



# **MONIFIETH HIGH SCHOOL HEALTH & SAFETY POLICY**

Adopted as  
Policy:-

October 2005

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# 1. AIMS OF THIS POLICY

## 1.1 Overview

The School aims to comply with the Education Department's Health and Safety policy. The objective is to minimise accident and sickness absence rates and to promote the well being of staff and pupils by developing a positive attitude to Health and Safety. In doing so the school will also comply with the Health & Safety At Work Act (1974) and all other relevant legislation.

The school accepts that involvement, co-operation and effective communication of all employees on both an individual and collective basis is crucial to the accomplishment of the schools' Health and Safety aims.

Health and Safety objectives need to be specific, measurable and agreed with those who deliver them and realistically set against a suitable timescale.

The school will seek to achieve its aim by:

- a) preventing injury and ill health in classrooms, workshops, gym and all other areas of the school.
- b) providing and maintaining an adequate workplace, preventing harm to people at the point of risk and minimising hazards within the school.
- c) promoting the well being of all staff and students and developing a positive attitude to Health and Safety throughout the school.
- d) meeting Health and Safety responsibilities in respect of those who are not employees and the environment in which they operate.
- e) creating and maintaining a positive Health and Safety culture which secures the commitment and participation of all staff and students.
- f) regularly monitor and reviewing progress.
- g) allocating resources to meet requirements.
- h) establishing realistic short and long term objectives.

It is the responsibility of Promoted Teachers to ensure that teachers and staff in their charge are given health and safety information and instructions specific to their subject.

Only by full and wholehearted co-operation and joint action to identify and eliminate accidents and ill-health potential, can the objectives of this Policy be achieved.

In addition the Technical, Science, Art and P.E. departments will have their own Health & Safety Policy a copy of which will be appended to the master copy of the Schools Policy and will be held by Mrs. Taylor.

## 1.2 Documentation

This policy will make reference to the following documents and should be read in conjunction with them:

Education Department Safety Policy  
Health & Safety At Work Act (1974)  
Management of Health & Safety at Work Regulations (1999)  
Provision and Use of Work Equipment Regulation (1998).  
Electricity at Work Regulations (1989).

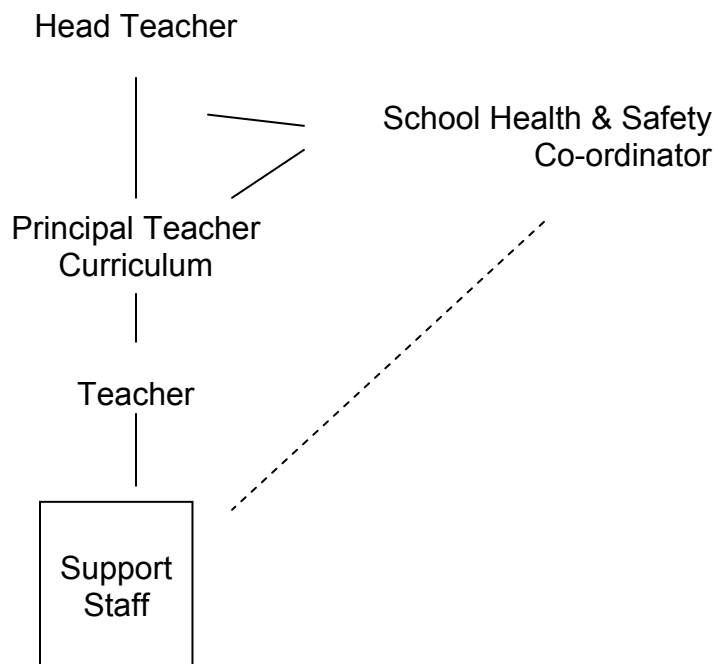
In addition specific subjects will be required to comply with codes of practice and examples of good practice where available.

## 2. ORGANISING

### 2.1 Areas of Responsibility

It is important every member of staff should be involved and their participation sustained by effective communication and training to promote competence and allow all staff to make an informed contribution to the schools health and safety effort.

#### Hierarchy of Responsibility Diagram



## **2.2 Head Teachers**

The Head Teacher is responsible for the implementation of the Education Department Health and Safety Policy as it applies to their schools. In particular he/she will:

- Ensure that there is a written Health and Safety Policy for the school which takes into account the statements in the Education Department's policy including any statutory requirements therein which is regularly reviewed.
- Set up appropriate procedures to ensure that all staff, teaching and non teaching, are informed of their responsibilities.
- Ensure that all those regularly working within schools including Tayside Contracts' cleaning and school meal staff are aware of and understand the policy statements.
- Monitor the effectiveness of the organisation and arrangements made for implementing the Education Department's Safety Policy and revise, update or modify to meet changing conditions.
- Set up procedures, with the Department's guidance, to monitor the effectiveness of the school's Health and Safety Policy.
- Appoint a Safety Co-ordinator: themselves, or Depute.
- Attend Health and Safety in-service training identified by the Department; ensure, as far as reasonably practicable, that staff undertake all necessary training, advise the Directorate of any unmet training needs for themselves or their staff.
- As far as reasonably practicable, ensure that resources are made available to meet the demands of health and safety.
- Ensure staff are aware and adhere to safe working arrangements.
- Ensure suitable and sufficient risk assessments are available. Where appropriate refer to section 9.5 of the Admin Manual Volume 2.

## **2.3 Safety Co-ordinator (Mr. G Kiddie)**

The Safety Co-ordinator will:-

- Maintain contact with Directorate, the Health and Safety Executive Inspectorate, the Fire Brigade, Council Safety Section, School Safety Representatives and (all teaching and non teaching) staff concerning health, safety and welfare at work.

- Ensure that the training needs of all school staff are identified to the Head teacher.
- Establish procedures for reporting of incidents, risks etc within the school.
- Monitor the schools' Health and Safety Policy and Programmes.
- Prepare reports on Health and Safety for Head Teacher/Senior Management Team. Following the twice yearly inspection a copy of the inspection checklist is attached in Appendix 1.
- Ensure appropriate departments have their own Health & Safety policy, and systems are in place for communication of Health & Safety information.  
*Science, PE, Technical and Art*

## **2.4 Promoted Teachers**

Promoted Teachers will:-

- Where appropriate develop and implement a Departmental Health and Safety policy.
- Have knowledge of and operate within all statutory requirements applicable to the work of the department with continual and regular checks or these requirements against actual practices.
- Ensure that all persons under their control are conversant with and accept their responsibilities under the school's Safety Policy and that they are trained and equipped to carry out these responsibilities.
- Institute and monitor safe operating procedures. It is important to ensure that staff know and understand the relevant instructions.
- Check to ensure that all tools and equipment are safe to use; check that there is a safe means of access to and egress from every place of work and that they are maintained.
- Ensure that adequate training is undertaken by themselves and that suitable training programmes are provided for all the staff within their Department.
- Ensure that any relevant work instructions, Codes of Practice, Risk Assessments etc are known, understood and observed. Such instructions and Codes are to be continually reviewed, examined and discussed with teachers, technicians and other members of staff who must be required to conduct themselves in accordance with such procedures.

- Through their Curriculum Advisory Group appoint a member of staff to research best Health & Safety practice to enable codes of practice etc to be up to date and current best practice.
- Maintain good housekeeping standards.
- Be familiar with the accident reporting procedure. Investigate and report accidents, injuries or any dangerous occurrence without delay.
- Ensure that persons under their control who are placed on non-routine work are adequately supervised and instructed on safe working.
- Ensure that safety equipment and protective clothing is supplied and used where specified. On new work routines check with the relevant adviser or Council Safety Officer for advice on safe operating practices, suitable safety equipment and protective clothing.

## **2.5 Teachers**

Every teacher will:-

- Carry out those parts of the school/departmental Health and Safety Policy which are relevant to their particular areas of operating/control.
- Conform to the rules and regulations operative within their field of responsibility.
- Be fully aware of risk assessments, safe operating procedures and specified job instructions for any work which they may undertake.
- Assist the Promoted Teachers to carry out effectively the parts of the Health and Safety Policy applicable for their areas of control.
- Use only the correct equipment and method of work at all times.
- Report all defective plant, tools, equipment or other materials.
- Report any hazard which they may encounter in the course of their duties.
- Assist in maintaining good housekeeping standards.
- Co-operate fully with all senior staff in the promotion of health and safety at work.
- Where possible identify their own training needs and undertake job instruction and safety training as required.

## **2.6 School Support Staff**

All school support staff (e.g. administrative and clerical staff, technicians, janitors, instructors, nursery nurses, training and care assistants etc) will:-

- Ensure that all persons under their control know and accept their responsibilities under the Health and Safety Policy and are trained and equipped to carry out those responsibilities.
- Conform to the rules and regulations operative within their field of responsibility.
- Be fully aware of risk assessments, safe operating procedures and specified job instructions for any work which they may undertake.
- Assist the promoted teaching staff to carry out effectively the part or parts of the Health and Safety Policy applicable to their areas of control.
- Use only the correct equipment and method of work at all times.
- Report all defective plant, tools, equipment or other materials.
- Report any hazard which they may encounter in the course of their duties.
- Assist in maintaining good housekeeping standards.
- Co-operate full with all senior staff in the promotion of health and safety at work.
- Where possible identify their own training needs and undertake job instruction and safety training as required.
- Janitors should pay particular attention to the maintenance of safe means to and egress from the school.
- Janitors should ensure that safety equipment and protective clothing is supplied and used where specified. On new work routines check with the Client Adviser for advice on suitable safety equipment and protective clothing.

## **3. PLANNING**

### **3.1 General**

Planning is essential for the implementation of Health and Safety Policies within the school. Creating and operating a Health and Safety Management System will be a collaborative effort involving all staff within the school.

An effective planning system for Health and Safety requires departments to establish a Management System which controls risks, reacts to changing demands and sustains a positive Health and Safety culture.

An effective planning process involves 3 key components:-

- Accurate information about the current situation.
- Suitable benchmark against which to make comparisons.
- Competent people to carry out the analysis and make judgements.

The key elements of management system for this school are:-

- Procedures for general health and safety issues.
- Health and Safety should be an agenda item on regular staff meetings.
- Annual inspection of the school.
- Review equipment maintenance records (Termly).
- Annual review of accident analysis.

### **3.2 Risk Assessment**

The key to setting the standards for Health and Safety is the assessment of risk. Therefore the provision of risk assessments is the corner-stone of a good health and safety policy and must be employed if the school is to achieve safe systems of work. This is to ensure Health and Safety is regarded as an essential and inseparable part of the management function at all levels of the department.

An assessment of risk is a careful examination of what, in your work or activity could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets injured or becomes ill.

“Hazard” means anything that can cause harm (e.g. chemicals, electricity, working from ladders, etc); and

‘Risk’ is the chance, great or small, that someone will be harmed by the hazard.

To assist in the process a standard pro forma is available in Personnel Department’s booklet “A Guide to Risk Assessment” and should be used for all assessments. The important things you need to decide are:

- whether a hazard is significant
- whether you can put in place satisfactory precautions so that the risk is reduced to an acceptable level.

You need to check this when you assess the risks. For instance, electricity can kill but the risk of it doing so in a school environment is remote, provided

that 'live' components are insulated and metal casings are properly earthed.

In most areas of the Education Service, the hazards are generally manageable and examples of how to overcome hazards are available. Checking them is common sense, but necessary. For example, where toxic or dangerous chemicals are used, an assessment of the risks to health and precautions is required under the Control of Substances Hazardous to Health Regulations (COSHH). If this has been undertaken, you can consider them 'checked' and record the finding on the appropriate paperwork. (See Personnel Department's booklet "A Guide to Risk Assessment"). The school also holds a risk assessment register for all risk assessments located in Mrs. Taylor's Office. Specific departmental risk assessments are contained as part of the appropriate departmental policy.

### **3.3 Fire Procedures**

Schools are required to carry out a Fire Risk Assessment. A pro forma can be found in Angus Council's Personnel Department's "A Guide to Risk Assessment" Appendix 5. A copy of this Risk Assessment should be retained in the schools Fire Log Accident Record Book. Fire procedures and preventative instructions are appended to this policy in Appendix 2.

### **3.4 Maintenance of Equipment**

All equipment and machinery in school should be maintained in accordance with the manufacturers instructions. In addition all equipment and machinery should be maintained in accordance with the maintenance schedule prepared by the specific department. This maintenance schedule must comply with all relevant regulations and appropriate codes of practice.

### **3.5 Electrical Equipment**

- Pupils should be made aware of the dangers of electricity, appropriate risk assessment and safe working arrangements.
- A notice depicting the procedure to be taken after electric shock should be prominently displayed in an appropriate place.
- Teachers must take all possible precautions to reduce the risk of accidents caused by electric shock.
- Permanently installed equipment should be connected through a dedicated isolator switch and be adequately earthed.
- All isolators' switches should be clearly marked to identify their machine.
- Electrical apparatus and connections should never be touched by wet hands. All electrical apparatus, including 110v or low voltage and portable equipment should only be used in dry conditions.
- Electrical equipment should not be connected to a lighting circuit or lamp

socket.

- Maintenance, repair, installation and disconnection work associated with permanently installed or portable equipment should only be carried out by a qualified electrician and at no time should a teacher carry out such work.
- All 240v electrical power circuits should be protected by an appropriately set earth leakage trip and/or a residual current circuit breaker according to use and must be tested in accordance with Electricity at Work Regulations.
- All portable appliances should be regularly inspected intervals being determined by the Council, or when the principal teacher judges such an inspection may be required in the case of individual machines. (Admin Manual Section 9.7.3.5).
- 240v portable electrical appliances should be avoided wherever possible.
- All fixed electrical equipment must be tested to comply with the departments electrical maintenance system (Admin Manual Section 9.7.3.5).

### **3.6 Lone Working**

- Potentially dangerous activities must not be undertaken when working alone. Personal safety is of paramount importance. If there are any doubts about the task to be performed then the task should be postponed until other staff members are available.
- If lone working is to be undertaken, a colleague, friend or family member must know where the member of staff is and when they are likely to return.
- A lone working register will be maintained. Arrangements must be made for regular contact to be made. Entries should be made in the register accordingly, the frequency of contact would depend on the tasks being undertaken, in any case contact should be made at no more than 4 hour intervals.

Schools should be explicit about arrangements for lone working.

Further advice is available from an HSE document “Working Alone in Safety” which is appended to the departments’ Health and Safety Policy administration manual section 9 and Risk Assessment Ref. GEN07.

### **3.7 Asbestos/Asbestos Products**

A register is held within the Corporate Property Management Division of the Property Department which forms a record of any asbestos or asbestos type

materials within Angus Council buildings. This record must be consulted before any work commences on any site and samples (which are only taken by trained and competent personnel e.g. Property) of any suspected asbestos uncovered during works must be sent immediately to Dundee Scientific Services for analysis. Depending on the results of the analysis, decisions will be made whether to remove or seal the substance.

All results must be added to the register (including negative sample results).

Asbestos should never be introduced into the school.

Asbestos wool, soft asbestos wools, asbestos gloves and fillers that contain asbestos should not be used.

Any equipment using or containing asbestos should be withdrawn and replaced with alternatives.

### **3.8 Accident and Reporting Procedures**

#### **3.8.1 Routine Accidents such as Small Cuts, Bruises and Other Minor Injuries**

SSA's should continue to deal with such injuries using common sense first aid. SSA's are encouraged to use protective gloves when dealing with these injuries to protect both patient and first aider from the transmission of blood borne disease.

#### **3.8.2 Serious Injuries such as broken Bones, Eye Injury, Deep Cuts etc**

SSA's should contact the local Doctor or the local hospital. Depending on the seriousness of an injury the Doctor/hospital should be contacted immediately. Where doubt exists staff should err on the side of caution

On no account should a school pupil with a suspected serious injury or head injury be sent home unaccompanied or accompanied only by a pupil.

#### **3.8.3 Reporting of Accidents and Dangerous Occurrences**

The reporting of accidents and dangerous occurrences as well as being a legal requirement is an important feature of the department's health and safety procedures.

Consideration of the circumstances of individual accidents and the analysis of statistical trends enables senior officers to identify training needs and areas where equipment and work locations require improvements. The complete elimination of hazards is not reasonably practicable but every means must be sought to identify causes of accidents so that remedial action can be taken.

It is therefore important that the following procedures relating to the reporting of accidents are used for all accidents which result in injury and for all dangerous occurrences which could have resulted in serious injury.

### 3.8.4 Reporting Procedure

- **Introduction**

In the event of an accident you should follow the procedure described below. Compliance with this procedure will satisfy the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995(RIDDOR) and the Council's internal arrangements.

- **Accident Report Forms**

There are two types of accident report forms, both made up of three part colour coded sets.

For employee accidents, use the ARF1 which has a white top copy.

For non-employee accidents (including accidents involving schools pupils), use the ARF2, which has a blue top copy.

- **Responsibility for Completion**

*Employee Accidents*

An ARF1 should be completed by the injured employee's manager. Details from the ARF1 form **must** be transferred to the BI510 Accident Report Book.

*Non-Employee Accidents*

*School Pupils*

An ARF2 should be completed by the teacher in charge of the activity during which the pupil was injured. **Please note there is no need to transfer the information from an ARF2 form to the Accident Report Book. (BI510)**

*Other Non-Employees*

An ARF2 should be completed by the person responsible for the premises, work area etc where the accident occurred.

The appropriate accident report form must be completed as soon as practicable after the accident. **Please note there is no need to transfer the information from an ARF2 form to the Accident Report Book. (BI510)**

There is no requirement to complete an ARF2 form for every small

playground scrape or bump provided the first aid treatment received is recorded in the first aid diary or notebook, again these records should be retained for 3 years.

- **Dispatch and Retention of Forms**

Once completed the top copy of the accident form, whether an ARF1 or ARF2, must be sent to:

Personnel Services  
Angus Council  
County Buildings  
Market Street  
FORFAR DD8 3LG

The second copy of the form (blue if ARF1, white if ARF2) must be sent to the Director of Education.

The yellow copy of the form must be retained at the location of the accident or the most appropriate administrative centre, and be available for inspection for a period of three years from the date of the accident.

- **Reporting Accidents etc to the Health and Safety Executive**

Accidents which result in an employee being off work for more than three days; fatalities and other major injuries and dangerous occurrences and diseases must be reported to the Health and Safety Executive. The Safety Section will notify the HSE where this is required. Section 9.16.3 of the Education Department Health & Safety Policy explains what must be done in such circumstances.

- **General**

All employees must be made aware of their responsibility to report any accidents which occur as a consequence of their work activities. Accident report forms are available in pads of 50, from Personnel Services. The completion and submission of an accident report form does not satisfy the legal requirements relating to the retention of an Accident Book . (See Accident Book BI510)

### **3.8.5 Accident Book**

- **Accident Book (BI510)**  
***(Please Note Form BI510 Is For Employee Accidents Only)***

The Council is required by the terms of the Social Security (Claims and Payments) Regulations to hold an Accident Book (BI510) in which employees, or someone acting on their behalf, can record the details of any

injury they sustain as a result of an accident at work.

The Council's Accident Books are held with its Fire Logs and the person in charge of a particular premise, workplace etc is responsible for ensuring that the Accident Book/Fire Log is kept in good condition and is accessible to employees. These are kept with Mrs. T Thomas

The completion of the Accident Book is the responsibility of the injured employee or someone acting on their behalf.

Completion of the Accident Book does not remove the need to report the accident using an ARF1 (see 9.16.1 of the Education Department Health & Safety Policy).

After the employee, or someone acting on their behalf, has entered the relevant details in the Accident Book, the responsible person should remove the completed page from the Book and file at the rear of the Fire Log and ensure that this is stored securely.

If departmental arrangements mean that a number of people require access to the Fire Log e.g. to record fire drills, equipment testing etc, completed pages from the Accident Book should be retained in a separate folder which is again stored securely.

The detached page must be held, available for inspection by the HSE or a member of the Safety Section, for three years after the date of the accident.

Replacement Accident Books (B510) can be purchased from the HSE.

Replacement Fire Logs are available from the Safety Section.

### **3.8.6 Reporting a Fatality, Major Injury, Dangerous Occurrence or Reportable Disease**

In the event of a fatality, major injury, dangerous occurrence or reportable disease, the responsible person i.e. the person in charge of the workplace/premises where the incident has occurred must:

- i) Notify a senior member of the school management team as soon as possible
- ii) Notify the Safety Section, by telephone on (01307) 473802/4/5 as soon as possible and thereafter e-mail information with copy to Principal Officer, Physical Resources
- iii) Complete the normal ARF1 or ARF2 procedure as appropriate and return within 3 days.

**NB** The Safety Section will notify the Health and Safety Executive of the incident etc

In the event of an accident to an employee resulting in their absence from work for a period of more than three days the responsible person should ensure that the normal ARF1 reporting procedure is followed.

Some examples of a major injury are:

Death of any person as a result of an accident whether or not at work.

Any fracture, other than to fingers, thumbs and toes

Any amputation

Dislocation of the shoulder, hip, knee or spine

Loss of sight (whether temporary or permanent)

A chemical or hot metal burn to the eye, or any penetrating injury to the eye

Any injury resulting from an electric shock or electric burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

Any injury:

- ◆ leading to hypothermia, heat-induced illness or unconsciousness
- ◆ requiring resuscitation, or
- ◆ requiring admittance to hospital for more than 24 hours

Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:

- ◆ acute illness requiring medical treatment
- ◆ loss of consciousness

Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

The Safety Section will give advice regarding dangerous occurrences and notifiable diseases.

### **3.9 Authorisation of Medical Treatment for Pupils**

Concern has been expressed at the role which teachers may be expected to play in the event that a pupil requires unexpected or emergency medical treatment. The following notes of guidance have been prepared in the light of advice from the Council's chief solicitor.

- As representatives of the Education Authority, Head Teachers and teachers assume a role in accord with that of caring, responsible parents toward pupils in respect of normal everyday school activities.
- The authorisation of unexpected or emergency medical treatment for pupils does not, however, fall within the normal scope of the responsibility of head teachers or teachers.

Such responsibility, save in exceptional circumstances, rests with parents/guardians whose consent prior to the administering of such medical treatment must always be sought.

Such treatment may be contrasted with the provision of minor medical treatment, i.e. the administration of first aid by a teacher or member of staff to a pupil for relatively minor injuries and minor symptoms of everyday illnesses, e.g. minor cuts, bruises and colds etc. The treatment of such minor injuries and illnesses may be considered to fall within the scope of normal school activities.

- Emergency circumstances may arise, however, where a pupil requires urgent or emergency medical treatment and parents/guardians cannot be contacted for the purpose of obtaining the necessary consent prior to treatment. In such circumstances, and only after attempts to contact parents/guardians have been exhausted, a representative of the Authority, normally the Head of Establishment or his/her nominee, may sanction medical treatment where delay would have serious implications for the pupil concerned.
- Representatives of the Education Authority are, therefore, not powerless to act as described above where the urgency of the circumstances are such as to demand authorisation of medical treatment. Such action, however, should only be taken when all reasonable efforts have been made to obtain the consent of parents/guardians.

### **3.10 First Aid**

**3.10.1** First aid kits should contain a sufficient quantity of suitable first aid materials and nothing else.

Contents of the boxes and kits should be replenished as soon as possible after use in order to ensure that there is always an adequate supply of all

materials. Items should not be used after the expiry date shown on packets. It is therefore essential that first aid equipment be checked frequently, to make sure there are sufficient quantities and all items are usable. First Aid kits are checked termly by SSA's.

First aid boxes should be made of suitable material designed to protect the contents from damp and dust and should be clearly identified as first aid containers; the marking used should be a white cross on a green background in accordance with the Safety Regulations 1980.

First aid boxes which are to form part of an establishment's permanent first aid provision should contain only those items which a first aider has been trained to use.

Sufficient quantities of each item should always be available in every first aid box or container. First aid kits should be stocked in accordance with relevant HSE guidelines.

### **3.10.2 First Aid Treatment**

#### **First Aiders:-**

##### **First Aid at Work**

**Mrs. Kerrigan  
Miss Cross  
Mrs. Scheven  
Mrs. Short**

##### **Emergency First Aid**

**Mrs. Black  
Mrs. Duncan**

#### **General Precautions**

- All cuts, grazes and skin lesions must be covered with a waterproof Dressing
- Use disposable powder free latex or vinyl gloves when handling body Substances
- A disposable apron must be used if there is a risk of splashing or contamination of clothing
- Take care to avoid splashes into the eyes, nose or mouth
- Spillage's of body substances must be cleaned up immediately, wearing the recommended protective clothing
- Wash hands after removing gloves

Where mains tap water is not readily available for eye irrigation, use sterile water from sealed disposable sterile containers. Each container should hold at least 300ml and should not be reused once the sterile seal is broken. At least 900ml should be provided. Eye baths/eye cups/refillable containers should not be used for eye irrigation.

Sterile first aid dressing should be packaged in such a way as to allow the user to apply the dressing to a wound without touching that part which is to come into direct contact with the wound.

That part of the dressing which comes into contact with a wound should be absorbent. There should be a bandage or other fixture attached to the dressing and consequently there is no reason to keep scissors in the first aid box. Dressing, including adhesive ones, should be of a type which is appropriate for their use.

### **3.10.3 Recording of First Aid Treatment**

Schools should record in a diary or similar, first aid treatment which is administered. Record the date, name of the person/pupil, type of accident, treatment given. These records should be retained for three years.

### **3.11 Personal Protective Equipment (PPE)**

All staff and pupils should wear and use appropriate protective equipment when necessary. Personal protective equipment should comply with appropriate British Standards.

- It is recommended that teachers/technicians should have personal safety spectacles and/or goggles for use in the Department (goggles and safety spectacles must comply to BS2092) or other relevant safety standards.
- Dust masks should comply to BS2091 or other relevant safety standards. Teachers/technicians should use personal masks in the department.
- Dust coats should be worn for workshop activities (in particular ensuring that ties, cuffs, and sleeves are confined). Pupils are required to wear aprons. Long hair should be secured and jewellery removed where it poses a hazard.
- Appropriate footwear should be worn in workshops.
- Ear defenders, should be used where appropriate and should be personal equipment.
- Many activities e.g. welding, pneumatics, casting and foundry work, etc require appropriate personal protection which should be worn and used. Specific protection for various operations is defined in BS4163.

- Risk assessments will highlight the need for personal protective equipment.

### **3.12 School Security**

Following Lord Cullen's enquiry into the tragedy at Dunblane Primary School in March 1996, specific recommendations were made to improve security to schools. These were:

- To reduce the number of public entrances to schools (ideally to one)
- To provide secure entry to schools
- To provide staff and visitors with identification badges and provide a means of recording visitors to schools
- To introduce a system for vetting volunteers to schools

Each schools security system was custom made to fit their own requirements. Schools then developed their own security policy to pull together the physical security improvements and encourage a security awareness ethos throughout the school.

### **3.13 School Trips**

There are specific guidelines outlined in the departmental health and safety policy (Section 9.8) for school trips and excursions. Any member of staff organising a school trip should ensure they are fully aware of this policy. Details are held in the staff handbook.

### **3.14 Contractors in Schools**

The 'Person in Control'. This position is identified in the Contractors Performance Standards issued to all contractors working for Angus Council and administered by the Property Services department.

The head teacher, or appointed representative, will be the 'Person in Control' in school situations. This recognises the authority of that person with respect to the management of the establishment and reinforces their ultimate responsibility for the management and implementation of health & safety requirements under the Health and Safety at Work Act.

The management of contractors working in schools comes within this remit.

However, to assist head teachers and other building managers, it is accepted that the contractual arrangements with contractors including those applicable to health and safety both with respect to the contractors' own operations and in relation to school operations are administered at operational level, by the Property Services department. This is provided on behalf of the Education department and Head Teachers.

In practice, this means that Property Services will manage the contract and associated health and safety issues arising within or as a result of the contract. Head teachers will assist by:

1. administering the access of contractors to schools and ensuring contractors' ID badges are worn
2. participating in discussions/briefings with Property Services staff and contractors on contractual and health & safety matters
3. ensuring whatever school management arrangements agreed to facilitate the execution of the works are complied with
4. reporting to Property Services staff any incidence which is believed to be a breach of health & safety or is a matter of concern. This includes the option of instructing the contractor to cease working until the matter is further investigated.

Prepared documentation to support the Head Teacher as a 'Person in Control' with respect to any particular job will be provided by the Property Department as requested.

### **3.15 Loan of Equipment**

It is strictly forbidden for any member of staff to loan any school equipment (e.g. ladder, steps, electrical extension etc) to any person other than Angus Council staff.

## **5. MEASURING PERFORMANCE**

The School's Health and Safety Policy will be monitored by annual meetings of senior staff. They will analyse and discuss the department's performance regarding Health and Safety issues.

Accident and near miss reports will be analysed to ensure every opportunity is taken to improve health and safety performance.

The results of the annual audit inspection of the school will also be discussed to ensure new hazards are brought to the attention of all staff and that appropriate steps are taken to reduce risks wherever possible.

The Head Teacher will also ensure that appropriate documentation is in place and accessible to appropriate individuals and will encourage self-monitoring to reveal how effectively the Health and Safety management system is working. This looks at both hardware (premises, plant and substances) and software (people, procedures and systems) including individuals behaviour. Long term objectives will also be monitored.

The objective of monitoring the department's policy is to determine the immediate causes of sub-standard performance and improve them.

## **6. AUDITING AND REVIEWING**

All aspects of the Management Safety System will be examined in depth annually. Auditing identifies both strengths and weaknesses, enabling review procedures on Health and Safety Policies and management performance.

Periodic reviews are essential to ensure that the process is on track and continuing to meet objectives. Reviews need to take account of the information generated from the measurement process such as accident report forms, machinery and equipment maintenance cards, results of portable appliance test, property inspections etc as well as initiating any necessary remedial actions.

Auditing assesses implementation progress, particularly when an initial audit showing areas for improvements can act as a benchmark. It can be useful to examine the quality of the system as well as the degree to which gaps are being closed.

There is an element of risk in all practical activities. The responsibility of the Education Department, the School and Teachers is to assess the risk and define safe working procedures and precautionary measures where necessary, so as to remove the risk or reduce risks to an acceptable level.