



**Whitehill**  
Primary School

## **POLICIES AND PROCEDURES**

### **HEALTH AND SAFETY POLICY**

| <b>Date Policy Originated/Amended</b> | <b>Date Policy Approved by WPS Governing Body</b> | <b>Signature</b> |
|---------------------------------------|---|------------------|
| March 2017                            | March 2018  | Anne Robinson    |
|                                       |   |                  |

For review by WPSLGB

Next review due: March 2020



## Health and Safety Policy

### Statement of intent

Whitehill Primary School (WHPS) will strive to achieve the highest standards of Health, Safety and Welfare consistent with its responsibilities under the Health and Safety at Work act 1974 and subsequent legislation. WHPS is committed to the provision and maintenance of safe and healthy working condition, equipment and systems of work for all of its employees and to the provision of information, training and supervision for this purpose. WHPS also recognises and accepts its responsibility to protect the Health and Safety of pupils and all other visitors to its sites, to include contractors, temporary staff and members of the public.

WHPS is also committed to ongoing monitoring and review processes, in order that continual improvement in the management of Health and Safety can be achieved.

### Organisational Responsibilities

#### Leadership

Malcolm Moaby (Headteacher) and the Local Governing Body has overall responsibility for Health and Safety at WHPS.

- To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities
- To provide adequate training to ensure employees are competent to do their work
- To engage and consult with employees on day to day health and safety conditions and provide advice and supervision on occupational health
- To implement emergency procedures – evacuation in case of fire or other significant incident
- To maintain a secure environment at all times
- To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances

#### Delegated responsibility

The Head Teacher will delegate functions and responsibility for Health and Safety to others. It is clearly understood that the delegation of certain duties will not relieve the Head teacher from the overall responsibilities for Health and Safety within the school.

All teachers or non-teachers may at times be delegated responsibility. The Site Supervisor has operational responsibility to ensure the site is safe on a day to day basis and his role is one of vigilance, reporting and making good. Phase Leaders and SENCO will direct staff as appropriate and report to the Head teacher and or the Site Supervisor.

#### Responsibility will include;

- Application of the schools policy
- Risk assessment
- Safe working procedures

- Resolution of issues referred by staff inspection of equipment, furniture and activities
- Provision of sufficient information, instruction, training and supervision
- Reporting of accidents. Arranging repair, replacement or removal of unsafe items

### **Responsibility of employees and volunteers**

All employees and volunteers have general Health and Safety responsibilities. They must be aware that they are obliged to take care of their own Health and Safety at work along with that of others who may be affected by their actions.

#### *General responsibilities*

- To take reasonable care for the Health and Safety of themselves and others in undertaking their work
- To comply with the schools Health and Safety procedures at all times
- To report all accidents and incidents in line with the schools reporting procedures
- To co-operate with school leadership on all matters relating to Health and Safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of Health , Safety and Welfare
- To report any defects in condition of premises or equipment and any Health and Safety concerns immediately to their line manager
- To report immediately to their line manager short comings in the arrangements for Health and Safety
- To ensure that they only use equipment or machinery that they are competent / have been trained to use
- To make use of all necessary control measures and personal protective equipment (PPE) provided for Health and Safety reasons

### **Risk Assessments**

In accordance with the management of Health and Safety at work Regulations 1999 the school shall carry out risk assessments of all activities which present risk to its employees and anyone else affected by its undertaking, to include pupils, contractors, third parties and members of the public.

Risks assessments can be generic, specific and dynamic.

- Generic risk assessments are intended to cover the same activity in a range of contexts. For example working at height can be applied to a number of different activities but the risk remains the same.
- Specific risk assessments will be tailored to the activity and individuals involved.
- A dynamic risk assessment is an on the spot assessment and responds to changing circumstances. For example during a school visit the weather changes and children are beginning to get very cold and the leader makes a decision to change what they are doing in response to the changing conditions. Dynamic risks assessments must be communicated clearly to all employees. Dynamic risk assessment does not always need to be written down.

## Contractors

Most construction work through contractors will not take place during the school working day. Construction work will take place in school holidays; weekends and after school. The only exception to this will be emergency intervention such as a broken window, boiler failure or power failure. If it is essential for works to take place during the school working day then contractors will need to work within a designated compound and all contractors must hold an advanced DBS. At all times employees are advised when the building is safe to use.

During school holidays the Head teacher may make the decision to prevent access to the whole site or parts of the site to employees to avoid risk. At all times these areas will be clearly demarcated.

All construction works by contractors will require the following;

- A site safety visit. The site supervisor will advise on risks within the premises
- A risk assessment and method statement must be provided by the contractor to ensure safe working practice. The CITB CDM wizard should be a minimum standard.

## Teachers and non-teachers

It is important that all teachers and non-teachers consider risk on a daily basis. Risk assessment should not prevent activities from happening but enhance the safety of each activity.

When planning the curriculum it is the class teachers responsibility to consider risk and seek advice for potentially unsafe practices. Class teachers should consult with Phase Leaders as to the appropriateness of the activity.

### *Planned WHPS led activities requiring risk assessment*

If there is a planned curriculum activity that is beyond what is deemed as normal and could have the potential to cause harm then a risk assessment is required. For example using Bunsen burners (empiri box risk assessment) would require an RA; likewise a 2 mile run around the school grounds for healthy week would require an RA.

### *Onsite enrichment activities involving external providers*

All onsite enrichment activities involving external providers should come with an RA. These should arrive in good time and be distributed to all accompanying members of staff.

### *Trips and Visits*

All trips and visits require an RA as defined in the procedures for undertaking a trip or visit. Details of this can be found in the appendix.

## Monitoring of Health and Safety

| Monitoring   | Timescale   | Main Responsibility    | Context   |
|--|---|------------------------|---|
| <b>Health and Safety Monitoring</b>                    | Daily   | All staff / Site staff | All staff have responsibility to report any issues that they feel may lead to breaches in health and safety. They should be reported to MM or TB. It remains the member of staffs responsibility is escalate where issues that have not been rectified to a satisfactory standard. Playground |
|  | 2 times per year inspection   | MM, FO , AB, MF        | The Health and Safety Team will conduct a site walk 3 times a year to identify issues that need to be dealt with strategically. For example re-painting the yellow caution bars on steps up to the classroom.   |
|  | 3 year  | External audit         | A recognised HSE advisor to be used to conduct a 3 year audit of Health and Safety in the school. A written report will sit on file and action will be shown in the SIP.  |
| <b>Fire evacuation and emergency procedures</b>        | 3 times per year<br>1. With notice<br>2. No Notice<br>3. No notice at unusual times | MM, LW, FO, TB         | MM will organise dates for evacuation training. All roles and responsibilities will circulated regularly and feedback will be given for each drill.   |
| <b>Inspection / maintenance of emergency equipment</b> |   |                        |   |
| Testing of fire alarms                                 | Weekly  | TB                     | TB to test early in the morning before children arrive at school. Teaching staff to be informed of when a test will be conducted.   |
| Inspection of fire-fighting equipment                  | Yearly  | External               | An external provider will provide this as a written report. Actions will be dealt with by MM and TB.  |
| Emergency lighting systems                             | Monthly   | TB                     |   |
| Means of escape  | Daily   | MM                     | MM walks the school twice a day and will report any issues with means of escape immediately.  |

## **First Aid and Medication**

### **Locations**

Medi-kits can be found in the following locations;

- Care suite in the central hub
- Main school admin office (KS2)
- Finance office (KS1)
- Roaming bags in care suite (KS2)
- Roaming bags in KS1 clockroom

Locked Medicine cabinets can be found in both the admin (KS2) and finance office (KS1). These are for the storage of personal medicines.

NB: Medi-kits are restocked every Friday afternoon

### **Training**

Many staff are trained at different levels to provide first aid. An exhaustive list of individuals can be found in the admin office, finance office and care suite. Training includes;

- First Aid at work
- Paediatric First Aid
- Playground First Aid course for MDS
- Defibrillator training

### **Transport to hospital**

On occasions a child may need to be transported to a hospital or minor injuries unit for emergency treatment. In most non-serious instances the parent or carer will be informed and they will be advised to attend the school and escort the child to a minor injuries unit or A and E. If the injury or circumstance is very serious and the school feels that the child needs immediate medical intervention then an ambulance should be sort. At the same time the parents should be informed. If time permits parents should arrive at school and meet the ambulance. If the parent is not able to get to the school in good time a member of staff from Whitehill should chaperone the child to hospital. School staff should make every effort to give the medical staff as much medical history as possible from SIMs.

If the child is on a school trip or visit then for minor injuries a member of staff may escort the child to a minor injuries unit. Parents will need to be informed and the member of staff will need to find out as much medical history as possible from the parent and or from the permission slip. If it is serious enough to need an ambulance to transport the child then a member of staff should go with them and parents should be contacted to meet the child at the hospital – again as much medical history should be gathered as possible from the parent and the permission slip.

## **Administration of prescription medicines**

If parents wish to request the school to administer the medication (in loco parentis) they should give the office a written request (using the appropriate form either for short term or long term administration) detailing the medication to be given along with the frequency, dosage and any other relevant information (e.g. interaction with other medicines such as paracetamol). Oral information from the pupil will not be acted upon. (A copy of the form required from parents can be obtained from the Office). The school reserves the right not to administer medication. If required, the parents will be able to visit the establishment during the day to administer medication in person.

The parent must supply the medication in a suitable container clearly labelled with:

- the child's name
- the name of the medicine
- the method, dosage and timing of administration
- the date of issue
- the expiry date

The medicines should preferably be packed and labelled professionally. Where possible not more than one week's supply should be sent at one time. Medicines will be kept in a safe place, separate from the first aid box. Bronchodilators and medications needed in an emergency will be readily accessible. Medicines no longer required will be handed back to the parent. If parents do not collect medicines after a reasonable period of time they will be given to a pharmacist for disposal.

## **Health Care Plans**

All Health Care Plans are devised by the SENCO and agreed with the parent. At times it is necessary to ask the Designated School Nurse to support this process especially where more complex issues are presented.

## **Accident reporting procedures**

All internal accidents need to be reported. An accident log book for all employees is available in the admin and finance office. If an accident leads to an injury the Head teacher will speak with the member of staff and next steps will be discussed. If the injury sustained is due to faulty equipment or potentially negligent actions then there will be an investigation conducted by a member of senior staff.

All injuries are recorded in the school health care suite. If the injury is to a child's head a 'bumped head' notice will be issued by text message to the parent. The child will also be given a first aid sticker or a 'bumped head' sticker so that their class teacher and TA is aware.

## **Personal Safety**

### **Personal Protective Equipment**

Risk assessment should take into account the equipment needed to ensure that an individual is safe to carry out work.

In the appendix there is a prompt sheet for PPE selection and maintenance.

### **Lone working**

Lone working refers to employees who may at times be working on their own without direct contact or supervision from others. In the school setting this would generally refer to activities carried out outside of the school day or during the holidays or weekends. Although teachers may work at these times in the school building they should not be involved in any hazardous activity. The school site staff on the other hand may at times take on work where there could be risk of injury without direct contact or supervision from others. Site staff need to understand the risks of lone working and be supported in assessing risk for the activities they may be involved in. There is a risk assessment proforma included in the appendix.

### **Lifting and handling**

Manual handling - Employees that are expected to lift heavy objects need to be trained in manual handling. Site staff in particular should understand the principles of manual handling. No member of staff is expected to lift any objects beyond their capability. The HSE provide a useful website on manual handling - <http://www.hse.gov.uk/toolbox/manual.htm>

### **Paediatric moving and handling**

Only staff who are Team Teach trained should move or hold children. The exception to this is if the child is immediately at risk of harm to themselves or to others. All instances of positive handling should be recorded on the positive handling proforma. Children that need to be held regularly should have a risk assessment and parents should be fully aware of the techniques used and the times that this occurs.

### **Working at height**

There is a risk assessment in the appendix that outlines our approach to working at height. HSE provide a useful website on working at height - <http://www.hse.gov.uk/toolbox/height.htm>

### **Flammable and hazardous substance**

All flammable and hazardous substances should be in locked stores with COSH guidance on the walls so that employees are fully briefed to the dangers. The HSE provide a useful website on hazardous substances - <http://www.hse.gov.uk/toolbox/harmful/index.htm>

COSH is the Control of Substances Hazardous to Health part of the Health and Safety executive. A useful brief is available at [http://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0006/27870/COSHH-a-brief-guide-to-regulations.pdf](http://www.kelsi.org.uk/_data/assets/pdf_file/0006/27870/COSHH-a-brief-guide-to-regulations.pdf)

### **Asbestos**

There is an asbestos register that is kept in the admin office so that contractors can view prior to works. There is an asbestos audit carried out every ....years



| Step 1<br>What are the hazards?   | Step 2<br>Who might be harmed and how?   | Step 3<br>What are you already doing?   | Risk rating   | Step 4<br>Is anything further needed?  | Step 5<br>Action & Review   |
|---|--|---|---|--|---|
| Spot hazards by: <ul style="list-style-type: none"> <li>walking around your workplace</li> <li>asking those doing the task what they think</li> <li>checking manufacturers' instructions</li> <li>considering health hazards</li> </ul> | Identify groups of people, consider: <ul style="list-style-type: none"> <li>employees</li> <li>temporary / agency staff</li> <li>contractors</li> <li>volunteers</li> <li>members of the public</li> <li>children (inc work exp)</li> <li>lone workers</li> <li>pupils</li> <li>service users</li> </ul> | List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: <ul style="list-style-type: none"> <li>guarding</li> <li>training</li> <li>procedures, safe systems of work</li> <li>personal protective equipment (PPE)</li> </ul> | Trivial, low, medium, high or stop<br>(please see matrix below) | You need to make sure that you have reduced risks 'so far as is reasonably practicable'.<br><br>An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done. | Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.<br>List: <ul style="list-style-type: none"> <li>actions required</li> <li>who needs to do them</li> <li>by when</li> <li>Check actions completed</li> </ul> |

**Risk rating**

|                 | Slightly harmful   | Harmful     | Extremely harmful |
|-----------------|--|-------------|-------------------|
| Highly unlikely | Trivial risk   | Low risk    | Medium risk       |
| Unlikely        | Low risk   | Medium risk | High risk         |
| Likely          | Medium risk  | High risk   | STOP              |
| Risk level      | Action and Timescale   |             |                   |
| Trivial         | No action required and no documentary record needs to be kept.   |             |                   |
| Low             | No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.  |             |                   |
| Medium          | Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures. |             |                   |
| High            | Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.  |             |                   |
| Stop            | Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.  |             |                   |

| <b>Activity / Operation/ Event:</b> |                                      |                                       |   |                                       | <b>Assessment Date:</b>   |                    |                |
|-------------------------------------|--------------------------------------|---------------------------------------|---|---------------------------------------|---------------------------|--------------------|----------------|
| <b>Establishment:</b>               |                                      |                                       |   |                                       | <b>Review Date:</b>       |                    |                |
| Step 1<br>Identify the hazards      | Step 2<br>Who might be harmed & how? | Step 3<br>What are you already doing? | Risk Rating<br>Trivial/<br>Low /<br>Medium /<br>High / Stop | Step 4<br>Is anything further needed? | Step 5<br>Action & Review |                    |                |
|                                     |                                      |                                       |   |                                       | Action required           | Responsible person | Date completed |
|                                     |                                      |                                       |   |                                       |                           |                    |                |
|                                     |                                      |                                       |   |                                       |                           |                    |                |
|                                     |                                      |                                       |   |                                       |                           |                    |                |
| <b>Assessor Name(s):</b>            |                                      |                                       |   | <b>Job Title:</b>                     |                           |                    |                |
| <b>Signature:</b>                   |                                      |                                       |   | <b>Review Date:</b>                   |                           |                    |                |

## PROMPT SHEET – Personal safety

|     | <b>Hazard</b><br>(something with a potential to cause harm)  | ✓<br><b>If hazard exists/who it could harm</b>                     | <b>Suggested action/control measure</b><br>(prevention measures) This list is not exhaustive. Below are some control measures which you may find useful when completing your risk assessment   |
|-----|--|--|--|
| 1.0 | Working alone  | ✓<br>Pupils, staff, visitors, caretaker, site manager, contractor, | Carry out a lone working risk assessment. Please refer to KCC lone working policy.   |
| 1.1 | Dealing with intruders on site out of hours.   |  | Include in lone working risk assessment. Please refer to KCC lone working policy   |
| 1.2 | Security and locking up once the building is empty.  |  | Include in lone working risk assessment. Please refer to KCC lone working policy (Section: caretakers and site managers).  |
| 1.3 | Placed in a vulnerable position due to after hour break-ins and having to return to the building alone.                                |  | Include in lone working risk assessment. Please refer to lone working policy guidance for key holders.   |
| 2.0 | No first aid provision available, (refer to first aid guidance available on Kent Trust Web).   |  | First aid provision must always be available if anyone is on site. State how to contact or what the emergency procedures are.  |
| 3.0 | Electrical shocks from faulty wiring or faulty equipment.  |  | Carry out a 'working with electricity' risk assessment.  |
| 4.0 | Falls from height. (Refer to KCC Working at Height a brief guide and the Ladders Guidance Notes).                                      |  | Due to this being a high risk activity, all work at height tasks will require a safe system of work in order to avoid injury. Please see 'working at height risk assessment'.<br><br>Any work above ground level at whatever height is considered to be working at height.   |
| 5.0 | Injuries incurred though vandalism – clearance of debris; storm damage; broken glass; icy surfaces; wet surfaces; drug and sex litter. |  | Ensure the correct use of personal protective equipment is used i.e. gloves when handling broken, dirty objects.<br><br>Follow safe working practices when disposing of broken glass or used needles i.e. Procedure for disposing of sharps.<br><br>As reasonably practicable, ensure all fencing is secure to stop intruders getting onto the site.<br><br>Only unblock drains; grit icy areas or clear snow, if wearing the appropriate personal protective equipment e.g. Protective boots, gloves and relevant equipment: Broom, shovel, tongs (also refer to KCC severe weather guidance document). |

|     |   |  |   |
|-----|---|--|---|
|     |   |  | <p>Report the incidents locally, in the defects report book, for appropriate action.</p> <p>Also refer to waste management risk assessment.</p>   |
| 6.0 | Injuries due to poor housekeeping.  |  | <p>Ensure storage cupboards and rooms are adequate and suitable for purpose, so as not to over clutter; encouraging items to fall out.</p>  |
| 7.0 | Musculoskeletal disorders (refer to manual handling policy & procedures and risk assessment). |  | <p>Individual tasks will need specific risk assessments – see ‘generic manual handling risk assessment: inanimate loads – mon teaching areas.’</p> <p>Attend manual handling training.</p> <p>Ensure the correct lifting procedures are adhered too at all times.</p> <p>Make sure the load is not too heavy.</p> <p>Use a trolley when transporting heavy or awkward items or loads.</p> <p>Age, height and level of fitness should be considered when carrying out a risk assessment.</p> |
| 8.0 | Legionnaire disease   |  | <p>Ensure legionella training is attended.</p> <p>Ensure adequate monitoring procedures and maintenance in place to prevent bacteria proliferating in the school water system.</p> <p>Refer to water hygiene contractor risk assessment report for water system maintenance requirements and frequencies.</p>   |
| 9.0 | Exposure to hazardous chemicals   |  | <p>Attend a basic COSHH awareness course.</p> <p>Ensure copies of the material safety data sheets are present on purchase of chemicals.</p> <p>Ensure COSHH risk assessments are carried out for each hazardous chemical used.</p> <p>Ensure caretaker is trained how to use the relevant hazardous chemicals safely.</p> <p>Ensure the correct personal protective equipment (PPE) is provided and used.</p> <p>Monitor exposure limits periodically where necessary.</p>                  |

|      |   |  |   |
|------|---|--|---|
| 10.0 | Exposure to asbestos (refer to the asbestos policy and procedures). |  | Attend a basic asbestos awareness course.<br>Do not carry out any work on the building without checking and signing the asbestos register.<br>If asbestos is present do not continue with your intended work activity.<br>Ensure contractors are shown work area. |
| 11.0 | Vehicle movements   |  | Schools 'pedestrian and vehicle movements' risk assessment should include controls to reduce the risk to caretakers moving around the site.   |



**Generic risk assessment**

**Topic/activity/operation: Caretakers personal safety.**

|   |         |
|---|---------|
| Name of establishment/school:   |         |
| Risk assessment completed by: (name)                                      | Signed: |
| Sign here only after giving consideration to additional control measures. | Date:   |
| Head of establishment: (name)   | Signed: |
| Sign here only after agreeing control measures and action points.         | Date:   |
| Review date:  |         |

**Name of Caretaker:**

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**Caretaker's signature:**

| Risk rating: (Likelihood) | Outcome:             |                    |              |
|---------------------------|----------------------|--------------------|--------------|
|                           | Insignificant injury | Significant injury | Major injury |
| Unlikely                  | Trivial risk         | Low risk           | Medium risk  |
| Possible                  | Low risk             | Medium risk        | High risk    |
| Probable                  | Medium risk          | High risk          | <b>STOP</b>  |

| Risk level: | Action and timescales:  |
|-------------|---|
| Trivial     | No action required and no documentary records are required  |
| Low         | Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained. |
| Medium      | Risk reduction measures should be implemented within a defined period.  |
| High        | Give priority to removing or reducing the risk urgent action should be taken.                                   |
| <b>STOP</b> | 'Work' activity should NOT be started or continued until the risk has been removed or at least reduced.         |

|     | <b>Step 1</b><br>What are the hazards?   | <b>Step 2</b><br>Who might be harmed and how? | <b>Step 3</b><br>What are you doing already? | Current risk level | <b>Step 4</b><br>Is anything further needed? | <b>Step 5</b><br>Date further action(s) was/were completed | <b>New risk level</b> |
|-----|--|---|--|--------------------|--|--|-----------------------|
|     |  |   |  |                    | By whom and by when?                         | Date of next review  |                       |
| 1.0 | Working alone  |   |  |                    |  | <b>Date completed:</b>                                     |                       |
|     |  |   |  |                    | <b>Name:</b>                                 | <b>Review date:</b>  |                       |
| 1.1 | Dealing with intruders on site out of hours  |   |  |                    |  | <b>Date completed:</b>                                     |                       |
|     |  |   |  |                    | <b>Name:</b>                                 | <b>Review date:</b>  |                       |
| 1.2 | Security and Locking Up once the building is empty   |   |  |                    |  | <b>Date completed:</b>                                     |                       |
|     |  |   |  |                    | <b>Name:</b>                                 | <b>Review date:</b>  |                       |
| 1.3 | Placed in a vulnerable position due to after hour break-ins and having to return to the building alone |   |  |                    |  | <b>Date completed:</b>                                     |                       |
|     |  |   |  |                    | <b>Name:</b>                                 | <b>Review date:</b>  |                       |
|     |  |   |  |                    |  |  |                       |

|     | <b>Step 1</b><br>What are the hazards?  | <b>Step 2</b><br>Who might be harmed and how? | <b>Step 3</b><br>What are you doing already? | Current risk level | <b>Step 4</b><br>Is anything further needed? | <b>Step 5</b><br>Date further action(s) was/were completed | <b>New risk level</b> |
|-----|---|---|--|--------------------|--|--|-----------------------|
|     |   |   |  |                    | By whom and by when?                         | Date of next review  |                       |
| 2.0 | Placed in a vulnerable position due to after hour break-ins and having to return to the building alone                                |   |  |                    |  | <b>Date completed:</b>                                     |                       |
|     |   |   |  |                    | <b>Name:</b>                                 |  |                       |
|     |   |   |  |                    | <b>Date:</b>                                 | <b>Review date:</b>  |                       |
| 3.0 | Electrical shocks from faulty wiring or faulty equipment  |   |  |                    |  | <b>Date completed:</b>                                     |                       |
|     |   |   |  |                    | <b>Name:</b>                                 |  |                       |
|     |   |   |  |                    | <b>Date:</b>                                 | <b>Review date:</b>  |                       |
| 4.0 | Falls from height. (refer to KCC working at height a brief guide and the Ladders Guidance Notes)                                      |   |  |                    |  | <b>Date completed:</b>                                     |                       |
|     |   |   |  |                    | <b>Name:</b>                                 |  |                       |
|     |   |   |  |                    | <b>Date:</b>                                 | <b>Review date:</b>  |                       |
| 5.0 | Injuries incurred though Vandalism – clearance of debris; storm damage; broken glass; icy surfaces; wet surfaces; drug and sex litter |   |  |                    |  | <b>Date completed:</b>                                     |                       |
|     |   |   |  |                    | <b>Name:</b>                                 |  |                       |
|     |   |   |  |                    | <b>Date:</b>                                 | <b>Review Date:</b>  |                       |

|      | <b>Step 1</b><br>What are the hazards?   | <b>Step 2</b><br>Who might be harmed and how? | <b>Step 3</b><br>What are you doing already? | Current risk level | <b>Step 4</b><br>Is anything further needed?<br>By whom and by when? | <b>Step 5</b><br>Date further action(s) was/were completed<br>Date of next review | <b>New risk level</b> |
|------|--|---|--|--------------------|--|---|-----------------------|
| 6.0  | Injuries due to poor housekeeping  |   |  |                    |  | <b>Date completed:</b>  |                       |
|      |  |   |  |                    | <b>Name:</b>   | <b>Review date:</b>   |                       |
|      |  |   |  |                    | <b>Date:</b>   |   |                       |
| 7.0  | Musculoskeletal Disorders (Refer to Manual Handling policy & procedures and risk assessment)                 |   |  |                    |  | <b>Date completed:</b>  |                       |
|      |  |   |  |                    | <b>Name:</b>   | <b>Review date:</b>   |                       |
|      |  |   |  |                    | <b>Date:</b>   |   |                       |
| 8.0  | Legionnaire disease (KCC policy; reducing the risk from legionella in hot and cold systems within buildings) |   |  |                    |  | <b>Date completed:</b>  |                       |
|      |  |   |  |                    | <b>Name:</b>   | <b>Review date:</b>   |                       |
|      |  |   |  |                    | <b>Date:</b>   |   |                       |
| 9.0  | Exposure to hazardous chemicals  |   |  |                    |  | <b>Date completed:</b>  |                       |
|      |  |   |  |                    | <b>Name:</b>   | <b>Review date:</b>   |                       |
|      |  |   |  |                    | <b>Date:</b>   |   |                       |
| 10.0 | Exposure to asbestos (refer to   |   |  |                    |  | <b>Date completed:</b>  |                       |

|      |  |   |  |                    |  |   |                       |
|------|--|---|--|--------------------|--|---|-----------------------|
|      | the asbestos management in KCC buildings document) |   |  |                    | <b>Name:</b><br><b>Date:</b>   | <b>Review date:</b>   |                       |
|      | <b>Step 1</b><br>What are the hazards?             | <b>Step 2</b><br>Who might be harmed and how? | <b>Step 3</b><br>What are you doing already? | Current Risk Level | <b>Step 4</b><br>Is anything further needed?<br>By whom and by when? | <b>Step 5</b><br>Date further action(s) was/were completed<br>Date of next review | <b>New risk level</b> |
| 11.0 | Vehicle movements                                  |   |  |                    |  | <b>Date completed:</b>  |                       |
|      |  |   |  |                    | <b>Name:</b><br><b>Date:</b>   | <b>Review date:</b>   |                       |
| 12.0 | Swimming pool maintenance                          |   |  |                    |  | <b>Date completed:</b>  |                       |
|      |  |   |  |                    | <b>Name:</b><br><b>Date:</b>   | <b>Review date:</b>   |                       |
|      |  |   |  |                    |  | <b>Date completed:</b>  |                       |
|      |  |   |  |                    | <b>Name:</b><br><b>Date:</b>   | <b>Review date:</b>   |                       |

Prompt sheet for PPE selection and maintenance

| Area of body | Activity example  | Type of protection   | Selection advice   | Maintenance advice  |
|--------------|---|--|--|---|
| Head         | <ul style="list-style-type: none"> <li>• Building work</li> <li>• Roof work</li> <li>• Work with potential for falling objects</li> <li>• Work with potential for bumping head</li> </ul> | <ul style="list-style-type: none"> <li>• Safety helmets</li> <li>• Hard hats</li> <li>• Other hats</li> </ul>  | <ul style="list-style-type: none"> <li>• Appropriate size for wearer</li> <li>• Resistance to penetration</li> <li>• Shock absorption</li> <li>• Protection against electrical shock</li> <li>• Compatibility with weather conditions</li> <li>• Suspension system e.g. head band</li> </ul> | <ul style="list-style-type: none"> <li>• Not stored in direct sunlight or hot conditions</li> <li>• Visual inspections before/after use</li> <li>• Cleaning only with soap and water</li> <li>• Replace if damaged/deteriorated or after manufacturer replacement date</li> </ul> |
| Eyes         | <ul style="list-style-type: none"> <li>• Work with chemicals</li> <li>• Woodwork</li> <li>• Metalwork</li> <li>• Use of powered tools</li> </ul>  | <ul style="list-style-type: none"> <li>• Safety glasses</li> <li>• Eye shields</li> <li>• Face shields</li> <li>• Goggles</li> <li>• Visors</li> </ul> | <ul style="list-style-type: none"> <li>• Appropriate style of protection for task</li> <li>• Splash protection</li> <li>• Compatibility with prescription glasses</li> <li>• Eye protection should be issued to each individual</li> </ul>   | <ul style="list-style-type: none"> <li>• Storage in boxes/cases</li> <li>• Visual inspections before/after use</li> <li>• Cleaning of lenses with water</li> <li>• Replace if scratched or pitted</li> </ul>  |
| Respiratory  | <ul style="list-style-type: none"> <li>• Woodwork</li> </ul>  | <ul style="list-style-type: none"> <li>• Disposable dust mask</li> </ul>   | <ul style="list-style-type: none"> <li>• Short-term usage only</li> </ul>  | <ul style="list-style-type: none"> <li>• Safe disposal after use</li> </ul>   |
| Feet         | <ul style="list-style-type: none"> <li>• Building work</li> <li>• Manual handling</li> <li>• Work with chemicals</li> </ul>   | <ul style="list-style-type: none"> <li>• Steel-toed capped safety boots or shoes</li> </ul>  | <ul style="list-style-type: none"> <li>• Slip/chemical resistance</li> <li>• Protection against falling objects</li> <li>• Metal/chemical splash</li> </ul>  | <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• Visual inspections before/after use</li> <li>• Replace if worn or deteriorated</li> </ul>  |

|            |  |   |  |   |
|------------|--|---|--|---|
|            | <ul style="list-style-type: none"> <li>• Other maintenance work</li> </ul>   | <ul style="list-style-type: none"> <li>• Gaiters</li> </ul>   | <ul style="list-style-type: none"> <li>• Compatibility with weather conditions</li> <li>• Comfort considerations</li> </ul>  |   |
| Hands/arms | <ul style="list-style-type: none"> <li>• Manual handling</li> <li>• Outdoor work e.g. gardening</li> <li>• Work with chemicals</li> <li>• Metalwork</li> </ul> | <ul style="list-style-type: none"> <li>• Gloves</li> <li>• Gauntlets</li> </ul>   | <ul style="list-style-type: none"> <li>• Protection against penetration</li> <li>• Reaction with chemicals</li> <li>• Thermal protection</li> <li>• Possible skin sensitisation</li> <li>• Metal/chemical splash</li> <li>• Compatibility with weather conditions</li> <li>• Refer to COSHH assessment for appropriate glove type</li> </ul> | <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• Visual inspections before/after use</li> <li>• Replace if worn or deteriorated</li> <li>• Minimise contact with chemicals</li> </ul> |
| Body       | <ul style="list-style-type: none"> <li>• Building work</li> <li>• Outdoor work e.g. gardening</li> <li>• Woodwork</li> <li>• Metalwork</li> </ul>              | <ul style="list-style-type: none"> <li>• Overalls/aprons</li> <li>• Work restraint/fall arrest</li> <li>• Visibility jackets</li> </ul> | <ul style="list-style-type: none"> <li>• Protection against hazardous chemicals</li> <li>• Protection against dust</li> <li>• Prevention/minimisation against a fall</li> <li>• Thermal protection</li> <li>• Compatibility with weather conditions</li> </ul>   | <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• Visual inspections before/after use</li> <li>• Replace if worn or deteriorated</li> <li>• Minimise contact with chemicals</li> </ul> |

## PROMPT SHEET– Working at Height

|     | <b>Hazard</b><br>(something with a potential to cause harm)            | <b>✓</b><br><b>If hazard exists and who it could harm</b>                         | <b>Suggested action/control measure</b><br>(prevention measures) This list is not exhaustive. Below are some control measures which you may find useful when completing your risk assessment  |
|-----|--|---|---|
| 01. | Poor maintenance of access equipment (e.g. ladders, steps, scaffolds). | ✓<br>Pupils, staff, visitors, caretaker, site manager, contractor, (anyone else?) | <ul style="list-style-type: none"> <li>- Regular inspections of equipment before every use and records kept.</li> <li>- Three-monthly inspections of access equipment by a competent person and records kept.</li> <li>- Defective equipment to be reported to manager.</li> <li>- Immediate removal and disposal of access equipment found to be defective prior to use.</li> <li>- Suitable personal protective equipment must be available.</li> </ul>   |
| 02. | Inappropriate use of tower scaffolds causing trips and falls.          |   | <ul style="list-style-type: none"> <li>- Equipment to be used only where there is a firm, level surface.</li> <li>- All equipment to be visually inspected before use and records kept.</li> <li>- Appropriate footwear to be worn.</li> <li>- Safe system of work in place for work involving tower scaffolds.</li> <li>- Staff who use tower scaffolds to be PASMA trained.</li> <li>- Equipment should be suitably stored after use.</li> <li>- Work at height training to be undertaken.</li> </ul>   |
| 03. | Inappropriate use of ladders/stapladders.                              |   | <ul style="list-style-type: none"> <li>- Ladders only to be used for low risk work and a short duration of time (maximum of 30 minutes).</li> <li>- All equipment to be visually inspected before use and records kept.</li> <li>- All ladders to be inspected by a competent person every three months.</li> <li>- Ladders to be made secure by tying at the top and bottom or footed by a person at the base of the ladder.</li> <li>- Equipment to be placed on a suitable firm and level base.</li> <li>- Safe procedures e.g. three points of contact to be maintained at all times when working to avoid overreaching.</li> <li>- Equipment used to be class 1 'Industrial' or EN131 types.</li> <li>- Appropriate footwear to be worn.</li> <li>- Equipment should be suitably stored after use.</li> <li>- Work at height training to be undertaken.</li> </ul> |
| 04. | Working on Fragile surfaces; carrying out roof work.                   |   | <ul style="list-style-type: none"> <li>- Avoid the need to work on/near/pass across a fragile surface wherever possible e.g. repairing a skylight from underneath using a tower scaffold.</li> </ul>  |

|     |  |  |   |
|-----|--|--|---|
|     |  |  | <ul style="list-style-type: none"> <li>- No access to fragile surface allowed except by authorized persons or specialist contractors using appropriate equipment.</li> <li>- Use of suitable fixed access e.g. stairs/ladders rather than temporary equipment where possible.</li> <li>- Fragile surface identified with suitable and prominent signage.</li> <li>- Use of suitable working platforms with guard rails during work on or near a fragile surface.</li> <li>- Use of suitable PPE identified from the Personal Protective Equipment checklist.</li> </ul>   |
| 05. | Falls from height.                     |  | <ul style="list-style-type: none"> <li>- Specific risk assessment to be undertaken prior to all work at height activities.</li> <li>- Use of long handled tools where appropriate.</li> <li>- Suitable equipment used for specific jobs.</li> <li>- Staff not to use furniture or other inappropriate fixed/mobile structures for working at height.</li> <li>- Consider use of fall arrest systems depending on nature of task, equipment and duration.</li> <li>- Adequate and appropriate signs in place to warn of hazards below work area.</li> <li>- Work scheduled to take place when persons/others are not in the immediate area.</li> <li>- Ensure operatives trained to work at height.</li> </ul> |
| 06. | Carrying of materials.                 |  | <ul style="list-style-type: none"> <li>- On a ladder or stepladder do not overload it - the person and anything they are taking up should not exceed the highest load stated on the ladder</li> <li>- on a ladder where you must carry something you must have one free hand to grip the ladder</li> <li>- If a task involves a worker carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment</li> </ul>   |
| 07. | Poor weather conditions causing slips. |  | <ul style="list-style-type: none"> <li>- No work at height to be done outside in poor weather.</li> </ul>   |
| 08. | Risk of electrocution.                 |  | <ul style="list-style-type: none"> <li>- Contact with overhead and hidden cables.</li> <li>- Use of hand tools or battery operated tools wherever possible.</li> <li>- All portable equipment must be PAT tested every year.</li> <li>- Regular inspections of equipment before and after use.</li> </ul>   |
| 09. | Lack of training.                      |  | <ul style="list-style-type: none"> <li>- All staff who are involved with working at height need to be trained and be competent.</li> </ul>  |

|     |  |  |   |
|-----|--|--|---|
|     |  |  | This includes involvement in organisation, planning, supervision and the supply and maintenance of equipment.   |
| 10. | Lack of personal protective equipment (PPE).                     |  | - PPE may be required; the Personal Protective Equipment checklist should be completed.   |
| 11. | Being hit by Falling objects.                                    |  | <ul style="list-style-type: none"> <li>- Good housekeeping in place to ensure nothing is stored in such a way that it will fall from height.</li> <li>- Materials, tools or debris must not be thrown down from height.</li> <li>- Areas where there is a risk of a falling object needs to be clearly indicated and unauthorized people need to be kept from it.</li> <li>- Tool belts to be used to prevent fall of tools/materials from pockets etc.</li> <li>- PPE may be required; the Personal Protective Equipment checklist should be completed.</li> </ul> |
| 12. | Poor flooring or area where work at height is to be carried out. |  | - Each individual area where work at height is to be carried out needs to be inspected before use e.g. floors surfaces, guard rails etc. and records kept.  |