



Soaring High Montessori School

HEALTH AND SAFETY POLICY

- **Legal Status:**
- Prepared with regard to Health and Safety at Work Act 1974 and associated amendments and regulations including any relevant supporting documents.
- The Management of Health and Safety at Work Regulations 1999.
- Prepared with regard to the Equality Act 2010, Race Relations Act 1976, Race Relations Amendment Act 2000, Sex Discrimination Act 1986, Children's Act 1989 and Special Educational Needs and Disability Act 2001
- Health and Safety Department of Education (DfE) advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (DfE July 2011)
- Health and Safety Executive (HSE) School trips and outdoor learning activities - tackling the health and safety myths (HSE July 2011)
- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils and Part 5 Premises and
- Accommodation of the Education (Independent School Standards) (England) Regulations 2010
- Section 547 of the Education Act 1997
- Accidents and ill health at work are reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) legislation www.hse.gov.uk/riddor Tel: 0845 300 9923

- **Applies to:**
- Whole School

- **Related Documents:**
- Equality and Diversity Policy and Procedures
- Safeguarding Children - Child Protection, Safer Recruitment, Anti Bullying Policies
- Behaviour Policy
- E Safety
- First Aid and Medication Policies
- Learning Outside the Classroom - Educational Visits and Off Site Activities
- Risk Assessment Policy
- Safer Recruitment

General Statement of Health and Safety Policy

The aim of the Principal is to provide a safe and healthy working and learning environment for staff, pupils and visitors. We believe that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.

The Principal notes the provisions of the Health and Safety at Work Act 1974 and in particular the duty of every 'employer' to conduct their business in such a way as to ensure, so far as is

reasonably practicable, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The

Principal accepts that there is a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

The arrangements outlined in this policy statement and the various other safety provisions made by the Principal cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Principal will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities.

The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools. As the Principal is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the Principal. However, in some circumstances, for example where an employee failed to take notice of the Health and Safety Officer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.

The Principal will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and pupils/students.

Specific Responsibilities

The overall and ultimate responsibility for Health and Safety within the School rests with the Principal.

Responsibilities of the Principal

As well as having the general responsibilities/duties of all members of staff, the Principal, has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils/students, visitors and any other person using the premises or engaged in activities sponsored by the school. He/she will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

In particular, the Principal will, so far as is reasonably practicable:

- be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
- Be aware of and ensure compliance with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.

Soaring High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Implement this policy with regard to herself and others, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures, identified in a suitable health and safety action plan.
- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
- Ensure that adequate provision is made for employee consultation on matters regarding health and safety.
- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy.
- Ensure, at all times, the health, safety and welfare of staff, pupils and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used.
- Ensure that all substances provided within the school are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Identify the training needs of staff and pupils and make recommendations to Principal on resource implications of meeting such needs.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for pupils as required.
- Ensure that sufficient first aid cover and facilities are provided.
- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Encourage staff, pupils and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Monitor the standard of health and safety throughout the school, including all school based activities by:
 - Ensuring that frequent inspections of the premises are carried out and any deficiencies identified are rectified promptly.
 - Carrying out periodic audit and review of the safety management systems that are in place.

Responsibilities/Duties of All Staff

The Health and Safety at Work Act 1974 states:

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

- (a) to take reasonable care for the health and safety of herself and of any persons who may be affected by his acts or omissions at work, and
- (b) as regards any duty or requirement imposed on his Head Master or any other person by or under any of the relevant statutory provisions, to co-operate or complied with.’

The Act also states:

‘No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.’

All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school and also the particular area in which they work. They will, so far as is reasonably practicable:

- Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Principal.
- Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
- Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
- Take part in health and safety training as required.
- Inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).
- Only undertake any task for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice.
- Take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.) who may be affected by their acts or omissions at work.
- to observe standards of dress consistent with safety and/or hygiene.
- to exercise good standards of housekeeping and cleanliness.
- to know and apply the emergency procedures in respect of fire and first aid.
- Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.
- Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.
- Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.
- Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk.
- Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form.
- Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.

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- Use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others.
- Co-operate with other employees in promoting improved safety measures in their school to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.
- Act as a prudent parent when in charge of pupils, as they have a duty to under common law.

Employees should follow any health and safety procedures put in place by their employer. However if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. Usually the Principal will work with the employer to ensure that the procedures at the school are proportionate, effective and appropriate.

Risk Assessment

- Health and safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them.
- The Principal will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. The Local Authority requires a regular programme of planned assessments to be completed. In high-risk areas Swimming pool and gymnastics equipment, etc., risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on a bi- annual basis.
- Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures.
- The results of all risk assessments will be reported to the Principal who will prioritise issues and assign resources to undertake remedial/control measures where required.

The Curriculum

We teach the pupils about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate pupils in this regard in the normal school curriculum. We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children when they are carrying out Badger PSHE topics and we reinforce these points in art, design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter.

Our school promotes the spiritual growth and welfare of the children through assemblies, religious resources, through special events, and Peace Circle. Each group has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time/Peace Circle to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

Child protection

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the Principal about their concerns. The Principal is the school's Designated Safeguarding Lead (DSL) for all children.

We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures in order to ensure that there is no evidence of offences involving children or abuse.

Learning Outside the Classroom including Educational Visits and Off-Site Activities

The School has established policies for Educational Visits and Off-Site Activities, Learning Outside the Classroom, Behaviour Management on Outdoor and Off-Site Activities, and Action to be taken by the Group Leader in the event of a serious accident.

School Security

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the school office. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Office immediately. The Principal / Deputy will direct any intruder that they must leave the school site straight away. If this does not occur the police will be contacted immediately.

Medication

If a pupil requires medication whilst in the care of the school, the parent should notify the school and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with the school policy as stated by the Principal.

Safety of Children

It is the responsibility of teachers, administrators and support staff, including volunteers, to ensure that all curriculum activities are safe.

If any staff member does have any concerns about pupil safety, they should draw them to the attention of the Principal before the activity takes place. We do not take any child off the school site without the prior permission of the parent.

If an accident does happen, resulting in an injury to a child, staff will do all they can to aid the child concerned.

There will always be at least two members of staff present at all times who are trained in first aid.. Designated members of staff have completed First Aid at Work Training. The level of training completed by staff and their renewal dates are stated in the First Aid Policy.

Fire Officers have been appointed and are named in the Fire Safety Policy. We comply with the national and local fire regulations for schools including regular fire drills, planned and unplanned, which are logged.

Sarah Awad and Martina Mehen are the Health & Safety Managers (HSM)

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The Principal and Deputy are the designated leads for Child Protection. Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance. We log all incidents involving injury in the school, and we inform parents in all cases. Head injuries will always be reported to parents and carefully monitored. It is important that parents ensure they provide us with up-to-date contact details.

Non-Smoking

Our school in compliance with the law is a non-smoking establishment. We do not allow smoking on the school premises, as we do not want to present smoking as acceptable. Nor do we wish to present adult smokers as role models. Any member of staff wishing to smoke must leave the school site, out of view from the children, in their own time and not in the employer's time. Should we find any member of staff smoking at school, we would consider this a serious breach of the terms of employment. We strongly discourage our children from smoking. We aim to help children know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide children with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip children with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

ACCIDENTS

Prevention and Reporting

Maintenance of property and equipment to ensure personal safety is the overall responsibility of the Health & Safety Officer. All staff, whether paid or voluntary, are responsible for the correct and safe use of all property and equipment in the School and for the reporting of any faults or hazards to the Officer in charge or the Principal.

The aim of any policy relating to accidents must stress that in the first instance every effort should be made to avoid an accident happening. The following list provides an indication of areas that require special attention:

- ▶ Beware of wet floors;
- ▶ Windows;
- ▶ Equipment should not be left turned on when unattended and in such a position as to cause others to trip over it;

- ▶ Doors and drawers should be closed when not in use;
- ▶ Equipment should be stored in a safe manner in cupboards;
- ▶ Filing cabinets should not be overloaded;
- ▶ Climbing onto chairs or desks is not permitted. Appropriate equipment should be used to reach high levels;
- ▶ Step-ladders must be properly adjusted and secured. If more than the three lower steps are to be used it needs to be supported by a second person;
- ▶ Correct methods must be employed when lifting or moving heavy objects;
- ▶ Working areas must be kept tidy and clear of obstruction;
- ▶ Fire doors must not be wedged open.

This list is not exhaustive!

In the event of an accident, staff, paid or voluntary, have a duty to report to their immediate supervisor any such incidents; to assist in determining the cause and to help in any subsequent investigation with the aim of preventing a recurrence. A report of all accidents should be brought to the attention of the Principal.

Accident Record Books

All accidents resulting in personal injury must be recorded in the relevant accident book. Records must indicate the date, time, place of the accident, as well as who was involved, the nature of the injury, who treated the injury and how (be specific). Parents must be notified of any injury to the head on the same day in writing as well as verbally when they collect their child.

RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) Your Responsibilities Under RIDDOR

Certain work-related incidents are to be reported to the Health and Safety Executive. They have an Incident Contact Centre – telephone 0345 300 9923 and can advise us if we do need to report specific incidents. Reports can be made on line at: <http://www.hse.gov.uk/riddor/online.htm>

The incidents to be reported, whether to a member of the public, including a parent or child, or a staff member on your premises are:

- ▶ A death or major injury, which includes a fracture (but not of fingers, thumbs or toes), an amputation, dislocation, permanent or temporary loss of sight, and an injury from an electric shock;
- ▶ A reportable disease;
- ▶ A dangerous occurrence, which didn't but could have resulted in a reportable injury;
- ▶ An injury resulting in hospital admission.

First Aid Boxes

It is the responsibility of the First Aider, Sarah Awad, to ensure directly, or by delegation, that the boxes are properly stocked (in the staff kitchen, dining room, on the School Minibus, and in the first aid rucksack for outings).

Contents

For up-to-date details on the content of a First Aid Box contact the British Red Cross on 0845 60 61 112 / 0870 170 91 10 or St John Ambulance on 01392 20 15 63.

CLEANLINESS OF PREMISES

The School recognises that it has a duty to set appropriate standards of cleanliness throughout its premises and to maintain these by:

- ▶ Investigating and acting upon any accidents/incidents that have occurred due to lack of cleanliness;
- ▶ Providing enough funding to achieve and maintain a good standard of cleanliness;
- ▶ Providing facilities for the safe and convenient storage of cleaning equipment and materials;
- ▶ Promoting good housekeeping practices amongst employees and other users of the premises.

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All staff, whether paid or voluntary, have a responsibility to maintain a good standard of cleanliness by:

- Observing good personal and environmental hygiene practices;
 - Carefully disposing of rubbish into appropriate bags/containers provided, particularly where broken glass or dangerous waste is concerned;
- ▶ Tidying up and putting away equipment and materials after use;
 - ▶ Cleaning up spillages, debris, litter etc., as soon after the occurrence as possible;
 - ▶ Reporting any shortfalls in standards to the appropriate person.

COSHH (The Control of Substances Hazardous to Health Regulations)

Chemicals are widely used for a variety of processes in office work and cleaning, and some are extremely hazardous. To comply with these regulations a list will be kept by Principal of all hazardous or potentially hazardous substances that are used in the School. A copy of this list will be kept in the Health & Safety check list file. In addition to chemicals, all body fluids are to be treated as substances hazardous to health and should be carefully dealt with using protective gloves and materials that can be safely disposed of.

The Principal is to be informed of any hazardous substances which are proposed to be brought onto the premises for used by staff, paid or voluntary or other users.

Any person(s) using such chemicals must observe the following guidelines:

- ▶ all substances, which are included on the COSHH list, including bleach and general household chemicals, are to be stored in a safe place preferably under lock and key;
- ▶ all hazardous substances eg bleach, solvents, glues containing solvents are to be used with care;
- ▶ always read the label before use and follow the manufacturer's instructions;
- ▶ avoid inhalation, ingestion and skin contact of all chemical substances;
- ▶ always wear the appropriate protective clothing eg gloves etc;
- ▶ products must never be mixed as this could give rise to hazardous by-products e.g. bleach will give off chlorine gas if mixed with an acidic cleanser such as Harpic;
- ▶ Those using the substance must be familiar with the First Aid procedures to be used in the event of an accident.
- ▶ In the interests of Health and Safety, substances hazardous to health should only be used if there is no less harmful or harmless alternative.

DRIVING SAFETY

The provision has a responsibility to ensure that where any of our services arrange transport for their users, those people who do the driving are aware of the Driving Safety Policy. The school will request a risk assessment from any transport company used.

All persons driving on behalf of the School have a responsibility for their own safety and to ensure that their acts or omissions do not endanger the safety of others. They also have a responsibility to adhere to the principles laid out in this Policy.

If on occasions, a person uses their own vehicle for transporting service users, it is their responsibility to ensure that their vehicle is properly insured, taxed, has a current MOT and is roadworthy.

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Principles of Safe Driving

- ▶ All drivers must hold a current and relevant licence;
- ▶ All drivers must read and observe the Highway Code;
- ▶ Speed limits must be observed;
- ▶ Seat belts must be worn at all times and appropriate booster seats must be used when transporting young children;
- ▶ The authorised number of passengers must not be exceeded;
- ▶ Passengers must not be allowed to alight until it is safe for them to do so;
- ▶ Vehicles must not be left with the engine running when parked or being refuelled;
- ▶ Drivers must not be under the influence of alcohol during School business;
- ▶ Drivers are reminded that smoking or other distracting actions whilst driving is not safe practice;
- ▶ The safety of the unborn child must be considered in the case of pregnant female drivers and medical advice in relation to pregnancy and driving must be respected;
- ▶ Drivers may need to be aware that they may need to notify their insurance companies to ensure that they are adequately covered;
- ▶ Mobile phones must not be used unless there is a hands free application in the vehicle.

SCHOOL MINIBUS

Specific policy and regulations apply to the mini-bus, including safe use and safety inspection. The Minibus policy should be read in conjunction with this Health and Safety Policy.

ELECTRICAL SAFETY

It is the responsibility of all users to inspect appliances for loose wiring, faulty plugs etc, BEFORE using them. Electrical faults must be reported immediately. Faulty equipment must be removed from usage and clearly labelled as such. No-one should attempt to repair the equipment themselves.

The following list shows examples of electrical faults:

- ▶ Equipment not working;
- ▶ Loose wiring;
- ▶ Broken casing around wires or applications;
- ▶ Electrical arcing (sparks);
- ▶ Plugs becoming warm...etc.

All staff, whether paid or voluntary, have a responsibility to observe basic principles of electrical safety as well as inspecting appliances before use, ie:

- *Ensure that hands are dry before using an electrical appliance;
- *Ensure that adequate instructions are obtained before using unfamiliar electrical equipment and comply with the manufacturer's instructions;
- * Leads should never be pulled to remove a plug or to lift or move an appliance;
- * Switch off at the mains, unplug and put away all electrical equipment (where appropriate) when not in use;
- * Sockets must not be overloaded by the use of adaptors (when in doubt err on the side of safety/seek qualified advice);
- * If extension cables are used then these must be placed in such a way so not to cause a hazard to anybody else.
- * All electrical equipment will be maintained on a routine basis, and checked annually.

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ENVIRONMENT AND THE WORKPLACE

The School is legally obliged to maintain a safe and acceptable working environment in as far as is reasonable and practicable. Staff, paid or voluntary, have a responsibility to co-operate to maintain this environment.

Lighting

Must be suitable and sufficient in every part of the School through which people either pass or work. Doorways and potential hazards like steps must be well lit. Artificial lighting apparatus must be properly maintained and fluorescent lights must be flicker free.

Noise at work Regulations 1989

Apply to all workplaces requiring assessment of noise levels and the taking of appropriate preventative action where excessive.

Space

Around machinery and equipment must be adequate to ensure that safe working practices are achievable.

Heating

The Provision must ensure that a reasonable temperature (not less than 16 centigrade) can be maintained in the room in which people are employed to work, and those spaces used for extra curricular activities.

Ventilation - must be effective and suitable to ensure circulation of adequate supplies of either fresh or artificially purified air.

VDUs

For safe operation the equipment needs to be properly installed and consideration given to the following points:

- * Make sure that the screen is sharp, clean and individual characters can be easily read;
- * The characters should not flicker or move;
- * There should be no reflection on the screen;
- * Ensure that there is adequate lighting to the desk surface adjacent to the machine;
- * Ensure that the user's chair has an adjustable height and back support so that a proper sitting position can be maintained.

Flooring

Beware of tripping hazards such as loose carpet, etc

FIRE PRECAUTIONS

The Principal is responsible for ensuring that precautions are taken against fire through the routine maintenance of fire safety equipment, through reviewing and posting emergency fire procedures in the buildings and leading the Fire Officer in educating staff, whether paid or voluntary, in safe practices.

It is the duty of all staff, paid or voluntary, to co-operate in the implementation of this Policy and to report to the Fire Officer, any instances where the property procedures are not being implemented

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eg wedging open of fire doors, escape routes obstructed by furniture or rubbish and the reporting of faulty electrical equipment. Every member of staff is responsible for ensuring that fire exits remain unobstructed at all times, including all auxiliary employees.

Within the premises, and the School ground, the School operates a policy of No Smoking.

In the event of a fire:

- * Don't Panic – follow the Fire Procedure
- * Do not tackle the fire unless - you have been trained to do so; you feel able to do so; you do not put yourself at risk; the fire is small.
- * Remember the important thing is to save lives, not property.

FOOD HANDLING

The School has a responsibility to maintain acceptable levels of hygiene and health and safety with respect to food.

All staff, paid or voluntary, who handle food, have a responsibility to:

- * Maintain a high standard of personal hygiene;
- * Refrain from handling food when they or anyone at home are suffering from an infectious disease or have boils, ulcers, cuts or rashes, diarrhoea, eye, ear or throat infection or any untoward discharge;
- * Adhere to the Provision's Health and Safety Policy;
- * Report shortcomings to the appropriate person, e.g. faulty or damaged storage, preparation and service equipment.

Principles of Safely Handling Food

All foods must be checked to ensure that they are of the quality, substance and temperature required and that they are within their use-by-dates;

All foods must be stored under conditions that will prevent their deterioration. Instructions on the label, if present, should be followed.

- ▶ Keep it Clean – Keep it Cool – Keep it Covered
- ▶ Food and food only, must be stored in areas designated specifically for that purpose (refrigerators);
- ▶ Any food or liquid spillage must be cleaned up immediately;
- ▶ When cooking food, recipes or packet instructions must always be followed;
- ▶ Food not eaten at the meal for which it was prepared/issued must not be kept or offered for service at a later time;
- ▶ Signs of any type of pest infection must be reported immediately.
- ▶ Principles of Safely Using Equipment in Catering Areas
- ▶ All electrical equipment must be switched off and the plug removed from the power source when it is being cleaned or not in use;
- ▶ Refrigerators, freezers and other types of temperature controlled equipment must be routinely checked to ensure their effectiveness;
- ▶ All equipment must be used according to manufacturer's instructions;
- ▶ Doors and lids of equipment in use should fit securely;

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- ▶ All cooking equipment should be checked when in use to ensure that it is functioning correctly. Any slight electrical shocks received from the equipment must be reported immediately;
- ▶ All equipment and working surfaces must be kept in a clean and hygienic condition;
- ▶ Cleaning chemicals should be used at the prescribed dilution rate.

HEALTH AND HYGIENE

The School recognises that hygiene is a basic part of any health and safety programme. The Principal is responsible for ensuring that the premises are cleaned regularly and that a good standard of cleanliness is achieved overall. Washing and toilet facilities are provided and maintained. Any shortcomings should be reported immediately to the Principal who will ensure that the necessary action is undertaken.

Staff, paid or voluntary and other users, have a responsibility to ensure that their personal hygiene meets an acceptable standard and that they observe good environmental hygiene practices, eg by using the appropriate waste bin for the disposal of rubbish.

INDUCTION AND TRAINING

All staff, paid or voluntary, read through this policy as part of their induction programme. The School has a duty to ensure that they are aware of current legislation and that relevant information is disseminated to the appropriate person.

LIFTING AND MANUAL HANDLING

The School has a moral and legal responsibility to its staff, paid or voluntary, to reduce the risk of work associated back problems and other lifting and carrying injuries.

It is important to note that the handling of loads applies to lifting, lowering, carrying, pushing, pulling, holding or moving by bodily force any discreet moveable object including a person.

For general guidance, all staff may from time to time have to lift or handle some objects. Firstly consider whether it is necessary to lift the object, consider if there are any alternatives and if you are at all unsure do not attempt to lift. You are responsible for your own safety and for the safety of those you work with.

If you decide to proceed with the lifting activity the correct way to lift is as follows:

- * Keep the back straight;
- * Place the feet slightly apart;
- * Bend the knees;
- * Grip firmly (with palms not fingertips), then lift slowly holding the object as close to your body as possible;
- * Do not twist the body during the lifting procedure.

Pregnant and post natal mothers must not lift heavy loads, such as boxes of photocopying paper or parcels. If heavy items such as furniture, post bags, computers have to be moved, staff already trained should be requested to move the items.

REVIEWING THE POLICY

The Policy will be reviewed every two years unless a change in legislation necessitates a shorter review period or there are changes in the activities or personnel of the School that require changes to be made.

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