

# RAMILLIES HALL SCHOOL AND NURSERY

## HEALTH AND SAFETY POLICY



### Introduction

The Health and Safety at Work Act (HSWA) is the main piece of legislation affecting the management of health and safety in educational establishments across all sectors. This Act provides a framework for ensuring the health and safety of all employees in any work activity. It also provides for the health and safety of anyone who may be affected by work activities in e.g. pupils/students and visitors to educational sites, including parents and contractors.

This act says that any company employing more than 5 workers must possess a written policy statement and make the staff aware of its contents. The main requirement of the Management of Health and Safety at Work Regulations is that employers must carry out risk assessments to eliminate or reduce risks. Employers with five or more employees need to record the significant findings of a risk assessment.

### The policy document contains three sections:

**Statements:** Starting with Ramillies Hall's overall statement, then the School, then the Nursery. The Joint Principals and Ramillies Hall Safety Committee issue it - These set out our intentions, both to achieve legal compliance and meet Ramillies business requirements.

**Organisation:** Who does what in managing safety at Ramillies Hall? This contains details of the responsibilities attached to all employees and some specific duties attached to some key personnel such as the Safety Officers (Site Manager) and Safety Assistants.

**Arrangements:** The actual procedures and arrangements, which have been put into place to make work safe in our environment. This section refers the reader to other documents that contain the actual detail.

This document is applicable to all employees of Ramillies Hall School and Nursery.

The document will be reviewed once a year for relevance and at other intervals when a significant change in the working environment or working activities takes place. The document is issued to all Safety Committee members and is available to all staff. It is publicized in team briefing documents, on the intranet and on notice boards.

## RAMILLIES HALL SCHOOL LIMITED HEALTH AND SAFETY POLICY STATEMENT

The Policy Statement sets out our intentions, both to achieve legal status compliance and meet Ramillies Hall business requirements. The statement sets out the importance that Ramillies places on fulfilling its business mission safely by making health and safety a way of life. The pursuit of this aim reflects the high value that Ramillies places on its employee and pupils.

The statement is set out in three parts:

- Ramillies Hall School Limited – stating the overall company policy.
- Ramillies Hall Nursery – stating how the overall policy relates specifically to the nursery.

- Ramillies Hall School – stating how the overall policy relates specifically to the school. The policy is fully supported by the Safety Committee, the Proprietor: Anne Poole and Joint Heads: Diana Patterson and Denise Anthony.

### **Health & Safety Policy Statement**

Ramillies Hall School Limited will fulfil its business mission safely by making healthy and safe working a way of life. The pursuit of this aim reflects the high value that Ramillies Hall places on its employees, pupils and others who may be affected by the conduct of Ramillies in carrying out its business. To achieve this Ramillies has resolved to: -

- A.** Comply with relevant legislation,
- B** Ensure that the health and safety responsibilities of all employees on behalf of the business, are clearly defined, allocated and understood.
- C.** Encourage and enable all employees to carry out those responsibilities through an effective health and safety management system, with safe premises, and clearly defined processes.
- D.** Enhance employee’s capabilities to manage and work safely through education and training.
- E.** Promote effective participation and involvement of all employees in the health and safety performance of Ramillies and the pursuit of a healthy and safe way of life.
- F.** Monitor and review the effectiveness of health and safety deployment. Arrangements to implement these aims are contained within the Safety program.

Ramillies Hall Safety Committee Team has endorsed this policy and everyone within Ramillies Hall School and Nursery is required to abide by it.

Anne Poole (Proprietor) Diana Patterson and Denise Anthony (Joint Heads). Ramillies Hall School and Nursery.

### **RAMILLIES HALL NURSERY HEALTH AND SAFETY POLICY STATEMENT**

Ramillies Hall Nursery will carry out Ramillies Hall Health and Safety Policy consistently throughout its working practices, led by its Joint Heads and the Safety Committee.

This policy being: Ramillies Hall Nursery will ensure that every unit has suitable arrangements to implement that Policy and that all employees are informed. Ramillies Hall Nursery expects everyone to work and manage his or her responsibilities safely, as a condition of their employment; Ramillies Hall Nursery requires all accidents to be investigated with preventative action taken as a result; Ramillies Hall Nursery encourages everyone to be involved in improving safety performance.

Ramillies Hall Nursery believes that: -

- All injuries are preventable
- Management is committed to preventing injuries
- All risks can be managed to an acceptable level
- Training employees to work safely is essential
- Prevention of injuries is good business

These beliefs are important for the well-being of everyone and are fully supported by the Safety Committee, Anne Poole (Proprietor), Diana Patterson and Denise Anthony (Joint Heads).

# **RAMILLIES HALL SCHOOL HEALTH AND SAFETY POLICY STATEMENT**

Ramillies Hall School will carry out Ramillies Hall Health and Safety Policy consistently throughout its working practices, led by its Joint Heads and Safety Committee.

This policy being: Ramillies Hall School, will ensure that every unit has suitable arrangements to implement that Policy and that all employees are informed. Ramillies Hall School expects everyone to work and manage their responsibilities safely, as a condition of employment. Ramillies Hall School requires all accidents to be investigated with preventative action taken as a result. Ramillies Hall School encourages everyone to be involved in improving safety performance.

Ramillies Hall School believes that:

- All injuries are preventable
- Management is committed to preventing injuries
- All risks can be managed to an acceptable level
- Training employees to work safely is essential
- Prevention of injuries is good business.

These beliefs are important for the well-being of everyone and are fully supported by the Safety Committee and the Joint Heads. Our policy covers all aspects of Ramillies Hall School including `out of hours` school care. Anne Poole (Proprietor), Diana Patterson and Denise Anthony (Joint Heads).

## **Health & Safety Organisation – The people**

Health and safety is the responsibility of everyone at Ramillies Hall School and Nursery. However a Safety Committee has been established to ensure that our health and safety policy is embedded as the norm and is part of everyday activity, not just an annual occurrence.

The organisational structure is set out below

### **The Joint Heads Duties**

The implementation of the Health and Safety Policy is ultimately the responsibility of the Joint Heads as part of their normal duties. The Heads are accountable for ensuring, so far as is reasonably practicable, the safety and freedom from risks to health of the staff and others working in areas of Ramillies Hall School and Nursery.

Particular responsibilities will include ensuring that:

- Staff are aware of their health and safety responsibilities
- Safe systems of work exist; they are known by staff and are enforced
- Work is carried out in a safe manner in accordance with appropriate Health and Safety legislation and Ramillies instructions; and that the risk assessments are carried out in respect of the workplace in order to identify and minimise all risks and from there to develop and implement control measures as appropriate. Refer to Risk Assessment section for further advice ([appendix A](#) and [appendix B](#)).
- Staff are adequately informed, instructed, trained and supervised to carry out work for which they are employed.
- Accidents are reported promptly and properly investigated to identify any shortcomings and to implement all necessary remedial action.

- Faulty equipment, tools and materials are reported for repair as soon as practicable and if unsafe taken out of service immediately.
- Safety training needs of staff are identified, appropriate safety training arranged and comprehensive records of all training given are maintained.
- New employees and staff changing jobs are given adequate training, instruction and information to ensure, as far as is reasonably practicable, their health and safety at work.
- The health and safety of members of the public and people not employed by Ramillies is not jeopardised by the activity on the site. The responsibility for the day to day implementation and management of the above is vested in the Safety Committee Team.

### **The Safety Officer's Duties**

Ramillies have named two individuals, The Safety Officers: Robert Poole and Dermot McCallion who are responsible for promoting a health and safety culture and securing the implementation and continued development of the health and safety strategy and for ensuring the Safety Committee Team and all employees carry out their safety responsibilities. These individuals are given the necessary resources, authority and competence to carry out these duties effectively as they are accountable to the Joint Head Teachers and the Safety Committee for Ramillies safety performance.

The Safety Officers will:

- Establish and help maintain safety management within Ramillies.
- Promote cooperation between individuals, safety representatives and groups so that safety becomes a collaborative effort.
- Ensure the communication of necessary information throughout Ramillies.
- Ensure competence of all employees in all matters of Health and Safety.

Responsibility for the monitoring and reviewing of safety policy and strategy is vested in Ramillies Safety Officers.

### **The Safety Committees Duties**

Within Ramillies a named Safety Committee (also referred to as Safety Assistants) has been appointed who are responsible – on behalf of The Joint Head Teachers for a defined area/team within defined geographical boundaries. The Safety Committee Team is supported directly by The Safety Officers who may include it in an individual's personal objectives.

The Safety Committee Team will also:

- Be one of the primary roles in securing adequate risk assessment of the workplace by carrying out regular inspections.
- Contribute towards identifying activities undertaken in their area and in assessing the risks arising there from.
- Provide a coordination and communication role between their team and The Safety Officers and the Safety Committee.
- Be the team's first point of contact for any H&S issue or deployment of the policy, procedures and guidance.
- Liaise with each other as required to secure cooperation and will meet termly to monitor and review the risk assessments.

## **The Employee's Duties**

All individual employees have a responsibility to conduct their work with due regard for health and safety. Accountability is limited to those matters, which are within the individual's control as defined, for example, by area of responsibility and safe working practices. High standards of health and safety at work can only be achieved with the active support and cooperation of ALL STAFF, who are expected to take reasonable care to avoid injury to themselves and others.

All individual employees must:

- Cooperate with Safety Committee Team in creating and maintaining safe working conditions by observing local health and safety procedures and duties imposed by law.
- Not intentionally or recklessly interfere with, or misuse anything provided in the interests of health and safety.
- Wear or use protective clothing or equipment that may be issued to them as directed by their Safety Officers/Assistants.
- Report immediately any defect in premises, tools, plant equipment or systems that may affect health and safety to their Safety Officer. All issues must be recorded on a Health and Safety form and kept in a H&S file in the School Office. Failure to comply with these requirements may be regarded as a disciplinary matter.

## **Health and Safety Organisation – The Process**

Although individual responsibility and accountability is what will ensure Ramillies policy is maintained and it is the managerial process which will support the Safety Committee team in carrying out their role.

Areas of Responsibility of the Safety Committee Team are as follows:

- Oak House
- Main Building classrooms and common areas
- Nursery buildings
- Dining area
- External play areas
- Hall and playing fields
- Remainder – to include buildings infrastructure, grounds, storage and cleaning areas. The Safety Committee Team will liaise as necessary with the Safety Officers. Any required actions are taken directly to each member of the Safety Committee. In most cases the Safety Committee will coordinate the required improvement activity of the individual room owners. The room owners will then progress the actions required. However in some instances it is the Safety Assistants who will be responsible for any required improvement activity. This will apply in the following areas: Nursery buildings, External play areas, Hall and playing fields.

## **The Safety Committee.**

This committee will meet twice a half term to ensure the Health & Safety policy and process is maintained at Ramillies. The committee will represent all parties from Ramillies including pupils, parents and any person who attends the school site.

The primary aims of the SC will be to:

- Ensure that Ramillies Hall Policy statement is being carried out.
- Ensure that the health and safety managerial processes are being adhered to.
- Prioritise improvement activities when conflict arises.
- Respond to recommendations of The Safety Officers.
- Decide where funding should be allocated for improvement.

## Named Health and Safety Individuals

### Safety Committee:

Chair: Robert Poole (Safety Officer), Diana Patterson (Joint Head), Denise Anthony (Joint Head), Dermot McCallion (Safety Officer), Clare Thomas (Nursery Manager), Neil Mather (Head of Sport), Deborah Hall (First Aid Leader), Colin Richards (Director of Studies)

### Health and Safety Areas of Responsibility:

Areas	Room Specific	Responsible Persons
Oak House	Teaching Kitchen, Science Lab and Science Storage Room, Cloak Room, Toilet, Design and Technology Room and English Room	Colin Richards Robert Poole
Junior school	Three Classrooms	Victoria Steed/Claire Nolan Robert Poole
Main Building	Art Room, Maths Room, Library, Learning Support, French, LS Office, Maths LS, SENCO's Office, Staff Room, Shower Room, Walk Through Room, Toilet, Columbus Room, Music Room, Study, DMP's Office, Visitor's Cloak Room, Sport's Changing Room and Shower Area.	Diana Patterson Robert Poole Dermot McCallion Debbie Hall
Nursery Buildings	Baby Nursery, Toddlers, Early Years, Staff Room and Nursery Office	Clare Thomas Dermot McCallion
Kitchen, Servery and Dining Areas	Cooking Kitchen, Larder, Kitchen Storage, Laundry Room, Service Area and Dining Area	Margaret Wragg Robert Poole
External Play Areas	Playground, Toddler's Play Area, Baby Nursery Play Area and Early Year's Play Area.	Robert Poole Dermot McCallion
Hall and Playing Fields	The Main Hall and Playing Fields	Neil Mather Robert Poole
External	Building Structure and Grounds	Robert Poole
Storage and Cleaning Areas	Paint Shed, Cleaning Storage Room, Containers and Gardening Shed.	Robert Poole Dermot McCallion

# **Risk Assessment Process**

## **Introduction**

The Health and Safety at Work Act 1974 obliges employers to ensure the health and safety and welfare of its employees, however the Management of Health and Safety at Work Regulation 1992 introduced the specific duty to identify and assess the risks faced and to carry out risk assessments and develop measures to control significant risks.

Risk assessment is also the main way to prevent accidents, to be proactive and identify all the things that may cause injury, and then having assessed the risks, put controls in place to remove or reduce those risks to an acceptable level. A major part of Ramillies safety strategy is to both secure legal compliance and reduce workplace injury and ill health by controlling hazards and risk.

## **The Process**

Ramillies process uses a number of steps to successfully identify and assess work related risks and ensure a safe workplace. It has been designed to reduce both unsafe conditions and unsafe acts. These being:

- Identify hazards
- Assess the risk
- Develop and deploy control measures
- Monitor that they work
- Check that the assessment process remains valid by reviewing it regularly

The assessment process is divided into two areas, Workplace and Work Activities.

### **Workplace assessment**

This involves members of the Safety Committee, conducting a termly inspection of their nominated work areas. They are tasked with identifying potential hazards or unsafe conditions. If any are identified they are brought to the attention of the appropriate person, in most cases the room owner for remedial action. Occasionally it may be necessary to develop temporary measures to control the risk whilst awaiting the remedial work; in this case the relevant Safety Committee team member will develop the temporary measures in conjunction with The Safety Officers and the person directly responsible for the area whose charges are affected by the hazard.

### **Work Activities Assessment**

It has been discovered that over 90% of all workplace accidents are caused by an unsafe act – rather than an unsafe condition.

Action: The Safety Committee Team will need to identify and assess the work activities carried out in their areas and then teamwork them to develop a collection of assessment results and corresponding control measures. The full process is detailed in appendix A / appendix B.

### **Control Measures**

Control measures are designed to reduce the chance of accidents and injury. At Ramillies these control measures will take the form of written instructions - known as safe systems of work. Safe systems of work will endeavour to either, remove, reduce or control to an acceptable level any work activity or workplace risk. These SSOW will be made available to everyone who works at Ramillies; induction training will ensure new entrants are told about them.

## **Special Circumstances**

Special risk assessment procedures apply for young workers or pregnant workers. Please contact your safety officer/Assistant who will know more about these.

## **Review**

The risk assessments and control measures will be reviewed by the Safety Committee Team:

- Upon any significant change in the workplace.
- Upon the introduction of any new activity.
- After any failure (accident or incident).
- At least termly.

## **Appendix A**

### **Risk Assessment Process**

This appendix sets out the process for identifying and assessing H&S risks. It is the part of an integrated system for the management of health and safety in the working environment. When used in conjunction with Ramillies H&S Handbook it provides a comprehensive safety system to enable all staff to meet their responsibilities. This process uses these steps to successfully identify and assess work related risks and ensure a safe workplace:

- Identify the hazards
- Assess the risk
- Develop and deploy control measures
- Monitor that they work
- Check that the assessment process remains valid by reviewing it regularly

## **Appendix B**

This appendix will assist all the staff in the understanding of their responsibilities and helps the Safety Committee Team to develop the system needed for the workplace. It goes through each of the forms, explaining their use. It is best used as a reference work, to be used as and when required. These are the risk assessments as required by the regulations and should be available to all staff at Ramillies. The Safety Committee Team should make sure all staff in their area of responsibility (including new entrants) have access to the H & S policy, and they have read and understood it. Additionally any visitors or others, who may be affected by any work should be made aware of it.

In order to ensure its ongoing validity, the completed risk assessments should be reviewed:

- Periodically, at least once a year.
- When a new manager takes over an area on a permanent basis.
- When there is a change of work pattern or an introduction of new equipment.
- In the event of any failure (accident/incident).

The relevant member of Ramillies Safety Committee Team will be responsible for the review. Health and Safety at Work Acts and other Health and Safety Regulations govern health and safety management in the workplace. In every case it is a legal requirement to identify hazards, carry out risk assessments and develop measures to control any significant risk.

Ramillies Hall School's Health and Safety Policy gives the direct responsibility for implementing the school's health and safety procedures to the Safety Committee Team. This policy will assist them in their obligation to carry out the risk assessment and to develop and implement suitable and sufficient control measures.

### **Scope**

This policy has been designed around Ramillies Hall School and Nursery environment. Generally, its work activities are office and classroom based and should not normally present any major hazards. Risks are assessed from both the workplace (the fabric and layout of the building) and from the activities undertaken in it.

### **Workplace Assessment**

This takes the form of an initial inspection by the Safety Officers in their designated area where they should identify any hazards, defects or faults. This is reported to the person responsible for the area normally the room user/owner. These should be recorded and then assessed using form RH1. Additional inspections usually termly should be carried out to ensure the process is working and defects or any problems have been rectified. This will be coordinated by the Safety Officers.

### **Work Activities**

Ramillies Safety Committee Team will have identified any activities which are undertaken, which may cause or have the potential to cause injury. These should be recorded and then assessed using form RH1. Specific regulations apply to Visual Display Units (VDU) and user's workstations must comply with detailed technical specifications. In order to ensure that all workstations comply with these regulations form VDU1 and have been developed for individuals to self-assess their own workstations. The Safety Officers are responsible for ensuring any defect identified on the forms is corrected. Young persons (under 18's) pose greater risk in the work place, these are assessed as work activity risk where they are just visitors, but where they are employed (temporary or permanent) separate procedures apply. New or expectant workers are also subject to greater risk, special procedures apply.

Definitions Hazard: The presence of something that could cause harm i.e. broken electrical plug on a computer.

Risk: The likely hood of that hazard actually causing harm – and then degree of harm that could arise i.e. with the broken plug the likelihood of someone actually touching it and getting an electric shock is the key issue

### **Form RH1**

Having identified the hazards associated with the activity or place it is now necessary to risk assess that hazard. Form RH1 does this by estimating the probability of it happening and the likely outcome if it did. Form RH1 is divided into two parts. Part A to enter the description of the work activity, and part B to assess and record the risk from each of the identified hazards. Any rating determined as HIGH risk an action to remove or reduce the risk must be taken as a matter of urgency. Any activity with a risk rating medium to

high must have control measures developed to reduce the risk. The control measures take the form of safe systems of work. A separate form has to be completed for each area of risk. The greater the risk rating, the greater the need for control measures and the more detail these should contain. The safe systems of work initially seek to remove the hazard, but if this is not practicable the following methods are employed:

- Physical safeguards such as, barriers, mechanical aids or engineering solutions.
- Systems of working, including written safe systems of work, communicated to staff, training, instruction or supervision.
- Personal protection such as gloves, footwear etc. Note this should be a last resort and carries with it an obligation to ensure your staff know how to correctly use it, are aware of its limitations and do actually use it.

The Joint Heads are responsible for ensuring that where training is identified it is given to staff involved in that activity and that training records are held. The Safety Committee team in conjunction with their Safety Assistant's must ensure that everybody who works in that activity sees the safe systems of work. It may be best practice to give each person involved in the activity a copy of any SSOW relevant to the activity they are involved in.

Risk assessments must remain up to date. It is the Safety Officer's role to ensure that the workplace and activity assessments are reviewed:

- Periodically, at least every 12 months
- Whenever a new person takes over an area on a permanent basis.
- When there is a change of work pattern or on the introduction of new equipment.
- In the event of any failure

The Safety Committee Team need to record the actions identified from the workplace hazards that have been completed and when workplace and work activity reviews have taken place. The Safety Officers must review both the workplace and activity assessments and redo SSOW where necessary.

VDU assessment is self-assessment by individuals independent of the workplace activity hazards. All users' workstations must comply with a detailed technical ergonomic specification, the workstation (defined as the desk, chair and other associated equipment and the surrounding environment). Form VDU is used to assess the workstation. Users should complete a self-assessment of their own individual workstation. The Safety Officers are responsible for completing an assessment and ensuring that any actions necessary for bringing the workstation up to the required standard are carried out... It is useful if individuals keep copies of their own forms; if the workstation is significantly changed the individual should review the assessment. Remember that VDU assessments are also subject to review, the Safety team must be aware when new staff arrive that they need to complete a VDU form.

## **Accident Prevention, Reporting and Investigation**

### **Prevention**

Ramillies Hall School and Nursery accident prevention programme includes:

- Full investigation of the accident to determine cause and prevent a recurrence.
- Risk Assessment of the work hazards from which safe systems of work will be designed.
- Employees trained in the use of those safe systems of work and safety requirements of the employee's job.

- Termly inspections of the workplace by Safety Committee Team
- Continuous monitoring of workplace conditions by Safety Committee Team, the Safety Officers and the Joint Heads.
- Analysis of accident statistics to identify trends/improvement opportunities.
- Good Housekeeping

Reporting an accident at work is defined as: “An unplanned happening or event, with a specific cause or causes, which arise out of or in connection with work and leads to injury (including acts of non-consensual physical violence done to a person at work)” Every accident that results in injury, however minor, must be reported.

There are three steps to reporting accidents:

- Complete accident book
- Complete employees report form
- The Safety Officers investigate the cause and reports.

### **Accident Book**

The accident book is held in the Main Office. This must be completed for every injury.

### **Employee Reports**

The employee must complete the Ramillies accident report, held in the school office, although someone can do so on their behalf if the injury prevents them doing so.

### **Accidents outside the Workplace**

Accidents that occur outside the normal workplace should also be recorded, for example whilst travelling on official duty at any other school. All completed accident reports should be sent to the Safety Officers.

### **Investigation**

Accident investigation is a vital step in ensuring that the lessons are learned and that the chances of the same accident reoccurring are minimised. The results of any investigation can also be used as evidence in any ensuing litigation against Ramillies. Safety Officers and /or the relevant Safety Committee team member are required to investigate the causes of every accident under the requirements of Ramillies H&S policy.

Safety Management Report (this report can be completed by the Safety Officers). The Safety Committee team member in whose area the accident took place must investigate the circumstances of the accident and prepare a report using the Accident Report form. The Safety Officers will help and advice at all times and must be contacted if injury is severe. Any incident that may have compromised safety, even if no injury occurs, should be reported to the Safety Officers so that the risk assessments may be reviewed.

Appendix C shows a summary of the main steps for accident reporting/investigation.

## Appendix C

### How to Complete an Accident Record

#### The Role of the Safety Officers and Safety Assistants

Please read the guidance notes carefully before completing the accident investigation report. The effects of an accident are often far reaching and the repercussions can continue to be felt well beyond the day of the accident. It is therefore essential that the matter is fully investigated and that the report is completed as comprehensively as possible.

The investigation has four major functions:

- It should determine the events leading up to the accident.
- It should identify the causes both immediate and underlying.
- It should identify the actions necessary to avoid similar accidents in future.
- It can also be used as evidence in court in civil claims brought by our employees or in prosecutions brought by enforcing authorities. Information that will allow you to complete the form fully can come from several sources of which observations, documentation and interviews are the main. These sources of information should be used to establish the circumstances of the accident and where possible the causes. Most accidents have more than one cause. Whilst it is often easy to establish the immediate cause, it is often more difficult to identify the underlying causes. It is essential that both immediate and underlying causes are identified.
- Usually the last but one of the most important parts of any investigation is to identify recommendations and actions needed to ensure that similar accidents do not occur again. In some situations, however, it will be necessary to take immediate action by taking a piece of equipment out of service or by cordoning off a particular area. You should consider how you are going to communicate any information on the causes to your employees and whether your findings need to be communicated on a wider scale. Updated

#### Section 1 – Personal Details of Injured Person

These are straightforward but essential in ensuring the report is matched to the correct employee.

#### Section 2 – Your Personal Details

These are required so that the correct contact point is identified when making any further investigations and enquiries.

#### Section 3 – The Accident

It is important that the date and time of the accident are reported accurately. Specify the person who first reported the accident (usually the injured employee) and the person who first accepted the initial report (written or verbal) with the precise time of the report. Be precise about the place of the accident. Just stating the address of the premises is not enough. Record exactly where the accident occurred e.g. in a specific room, at which position in yard etc.

#### Section 4 - About the accident

The type of activity at the time of the accident relates to the general duty that the employee was performing at the time. The specific task being performed on the other hand refers to the part of that activity that was

being performed. The approximate length of experience on the work being performed does not necessarily relate to the length of service. The employee may have changed responsibilities. Specify all related training that the employee together with appropriate dates and attach records to verify this. When investigating the accident try to identify exactly what happened. What was the injured person doing prior to the accident – e.g. were they about to lift a load (e.g. lifting parcel when it slipped and fell on their foot). Stating that the item fell on their foot is not enough. By asking as many people as appropriate including the injured person, you will obtain a lot of information. It is also important to establish the causes of the accident both immediate and underlying. Where possible any unsafe acts or conditions should be identified and detailed on the form. The level of the risk of the task being performed (see most current risk assessment) should be detailed. It should be noted that a post-accident assessment may also be necessary.

### **Section 5 – The Counterfoil**

Ensure you remove the accident report form from the accident book and write the date on the counterfoil. Pass the form to the person responsible for health and safety at Ramillies.

### **Section 6 – Employers Statement**

The Joint Heads will record their comments in this section. If the accident is reportable under RIDDOR, record the date and method used when first advising the relevant enforcing authority. It should then be signed and/or initialled.

## **Guidelines on Accident Reporting**

How to complete this book:

1. Assess whether the injury is categorised as notifiable, Serious or minor.
2. Notifiable injuries must be reported to your local authority, Ofsted and RIDDOR (tel. 0845 300 99 23) immediately and include: • Death • Fracture other than fingers or toes • Amputation • A serious eye injury • Immediate, medical treatment or loss of consciousness • A stay in hospital for 24 hours or more. • Serious illness for instance meningitis, swine flu
3. What to do When an Accident Happens: If the injury is notifiable: Accident happens; Call Medical help; Record the accident in the Accident Book within 24 hours. The injured person must check the form before signing. The Safety Officers must start an investigation and complete the appropriate form. A serious injury is one which results in absence from work of one whole shift or more: Accident happens; Call Medical help; Record the accident in the Accident Book within 24 hours. The injured person must check the form before signing. Immediately contact the Safety Officer. The Safety Officer must start an investigation and complete the appropriate form.
4. A Minor injury is one which results in no absence or an absence of less than one shift. Accident happens; Record in the Accident Book within 24 hours. The injured person must check the entry before signing. The final copy must remain in the accident file.

**THE ACCIDENT BOOK MUST BE RETAINED AS A PERMANENT RECORD OF ALL ACCIDENTS ON THE RAMILLIES SITE.**

# **Fire Safety: Arrangements for Dealing with Fire**

## **Introduction**

The Regulatory Reform (Fire Safety) Order 2005 requires the provision and maintenance of:

- A means of escape in case of fire.
- Means to ensure the safe use of the escape routes provided.
- Suitable fire warning arrangements.
- First-aid firefighting equipment.
- Emergency plans i.e. procedures in event of fire.

The fire safety procedures for the premises are the responsibility of Robert Poole (Safety Officer). Fire and Emergency notices are posted in prominent positions throughout the premises and show the action to take on discovering a fire in any building or on hearing the fire alarm.

Additionally, Ramillies has developed its own procedures for ensuring adequate fire prevention and co-operation with employees and users. Ramillies fire plan identifies the standards, precautionary measures and procedures to be adopted by all employees: You should make time to read it and familiarize yourself with its provisions. Every person in Ramillies is required to abide by its instructions.

## **Fire Plan – Standards**

### **Coordination**

All Ramillies employees have a responsibility not to misuse or interfere with firefighting equipment or protection measures, and to comply with the requirements of the fire notices and fire warden instructions. Fire Marshalls have been designated to provide assistance during evacuation. Where employees' volunteer, sufficient training will be provided via an individual's personal development plan to maintain ongoing competence.

### **Fire Equipment Testing.**

The fire alarm system will be tested at regular intervals this is the responsibility of the safety officer (R.P) who will keep records of all tests carried out. Fire extinguishers will be tested at least annually and checked weekly.

### **Fire drills**

A fire drill will be carried out once every term. It is the responsibility of the Safety Officer to organise this. A report of test and any weaknesses will be made and circulated to each of the Safety Committee Team.

### **Information**

Every occupier of the site will display fire notices in their areas of responsibility giving information on what action to take on discovering a fire and evacuation procedures. There is a model notice attached to this appendix. This fire plan will be shared with all of Ramillies employees, any changes will be brought to their attention without delay and arrangements made to ensure that any new incumbents are informed as part of their induction training.

## **Fire Plan - Precautionary Measures**

### **Electrical items**

Electrical items will be regularly tested and maintained in good working condition. This is the responsibility of the Safety Officer. Appliances such as photocopiers shall not be left switched on overnight or at weekends unless designed to be so and be operationally necessary.

### **Risk assessment**

Any special activity or task that is likely to raise the potential for fire must be subject to a risk assessment and appropriate control measures put in place.

### **Housekeeping**

- All staff must ensure that:
- Electrical leads are not routed in such a way as to create damage to them
- Combustible waste is not allowed to accumulate
- The integrity of firefighting equipment is not impeded in any way
- Emergency routes and exits must be kept free of obstructions at all times
- Fire extinguishers shall not be removed from their designated positions or fire doors wedged open.
- Fire escapes are to be kept clear at all times.
- Waste removal
- Combustible waste will be put out for removed or disposal every night.

## **Fire Plan – Procedures**

### **During working hours**

**ALL** personnel must ensure that they know how to raise the alarm, what action to take in case they discover a fire and what action they should take on hearing the alarm. These actions are displayed on notices around the site. All personnel must obey the instructions of the fire warden.

### **Out of hours**

Persons using the building outside of normal hours i.e. weekends or evenings must: -

- Make themselves familiar with an effective means of escape.
- Raise the alarm and call the fire brigade if a fire is noticed.
- Evacuate the building if the alarm is activated by other means call the fire brigade on hearing the alarm.
- Stay outside and liaise with the fire brigade to provide access until it is ascertained safe to re-enter.

### **Visitors**

All visitors must be signed in at the main office. Visitors must wear the provided visitors badge for the duration of their visit. Office staff must ensure that this is carried out and that guests are signed out when leaving.

### **Disabled persons**

All occupants must be aware of the special needs of disabled persons during a fire alarm. Hosts should pay particular attention to those with hearing impairment and arrangements made to ensure that they are made

aware of any alarm activation (test or real). Special procedures will be used for non-ambulant people on the first floors. When there are disabled members amongst permanent staff, fire marshals and nominated helpers will be trained to carry wheelchair-bound disabled persons in their own wheelchairs. During an alarm the trained fire warden will oversee the safe evacuation of disabled persons. In the absence of any disabled member of permanent staff or pupil the risk is only from disabled visitors. It is the responsibility of hosts to ensure that the presence of any disabled visitor is brought to the attention of the fire warden during an evacuation. In this instance the fire warden will oversee the evacuation of the disabled person. The use of an evacuation chair may be necessary in some cases. The evacuation chair is kept in the visitor's cloakroom.

## **Fire Safety General Statement**

As far as reasonably practicable, all steps shall be taken by the company to prevent, or minimise the probability of all causes of fire. The company recognises the need to take precautions to maintain the safety of all employees, contractors, visitors and pupils whilst on the premises against the threat of fire or other emergencies. Where applicable the company has had regard to the Regulatory Reform (fire safety) Order 2005, which imposes duties on employers in respect of workplaces under their control and on persons who have, to any extent, control of a workplace. The company acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate, i.e. inspection of means of escape and maintenance of fire warning systems and fire-fighting equipment will take place regularly.

The person responsible for this policy is Robert Poole, Estates Manager.

## **Risk Assessments**

We have conducted our workplace risk assessment in association with an external contractor who specialises in fire risk assessment (Fire Risk Assessment Solutions Ltd). This risk assessment includes our fire precautions and these precautions are outlined within this policy statement. Robert Poole is responsible for arranging and keeping records of assessments. We will review our fire risks and precautions regularly and in particular, if we have any major changes to the work processes, furniture, plant, machinery, substances, buildings or the number of people likely to be present in the workplace. If a fire or "near miss" occurs we will reassess our arrangements.

## **Fire Detection and Warning Systems**

In order to safeguard the safety of the employees in case of fire the workplace will be equipped with appropriate fire detection systems, alarms and non-automatic firefighting equipment. The main building has a BS 5839 Pt 1 manually operated fire alarm and detection system which is installed throughout the main buildings. It consists of a combination of smoke and heat detectors as well as a manual alarm activation points at fire exits. The operation of our system will be tested weekly by Robert Poole and the Maintenance person and records maintained with defects recorded and corrected.

In addition to the in-house checks, the system is maintained and serviced on contract. The contractor checks the system twice yearly and records the information. Portable Fire-Fighting Appliances In order to safeguard the safety of employees of the company along with contractors, visitors and pupils, the company will take measures for firefighting in the workplace, adapted to the dimensions and use of the workplace, the equipment, the size of the company, the physical and chemical properties of substances likely to be present

and the likely number of employees who may be present at any one time. Emergency contacts with external agencies will be arranged, particularly with regard rescue and firefighting. We have considered our fire risks and have adequate numbers and types of fire extinguishers throughout all buildings.

Extinguishers are located in suitable positions about the site and you will always find an extinguisher in close proximity to your position. These are checked each term and defects are reported to Fire Queen who will arrange to replace or repair it. In addition, they are on service contract to Fire Queen who checks them annually, records the date of the service on the extinguisher and provides a report to Robert Poole – Estates Manager. Fire Blankets are located in kitchen areas.

### **Maintenance**

In order to safeguard the safety of all persons on site in case of fire, the workplace and any equipment or devices shall be subject to a suitable system of maintenance. They will be efficiently maintained and kept in good working order.

### **Fire Action Plan**

- Any persons discovering a fire should operate the nearest fire alarm sounding a bell.
- The person discovering a fire should inform the office who will contact the fire brigade.
- Close all windows and doors before leaving the building.
- Evacuate the building via the nearest exit turning away from the fire and reporting to the assembly point in the playground. Do not collect belongings or re-enter the building.
- Fire marshals should ensure the buildings are empty before going to the main assembly point in the playground. Teachers/nursery nurses to ensure rooms are empty.
- Where access to an exterior fire escape is available this route should be taken to escape to the main assembly point in the playground.
- Office staff to take all registers to the assembly point and handed over so registration can be taken.
- Office staff are required to bring the snatch bag which contains; (contact details for staff and pupils; fire marshal vests; map of school including gas pipe work layout and emergency shut off valves; first aid kit) to the assembly point.
- Water and CO2 fire extinguishers are located in the buildings and should only be used by trained persons to aid escape.
- The Estates Manager is Fire Manager and will be responsible for directing the fire brigade when they arrive.
- Office staff should report to the Nursery Fire Marshal to assist with the evacuation of the babies.
- Contractors should report to the assembly point in the playground.
- On arrival the fire brigade will be handed a diagram showing the school layout and identify areas where, chemicals, paints, fats are used and stored, gas pipe work layout and emergency shut off valves.
- All staff and pupils are to be trained in the evacuation plan. The actions on finding a fire or on hearing the fire alarm. Fire marshals should be trained in the use of firefighting equipment. All new staff should be trained in the fire plan as part of their induction training.

### **Special provision has been made in the plan for use out of normal hours.**

These periods are as follows: 07:30 to 08:30, 16:00 TO 18:00 and 18:00 to 21:00.

### **07:30 - 08:30**

The person discovering the fire should sound the alarm and report it to the fire warden. The fire warden should then inform the fire brigade. All members of staff on site not supervising children should report to the playground. Staff supervising children should leave the building quickly ensuring all children are accounted for and go to the playground. The fire warden or fire marshals should act as Liaison with fire brigade upon their arrival.

### **16:00 TO 18:00**

Upon discovering a fire, the fire alarm should be triggered. Teachers and Class Assistants with children should evacuate to the appropriate congregation area (playground). Fire warden and fire marshals must report to the nursery to assist evacuation. Once the fire warden has evacuated everyone from all buildings, he may close the in and out gates to the main entrance remaining at the gate to prevent any vehicles accessing the site other than the fire brigade.

### **18:00 – 21:00**

The person discovering the fire should sound the alarm and report it to the Head Teacher. Pupils should evacuate under the supervision of their teacher to the playground. The gates to the main car park should be shut to prevent access to vehicles. The cleaning staff should congregate in the playground. All visitors should evacuate to the playground. The Head Teacher should contact the estates manager to attend as quickly as possible. The gates should only open for the fire brigade to gain access.

### **The Role of the Fire Warden and Fire Marshals**

- Ensure fire exits are kept clear at all times
- Ensure that fire action notices are on display in all classrooms and that all the main notices are kept up to date.
- Ensure that the building is clear when the alarm is raised.
- Highlight misuse of firefighting equipment and educate staff and pupils as necessary.
- Once checks have been made that all staff and pupils have been evacuated this should be reported to the fire warden.
- If the alarm should be sounded at play times, the fire marshals should check all play areas around the school that are out of hearing distance of the alarms and make them aware that the alarm has sounded.

### **Training**

All our employees will be trained in the following:

- The action to take upon discovering a fire;
- How to raise the alarm;
- The procedure for alerting members of the public and visitors including where appropriate, directing them to exits;
- The arrangements for calling the fire brigade;
- The evacuation procedures for everyone in our workplace to reach the assembly point;
- The location and, when appropriate, the use of fire-fighting equipment;
- The location of the escape routes, especially those not in regular use;
- How to open all escape doors;
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke;

- Where appropriate, how to stop machines and processes and isolate power supplies in the event of fire;
- The importance of general fire safety and good housekeeping;
- The need to report problems/concerns promptly to responsible persons.

### **Procedures for Dealing with Health and Safety Issues**

If an employee raises any concerns relating to fire the company will:

- Take all the necessary steps to investigate the circumstances;
- Take corrective action where appropriate;
- Inform employees of the results of the investigation and take action.

### **Summary Policy**

To reduce the risk of fire we will adopt the following simple precautions:

- Conduct risk assessments
- Carry out periodic inspections to identify fire risks and ensure that appropriate precautions are in place
- Ensure that housekeeping standards are such to minimise the risk and spread of fire
- Ensure effective security precautions are taken to minimise the risk of arson
- Control contractors' operations and the risk of fire associated with their operations
- Aim to prevent fires of electrical origin by good maintenance and routine inspection and testing equipment as per legal requirements
- Ensure that electrical equipment not in use is switched off, and where appropriate unplugged
- Ensure that all employees have adequate training in our emergency plan, fire precautions and where appropriate the use of fire-fighting equipment
- Ensure that our fire precautions are regularly reviewed and monitored
- Ensure that the Ramillies site remains smoking free
- Prohibit naked flames in high risk areas
- Ensure that flammable materials, liquids (vapours) and gases are handled, transported, stored and used properly
- All highly flammable materials are safely stored
- Closing all doors, windows and other openings not required for ventilation, particularly out of working hours
- Ensure that our firefighting equipment and detection and warning systems are checked and inspected as necessary
- Conduct fire drills at least once a term
- Ensure that employees report any concerns relating to fire

### **Responsible Personnel**

Robert Poole – Fire Warden

Mark Mathers – Fire Marshal

Dermot McCallion – Fire Marshal

Rita Meskill – Fire Marshal

Clare Thomas – Fire Marshal

## **First Aid Arrangements**

### **General Statement**

The Health and Safety (First-Aid) Regulations 1981 requires Ramillies Hall School and Nursery to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees, students and visitors in the event of an injury or illness.

The personnel will only be appointed after they have undergone the required training and certification as the HSE approve for our case.

The people responsible for the implementation of this policy are the Joint Head Teachers Diana Patterson, Denise Anthony and the Nursery Manager, Clare Thomas.

The first aid equipment is located in the following areas – First aid room; Main kitchen; Teaching kitchen (Room 4); Design and technology (Room 1); Science lab; Art department; Junior school; Early years; Pre-school; Baby nursery; Nursery staff room.

The responsibility of keeping the first aid equipment replenished in the Main school belongs to Mrs Hall and Miss Jeacott. The Nursery senior first aider is Clare Thomas. The senior first aiders will report to the Bursar when equipment needs to be ordered. However, there is a full stock of first aid equipment in a locked cupboard located in the central staff cloakroom.

### **First Aid Boxes**

Our first aid boxes are clearly marked with a white cross on a green background. The minimum contents within these are:

- A general guidance leaflet on first aid;
- 20 individually wrapped sterile adhesive dressing (assorted sizes);
- 2 sterile eye pads; eye wash
- Disposable ice pack
- Adhesive tape
- Foil blanket
- Crepe bandage
- Resuscitation face shield
- Individually wrapped triangular bandages (sterile);
- Safety pins
- Medium sized individually wrapped sterile un-medicated, wound dressings (approx. 12cm x 12cm);
- 2 large sterile individually wrapped un-medicated wound dressings (approx. 18cm x 18cm);
- 1 pair of disposable gloves.

The senior first aiders are responsible for replacing the contents and regularly checking to ensure that the contents are safely discarded after their expiry date.

## **Travelling First Aid Kits**

As we have employees who work away from our premises, at different locations we have provided them with travelling first aid kits.

These kits contain the following:

- General guidance leaflet on first aid;
- 6 individually wrapped sterile adhesive dressings;
- 1 large sterile un-medicated dressing (approx. 18cm x 18cm);
- 2 triangular bandages;
- 2 safety pins;
- individually wrapped moist cleansing wipes; eye wash
- 1 pair of disposable gloves

## **First Aid Room**

The first aid room is located on the first floor, adjacent to the staff room.

Senior School has a rota drawn up so that staff can contact the first aider, this timetable lists alternatives in case a first aider is out of school with illness, trips etc. This rota is on the first aid cupboard door and has been issued to senior staff and teaching assistants.

## **First Aiders**

The Bursar is responsible for ensuring that the School has sufficient numbers of trained First Aid personnel. There will be at least one First Aider on the school site when children are present. In the Early Years Foundation Stage (EYFS) setting at least one person who has a current Paediatric First Aid certificate must be on the premises at all times when children are present. On outings, including children from the EYFS, there must be at least one person who has a current Paediatric First Aid certificate.

There are eleven trained Designated First Aiders on site:

- In Nursery - Clare Thomas, Cherise Emsen, Samantha Nolan, Dawn Lear, Maria Royal and Rachel Pope.
- In School – Neil Mather, Debbie Hall, Debbie Jeacott, John Hutton and Felipe Morais.

There are also a number of Paediatric First Aiders on site:

- In the Nursery - Clare Thomas, Rita Meskell, Alison Pope, Sandra Clark, Paula Lavelle, Maria Royal, Rachel Pope, Samantha Nolan, Rachel Blood, Sally Green, Cherise Emsen, Dawn Lear, Paula Silcock, Amanda Denison, Lauren Bamford and Sarah Gibson
- In the School - Debbie Hall, Debbie Jeacott, John Hutton and Felipe Morais.

Senior School has a rota drawn up so that staff can contact the first aider, this timetable lists alternatives in case a first aider is out of school with illness, trips etc. This rota is on the first aid cupboard door and has been issued to senior staff and teaching assistants.

Arrangements are in place so that any First Aider who is called to an emergency can leave their normal duties immediately:

For Nursery staff, the Nursery Manager or one of the Supervisors will rearrange staffing and breaks if

necessary, to maintain appropriate staff ratios

For School staff, if the only First Aider available is in charge of a group of pupils, their supervision will be taken over by another member of the teaching staff or a teaching assistant.

### **Emergency First Aid at Work training**

Most members of staff, who are not First Aiders, have received a half day's Emergency First Aid at Work training. For further information please refer to the [First Aid Policy](#)

## **Arrangements for dealing with Major Incidents**

### **Introduction**

The Management of Health & Safety at Work Regulations 1992 requires sites to have a major incident/disaster plan. It is the responsibility of the Safety Officers to develop and communicate the plan which is intended to provide flexible guidance to cover a wide range of potential events.

The plan covers the following events:

- Where fire, explosion, collapse of building plant, food or other catastrophic event results in fatalities or multiple casualties to Ramillies employees, contractors or parents visiting the premises.
- Where an employee, contractors or parents suffers a fatal injury or there are multiple casualties directly resulting from a site disaster.
- Where a serious hazardous situation has occurred or is developing, the control of which is clearly beyond the local resources of Ramillies and which requires assistance from the emergency services. This would include hostage situations on Ramillies premises.
- Any other hazardous situation which will clearly attract widespread public alarm and media interest. Generally, the Safety Officers will manage the procedure in place. In the event of a full evacuation of Ramillies Hall School and Nursery, all evacuees will assemble at Cheadle Hulme Methodist Church, where a full fire safety procedure will take place.

## **Ramillies Contractor Safety**

### **Introduction**

A "contractor" is literally someone who is a party to a contract, but in the health and safety sense it is usually a person or a company which agrees to carry out some operation for another person or company not under a contract of employment but as an independent business. The Ramillies Hall School and Nursery employees may occasionally request works that necessitate contractors on site, or they may come into contact with contractors who have been contracted by others. If you are responsible for contracting work out, you have a duty to ensure that your contractor is going to do the job safely.

Further advice is available from your Estates Manager in this respect.

### **Unsafe Conditions**

Contractors themselves have a duty to conduct their work with due regard to the safety of others. If you have reason to believe that a contractor is working unsafely the following actions should be followed in ascending order, the start and finish points are a matter of judgement.

- As first priority ensures that you or any of your staff are not at risk.
- Refuse to enter dangerous areas, even if work has to stop.
- Speak to individuals and their supervisor to express your concerns, do not instruct.
- If in your judgement the risk is sufficiently serious, request the person in charge of the contractors to stop the work.
- Advise the contract administrator (usually the Estates Manager) by the quickest, practical means of the unsafe working practice or condition and then follow up with a written report. If the Contract Administrator is not available, speak with the most senior representative of the contractor on site and make written record of the conversation.

Note: Whenever you become aware of an apparent failure by a contractor’s staff, to comply with health and safety legislation, it is appropriate to take certain action to bring this deficiency to the notice of the appropriate person. DO NOT instruct other persons on what to do or not to do or you will be taking on personal liabilities if an accident occurs.

Written By	Dermot McCallion
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