

Briefing Title:	SHEF POLICY FOR STAFF
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Post of person responsible:	Headteacher / SHEF Coordinator
Highest School body approving the policy:	School Leadership Team
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INTRODUCTION

Welcome to working at St. John's School.

Even though UK Legislation is not valid in other countries, an agreement between the Host Nations and UK allow the MoD to manage Safety in accordance with UK legislation (for UK civilians) – so long as Host Nation legislation is not breached.

Therefore, as a responsible employer the DCYP is keen to ensure that you work in a healthy and safe way in a healthy and safe environment. This booklet has been produced with that aim in mind.

In it are detailed the standards, arrangements, policies and other sundry facts of which you should be aware of in order to carry out your job safely. It is considered very important that you know these details.

If you require clarification on any of the topics contained in the booklet, please seek assistance from your Line Manager.

WHAT THE BOOKLET CONTAINS

1. General Statement of Policy
2. Your responsibilities as an employee, as detailed in the Health and Safety at Work etc. Act 1974.
3. The school's duty to you, as detailed in the Health and Safety at Work etc. Act 1974.
4. The procedures to adopt in case of an emergency evacuation of the School.
5. What to do if you have an accident or near miss.
6. Who your SHEF Line Manager is.
7. Location of Safety, Health, Environment and Fire points.
8. Security
9. School housekeeping policy.
10. Manual Handling guide.
11. Fault reporting procedure.
12. Risk Assessment Arrangements.
13. Working at Height.
14. Slips and Trips
15. Electrical Safety
16. DCYP Safety, Health and Environment (SHEF) Advisor details / SHEF Coordinator / School caretaker details.

1. GENERAL STATEMENT OF POLICY

In partnership with DCS, the Headteacher recognises her responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, contractors and other visitors to the premises and will take all reasonably practicable steps within her power to fulfil this responsibility. This does not detract from the responsibility of all individual school users to help to maintain a safe and healthy working environment. Such matters include:

- a safe place of work and a safe working environment
- safe equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from HQ DCS and through persons competent in health and safety matters
- a written system of safety management which includes:
 - the identification of needs and objectives, in order of priority
 - the allocation of appropriate funds
 - the regular monitoring of progress, and of safety performance, to be used in the planning process
 - an annual review of the safety policy
 - the inclusion of health and safety on the agenda of Headteacher SHEF meetings, at least quarterly.

2. YOUR HEALTH AND SAFETY RESPONSIBILITIES AS AN EMPLOYEE

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence

School employees are responsible for their own safety as well as the safety of others that may be injured by your actions. If you see a work colleague about to do something dangerous, warn them. All employees should know the emergency procedures in respect of fire and other emergency situations.

You should know the safety measures to be adopted in your particular area and ensure they are applied. You should co-operate with your Line Managers and other employees in promoting and improving safety measures.

DO NOT interfere or deliberately damage anything provided to you for your Health and Safety (e.g. safety clothing, fire extinguishers etc.)

Health and safety legislation require all staff to:

- use all materials, machinery and equipment etc in accordance with the information, instruction and training which they have received
- report immediately to their line manager any defects in the equipment etc
- report immediately to their line manager any serious and immediate danger to health and safety
- report to their line manager any matter which they, and taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety (it is sufficient to report a given matter once only, and not to have to repeat it)

All members of staff are responsible for:

- observing all instructions on health and safety issued by the Director DCS, Headteacher, or any other person delegated to be responsible for a relevant aspect of safety
- observing all safety rules relating to the use of specific machinery
- reporting all accidents to the Health and Safety Coordinator or Headteacher, and ensuring that an accident report form is completed.
- reporting all potential hazards to health and safety to the Headteacher, School Safety Coordinator and caretaker.

DO report anything you consider to be unsafe or dangerous.

3. THE SCHOOL'S HEALTH AND SAFETY DUTY TO YOU

Systems will be in place to identify any hazards that may present a danger to you, and these hazards will be assessed.

Arrangements will be made for you to ensure you are trained properly for your job, and specifically, any hazardous activity you are required to undertake, you will be properly trained for.

You will be specifically trained in basic Fire Safety, and will also be trained in other SHEF topics if the need arises, as a result of a Risk Assessment.

The School will provide you (and not charge you) with any item required to protect you from injury or harm whilst at work.

The School will provide you with access to adequate welfare facilities, such as toilet facilities, drinking water, first aid etc.

The Headteacher of your School/Facility is Emma Bryson.

The SHEF Coordinator is Mr Christos Christofi.

The school caretaker is Mr George Mylonas.

4. THE PROCEDURE TO BE ADOPTED IN CASE OF AN EMERGENCY

1. Tell a teacher/ school secretary and/or
2. Activate a fire alarm and dial **112** and describe the place and size of the fire.
3. Leave all belongings in the classroom.
4. Walk with the minimum of noise to the assembly point. Use correct pathways.
5. Line up in tutor groups (No unnecessary talking or noise).

The SJS Assembly Point is on the South Playground



EARTHQUAKE EVACUATION PLAN

In the event of an earthquake the following actions should be taken:

- If **indoors**, teachers should keep their students inside. While shielding their heads with hands and elbows, students should move away from the windows, shelves and heavy objects or furniture that may fall, such as free standing wall cupboards. They should not remain under light fixtures or other suspended objects. If in the classroom, students should take cover under desks, tables or other heavy furniture.
- If in a **hallway, stairway, gym or other area where no cover is available**, the students should move to an interior wall. They should turn away from windows, kneel alongside the wall, bend their heads close to their knees, cover the sides of their heads with their elbows and clasp hands firmly behind their necks.
- If in the **Library**, the students should move away from the windows and bookshelves and take cover under a desk or table.
- If in a **Lab or other practical workshop**, all Bunsen burners should be extinguished and machinery switched off. Staff should ensure mains gas and electric is switched off, if possible, before taking cover. Staff should ensure students be aware of and avoid any hazardous material spills that may occur.
- If **outdoors**, students should stay in an open space or move into one; away from buildings and other overhead objects such as power lines or lamp posts. Students should lie down or crouch low to the ground, (since legs will not be steady). Staff and students should constantly keep an eye on their surroundings to be aware of dangers that may demand movement.
- If **in a bus or other vehicle**, the vehicle should pull over and stop, away from power lines or other overhead objects such as lamp posts, bridges or buildings. Students should remain seated and hold on.

Once the earthquake has ended, the emergency procedure for fire should be followed. Faculty Heads should ensure that their areas of the school are evacuated and obvious dangers neutralised as far as possible – for example ensure gas supplies are switched off if possible. All staff in the upper stories of the building should release students in small groups to ensure that loadings on stairways etc. are minimized during the evacuation of the buildings. In our context most classes are small but we should be on the lookout for obvious hazards.

As this would likely be a garrison wide event the Head of School will be responsible for co-ordinating with Garrison command / emergency services. Staff and students are to remain on South playground until instructions to the contrary are issued to staff. All staff will need to be vigilant as students will most likely be concerned about parents and siblings elsewhere in BFC.

FIRE ORDERS FOR STAFF

1. ON DISCOVERY OF FIRE:

- a. Break nearest alarm.
- b. If possible give details of location and extent of fire to a member of staff or if you are staff, to the main office. The School Secretary will ensure that the Fire Brigade are called. The fire alarm panel should indicate area of fire too so this information should be used when calling the fire station.
- c. The school office should inform the SFP at the gate to not admit anyone to the site until the all clear is given.

2. ON HEARING ALARM DURING LESSON TIME:

- a. Remove children from the room in an orderly manner.
- b. Close doors and windows and switch off lights **and** all other electrical equipment.
- c. Escort class, **in silence**, to South Playground where they should line up in form groups in register order.
- d. At South Playground, **Tutors are to stay with their classes and maintain order. Their register, and a pen, will be brought to them by a member of the Admin team.**
- e. **Heads of Year** to check with their Form Tutors for any pupil absence.
- f. **Heads of Year** inform **Deputy Head – Alex Kerr** of any missing pupils.
- g. **Tutors** remain with Form Group until further instructions are given.
- h. **School Secretary** to check presence of **Local Staff and signing in-out book for visitors** and report to **Deputy Head – Alex Kerr**.
- i. **Deputy Head – Alex Kerr** to inform **the Headteacher – Emma Bryson** of any staff, pupils or visitors not accounted for. **Headteacher to liaise with Fire Officer.**

STAFF RESPONSIBLE FOR CHECKING OTHER AREAS OR WHO HAVE OTHER SPECIFIC DUTIES MUST FIRST ENSURE THEIR GROUPS ARE ESCORTED TO SOUTH PLAYGROUND AND CHECKED

3. ON HEARING ALARM OUTSIDE LESSON TIME:

- a. Check immediate surrounding area for any pupils.
- b. Send pupils to South Playground to assemble as in (2.c) above.
- c. Close doors, windows and secure electrical equipment before proceeding to South Playground.

4. ROOMS TO BE CHECKED BY NOMINATED MEMBER OF STAFF

Exams and 6th Form Common Room including toilets	Exams Officer
14-19 Study Room including toilets	6 th Form Pastoral Mentor
Pastoral Hub and Medical Room	Pastoral support LSA
Girls toilets Technology Block	Food Technology TA
Boys toilets Technology Block	D&T Technician
Admin Block including toilets	School Secretary

Admin staff to collect **Pupil Registers, Pupil and Staff Signing Out Books** and the **Visitors signing in-out book. School caretaker** to collect **Contractors signing in-out book.**

School Secretary to call **Fire Brigade**, collect **Medical Room Register** and **Teaching Staff List.**

Admin staff to collect **Local Staff List & call SFP** on gate.

Headteacher, Deputy Head, SHEF Coordinator and Caretaker to review situation as they proceed to South playground.

5. THE REPORTING OF ACCIDENTS, INCIDENTS AND NEAR MISSES

To allow HQ DCS and its locations to identify and support corrective action to stop recurrence of accidents, incidents or near misses.

It is MOD policy for all accidents, incidents and near misses to be reported, and under Army TLB policy, the Army Form 510 (AF510) must be used. However, it is recognised that children in particular are accident prone and the reporting of all minor accidents, incidents and near misses for all school children would detract from good health and safety practice. To that end, within DCS school settings, school staff are not required to report all minor scrapes, cuts, grazes and bruises of school children to DCS HQ, if they deem minimal chance of infection, complications from the injury or factors that could be changed to stop reoccurrence. However, if this option is taken then schools must record these within an accident book. Please consult the Health and Safety Executive's guidance via this link. <https://www.hse.gov.uk/pubns/books/accident-book.htm>

All staff are to be aware that it is a legal requirement that all investigations of accidents and incidents are appropriately handled, investigated and documented.

ACTIONS

If an accident, incident or near miss happens, the procedures are as follows:

- a. If necessary, secure/isolate area to prevent further injury or damage;
- b. If necessary and safe, apply First Aid to the casualty. If unsafe and the risk of staying in the dangerous location is riskier than moving the casualty, then the casualty is to be moved into a safe location;
- c. If necessary, secure items or equipment involved in the accident/incident. If possible, they are to be left in situ for on-the-scene examination. Should it be necessary to move any articles mark the original position and move them as little as possible to clear the area. Should it be impracticable to leave the items in position, photographs shall be taken or a sketch of the scene drawn;
- d. As soon as practicable an AF510 accident, incident and near miss form is to be completed by downloading it from the MOD Schools SHEF SharePoint Homepage. Staff are to complete the AF510 form and use the prompts within the 'what', 'how', 'why' boxes to act as a baseline investigation (identify the cause and identify corrective actions to stop reoccurrence). Completed forms are to be sent to HQ DCS's SO3 SHEF or in his absence HQ DCS's SO1 SHEF. Please note: if the Local Command are the HoE, then the HoE's SHE Advisor is to be CC'ed within this email to inform the HoE. If the accident, incident or near miss is deemed as nugatory as per paragraph 2 of this accident reporting chapter, then staff can use the option to complete an accident log and stored in accordance with the data protection act.
- e. Follow-up action or further information may be required from the DCS SHEF Department.

6. WHO YOUR SHEF LINE MANAGER IS

The following table clearly details these:

<u>Employee</u>	<u>SHEF Line Manager</u>	<u>SHEF Coordinator</u>
Heads of Faculty	Mrs Emma Bryson	C. Christofi
Teachers	Heads of Faculty	C. Christofi
Teaching Assistants	Mr Andrew Holden	C. Christofi
Admin Staff	Mrs Emma Bryson	C. Christofi

7. LOCATION OF HEALTH AND SAFETY POINTS

These will be pointed out to you as you do a familiarisation tour of the school.

Point

Emergency Exits- See section C above

Emergency Assembly Point- See section C above

First Aid Point- A list of all First Aid Kits is at SHEF Notice board in the staff room.

First Aiders- A list with all qualified First Aid staff is at the SHEF Notice Board.

Health and Safety Notice Board- The main SHEF Notice Board is in the staff room.

Fire Extinguishers- A list of all Fire Extinguishers is held at the caretaker's office.

8. SECURITY

The school has a security system in place which affords authorised access only and allows movement between different parts of buildings at specific times. The school has adopted a signing in systems and issues visitors' badges to authorised visitors.

Such measures enable the school to be secure and safeguard staff and students against the risks of unauthorised entry to the buildings.

9. THE SCHOOL'S HOUSEKEEPING POLICY

All school staff is responsible for making the working environment as safe as possible for themselves and others. In most cases our common sense indicates a safe or unsafe situation.

Whenever you carry out any work always try to minimise the possibility of accidents happening. Think about the safest way of completing the task.

Effective housekeeping is an Army requirement that helps control or eliminate workplace hazards and risks.

It includes keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards, correct storage and the removal of waste materials.

ACTIONS

All staff are to ensure:

- a. Items are not stored on top of anything above shoulder/head height unless stored on appropriate shelving or racking;
- b. Stored items (including within offices, shelving etc.) are neat/tidy, do not overhang and stored safely;
- c. Heaters are not used near combustible materials;
- d. Fire doors are shut and not wedged open;

- e. Electrical cables are to be neat and tidy;
- f. Tools when not in use are stored away safely;
- g. Corridors, aisles and exits shall be kept clear of obstructions and litter;
- h. No daisy chaining of electrical cables;
- i. No block adaptor plugs are used;
- j. COSHH items are appropriately stored when not in use;
- k. Appropriate disposal of rubbish and waste-paper etc. is in the correct bin;
- l. Fire exits, alarms or appliances are NEVER obstructed or interfered with;
- m. Workstations and desks are uncluttered;
- n. Spilled liquids are immediately cleared up either using existing staff or a cleaner;
- o. Defects in stairs, flooring, handrails, etc. are to be reported;
- p. Dirty faulty lighting and malfunctioning or damaged electrical equipment is to be reported;
- q. Any trip hazards are to be removed and cordoned off as soon as practicable.

If in doubt about a situation, or task, seek advice from your SHEF Coordinator or your Line Manager.

10. MANUAL HANDLING GUIDE

Hazardous Manual Handling should be avoided if at all possible, particularly if there is a risk of injury to you. Any task that may cause injury should first of all be assessed. Already known routine manual handling tasks should have already been assessed and measures put in place to reduce the risk to a minimum. Measures should be taken to reduce the risk to an acceptable level i.e. more people to share the burden or using a trolley or other lifting aids.

If you are required as part of your job to move stores, furniture etc., then it is important that you undertake a Manual Handling Training Course – however strong you think you are.

WARNING – Children should **NOT** be used to carry anything whatsoever that is outside of their normal routine.

11. FAULT REPORTING PROCEDURE

It is important that faults, particularly ones to the fabric of the building and which might cause injury, are reported **IMMEDIATELY**. If you consider it necessary, close off the area in which the fault is located before reporting it.

For any faults please report to the School Caretaker Ext 8017 /
george.mylonas@modschools.org

12. RISK ASSESSMENT

1. The Management of Health and Safety at Work Regulations require employers to undertake suitable and sufficient risk assessments. However, the Regulations do not necessarily require the elimination of all risk but employers are required to protect people so far as reasonably practicable. Part of this protection involves an informed, rational and structured evaluation of the risks presented by working practices and/or the working environment. The MoD through its Line Managers is legally required to assess the risks in the workplace so that an effective plan to control the risks can be put in place.

2. A risk assessment is nothing more than a careful examination of what, in your workplace or processes, could cause harm so that you can weigh up whether you have taken enough precautions or whether you could do more to reduce the risk to a lower level. In DCS the responsibility for ensuring risk assessments are conducted lies with Line

Management. The task is often delegated to another member of staff but it must be understood that the responsibility for ensuring all risks have been assessed cannot be delegated.

3. The person conducting the assessment must be competent (i.e. having completed Risk Assessment Training). This means they must have an understanding of the risk assessment process as well as knowledge of the task they are assessing. This will often mean that it will take involvement from more than one person. For example, if an assessor has competence in conducting assessment but little competence in the task then an assessment will need to be conducted in conjunction with an expert in that field.

4. In order to conduct a risk assessment successfully it is necessary to understand the difference between a hazard and a risk:

- a. A **Hazard** – can be defined as something with the potential to cause harms e.g. a moving vehicle.
- b. The **Risk** – is the likelihood of harm occurring when in contact with the hazard and weighed against the potential consequences. e.g. if a child is hit by a moving vehicle the risk is that they will be killed/seriously injured and with no control measures in place to protect them from the hazard that is very likely to happen and therefore clearly a high risk.

Risk assessment is a subjective but logical process which can be broken down into 5 Steps:

a. Step 1 Identify the hazard:

- Review the task and or work area, talk with the persons involved and identify any hazards. Assessment is not limited to normal work activities. Open days, displays etc if organised by a School or department or taking place on MoD property or using MoD owned equipment, shall be subject to risk assessment. Remember to include hazards arising from normal activities and the potential hazards if things go wrong. Focus on the reasonably foreseeable (that is an event that can logically be predicted to occur and which could result in harm) not remote possibilities. Tasks/activities that pose trivial safety consequences should not be subject to risk assessment.
- It is important to remember that an effective risk assessment looks at the whole activity not individual hazards.

b. Step 2 Decide who might be harmed and how:

- For each hazard establish who might be harmed, it will help to identify the best way to manage the risk. This does not mean listing everyone by name, but rather identifying groups of people, e.g. staff in rest rooms, visitors, members of the public etc.

- In each case decide how they might be harmed, i.e. what type of injury or ill health might occur. For example, stores personnel may suffer back injury from repeated lifting of boxes.
- Some workers have particular requirements, e.g. new and young workers, women of child-bearing age, new or expectant mothers and people with disabilities may be at particular risk.
- Shared workplaces present particular problems. Risk assessments should consider the effect of the activity on other workers. Line Managers should also ensure that they are familiar with the risk assessments produced by other groups within the workplace that may affect their staff.

c. Step 3 Evaluate the risks and decide on precautions

- Evaluating the risk is a subjective process which becomes easier with experience.
- If the product of the hazard severity and likelihood of occurrence is 1 or 2, then the item being assessed is categorised as Low risk. Similarly, if the score is 3 or 4 then the risk category is Medium while scores of 6 or 9 signify a High-risk category. When recording the Risk Rating include the individual “Likelihood” and “Consequence” scores, this allows resources to be targeted at the right areas.
- The legal requirement for most health and safety Regulations is to reduce the risk of harm so far as is reasonably practicable. The level of acceptable risk is dependent on circumstances, e.g. the perceived risks of working in an office environment are different to those of working in a military front-line hostile environment. It is the Line Managers responsibility to decide when the level of risk is acceptable, a well constructed risk assessment will aid in this decision.
- The first step in evaluating the risk is to establish what controls are currently in place. It is important that this is based on what is actually being done not what is thought to be done. The second step is to decide whether anything else can and needs to be done, this could involve the introduction of additional control measures or better implementation of existing control measures.
- If the need for additional control measures is identified their implementation needs to be managed, this will require identification of ownership and the setting of implementation dates. Large numbers of additional control measures should be addressed in priority order, the most affective being implemented first. Once additional controls have been identified the risk rating is to be recalculated and recorded in the “Residual Risk” column. If existing controls are considered adequate the “Additional Controls” section of AF5010 should be marked “Controls Adequate”.
- When assessing risks, the following points should be considered:
 1. Can the hazards be eliminated altogether?
 2. Can the risks be controlled so that harm is ‘most unlikely’?
 3. Is there a less risky option?
 4. Can access to the hazard be eliminated or reduced e.g. barriers, guards etc?
 5. Can the work be reorganised to eliminate or reduce the risks?
 6. Are additional welfare facilities required e.g. first aid or washing facilities for removal of contaminates?
 7. Is Personal Protective Equipment (PPE) required? The use of PPE is a last resort and should not be preferred to other forms of risk elimination or reduction. It should also not be used as a single control measure but only in conjunction with other control measures.

d. Step 4 Record your findings and implement them:

- On completion of the risk assessment the details must be recorded and the assessment brought to the attention of all those who are at risk or are responsible for implementing the control measures.
- The recording of the risk assessment shall be clear and concise; it is to be easily read with the minimum use of acronyms.

The most important part of any risk assessment is effective implementation of the control measures. Once implemented Line Management is to ensure that the control measures remain effective and that staff are compliant with the risk assessment requirements.

e. Step 5 Review your assessment and update if necessary:

- Risk assessments are to be regularly reviewed to ensure they remain suitable and sufficient.

A review is to be conducted:

1. Annually.
 2. If there is reason to doubt the effectiveness of the assessment.
 3. Following an accident or near miss.
 4. Following significant changes to the task, process, procedure or Line Management.
 5. Following the introduction of more vulnerable personnel, e.g. persons who are not familiar with the process, task or environment, persons who may have special needs.
- If following review there are no changes to be made to the assessment, the Line Manager is to sign and date the original assessment confirming that it is suitable and sufficient.

Please ask the SHEF Coordinator for any relevant documentation in regards to Risk Assessments detailing the hazards and their controls relating to general working. In areas such as Science, D&T and PE the Risk Assessments are held within the department. For Trips and Activities RA's please see Mrs Ange Dakin.

It is your responsibility to read these assessments prior to starting work, and to stick to the control measures when you work. If you do not understand the content, discuss it with your Line Manager.

If you think there is a potential hazard which has not been identified and/or you think a control measure is not adequate, please speak to your Line Manager immediately.

PROMPT ACTION COULD SAVE AN ACCIDENT – Please do-not confuse fabric damage, e.g., a loose tile with hazards associated with Risk Assessments. Loose tiles are “faults” and should be reported to the school caretaker.

13. WORKING AT HEIGHT

Falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury. Working at height (WaH) is defined as any work undertaken at any place above, at or below ground level such that, if measures were not taken a person could

fall a distance liable to cause personal injury: this means, kick-stool, steps and ladders fall under WaH and is no longer confined to 2 meters and above.

DCS staff should be aware it is both faulty ladders/steps and the incorrect use of serviceable ladders/steps that account for a large proportion of occupational accidents in the workplace.

All staff are responsible for reading the working at height guidance and risk assessment held in the School office and following these guidelines.

ACTIONS

All staff should assess if there are any activities that fall under WaH regulations, as per the definition in paragraph 136 of this chapter. If so, then they are to undertake the following:

- a. Ensure there is a risk assessment in place if it is a regular occurrence, or dynamically risk assess, if it is a safe (no likely to cause injury or harm) one off occurrence;
- b. Ensure that the WaH equipment is adequate, suitable and serviceable and is compliant with the requirements of the 'Equipment Maintenance including Portable Appliance Testing (PAT)' chapter of this Annex. Under no circumstances are personnel to use items not designed for safety i.e. furniture, shelving etc. to climb upon, when working at height;
- c. Any ladders/steps that are found to be faulty at any time are to be withdrawn from use immediately, clearly marked as unserviceable and reported to the SHEF Coordinator;
- d. All employees using ladders, steps or any other method of support whilst working at height are to comply with The Work at Height Regulations 2005 (Guidance can be sought from you're the HQ DCS SO3 or SO1 SHEF).

WARNING: Standing on tables or chairs is **FORBIDDEN**. Many are not designed to support the weight of an adult body. Children **MUST** not be used to undertake "at height" tasks.

14. SLIPS AND TRIPS

It is a staff member's responsibility to report any slip and trip hazard to the School Office and effectively cone off an area so that no accident occurs. Please be aware that this is everyone's responsibility.

15. CHECKING ELECTRICAL EQUIPMENT BEFORE USE

Common sense dictates that it is wise to check Electrical Equipment and associated plugs and cable before use, never mind the fact that it is a Health and Safety requirement.

Check the equipment visually to see that it is not cracked or shows any sign of overheating or being poorly maintained.

Check the plug to ensure that there are no signs of overheating or cracks.

Check the cable for condition and that it is securely attached to the plug and that there are no coloured wires visible whatsoever.

Ask from the School Caretaker to PAT Test the new electrical equipment before use.

If everything is OK, use the equipment. If there is a fault, **DON'T USE IT**. Inform your Line Manager and take it out of use **IMMEDIATELY** and get it repaired.

16. LEAD SHEF ADVISOR / SJS SHEF COORDINATOR / SCHOOL CARETAKER

Any Health and Safety concerns should be brought up with Christos Christofi (Ext. 8018) email: christos.christofi@modschoools.org) or George Mylonas (school caretaker Ext. 8017) email: george.mylonas@modschoools.org) in the first instance who will try to resolve them locally.

Lead SHEF Advisor: SO1 SHEF Advisor, Aaron Starbuck DCYP,
Building 183
Trenchard Lines
UPAVON
Wiltshire
SN9 6BE.

Tel: 0044 1980 615853
e-mail: aaron.starbuck@modschoools.org

“Always be responsible for the safety of yourself and others”