

KNOWSLEY CENTRAL SCHOOL



HEALTH AND SAFETY INSTRUCTION AND INFORMATION EMPLOYEE HANDBOOK

2026-2027

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HEALTH AND SAFETY POLICY STATEMENT

In accordance with its duty under section 2(3) of the Health and Safety at Work etc. Act 1974, and in fulfilling its obligations to employees and members of the public who may be affected by its activities, Knowsley Central School have produced the following statement of policy in respect of Health and Safety:

It is our aim to achieve a working environment that is free of work-related accidents and ill health and to this end we will pursue continuing improvements from year to year.

The school recognises its Health and Safety duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, and all current legislation, to ensure, so far as is reasonably practicable, the health and welfare at work of all employees.

Particular attention will be paid to duties required, namely:

- Provision and maintenance of safe plant and systems of work.
- Safe and healthy use, handling and storage of articles and substances.
- Provision of necessary information, instruction, training and supervision.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them, and implementing appropriate preventative and protective measures.
- Providing and maintaining safe plant and work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are consistent with their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of Health and Safety and of good practice through the effective communication of relevant information.
- Furnishing sufficient resources needed to meet these objectives to maintain a safe working environment.

A successful Health and Safety programme is dependent on the participation and co-operation of all employees. All employees are aware that they have a legal duty to:

- Exercise reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- Co-operate with and assist the employer in meeting statutory obligations.
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare.

Our Health and Safety Policy will be reviewed annually as a minimum, to monitor its effectiveness and to ensure that it reflects changing needs and circumstances. The Policy will be subject to additional review to reflect changes to legislative requirements, changes to key personnel in the school and advancement in technologies which affect the school's activities.

Copies of this Health and Safety Policy Statement will be displayed in the workplace. The full School Health and Safety Policy will be available for all employees to read.

All Employees will be expected to comply with this Health and Safety Policy.

Signed: Head Teacher Date:

RELEVANT LEGISLATION

- The Health and Safety at Work Act 1974.
- The Provision and Use of Works Equipment Regulations (PUWER) 1998.
- The Manual Handling Operation Regulations 1992.
- Personal Protective Equipment (P.P.E.) at Work Regulations 1992.
- Control of Substances Hazardous to Health (C.O.S.H.H.) Regulations 2002.
- Electricity at Work Regulations 1989.
- Control of Asbestos at Work Regulations updated 2012.
- The Health and Safety (First Aid) Regulation 1981.
- Management of Health and at Work Safety Regulations 1999.
- Confined Space Regulations 1997.
- Display Screen Equipment Regulations 1992.
- Health & Safety (Consultation with Employees) Regulations 1996.
- The Health & Safety (Safety Signs & Signals) Regulations 1996.
- Reporting of Injuries, Diseases, or Dangerous Occurrence Regulations (RIDDOR) 2013.
- The Workplace (Health, Safety & Welfare) Regulations 1992.
- Working at Height Regulations 2005 (amended 2007).
- Regulatory Reform (Fire Safety) Order 2005.
- Control of Asbestos Regulations 2012

RESPONSIBILITIES

The Health and Safety at Work Act 1974 places responsibilities on everyone.

Schools have a legal duty to provide a safe place of work, safe equipment and appropriate instruction and training to enable you to carry out your job safely.

Employees also have legal duties, which include:

- Taking reasonable care for your own health and safety and that of others who may be affected by what you do or not do, this includes colleagues, pupils and visitors.
- The safety of pupils in classrooms is primarily the responsibility of Class Teachers. **This responsibility cannot be delegated to a student teacher or a Teaching Assistant.**
- Co-operating with your school on health and safety arrangements.
- Correctly using work items provided by the school, in accordance with training or instruction.
- Not interfering with or misusing anything provided for your health, safety, or welfare.
- The following safety rules have been implemented to ensure your safety and the safety of your colleagues and pupils.
- Health and Safety Information is displayed on the H&S Board located in the corridor outside the school office.

Do

- ☒ Immediately report any accident or injury to a first aider - they will ensure appropriate first aid is provided and communicate to a member of SLT.
- ☒ Pro-actively report any hazards in the school environment to the Site Manager or Headteacher.
- ☒ Advise the Headteacher of any near misses so action can be taken to avoid an incident.
- ☒ Keep your work areas clean and tidy and hazard-free.
- ☒ Understand and comply with all safety training, signs and instructions.
- ☒ Wear Personal Protective Equipment when appropriate.

Do not

- ☒ Walk past any hazards or unsafe behaviours.
- ☒ Use items or equipment for which you have not been authorised and trained.
- ☒ Bring any items/equipment or substances into school without prior permission from the SLT.

SAFETY GUIDELINES

Safe Use of Mobile Phones

Mobile telephones should be turned off and kept out of sight of children. Please see a member of the SLT should you require your mobile to be on due to special circumstances.

Staff should not give out their personal mobile phone details to children or parents.

Staff should always take mobile phones with them when they are involved in a trip or off-site visit (this includes swimming). A list of mobile telephone numbers of all staff held in the school office. Please keep the office informed if you change your mobile telephone number.

Drugs and Alcohol

This is a non-smoking school; this includes e-cigarettes and vapes.

Staff must not attend work under the influence of alcohol, illegal drugs or any substance that may impair their ability to perform their duties safely and effectively. Any prescribed or over-the-counter medication that could affect performance, judgement or safety should be disclosed to Line Managers where necessary, and any concerns relating to substance misuse should be addressed in accordance with the school's policies and procedures.

Slips, Trips and Falls

All staff have a responsibility to help prevent slips, trips and falls by keeping classrooms, corridors, walkways and work areas free from unnecessary hazards and obstructions. Spillages, damaged flooring, uneven surfaces or any other potential hazards should be reported promptly and, where safe to do so, appropriate action should be taken to reduce the risk of injury.

What can you do to prevent slips and trips?

- ✓ Implement and maintain good housekeeping standards in all areas
- ✓ Report defective flooring immediately and manage/cordon off the area until it is repaired
- ✓ Make sure floors are clean and dry
- ✓ Clear up spillages immediately and use wet floor signage
- ✓ Dispose of waste materials appropriately
- ✓ Remove any obstructions which could cause a tripping hazard
- ✓ Avoid trailing cables
- ✓ Store items safely and minimise the risk of falling items
- ✓ Ensure pupils do not create hazards by leaving items such as coats and bags in an unsafe manner
- ✓ Wear suitable footwear in school and on trips
- ✓ Consider the safety of visitors in your area

Working from Height

Caution should always be exercised when you need to work above standing height. It is unacceptable to use chairs, tables etc. to gain access to higher areas. Suitable footwear must be worn when using a step ladder.

When erecting a display, all staff must take extra care. Please seek assistance from the Site Manager if you require additional help or equipment.

Considerations that should be given to minimise the risk: -

- The ability to reach the area safely.
- Help is sought when appropriate, do not attempt anything that could be unsafe.
- When working from stepladders, ensure the equipment is in good working order.
- Never overreach or over stretch yourself to gain access.

Step Ladders

Prior to using a stepladder, please check the condition of:

- Treads.
- Hinges/restrainers
- Stability
- Rubber feet
- Floor / surface condition – is it clean, dry and free from hazards.

Damaged step ladders must not be used and taken out of use.

When using step ladders, ensure the following:

- Firm level base – dry and directly on the floor
- Work no further than two thirds up step ladders (ensure three points of contact).
- Boards not to be placed between treads on steps to provide working platform.
- Ensure that others may not accidentally collide with the ladder. Where any work is to be done at height this should be restricted to short duration, light duty work based on a suitable assessment of the risks.

Safe Storage

Staff are responsible for ensuring that equipment, materials and substances are stored safely and securely to minimise the risk of injury, damage or unauthorised access. Storage areas should be kept tidy and organised, with hazardous or restricted items stored in accordance with school procedures and relevant health and safety requirements

Care taken when items are being placed initially can help prevent many of these incidents which include the following:

- Do not carry too much, or overreach.
- Store heavier items close to ground level
- Consider how frequently you need to access items and how you will bring them down safely.
- Only store material in authorised areas, never near doorways, access or escape routes.
- Store on a level firm surface.

- Practice good housekeeping -dispose of items that are no longer required to minimise a build-up of unwanted materials

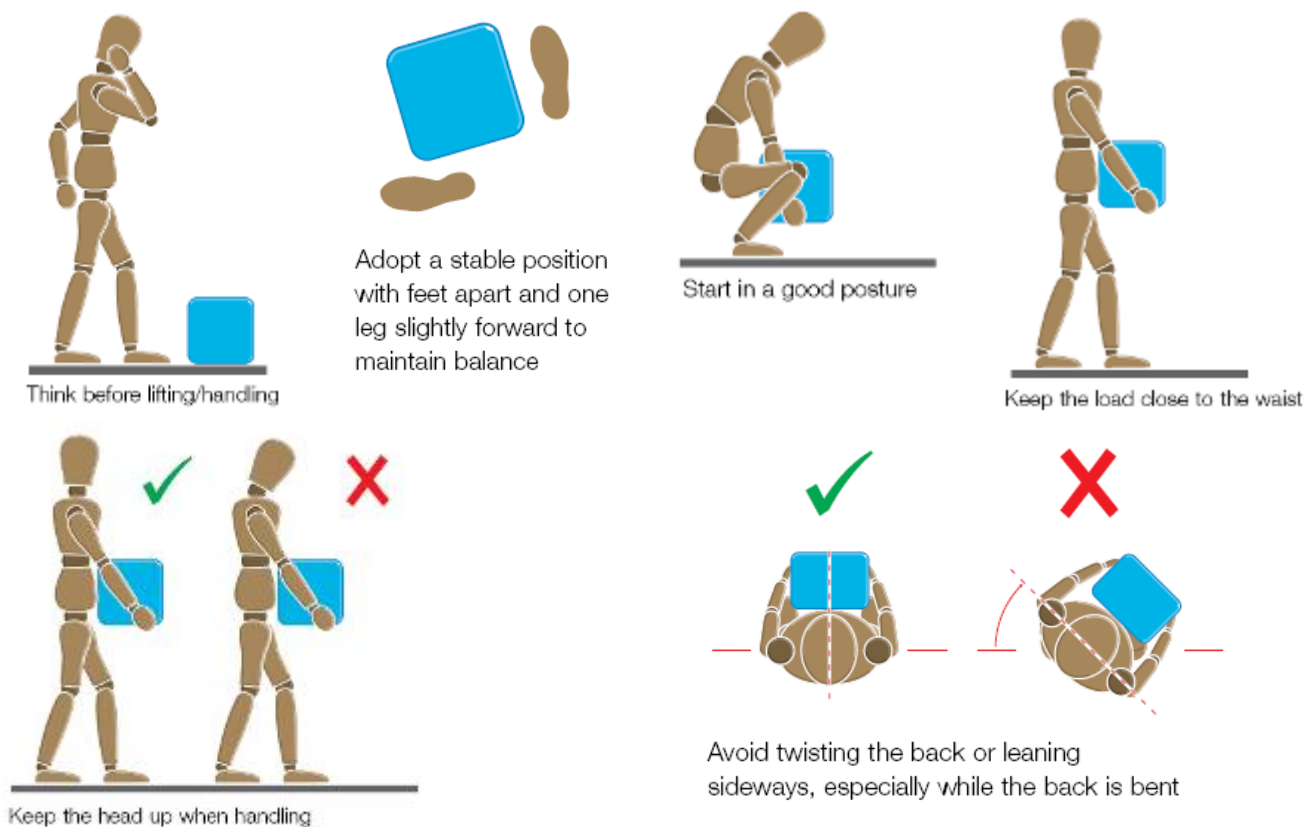


Manual Handling

Before lifting, carrying, pushing or moving objects, staff should assess the task and follow safe manual handling techniques, reporting any hazards, concerns or injuries in accordance with school procedures. Staff should consider the following:

- Consider the size and weight of the load and if necessary, make a trial lift of a few inches.
- Do not attempt to lift alone if any load is too heavy, too large, or awkward.
- Ensure that there are no obstructions in the direction you will be going.
- Take up position, feet apart; one foot slightly forward pointing in the direction you will be going.
- Bend the knees – back muscles should be relaxed.
- Ensure a secure grip of the load.
- Lift the item, keeping the back straight, arms close to body, with leg muscles providing the power.
- Step off in the direction that advanced foot is pointing, load held close to body.
- Do not carry a load that obscures your vision.
- When lifting to a height from the floor, do it in two stages.

Remember- get down to the load, bend your knees - not your back and lift using your legs.



Personal Protective Equipment & Clothing

It is advisable to wear suitable and sensible clothing for the role that you carry out. You may be provided with appropriate PPE for your role; this may include gloves or high visibility garments.

Main Points

- Wear sensible footwear (or safety footwear if it is issued to you) that provide protection to your feet and minimise slipping. Bear in mind weather conditions.
- Wear suitable gloves where there is any risk to your hands or contact with hazardous substances/bodily fluids.

- Wear hi-visibility clothing/vests if required.

Fire Precautions

Fire prevention is preferable to firefighting. Staff should therefore be aware of the fire risks in the work environment.

- Ensure that you know what action to take in the event of a fire and are aware of the locations of the fire call points.
- Ensure you know your nearest escape routes for wherever you are working.
- In the event of the fire alarm sounding, ensure that you make your way directly to the Assembly Point, ensuring pupils are all accounted for.
- Ensure you follow the signing in and out procedure at all times. Please note that if there is a real fire and you have left the premises without signing out, the Fire Service could potentially risk their life searching for you
- Keep fire doors closed and unwedged, clear and unobstructed e.g with stacks of chairs.
- Do not obscure vision panels in fire doors
- Do not obstruct access to fire extinguishers; be aware of the locations of extinguishers.
- Do not place items over or near heating equipment including on top of radiators.
- Do not let paper or other rubbish accumulate.
- Do not smoke on school grounds.
- Store flammable substances appropriately and away from sources of ignition.
- Switch of/unplug electrical equipment when not in use.
- Only bring substances and equipment into school with prior permission from the Headteacher
- Do not bring candles or plug-in air fresheners into school.

The school regularly undertakes planned fire drills during each school term.

Means of Escape

Daily checks should be made of your work area/classroom to ensure all means of escape are kept clear free from obstruction. If it is found that they are even partially or temporarily blocked, for example, by furniture or a whiteboard, immediate action must be taken to clear the obstruction.

You should also check that all fire extinguishers, vision panels, call points and safety signs e.g. direction of escape routes, are in place, unobstructed and clearly visible at all times.

KNOWSLEY CENTRAL SCHOOL

FIRE AND EMERGENCY EVACUATION PROCEDURE



- ▶ In the event of an emergency (e.g. fire) the nearest emergency alarm call point must be activated by pressing firmly on the glass cover.



- ▶ The Fire Brigade must be called if a real emergency has been declared.



- ▶ Leave your location as quickly as possible by the nearest safe fire exit. Do not stop to collect personal items or change clothing.
- ▶ Proceed to the Fire Assembly Point, warning others on the way.
- ▶ If safe to do so, close all doors and windows before proceeding to the Fire Assembly Point.



- ▶ The Fire Assembly Point is located on the **Playing Field**
- ▶ The assembly point can be safely accessed from all areas.
- ▶ Remain at the Fire Assembly Points until the '**All Clear**' has been given.

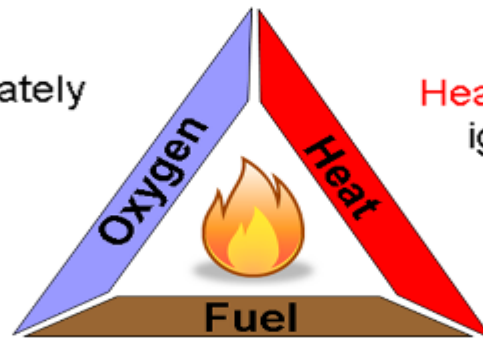
GENERAL POINTS

- ▶ In the event of the alarm sounding during lunchtime or outside of normal operational hours then the single most important priority remains to evacuate the school safely.
- ▶ If there is any doubt as to whether to evacuate or not, then an evacuation must take place.
- ▶ All adults are expected to contribute to the health and safety of staff, students and visitors. This includes active supervision of students throughout any possible emergency situation.

The Fire Triangle

Oxygen – Approximately 16% required.

Heat Sources – To reach ignition temperature



Fuel – Gases, Liquids, Solids (Bulky – Dust)

Remove any one side of triangle will stop fire!

Types of Fire Extinguishers and their uses:





Control of Substances Hazardous to Health

Whilst working in school, it is possible that you could come into contact with materials or substances which could cause health problems if sensible precautions are not taken.

A hazardous substance is a substance which may cause ill health if inhaled, ingested, injected or absorbed through the skin, or as a result of being released into the surrounding environment.

There are many examples of hazardous substances which can cause ill health, including:

- Substances used directly in activities, e.g. cleaning agents, adhesives and paints.
- Substances generated from activities, e.g. fumes.
- Naturally occurring substances, e.g. dusts
- Biological agents such as bacteria and other micro-organisms.

Occupational contact dermatitis is a rash caused by certain substances which maybe used at work. Some people are more susceptible than others. It will generally appear as redness and dryness/cracking of the skin which has been exposed to a substance. It most commonly affects the hands, forearms and legs although when it is caused by dust, mist, or fumes, you may also see it on the face, neck, or chest.

- Always read and follow the COSHH 'safe use' advice supplied with the product and the corresponding COSHH Risk Assessment
- Always wear the recommended Personal Protective Equipment, namely gloves.
- Never decant substances into unmarked containers and ensure all substances are kept out of reach of children.
- Do not bring items from home such as cleaning products, sprays etc.

Infection Control & Blood-borne Viruses

All staff are responsible for following the school's infection control procedures to help reduce the risk of the spread of illness and infection. When dealing with blood or other bodily fluids, staff must use appropriate protective equipment, follow safe hygiene and disposal procedures, and report any exposure incidents promptly in accordance with school procedures.

GUIDANCE

- If administering first aid, wash your hands before and after treating wounds. This helps protect both the patient and first aider.
- Protective gloves should be worn when dealing with cuts and body fluids.
- The gloves used for first aid should be single use only.
- All soiled items after first aid treatment should be placed in an appropriate disposal unit.
- Following a biting incident by a child, please report this to a first aider or a member of SLT.

Safety Signs

Please be familiar with the various safety signs which are displayed around school.



Prohibition signs - a sign prohibiting behaviour likely to increase or cause danger (e.g. 'no smoking')

Hazard signs - a sign giving warning of a hazard or danger (e.g. 'danger electricity')

Mandatory signs - a sign prescribing specific behaviour (e.g. 'keep clear')

Safety Signs - a sign providing information on emergency exits, first-aid, or rescue facilities (e.g. 'first aid')

Chemical Signs (below) - a sign which gives warning of a hazard associated with a chemical or substance.



Accidents, Incidents and Near Misses

In the event of a child becoming injured on school premises or during an activity away from school, please inform a first aider. An Accident Book is available for all incidents to be recorded. A member of the SLT should be advised of accidents of a more serious nature. In the event of a head injury, a head bump letter/incident report should also be completed and sent home with the child.

If you are in any doubt as to the seriousness of any injury, ensure a member of the SLT is informed.

Please ensure you are familiar with the trained first aiders in school, a list of whom are displayed around school.

In the event of any staff or visitor accident, please notify a member of the SLT.

Emergencies:

For emergencies, staff should ensure that first aid assistance is called promptly. Staff should familiarise themselves with the staff members who are trained first aiders and the first aid procedure for the school.

For serious incidents:

- Do not move the injured person unless their position poses a danger
- Call for a first aider
- Inform a colleague to immediately call the emergency services, whilst staying with the injured person, keep them warm and ensure that they can breathe freely. Ask for a mobile phone to be brought to you so you can follow the instructions from the emergency services.
- In the case of electric shock, do not touch the injured person until the power is switched off.
- Consider whether to call for the defibrillator to be brought to you.

A list of trained first aiders and locations of first aid boxes are noted in the first aid risk assessment. The school defibrillator is located in the small kitchen by the hall.

All Accidents, Incidents and Near Misses must be reported in a timely manner. It is important that they are reported so that they can be investigated, and measures put in place to stop them from occurring in the first place or from happening again.

Medical Information

Accurate and up-to-date medical information is essential to support the health, safety and wellbeing of pupils and staff. Staff must ensure that any relevant medical conditions, allergies or health needs relating to themselves or pupils are reported and recorded in accordance with school procedures, and that any changes are communicated promptly to the appropriate member of staff.

A list of children with specific medical conditions is available and class teachers are provided with this information for their cohort. It is updated on a regular basis to ensure accuracy of information.

Illness

Children who become unwell during the course of the day should be monitored by class teachers. If it is felt that they need to go home a member of the SLT should first be consulted. Children who leave school during the school day should be signed out of school at the office.

Medication

Medication is administered by authorised staff. A request should be provided in writing giving the school necessary authorisation.

School's responsibilities:

The Headteacher will ensure that a nominated member of staff has responsibility for checking that:

- Medicines brought into the school are suitably labelled with the name of the pupil; name of drug; dosage; frequency of administration and are in date.
- The medicines required by the pupil include:
 - Details of dosage and times for administration
 - The types of medicines
 - The staff involved in administration or supervision of medication.
- In an emergency, pupils have access to emergency medication e.g. inhalers held in classrooms.
- These procedures are to be followed on school trips.

Staff who participate in the administering of medication to pupils will comply with the school's policy.

Medication is stored in a locked cupboard or in a separate area of the fridge in the staff room.

EpiPens

Auto-injectors are intended for immediate administration in the emergency treatment of anaphylactic shock.

In the event of a pupil being prescribed an EpiPen the school will ensure that:

- All staff are trained in recognising anaphylaxis and in the administration of an EpiPen.
- The pupil is encouraged to always carry his/her emergency medications on their person.
- Either the parent / guardian or pupil had granted permission for the medication to be administered in an emergency
- An emergency box is provided, the box to be stored in a safe, accessible, unlocked area that is clearly labelled.
- The box will contain two 'in date' EpiPens.
- These must be clearly labelled with each pupil prescribed an EpiPen.
- In the event of a pupil having an anaphylactic reaction they will be sent by ambulance to hospital whether full recovery is noted or not
- The pupil will be accompanied throughout by a member of the teaching staff and the empty EpiPen that has been administered, will be taken with them to the hospital.
- The pupil's parents will be informed immediately after alerting the ambulance.

Note:

- Since there is no way to predict the severity of a reaction and because anaphylaxis can progress so rapidly, waiting for the ambulance or medical centre staff to administer adrenaline may greatly increase the risk of death.
- Therefore, it is essential that anyone with a history of anaphylaxis keep adrenaline auto-injectors, such as EpiPen adrenaline auto-injectors, on hand at all times and be prepared to use them whenever a reaction occurs.

New and Expectant Mothers

We are committed to protecting the health and safety of all new and expectant mothers. The phrase "new or expectant mother" means an employee who is pregnant, has given birth within the previous six months or who is breastfeeding.

Staff will:

- Notify school of their pregnancy as soon as possible.
- Follow advice and information given by the school or health professional in relation to safe working practices.
- Report any potential hazardous situations so that they can be reviewed.
- Be involved in the completion of a New and Expectant Mothers Risk Assessment

Safety in PE

During any PE activity, the teacher or responsible person has a duty of care to the whole class and should ensure that planning and implementation of the PE activities includes, recognition of safety as an important element.

- All staff and pupils must be wearing appropriate footwear
- Equipment should be checked for stability and good repair before activities commence.
- All movement of equipment must be supervised, and safe practices observed.
- Ensure medical considerations have been considered.

- Ensure adequate supervision during classes, proportionate with the age, and ability of the individual pupils, the activity undertaken, location, travel distance and weather conditions if activities are away from school
- In the event of an accident in a PE lesson follow the accident and first aid arrangements.

Other Health and Safety Arrangements

Off-site visits and residential trips

Staff taking part in visits, trips and residential should ensure they have the necessary knowledge, experience and skills required so that they will be aware of and have considered and made arrangements to deal with all risks involved. Suitable risk assessments should be provided.

Parental consent should be obtained before taking any children off the school premises. Vehicles used to transport children will be fitted with seatbelts and pupils are given appropriate supervision and instruction in the use of these.

Break and lunch time supervision.

At break and lunch times, children should be actively supervised by an appropriate number of staff and they should be positioned in identified zones in the playground to fully observe the pupils. Any unsafe behaviours observed should be challenged following the school's behaviour policy.

Security of premises and Lockdown

All visitors to the school must sign in on arrival, follow the school's safeguarding and health and safety procedures, and wear identification as required. Staff are responsible for ensuring that visitors are appropriately supervised where necessary, reporting any concerns promptly, and helping to maintain a safe and secure environment for pupils, staff and visitors.

All staff must be familiar with the school's lockdown procedures and respond promptly to any lockdown alert or instruction. During a lockdown, staff are responsible for securing their area where appropriate, maintaining the safety and wellbeing of pupils in their care, following directions from senior leaders, and reporting any concerns or issues identified during drills or actual incidents.

Lone Working

staff must follow the school's lone working procedures, ensure that appropriate communication arrangements are in place, and take reasonable steps to maintain their personal safety. Any concerns, incidents or situations that may increase the risks associated with lone working should be reported promptly to a member of the senior leadership team.

Critical Incidents

All staff have a responsibility to familiarise themselves with the school's critical incident procedures and to follow instructions from senior leaders and emergency services in the event of a serious incident. Staff should prioritise the safety and welfare of pupils, colleagues and visitors, report relevant information promptly, and support the implementation of the school's emergency response and recovery arrangements.

Risk Assessments

Staff are responsible for identifying and reporting potential hazards within their work areas and for following any control measures identified through risk assessments. Where required, staff must complete and review

risk assessments for activities under their supervision, ensuring that risks are reduced to an acceptable level and that appropriate safety measures are implemented

Important definitions:

A “**Hazard**” is defined as something with the potential to cause harm. This includes injury and ill health, and damage to equipment, property or the environment.

A “**Risk**” is the likelihood that the harm from a particular hazard is realised and the severity of its consequences.

When undertaking risk assessments, it is important to have all necessary information available, and we recommend following the Health & Safety Executive’s recommended five step method:

- STEP 1: Look for the hazards.
- STEP 2: Decide who may be harmed and how.
- STEP 3: Evaluate the risk arising from the hazard.
- STEP 4: Record the findings of the assessment.
- STEP 5: Review the assessment from time to time and amend it if necessary.

These principles can apply to a Dynamic Risk Assessment which staff can use at any time.

A suitable and sufficient risk assessment should identify all the hazards associated with the activity and the significant findings and actions should be recorded and be communicated to those persons likely to be exposed to the risk.

All staff must:

- Co-operate with management arrangements in respect of various risk assessments.
- Follow any training, information, guidance and instruction given by the school.
- Comply with any control measures identified within risk assessments.
- Report any hazards or safety concerns to the SLT immediately.

Summary

As a School, we expect all our employees play a part in our pro-active safety culture and to comply with the guidance and requirements outlined in this handbook. Working together we can ensure the safest possible school and minimise the potential for incidents.

For further Health & Safety information, please refer to the school Health & Safety Policy.

Additional information can be found on the Health & Safety Executives Website: www.hse.gov.uk

ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of this Handbook.

I have read and understand my responsibilities outlined in the Handbook, together with any additional safety policies and practices relevant to my role.

Signed Dated

Role