

Welcome to



LIME HOUSE SCHOOL
HEALTH AND SAFETY
BOOKLET
FOR
EMPLOYEES
FEBRUARY 2017

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Introduction

Welcome to Lime House School

We hope that your association with us will be a long and happy one.

“When new staff are employed, Lime House School will aim to help them adjust to their situation as quickly and easily as possible, so that they become integrated and productive members of the organisation from the earliest possible opportunity.”

Health and Safety Policy

General Statement

The Company aims to provide a safe environment for its staff and others who may be affected by the Company's activities and to protect their Health, Safety and Welfare on the Company's premises in so far as is reasonably practical by:

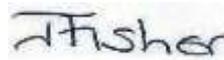
- Carrying out Risk Assessments to identify hazards and to implement the necessary corrective measures to remove or minimise the risk to individuals
- Providing such information, instruction, training and supervision to the employees, as they need for the purpose of carrying out their duties competently
- Establishing and developing a "Safety Culture" within the company; encouraging ownership of the culture at all levels
- Purchasing safe plant, machinery, equipment and materials for use within each workplace with appropriate British or European Standards
- Maintaining all plant, machinery and equipment in a safe condition
- Establishing systems and procedures to implement the requirements of this policy
- Establishing, where appropriate, safe systems of work to minimise risks of injury and to health
- Making each employee aware of their legal responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others and to co-operate with the Company in the implementation of this Policy
- Monitoring and assessing the effectiveness of the Policy, and to make changes when required
- Communicating effectively with staff and third parties on Health Safety and welfare matters.

Full details of the Organisation and Arrangements sections of this Policy are set out in the Health and Safety Manual, which is held by your Head of Department.

If you have any queries relating to Health, Safety and Welfare issues please contact your Head of Department or in their absence Mrs Fisher.

Name: J. Fisher

Signature:



Appointment: Managing Director.

Date: 24th September 2003

Last Review: 2nd September 2016

HEALTH AND SAFETY MATTERS

Lime House School is concerned with the continued health and safety of its employees. As such we expect all employees to abide by the following rules.

The company recognises that it has a duty to provide a safe working environment for employees, and to try to prevent injuries to employees. To achieve this, your co-operation is essential.

All employees must:

- Work in a safe manner and observe the Company safety rules.
- Use protective clothing and equipment provided.
- Report to Head of Department or Mrs Fisher any incidents that have led, or could lead to, injury.
- Report all injuries obtained at work to Mrs Fisher, obtain the necessary first aid treatment and record the accident in the first aid book.
- Co-operate in the investigation of accidents.

Any employees that breach the Company Safety Rules or acting negligently will be subject to disciplinary action.

Part 1 - General

1. Why is Health and Safety Important?

Accidents and unsound working practices at work are in no one's interests. They can lead to injury, long term health problems and financial loss. It is far better then to prevent problems arising. Health and safety procedures are based on prevention, rather than cure. Because health and safety is so important, legislation has been introduced to ensure that reasonable steps are taken to protect the workforce and others, such as visitors, who may be affected by what you do.

Working together we can achieve a safer, more efficient working environment which benefits everybody.

The contents of this booklet do not cover every aspect of working operations. All specialist activities within this site carry with them particular health and safety requirements. You will be advised on these aspects as necessary by your Head of Department or Mrs Fisher. Additionally, if you have a query which is not covered by this booklet please ask your Head of Department or Mrs Fisher for advice.

2. Lime House School Obligations

We have the responsibility of ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all our employees. We are also obliged to ensure, again so far as is reasonably practicable, that any people who may be affected by the organisation's activities (but who are not actually employees, such as visitors) are not exposed to health and safety risks as a result of our operations.

To meet those requirements on a practical level we will regularly check what hazards or risks might exist in the workplace or as part of the work activity. This exercise involves Lime House School in evaluating not only whether there is the potential for something to cause harm, such as the use of particular machines or certain methods of work, but also the likelihood of a dangerous occurrence. Where unacceptable risks are found to exist, steps are taken either to remove or reduce them. In addition, where it is appropriate to do so, training will be given to employees on suitable working practices and proper use of plant and equipment.

3. YOUR Responsibility

You have a key legal and practical role to play in ensuring that a safe and healthy workplace exists. You are required to take reasonable care of both your own health and safety and that of colleagues and others who may be affected by what you do at work. You are also required to co-operate with your employer so that they can do what is legally required.

You should comply at all times with the instructions and/or training given by your employer in respect of both plant and equipment and working practices.

In no circumstances, should you intentionally or recklessly interfere with or misuse plant and equipment which you use as part of your job.

You should bring to the attention of management anything in the workplace which you think is dangerous, or potentially dangerous, or which represents a shortcoming in the organisation's health and safety arrangements.

4. Enforcement

The Health and Safety Executive and local authorities have obligations to promote best practices in health and safety and ensure that legislation is met. Inspectors have powers to inspect sites, call for information and generally carry out examinations and investigations. If an inspector establishes a breach of health and safety law he can:

issue a prohibition notice to stop an activity which he believes could cause serious personal injury

issue an improvement notice requiring faults to be remedied within a particular timescale

prosecute

5. Health and Safety Committee

The school has a health and safety committee consisting of employee representatives, if you have any health and safety concerns, they will be pleased to help you.

Part 2 - General Health and Safety Concerns

Accidents



If you suffer an injury at work, regardless of how minor, you must report it to your immediate Head of Department or Mrs Fisher and you must enter details of the incident in the accident book located in the office. You should also notify your Head of Department or Mrs Fisher of "near misses". If you suffer an injury outside work which affects your ability to do your job you should tell your Head of Department or Mrs Fisher so that appropriate arrangements can be made.

Similarly, if you are aware of any incident involving injury to a visitor or other member of the public you must tell your immediate Head of Department or Mrs Fisher. If you are personally involved in the incident you must not say anything which might be taken as an admission that it was your or Lime House School's fault. You have no authority to say what Lime House School might do as a result of the incident or what its views might be.

The injuries which most frequently occur are accidents caused by lifting heavy or awkward loads; slips, trips and falls on a level; and working at heights. Sections on each of these are included in this booklet and you should be particularly alert where you may be affected by these in your work.

Alcohol and Drugs

Anyone found under the influence of either during working hours is liable to disciplinary action.

Asbestos

There are areas on site which may contain asbestos.

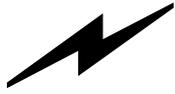
These are identified by a warning sign comprising a black exclamation mark on a yellow triangular background, plus this sign



Drinking Water

This is available from water coolers situated in dormitories, dining room and common rooms

Electrical Equipment



Electricity can kill or cause severe injury. Most electrical accidents occur because equipment which people thought was 'dead' is actually 'live' or they do not take sensible precautions.

At the end of the day, remember to switch off all appliances at the mains socket unless authorised procedures prohibit this.

Do not:

- ✗ Clean, install or repair equipment, appliances, leads or plugs unless you are authorised to do so.
- ✗ Use electrical equipment or lighting which is faulty. Report such equipment so that it can be repaired or replaced.
- ✗ Use electrical equipment whose cable is frayed or otherwise suspect, and report it.
- ✗ Overload electrical sockets.
- ✗ Withdraw plugs from the mains by tugging at the cable so far that the appliance is operated with the plug partially withdrawn.
- ✗ Place portable electrical equipment where it presents a hazard to employees or in proximity to water or liquids.
- ✗ All electrical appliances used in the performance of your duties must have a valid "Tested" sticker attached

External Areas

- The area in front of maintenance and the slope down to the Sports Hall is **OUT OF BOUNDS TO ALL PUPILS**
- The access gates must be kept closed at all times
- Delivery drivers must ensure that no pupils are about when manoeuvring their vehicles

Fire

- Fire doors (which are clearly marked) are vital in preventing fire from spreading quickly and must not be wedged open.
- Fire exits and access to Fire equipment must never be blocked, not even temporarily.
- Similarly, escape routes must be kept clear at all times.
- Do not overload electrical sockets as this is a major fire hazard.



If you discover a Fire:

- ✓ Raise the alarm immediately
- ✓ Unless you can do so without any risk to yourself, or others, do not attempt to fight the fire.
- ✓ Familiarise yourself with the fire alarm procedures where you work. If you have any queries, address these to your immediate Head of Department or Mrs Fisher.
- ✓ On hearing the fire alarm, you must immediately leave the building using the nearest safe exit, walking, not running and head towards the assembly point.
- ✗ **Do not** stop to gather your possessions.
- ✗ **Do not** return to the building until the fire brigade or your immediate Head of Department or Mrs Fisher tells you it is safe to do so.

Main Assembly Point



Main assembly point – outside the main school entrance

First Aid

First aid facilities for treating injuries at work are available. Posters and notices setting out the location of first aid facilities and persons responsible for administering them are displayed. You should familiarise yourself with these.

All first aiders on site wear a triangular first aid badge.

If any member of staff is untrained in first aid, they should NOT attempt to treat the injury but should send at once for a first aider.



Hazardous Substances



Some processes involve work with substances which require caution in their handling, use and storage. Examples include caustic and acid materials for cleansing. If your job involves use of such substances, you will be told what they are and you will be given training on the correct procedures for using them. You must only treat such substances in accordance with the training and instructions you are given. If you experience any symptoms or irritations which you believe may be due to your work with such substances, you must report this to your immediate Head of Department or Mrs Fisher straight away.

Wherever hazardous substances are in use or are stored appropriate warning signs are displayed warning of their presence and the nature of the hazard. Common warning notices feature a black symbol on a white background with a red border.

If you notice a spillage or leakages of any hazardous substance report it to your Head of Department or Mrs Fisher immediately.

Do not eat, drink or smoke in areas where hazardous substances are used or stored. If you accidentally come into contact with such a substance, wash the skin immediately and report it to your Head of Department or Mrs Fisher. You will have been shown where washing facilities, eye baths or emergency showers are located.

Hygiene and Health

In an educational environment, it is vital that high standards of health and hygiene are set and kept to.

Certain standards are set by law.

Illnesses which are particularly hazardous include:

- Diarrhoea
- Gastroenteritis
- Infection
- Salmonella
- Skin infection
- Throat infection
- Typhoid
- Vomiting
- Any infectious illness

Lime House School has procedures in place setting out what to do in these situations and you will be made aware of them. If you find yourself suffering at any time from any of the above illnesses, you should contact Mrs Fisher immediately and consult a doctor.

Using of Gloves

- Hands must be properly washed before putting on gloves
- Hands must be washed between glove changes
- Gloves should never be used in place of hand washing
- Gloves should be changed:
 - As soon as they become soiled or torn
 - Before beginning a different task
 - At least every 4 hours during continual use, and more often when necessary
 - Care should be taken to not allow gloves to create a false sense of security

Kitchen and Home Economics

The Top 10 for Food Workers

Tell your Head of Department or Mrs Fisher at once of any skin, nose, throat, or bowel trouble.

1. Telephone 01228 710225 and speak to your Head of Department or Mrs Fisher
2. Cover cuts and sores with waterproof dressings
3. Obtainable from first aid boxes allocated throughout the site
4. Wear clean clothing and be clean
5. Remember smoking in a food room is illegal and dangerous
6. Never cough or sneeze over food
7. Clean as you go
8. Keep your hands-off food as far as possible
9. Keep food utensils clean
10. Keep the lid on waste bins

Remember the law requires clean conditions for food manufacture

Personal Practices

- × **Do not** wear jewellery, including watches, rings, earrings, necklaces in a food plant
- × **No** eating or drinking in the plant
- × **Never** use food containers for anything but food
- × **No** smoking or gum chewing
- × **Never** spit on the premises

When Should Hands Be Washed?

- ✓ Always before starting work
- ✓ On entry to kitchen
- ✓ After using the toilet
- ✓ Before and after handling raw food
- ✓ After touching the hair, face or body
- ✓ After breaks
- ✓ Between different tasks
- ✓ After sneezing, coughing or using a tissue
- ✓ After smoking, eating, drinking or chewing gum
- ✓ After using any cleaning, polishing or sanitizing chemical
- ✓ After handling rubbish / waste
- ✓ After clearing tables or dirty dishes
- ✓ After touching soiled aprons or clothing
- ✓ After touching anything else that may contaminate the hands, such as un-sanitized equipment, work surfaces or cleaning clothes



Other Hand Issues

- Fingernails should be kept short and clean
- Nail polish, false nails and acrylic nails should not be worn while handling food
- Cuts and sores should be treated and kept covered with clean bandages
- If hands or fingers are bandaged, gloves or finger cots should be used to protect the bandage and prevent it from falling into the foods
- It may be necessary to move an employee to an area where food will not be handled

Hand Washing Basics

1. Wet hands with hot running potable water, the water should be as hot as the hands can comfortably stand. Approximately 43°C
2. Apply enough soap to build up a good lather. Approx. 3 – 5 ml of liquid soap.
3. Rub hands vigorously together. under running water, for at least 20 seconds cleaning all parts of the hands
4. Clean under fingernails, between fingers, and around wrist
5. Rinse off all the lather and bacteria
6. Rinse hands thoroughly under running water
7. If the tap is not automatic, turn it off with the elbows
8. Dry hands.
9. Hands should be dried with clean, single use, disposable paper towels or hot air blow dryer

Appliances:

- All kitchen appliances must be checked regularly by the electrician
- If using the appliance for the first time please seek advice before using
- Safety guards where applicable must be kept on the machines

Cleaning Materials:

- All brushes, mops, buckets etc., must not be kept in the kitchen area
- All tea towels, dish clothes etc. must be washed separately by the laundry

Clothing:

- All staff must wear the correct clothing; their hats must be worn at all times. All kitchen clothes must be laundered daily
- Jewellery must not be worn, when handling or serving food
- The kitchen / dining room area are a STRICTLY NO SMOKING AREA
- The only area that you may use for the purpose of SMOKING is the Staff smoking area

Dining Room:

- All passageways must be kept clear at all times
- Tables to be washed after every meal, floor to be washed twice daily

Floor:

- Make sure that the kitchen floor is kept clean and tidy at all times
- Spillages must be mopped up immediately

Pupils:

- Pupils are NOT ALLOWED into the kitchen area under any circumstances

Stores:

- Food must be kept in the storeroom. The storeroom must be kept tidy at all times
- Open food must be covered at all times
- Temperature checks must be carried out twice daily on both fridges and freezers, all temperatures must be recorded
- All food must be checked when it arrives, faulty products must be returned to the supplier

Toilet and Cloakroom:

- All coats must be kept in the cloakroom
- Towel and soap must be available at all times

Lifting Heavy or Awkward Loads



Manual handling of heavy or awkward loads is a common cause of injury. Where your job entails lifting of loads you will be given advice and training on the correct procedures to follow. Before lifting any object assess whether it is likely to present difficulties in terms of weight, temperature or shape. Do not lift any object which cannot be handled easily.

Obtain assistance or use a trolley. If other equipment is required to help you, only use it if you have been trained and are authorised to do so.

Machinery and Hand Tools

Where your job involves you using machinery you will be given training on the correct methods and procedures to use.

Do not:

- ✗ Use any machine unless you have been trained in its operation.
- ✗ Operate any machine whilst wearing loose clothing, dangling chains, ties, belts or long hair that could get caught in the moving parts.
- ✗ Operate any machine without its correctly fitted and positioned guards.
- ✗ Clean or otherwise interfere with the machine whilst it is in motion or when it has stopped unless authorised to do so.
- ✗ Override or adjust any electrical or mechanical interlocks or devices.

You must immediately report any malfunction in a machine to your Head of Department or Mrs Fisher. Only use machinery and hand tools for the purpose for which they are intended.

Maintenance Department

General

- Care must be taken in the disposal of broken glass (please use the skip for all broken glass).
- Isolate all chemicals, gas bottles etc.
- The maintenance block is **OUT OF BOUNDS TO ALL PUPILS**.
- **NO SMOKING** or naked light near fuel tanks at all times.
- Hard hats, protective goggles, masks and ear protectors are to be worn where necessary.
- Scaffolding must be used in all situations when working above 3 metres.
- All work area floors to be kept clear of obstacles.
- Any queries please refer to the HEALTH and SAFETY OFFICER – MRS FISHER.

Joiners Shop

- Machines and power tools only to be used by the maintenance staff
- Floors to be kept clean at all times
- Overalls, ear protectors, safety glasses and dust masks must be used when machines are in operation.
- Solvent and glues to be isolated

Grounds

- Chemicals must not be left unattended on fields etc.
- All cutting machinery to be taken back to maintenance at break times and keys removed.
- Safety goggles, gloves, masks and overalls to be worn when working with hazardous chemicals.
- No machinery to be left running unattended.
- All machinery to be switched off while adjustments are made.

THE MAINTENANCE DEPARTMENT ARE RESPONSIBLE FOR THE DAY TO DAY REPAIRS IN AND AROUND THE SCHOOL. PLEASE CHECK AREAS FREQUENTLY AND THOROUGHLY.

Off-Site Visits

These are to be carried out inline with DFES guidelines – details are obtainable from the office. Risk Assessments are to be completed or obtained from the venue before the visit takes place

Offices, Staff Rooms, Classrooms

The office and staff room may not be the safe environment many people take it to be and staff working in offices needs to be alert to potential hazards. These are likely to include, but are not limited to:

- **Cabling:** trailing cables and flexes can cause trips (see also section on electrical equipment).
- **Equipment:** scissors, staplers, letter openers and guillotines must be used carefully
- **Filing Cabinets:** do not leave drawers open for people to fall over; only open one drawer at a time so the cabinet cannot topple over; always fill the cabinet from the bottom drawer upwards to make sure it is stable.
- **Papers and Files:** do not leave these where they can be stumbled over; do not store paper near a heat source.
- **Fire Doors:** do not wedge these open or block them.
- **Windows:** if on a ground level, open these carefully to avoid injury to passing pedestrians.
- **Carrying Files or Equipment:** never carry so much that you cannot see where you are going (see also section on lifting heavy or awkward loads).
- **Storage Cupboards:** do not leave doors open so as to pose a hazard to others.
- **Carpets or Tiles:** always report any tears or unevenness to your immediate Head of Department or Mrs Fisher in order that defects can be mended.
- **DSE's:** the location of your workstation will have been designed by your employer to reduce long-term hazards. Do not alter it without your Head of Department or Mrs Fisher's consent.

P.E. and Games

General

Danger cannot be completely eliminated in any gym activity and the teacher must be concerned with the avoidance of unnecessary risks. You should know what exercises to put into the programme for any given age and type of pupil and, advanced work should never be undertaken by teachers who have not been trained in the use of the apparatus.

Apparatus Work:

There must be controlled practice on reasonable apparatus and in this respect, it is perhaps desirable to remind staff the law demands recognition of the following principles:

- the exercises are suitable for the ages, ability and aptitudes of the Pupils in the class
- the teacher presents an appropriate explanation of the skills, and practices the skills before the programme
- a catcher is provided when the situation demands
- in group work, sufficient supervision by the teacher is maintained
- portable apparatus should be stored when not in use
- teachers should under no circumstances permit apparatus which is obviously damaged, to be used in lessons
- all work involving apparatus must be supervised at all times
- the availability of space and equipment must always be carefully considered
- The age of the pupil is an important factor; it determines the degree of care and supervision that needs to be exercised. In early stages of primary education, a greater degree of surveillance has to be exercised than, say; in senior forms of a secondary school where the pupils have had several years of experience of Physical Education

Demonstration and Practice:

In controlled gymnastics demonstration and practice are essential.

Supervision in group work:

Group teaching may vary; as it will involve a slower rate of progress. No group should be allowed to work on their own, or perform intricate exercises or exercises in which pupils are not trained.

The teacher should pay periodic visits to each group and be in a position in the gym to survey all activities.

When more than one activity is going on in the gym at the same time the teacher must have ensured that the various activities are within the capabilities and experience of the pupils concerned.

Games:

- There must be adequate supervision.
- The rules of the game must be observed
- the game must not be played in unsuitable surroundings and the ground or surface must be fit for play
- All pupils must be suitably clothed.
- Where a proper game is being played there should be an umpire or referee, the teacher should remember that he is in a dual capacity both as a referee or umpire and as a supervisor.

ALL ACCIDENTS/INJURIES MUST BE ENTERED INTO THE ACCIDENT REPORT BOOK WHICH IS KEPT IN THE SCHOOL OFFICE.

Jewellery:

Pupils must not wear any type of jewellery during the course of P.E. or games.

Physical Education:

It is the teacher's duty to see that no child who is obviously unfit takes part in P.E. In cases of where any doubt arises, the pupil should be excused from the activity until a medical opinion has been obtained.

Proper clothing and footwear are essential in all P.E. lessons and games for reasons of safety and health. In certain circumstances, it may be proper for gymnastics, particularly dancing, to be taken in bare feet. However, the teacher should not permit pupils to undertake such exercises in bare feet

unless he/she is satisfied that the conditions are suitable. Neither staff nor pupils should work indoors in stocking feet which do not grip the surface of the floor.

The P.E. teacher must inspect all equipment and apparatus in the gymnasium to see that it is in good order. Arrangements should be made for the equipment to be regularly tested and a note kept of the dates of inspection

Showers:

Pupils should shower after physical exercise.

A pupil may only be excused a shower if they provide a medical certificate saying it would have a detrimental effect upon the child's health.

Sports Insurance:

A scheme for insuring against serious injury to pupils who take part in sports activities and physical education has been organised by the school.

Personal Protective Equipment

In certain jobs and activities, you will be issued with personal protective equipment or clothing. You must always wear or use this as directed. Protective equipment or clothing includes, for example, gloves, ear protectors and safety harnesses. Where these are provided, you will receive training on their correct use. Any deficiency or damage must be reported to your Head of Department or Mrs Fisher immediately.



Residential Areas

- Male staff that has reason to visit the girls' boarding areas must be accompanied by a female member of staff at all times.
- Broken windows please inform the office immediately.
- Wet or soiled linen must be sent to the laundry in Black plastic bags clearly labelled.
- Pupils who frequently wet their beds must have a plastic sheet fitted to their bed.
- ALL RESIDENTIAL STAFF must make sure that all doors are securely locked before going to their sleeping quarters.
- Paths which become icy in the winter must be salted. Salt should be available at all times from the Maintenance Department.
- Correct footwear must be worn in the Sports Hall or on the Sports Fields or on walking activities.
- Maintenance is responsible for all outside lighting. All paths and residential doorways must be well lit.
- Fire signs must be checked weekly to ensure that all fire escapes are clearly marked.
- Maintenance will carry out regular Fire Alarm checks, making sure that all parts of the building can clearly hear the bells.
- Any maintenance requests must be handed into the school office; these can be recorded in the duty log.

Care Staff

Protective clothing - gloves should be worn when:

- Handling wet or soiled bed linen
- Treating cuts and grazes
- Cleaning up vomit, urine or faeces.

General:

- Light bulbs to be replaced immediately, stairs should always be well lit
- Proper storage of food
- Soap and towels should always be available in the toilet area

Risk Assessments

A register of Risk assessments is kept in the main office and are reviewed and updated regularly. Please familiarise yourself with the ones relevant to your work area and activities and follow the procedures outlined. Any errors or omissions must be reported to Mrs. Fisher.

Road Vehicles and Powered Internal Transport

You may not drive a powered vehicle unless you are trained and authorised by the organisation to do so.

Where you use such vehicles:

- Always wear a seat belt where it is fitted
- Ensure all passengers wear their seat belts
- All passengers must be seated
- Passengers under 1.35 metres in height must use a booster seat
- Always observe speed limits and other traffic signs
- **Do not** carry passengers unless authorised to do so
- Keep to any proper vehicle gangways and roadways
- **Never** leave the keys in the vehicle when it is unattended or only Pupils are on board
- Always use any warning beacons or horns featured on the equipment in accordance with your instructions
- **No** smoking is permitted
- **Do not** leave engine running with Pupils on board
- Drivers must check the vehicle before departing
- In the event of breaking down, make sure that the Pupils are safe, and then notify the school and the police
- You must report any damage or malfunction in the vehicle to Mrs Fisher immediately
- Make sure that the doors are not opened before the vehicle has stopped. Doors must be kept closed, whilst the vehicle is moving
- ALL DRIVERS MUST BE OVER THE AGE OF 25 TO DRIVE SCHOOL MINIBUSES
- A FULL DRIVING LICENCE MUST BE HELD FOR 2 YEARS BEFORE YOU CAN DRIVE SCHOOL MINIBUSES
- ANYONE WHO HAS A DRINK DRIVING CHARGE MUST NOT TRANSPORT STUDENTS UNDER ANY CIRCUMSTANCES

If you work in the vicinity of vehicles you must use separate walkways where these are provided. Always stand clear of vehicles which are lifting, lowering or otherwise discharging loads.

In areas in which vehicles operate, warning signs are posted as appropriate.

Make sure that the maximum limit of numbers of passengers to be carried passenger is observed out at all times.

Safety Notices

There are a number of safety notices posted on the site. They are designed to alert you to potential hazards and are provided for your safety. You must obey them. You should report any damage to these signs to your Head of Department or Mrs Fisher immediately.

Science Laboratories

General:

Any queries as to safety and correct practice procedures should be referred to the HEAD OF SCIENCE.

Information is also available in SCIENCE MANUAL in the preparatory room.

Animal Materials and Dissection:

Preserved animal materials are a potential danger and should be stored safely. Dissection materials should comply with current D.E.S. regulations.

Disposal of animal materials presents a hazard incineration is recommended.

Clothing:

Protective clothing (lab aprons and cotton coats) eye protection (goggles and safety glasses). For staff and pupils rubber gloves (marigold type) must be used for washing up.

Disposable gloves for dissection etc.

Fume Cupboard:

Must have a current test certificate

Hazardous Substances:

There are many corrosive and caustic solutions all of which can cause injury to staff and pupils. Spillage on furniture and floors should be dealt with according to Lab safety regulations.

Lasers:

Handling of Lasers is restricted to qualified science staff. Correct eye protection must be used at all times.

Pupils:

There are many dangers to Pupils and caused by Pupils in the lab.

Safety rules and guidelines must be made clear as part of their science education.

Supervision should be of a high level especially in year 7, 8, 9 and 10 groups.

Radio Active Materials:

Handling of Radioactive materials and their storage must be as recommended by current Government Laboratory Regulations.

Safety Screens:

Will offer protection during demonstration experiments using caustic or corrosive materials

Ventilation:

There is a danger from chemical experimentation if inadequate ventilation is available. Use the extractor fans open windows etc.).

Security on Site

Security on site is important. It helps protect you and your colleagues from violence and injury and prevents loss of property and helps protect equipment. If you see anyone acting in a suspicious manner you should report it to your Head of Department or Mrs Fisher straight way.

Similarly, you should mention it if you spot anything which would make an intruder's job easier, such as broken locks or a gap in fencing.

Slips, Trips, or Falls on a Level

Slips, trips and falls on a level are some of the commonest accidents. Main causes of trips and falls include: trailing leads and hoses; loose or damaged floor coverings; and objects left lying about. Slips often occur because such things as water, milk or fat have been spilt on the floor.



Slips, trips and falls can easily be avoided. To minimise risk:

- Walk, do not run
- If you notice spillage or leakage on a floor surface report it to your Head of Department or Mrs Fisher
- If working in wet conditions wear any protective footwear which you are issued with
- Report any potholes or loose or damaged floor coverings to your Head of Department or Mrs Fisher immediately
- Keep to marked walkways where appropriate
- Remove objects which are obstructing pedestrian routes
- Turn on the light if visibility is poor

Smoking



Smoking in the school is STRICTLY FORBIDDEN. This includes the use of E-cigarettes. Smoking is only allowed in the staff smoking area

Teaching Staff

Staff must be aware of the following “high risk” situations:

- Proper clothing and, in particular, footwear are essential when taking any P.E. or games related activities.
- Avoid using equipment which they are unfamiliar with and/or appears unsafe or damaged e.g. trampoline etc.
- Be aware of the environment in which you are teaching, or taking an activity, low windows, hard surfaces, dangerously edged furniture are all potentially high risk areas.
- Be aware of your own limitations and the avoidance of unnecessary risks - particularly sports related.
- Music teachers should be aware of the noise level when musical instruments are being played.
- Wear protective clothing if you are in an area where personal injury may occur, e.g. Science, Home Economics, Art, Pottery and CDT in particular.
- Always be aware of the dangers of using cutting tools, secure materials to be cut.
- Be aware of the dangers of using machinery in your department i.e. food mixers, microwaves, drills etc. Seek advice if using them for the first time.

Violence to Staff

Lime House School does not condone violence to members of its staff. Should you be threatened or assaulted you must report the incident immediately to your immediate Head of Department or Mrs Fisher who will deal with the incident in accordance with procedures.

It is Company Policy to notify the police if any employee is threatened by a member of the public.

Visitors

Visitors and other members of the public on site may not be familiar with our health and safety practices and procedures. Always be courteous, but ensure that they are not exposed to hazards on site or put at risk by your activities. If you see a visitor wandering unaccompanied on the premises or you are in any way suspicious about a stranger on site report this to your Head of Department or Mrs Fisher straight away.

We operate a system which requires visitors to report to Reception when they arrive on site. This ensures that visitors are not left to their own devices and their ability to cause inadvertent harm either to themselves or to others is reduced.

Working at Heights



Some activities require employees to work above ground level. A fall from above ground level can have serious, if not fatal, consequences. If your job requires you to work at heights, you will be trained in the correct procedures and equipment to use and you should only operate in accordance with that training.

Other employees must note:

- No member of staff may use a ladder, trestle or scaffold unless authorised to do so
- You should not stand or pass too closely to overhead operations

Working Alone

There are certain tasks both on and off site which Lime House School will advise you must not be undertaken alone. Where tasks are to be carried out by a single person we will have special procedures in place to ensure that you can work safely. Information about the procedures to be followed in cases of, for example, illness, accident and fire will be given to you by your Head of Department or Mrs Fisher.

And finally

If you have any problems or queries about anything do not hesitate to contact your Manager, Head of Department or Mrs Fisher or a member of the Personnel Department, who will be more than happy to help.

We hope you have a long and happy association with the Lime House School

Once again, welcome to Lime House School

This policy was updated in February 2017 and will be reviewed in February 2018.

N A Rice MA
School Proprietor