

THE FACTS

Falls from a height account for around 70 deaths and 4000 major injuries in the UK every year. The education sector as a whole produces a significant number of falls- five deaths over the last six years and more than 3000 injuries. This means that if you are a teacher or classroom assistant, you could be at risk. Examples:

- A teacher fell off a chair while putting material in a cupboard.
- A teacher stood on a bookcase to put up a display and fell off.
- A teacher stood on a stool to close a window and fell.
- A caretaker climbed into the large recycling bin and fell backwards.
- An adult sitting on a junior-sized chair reached for a pen and fell when one of the legs of the chair gave way.

- Please follow these few simple steps to keep you safe:
- Only use the ladders/steps provided (no stools, chairs furniture) and check them before you use them. Look for signs of wear and tear (the rubber on the bottom of the ladder etc.).
- Ensure that the ladder is placed on a firm level floor surface and is set at the correct angle.
- If possible, move furniture to ensure ease of access and make the area you are working as clear from obstruction as possible.
- Never over-reach (ensure 3 point contact).
- Never place ladders on top of desks/cupboards. Do not leave ladders unattended if there are children around.
- Never go on a ladder or steps without an adult shadowing.
- Report poor maintenance, such as damaged window mechanisms, faulty step ladders.

Other health and Safety issues to consider:

- Child protection- are you familiar with our child protection and safeguarding Policy?
- Do you always complete a thorough risk assessment for trips or events?
- Are you familiar with our first aid procedures?
- Do you minimise trip hazards as much as possible?
- Have you read our emergency action plan and evacuation procedures?

Our Health and Safety Policy lists these points as being the responsibility of all staff:

- To check that classrooms and work areas are safe.
- To check that equipment is safe before use.
- To ensure that safety procedures are followed.
- To ensure that appropriate protective equipment is available and used, when needed.
- To participate in risk assessments, inspections, audits and the health and safety committee, if appropriate.
- To bring problems to the caretaker and Headteacher's attention.
- To report all accidents and incidents.
- To read the staff handbook each year and be familiar with health and safety procedures.
- Complete risk assessments for all trips and activities not covered in general class risk assessments.



Health and Safety

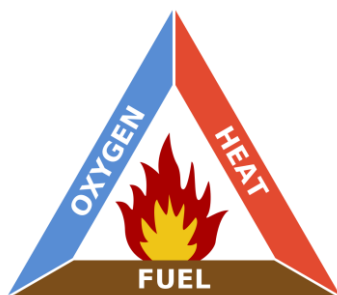
Your guide to health and safety at Little Sutton
Church of England Primary School



Keep yourself and other
people safe by following
the guidance in this
leaflet

FIRE SAFETY

All three aspects of the triangle must come together for a fire to start. Fire evacuation- please make yourself familiar with the fire evacuation for your class and practice this with them in the first few days so that they know what to do and where to stand when we have a fire drill.



Keep safe by following these tips...

- Work areas, aisles, walkways and equipment should be kept clear of loose materials, trash, scraps, etc.
- Never block aisles, fire exits (1 metre of clearance), emergency equipment, or alarm call points with equipment or materials.
- Avoid buildup of combustible waste such as paper, wood, cardboard, etc.
- High storage must not interfere with the functioning of smoke detectors.
- Storage must not block access to electrical panels.
- Do not store items close to heating surfaces, air ducts, heaters, and lighting fixtures.

FIRE SAFETY - What can you do to help?

- Think about the fire triangle and keep the 3 factors apart.
- Know all the fire escape routes for the areas you work in.
- Know what the fire alarm sounds like and always follow the fire drill when the alarm sounds.
- Don't bring electrical items in from home.
- Don't 'daisy chain' extension leads.
- Don't put displays on ceilings close to light fittings.
- Keep gangways and walkways clear of clutter.
- Never prop open fire doors.
- Make sure temporary staff are briefed on the evacuation procedure.
- Ensure extinguishers are of the correct type and in the correct place. Never use them to prop open doors!
- Report damaged fire doors, missing fire signs, etc.
- THINK! How easy would it be for a fire to start and spread in your classroom?

Fire Extinguisher Chart

Extinguisher		Type of Fire					
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gases	Electrical Equipment	Cooking Oils & Fats	Special Notes
	Water	✓	✗	✗	✗	✗	Dangerous if used on 'liquid fires' or live electricity.
	Foam	✓	✓	✗	✗	✓	Not practical for home use.
	Dry Powder	✓	✓	✓	✓	✗	Safe use up to 1000v.
	Carbon Dioxide (CO2)	✗	✓	✗	✓	✓	Safe on high and low voltages.

Working from height

Most major injuries in schools are caused by 'low' falls (below two metres) and involve stairs. But other activities are also involved, such as falls from desks/ chairs while putting up displays and falls from ladders while putting up stage lighting.

Falls can and do happen anywhere in schools. They are most likely to happen when you are under pressure towards the end of term. You can be more at risk in older schools, as they may have high ceilings, stone stairs that can become slippery and windows that do not open easily.

Please see our health and safety policy, on our website, for advice on working from height.



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