued with a visitors badge, dated, which must be worn at all times whilst they remain on site.

7.1.4 - All staff are trained to be aware of their responsibilities in challenging any 'stranger' they see on the school premises, who are not wearing a visitor's badge. This is in accordance with our Safeguarding policy and the Surrey Safeguarding Children Board (SSCB).

Working on School Site

7.1.5 - All accidents should be reported to Tim Button, Alison Lothian or Will Beadle immediately if serious, or if urgent actions are required to prevent a re-occurrence. All other incidents should be reported at a convenient time i.e. when returning to the office.

7.1.6 - All incidents/accidents must be reported on the same day recorded in the accident book and an incident/accident form completed. The Accident book can be completed either by person who had the accident or by someone on their behalf. All incidents should also be recorded within the accident book.

7.1.7 - Refer to site induction for confirmation of accident book location. Accident/incidents must be reported to the office. **Please refer to the school's 'Hot Works' policy for full details.**

7.1.8 - An investigation of the accident may be required and James Vetch Dip Grad - Health & Safety Consultant – Safety Limits Ltd might require you to write a statement of events to assist with finding out the true cause of the accident, so that suitable and sufficient measures can be taken to prevent it re-occurring.

7.1.9 - All accidents under RIDDOR 2013, (Reporting, Injuries, Dangerous, Diseases, Occurrence, Regulation) to be investigated up by Tim Button Headmaster, as well a Health & Safety Consultant James Vetch Dip Grad - Safety Limits Ltd.

8.1 – Health and Safety Contacts

8.1.1 - With any Emergency or other Health and Safety problems or issues you should immediately speak to Tim Button, Alison Lothian, James Vetch or Will Beadle.

8.1.2 - Below are some contact numbers in case of difficulties or problems:

Health and Safety at the school: Tim Button: 01737 812011 / 07720035982

Health and Safety Consultant: James Vetch Dip Grad: 07766440474

Head of Policy and Procedure: Will Beadle: 07939261145

9.1 – Personal Protective Equipment (PPE)

9.1.1 - Personal Protective Equipment (PPE) is for your own personal safety, therefore you must ensure you wear it at all appropriate times and ensure that it is looked after and when required replaced. If you need advice speak to Mrs Alison Lothian for replacement.

9.1.2 - You will be issued with PPE in your employment at Chinthurst, as and when required such as gloves, overalls, aprons, etc (if you feel you need other PPE to carry out your job safely, speak to Health & Safety Officer Alison Lothian immediately)

9.1.3 - Safety footwear must be worn at all times, if appropriate for the work being carried out.

9.1.4 - If any PPE becomes damaged or needs replacing please contact Alison Lothian - Health & Safety Co-ordinator.

9.2 – Welfare

9.2.1 - Chinthurst will have all the facilities required for preparing food and drinks, washing and using the toilet, with sufficient drinking water, however sometimes difficult out on the field therefore suitable and sufficient bottles of water should be given to pupils and staff, especially when temperatures are warm, and there is a significant loss in body fluid.

9.2.2 - Staff are advised to either have a small bottle of Hand Gel or to use ones provided to reduce the risk of cross contamination, It is crucial that you use this prior to eating or using the toilet.

9.2.3 - You need to maintain very high standards of personal hygiene at all times. This will reduce your risk of becoming affected by any bacteria or viruses that are present in your working environment.

9.3 – Managing work-related stress

9.3.1 – Chinthurst School ensures that all staff are fully aware of the inherent signs and associated risks concerning work-related stress scenarios. Whilst staff are also informed as to who to contact in cases of concern; Head of Departments/SMT/CPD Mentor or alternatively staff may contact the school's Health and Safety Consultant – *Mr James Vetch Dip Grad: 07766 440 474.*

9.3.2 – Chinthurst ensures that there is sufficient trained Chinthurst staff to cover outside of working hours of school timetable.

9.3.3 – The school ensures that realistic targets for all Chinthurst staff are set and can be capable of being completed. In turn, weekly staff meetings are held to discuss areas of debate for the week ahead. Moreover, all staff can and *should* make individual meetings with the Headmaster, *Mr Tim Button*, to discuss and problems or concerns in relation to the above.

9.3.5 – Full details concerning the underpinning structures of occupational health supports and work related stress can be found in the school's '*Stress Management Policy*'; located on the staff shared drive.

9.3.4 – In direct linkage with the above and in careful cross reference with; Chinthurst has completed a '*Risk Assessment Form: Stress Management at Chinthurst*'. This can be found as an appendix of the '*Stress Management Policy*' and on the staff shared drive.

10.1 – Manual Handling

10.1.1 - The Right Way to Lift:

- ✓ Assess the load - make sure area is clear from hazards
- ✓ Plan the route
- ✓ Ensure a good grip
- ✓ Keep back upright in a natural way, bend knees
- ✓ Stand close to load and spread feet
- × **Don't twist the body**

- ✓ Lift using your legs, grasp load firmly
- ✓ Hold close to body when stable

11.1 – Hand and Power Tools

11.1.1 - Tools must be kept in good condition (including handles) - do not use if damaged.

11.1.2 - Only use tools for the task they were designed for.

11.1.3 - Keep tools sharp where relevant e.g cutting blade.

11.1.4 - Wear the appropriate PPE.

11.1.5 - Ensure tools are stored safely.

11.2 – Electrical Equipment

11.2.1 - **Prior to use you must ensure the following:**

11.2.2. - You have checked that there is no visible damage to equipment / tool or lead.

11.2.3 - The correct guards are fitted and in place, on all moveable operating machinery.

11.2.4 - You have no loose clothing.

11.2.5 - You are not standing on a wet surface.

11.2.6 - There are no trailing leads that could create a tripping hazard.

× **Don't stretch leads**

11.2.7 - All electrical appliances and power tools that are used whilst a work, including personal equipment must be tested (Portable Appliance PA Tested) by a qualified PA tester to ensure safe to use, with pass stickers on.

11.2.8 - All power tools that are used on site should be 110 volts where practically possible; where this is not possible the supplied RCD (Residual Current Device) must be used.

11.2.9 – Maintenance of plant and equipment is continually inspected, reviewed and if deemed necessary updated. This includes inspections of glazing safety, gas appliances and local exhaust ventilation. Consequently, each aspect is maintained to a safe and secure standard as appropriate to meet the satisfactory working requirements and health and safety standards.

12.1 – Avoiding/Handling Violence

12.1.1 - Violence can include being sworn at, threatened or attacked and is most likely to happen in domestic environment, or a school environment.

12.1.2 – This policy is cross-referenced and supported through Chinthurst School's Behaviour policy.

12.1.3 - Avoiding Violence:

- ✓ Always keep to the pre-arranged appointments with pupils or parents.
- ✓ Carry identification at all times and produce on arrival if required
- ✓ Ensure classroom areas are kept clear and tidy at all times and minimum disturbance is made to other pupils.
- ✗ Do not leave objects which could cause harm or injury to pupils unattended in the classroom. - take all materials upon leaving the classroom.

12.1.4 - Handling Violence:

- ✓ Do not enter into ANY disagreements, with pupils or Parents; ask them to leave the classroom / Reception immediately, and report to Headmaster for resolution, or speak to Head of Department.
- ✓ If for any reason you are unhappy to commence work or teaching and the matter cannot be amicably resolved with the pupil or parent, ask the pupil to report to the Headmaster for resolution of this matter.
- ✓ If a member of staff is outside the school comfort zone and on a school trip and is approached in a violent way, simply walk away from the scene of the violence especially as this could affect the safeguarding of the pupils and report the incident immediately to the Headmaster at the school.
- ✓ Report any of the above to the Headmaster immediately, giving as many details as possible (violence is to be recorded as an accident is)
- ✓ Always carry a mobile phone or method of being contacted if working alone in an office or outside the school premises.
- ✓ Dial 999 for the police if necessary.

13.1 – Noise

13.1.1 - Whilst working for the school there will be times when the estates team will have to use power tools that will either be mechanically loud or when undertaking work become operationally loud.

13.1.2 - Tools must be kept in good condition and where relevant kept greased as this will reduce the friction and therefore the noise levels of the tools.

13.1.3 - Also check that the area you are operating in does not amplify the sound for example in a small confined area, like an intake cupboard.

13.1.4 - Make sure the entrance to such an area is open to allow the sound to travel out.

13.1.5 - It is important to ensure that before you undertake any work that creates significant noise that you have the correct PPE (ear plus or ear defenders) and wear it correctly.

13.1.6 –To give you an idea of what noise levels are 'significant' - if you need to shout to make yourself heard less than 2 metres away from someone then noise is high, this is particularly so if the noise is continuous.

13.1.7 - If in doubt hearing protection should be worn.

14.1 - Vibration

14.1.1 - Using vibrating tools can lead to Vibration White Finger (which can, in extreme circumstances, result in permanent loss of feeling to the fingers / hands. The symptoms are 'pins and needles' which leads to numbness.

14.1.2 - The sort of tools which can cause vibration:

- Strimming machines for the garden.
- Electrical sanders.
- High speed electrical drills.
- Any heavy vibrating machinery used by estates/maintenance team.

14.1.3 - To prevent any affects from vibration you should:

- ✓ Ensure power tools are in good working order and keep greased where relevant.
- ✓ Keep hands warm - wear gloves whenever possible.
- ✓ Take regular breaks from vibrating tools or rotate your work from vibrating tools where possible.

14.1.4 - If you feel the first symptoms of 'pins and needles' you should stop work and massage the affected area to encourage blood flow and warmth, report any symptoms or concerns to Tim Button - Health & Safety Officer or Alison Lothian - Health & Safety Co-ordinator.

15.1 - Control of substances hazardous to health, 2002

15.1.2 - Most chemicals and substances that you use whilst at work are safe as long as they are handled and stored in the correct manner, and being put back after use in the storage cupboard by responsible persons.

15.1.2 - COSHH is a regulation that controls how substances are used and ensures that Information is available to enable the correct use, storage etc. by COSHH Risk Assessments.

15.1.3 - COSHH Risk Assessments will be carried out by Chinthurst, for the common substances that are used, to ensure awareness of what is being used, and how to use it safely - it is important that you look at these.

15.1.4 - If you need to use a different substance that there isn't already an assessment for, Alison Lothian – Health & Safety Officer will be able to complete for you.

15.1.5 - Before using a substance ensure that you know:

- If there is a safer alternative

- Correct use of substance
- If any PPE is required
- What to do if swallowed/ got into eyes, etc.
- Correct method of storage

15.1.6 - Be aware of black symbols on orange background on containers, these represent a COSHH substance and you need to avoid them if possible or to be aware of how to minimize the risk of what you are using.

15.1.7 - If in doubt speak to Alison Lothian – Health & Safety officer, or Health & Safety Consultant James Vetch Dip Grad who will be able to advise you.

16.1 – Management of Waste

16.1.1 - The understanding, appreciation and management of our waste is critical to the perception of Chinthurst School.

16.2 – Contractor’s Obligation

16.2.1 - If Contractors leave their waste around the school site, that they are working on, Headmaster and Health & Safety Officer, and/or other will complain and this issue will detract from the other good work which is carried out at Chinthurst. It can also be hazardous to pupils, parents, visitors, and other people.

16.2.3 - If Contractors have a large van we expect them to remove their trade waste at the end of each day. Do not leave your rubbish until the end of the job. Before it becomes a hazard to staff, pupils, visitors and blows around the area, it must be removed.

16.3 - Caring for the environment

16.3.1 - **Simple ways in which you can help the company to look after the environment are:**

- × Do not leave waste materials on site
- × Do not overfill your vehicle with fuel
- × Do not leave your vehicle ticking over unattended
- × Do not make unnecessary noise early in the morning
- × Do not waste materials
- ✓ Dispose of your waste in the correct manner
- ✓ Ensure materials are not left unattended
- ✓ Try to recycle materials where possible.

REMEMBER

Health and Safety is Everyone's Responsibility

If you feel that you can not carry out a job safely, or unsure about it – always STOP! Followed by speaking to Tim Button - Health & Safety Officer as the first point of contact, or Health & Safety Consultant: James Vetch Dip Grad - Safety Limits Ltd.

Policy created by:



**James Vetch Dip Grad - Health & Safety Consultant to Chinthurst
Safety Limits Ltd**

Policy created by:

James Vetch Dip Grad - Health & Safety Consultant to Chinthurst

In association with: Tim Button, Will Beadle, Sam Neil

