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**HEADTEACHER
(HEALTH & SAFETY)**

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13 POLICIES & OVER 600 GRAPHICS FOR:

- **PROVISION OF DOCUMENTATION;**
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- **EFFECTIVE HEALTH & SAFETY TRAINING;**
- **EFFECTIVE SAFETY MANAGEMENT.**

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SCHOOLS IN THE U.K.**



Aimed at Managers with a specific responsibility for Health and Safety, this outstanding collection of policies and Health and Safety symbols will allow you to greatly enhance your documentation, training and safety practice. The main School Health & Safety Policy is enhanced by separate policies on Anti-bullying, Electrical Safety, Asthma, First Aid, HIV Protocol, School Security, Stock Security, Visits, Stress Management, Internet Security, Display Screens & Manual Handling - making 67 pages in total. Deriving the structure for a policy can take as long as the discussion and writing process - we can save you that time!

To edit the policies all you need is a standard word processor (e.g. MS Word) and to construct safety plans all you need is a Draw or DTP program (e.g. Serif DrawPlus, PagePlus, MS Publisher).

Location of Emergency Exits and Fire Fighting equipment

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SCHOOL HEALTH AND SAFETY POLICY

FACE:

Following Health and Safety Policy has been formally adopted by the School's Governing and should accompany and compliment that of the LEA. This policy conforms to the framework set out in four key acts of parliament. However, this policy is not definitive as such should not be taken as an authoritative interpretation of the law:

The Health and Safety at Work Act 1974 (HSW Act) gave employers a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work. It also required all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, pupils, and visitors to the School.

The Management of Health and Safety at Work Regulations 1992 required employers to assess the risks to employees and to make arrangements for their health and safety by effective:

- planning;
- organisation;
- control;
- monitoring and review.

The risks covered should, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) required employers to notify their enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for three or more days. N.B. This includes an act of non-consensual physical violence done to a person at work.

The Safety Representatives and Safety Committees Regulations 1977 (a) and *The Health and Safety (Consultation with Employees) Regulations 1996 (b)* required employers to inform, and consult with, employees in good time on matters relating to their Health and Safety. Employee representatives, either appointed by recognised trade unions under (a) or elected under (b) may make representations to their employer on matters affecting the health and safety of those they represent.

Management systems for Health & Safety must be clearly documented and understood by all staff. The School has adopted appropriate and consistent terminology in all our safety documentation as recommended by the Health and Safety Executive. The Governing Body recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities.

For the purposes of this policy the term **staff** is used to refer to all full and part time (teaching and non-teaching) and includes, helpers/volunteers and staff on temporary or term contracts.

The Governing Body believes that by effectively implementing this Health, Safety and Welfare policy they can achieve the following aims:

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CREATING 'SAFETY SIGNS' & ROOM PLANS IS EASY!

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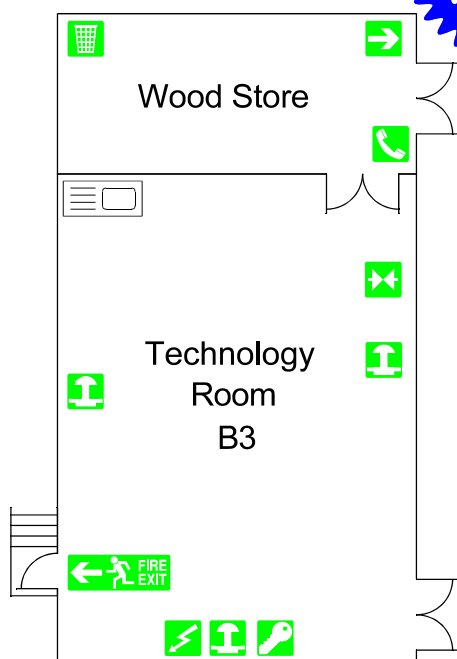


Selection Of Images Printed As OHT And Used For Teaching Purposes



Demonstration of safe condition symbol layout for a room size of 14 Metres X 10 Metres. Wood Store drawn as rectangle and aligned.

Scale 1:100



- **72 FIRE SYMBOLS**
- **49 MANDATORY SYMBOLS**
- **72 GENERAL SYMBOLS**
- **59 INFORMATION SYMBOLS**
- **60 PROHIBITION SYMBOLS**
- **139 HAZARD SYMBOLS**
- **10 LEGENDS & KEYS**
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- **IMPROVE UPON YOUR OWN EXISTING SAFETY POLICIES;**
- **CUT AND PASTE POLICIES TO MATCH YOUR REQUIREMENTS;**
- **ENCOURAGE PUPILS AND STAFF TO BE AWARE OF SAFETY ISSUES.**

**THIRTEEN
OUTSTANDING
SAFETY POLICIES!
(67 PAGES)**

**This resource
provides a unique
combination of
policies and safety
graphics!**

SCHOOL
STRESS MANAGEMENT

Section 1 Introduction:

This policy conforms to the Education Service Advisory Committee/Health & Safety Commission's (ESAC/HSC) definition and advice on managing occupational stress. The School recognises that stress can be a major problem at both the individual and institutional levels - particularly in education where change appears to be constant yet resources or support are finite and limited. Therefore, the School attempts to prevent, identify, manage and remove stress at both the individual and institutional levels and has therefore adopted a whole school approach to the management of occupational stress. The associated benefits, to the school, of good stress management are manifest. However some common benefits are:

- increased performance by staff and pupils;
- increased job satisfaction and retention of good staff.

use of the available school budget, e.g. the budget for supply cover will then be available for other purposes.

signs of stress are well documented many of the symptoms taken in situations where no stress is occurring, will occur or has ever occurred. Signs may also be indications of other medical, social or psychological conditions therefore need to be careful, thoughtful and sensitive in ascertaining if stress has been used or experienced. The responsibility for monitoring stress levels rests with managers as this important function appears in their job description. The signs and symptoms described in this policy need to be considered in the

_____ SCHOOL
HEALTH AND SAFETY POLICY

SECTION 1 RESPONSIBILITIES

There are three different levels for the allocation of functions/responsibilities for employees with respect to Health and Safety – these functions/responsibilities should be detailed in an employees contract. In addition to these three levels there are other people with responsibilities who are not employees, e.g. Governing body and Safety Representatives.

Level 1

The Head teacher:

Level 2

Subject Co-ordinators/
premises officers:

Level 3

Teachers/technicians/cleaners
/maintenance staff:

a). **The Governing Body**

The Governing Body and the Health and Safety sub-committee of the Governing Body, in consultation with the Head teacher, will make arrangements for:

- consultation with the Health Authority, with Health arrangements producing and maintaining effective policies concerning arrangements for the provision of a safe and healthy environment. The policies should detail the School's organisation and communication systems for the major issues. Policies should be in compliance with, or in accordance with:
 - i. statutory requirements;
 - ii. codes of practice - whether statutory or advisory;
 - iii. guidance - whether statutory or advisory.
- providing, monitoring and reviewing safe systems of work, so far as reasonably practicable, the health and safety at work.
 - i. a school safety committee is established and
 - ii. adequate risk assessments are undertaken and addressed with the aim of minimising a. All risks should be identified and evaluated:
 - a. accidents;
 - b. health and security of pupils and staff;
 - c. the security of property and premises;
 - d. school sponsored activities (including off-site visits);
 - e. pupils' behaviour.
 - iii. information provision and reporting arrangements ensure that they provide effective communication systems. N.B. such systems should include reporting of accidents/near misses and facilities for staff to report safety concerns.
- ensuring that responsibilities are assigned and provided for. Training on Health and Safety at work and fire prevention training should ensure that all employees, pupils, and others follow the School safety procedures and in a safe manner without placing themselves or others at risk.
 - by, e.g.:
 - i. the inclusion of this policy in the staff handbook;

_____ SCHOOL
HEALTH & SAFETY – DISPLAY SCREEN EQUIPMENT

Introduction

The School and the LEA comply with the Display Screen Equipment (DSE) Regulations 1992, recognising that this represents a minimum standard. These regulations relate to any alphanumeric or graphic display screen, regardless of the display process involved. This includes microfiche readers, calculators, cash registers, word processors as well as personal computers.

These Regulations apply to work stations used by users or operators and where users are identified the work station must comply with the Regulations. N.B. A workstation is defined as comprising the DSE itself (including optional accessories) and any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or any other item peripheral to the DSE, and includes the immediate work environment (includes temperature, ventilation, lighting, space, seating and noise). Recommended environmental factors for work in offices and ICT rooms are:

Noise	Light	Temperature
Up to 50 dB (Average)	200 lux	At least 16°C

If most or all of the following criteria apply then the DSE regulations apply:

- the user (employee or agency staff) habitually uses DSE as a significant part of their normal work;
- the work activity depends on the use of DSE;
- there is no discretion as to the use of the DSE;
- significant training and/or particular skills in the use of DSE is needed;
- there is continuous use of DSE for spells of an hour or more;
- use is more or less the same daily;
- there is a fast transfer of information between the user and screen;
- a high level of concentration is needed.

Responsibilities

Responsibilities
The **manager** is responsible for:

- i. identifying staff who are deemed to be users of DSE.
- ii. undertaking a risk assessment of all work stations (including local environment) used by users and for acting upon its findings. In the role of assessor the manager must specifically:

 - be familiar with the requirements of the DSE Regulations;
 - consult with the user when assessing their work station;
 - be aware of their limitations when carrying out assessment and to call upon further expertise and additional sources of information when appropriate;
 - draw valid and reliable conclusions based on the assessment of risk;
 - make a clear record of the assessment and any work station or process that this information prompts using agreed procedures.
- iii. reviewing assessments at regular intervals and promptly if there is:

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SCHOOL
SCHOOL SECURITY

CE: Policy is designed to help Head teachers, teachers, governors and others to ensure that contents and people are safe and thereby forms an integral part of the School's Safety policy. Employees must be aware of, and implement this policy, which principles and a management structure and which is also concerned with the issues

- and staff;
- ity;
- andalism – including security measures such as CCTV,
- ndix 1;
- ppendix 2;
- apons – see Appendix 3.

local police force have helped in constructing this policy support and advice, e.g. established with the LEA; on/reduction police team and our school liaison officer; sign advisers or architectural liaison officers.

curity of the School premises and the personal safety of
creating an environment in which staff, pupils, and
reduce the incidence of crime against schools and the

place which are proportionate, unobtrusive and tailored

anced by the effective co-operation of those involved Head teacher, staff, parents, pupils, LEA, the local nions etc. Security measures should therefore involve he LEA and the Police should be kept informed about, nents.

For planning the School's security arrangements rests with the School, not the police force or any other body. The School should also have an annual security audit as part of the Health and Safety

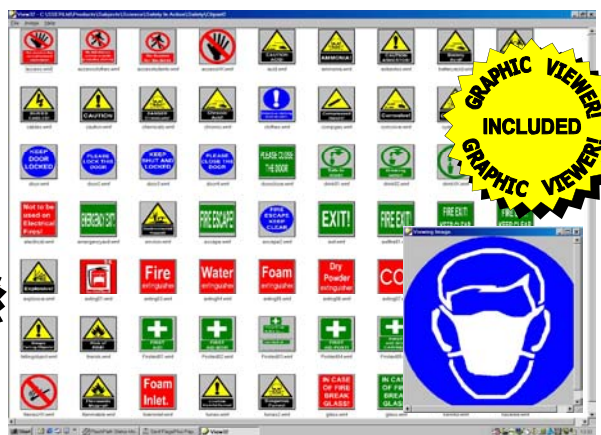
annually monitor and review this security policy and its identifying further strategies for ensuring or enhancing peace and verbal abuse should be reported in a fair and is a grading of assaults may be advantageous

if and pupil training programmes which covers issues

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The Safety In Action CD ROM comes complete with a fully featured Graphic Viewer. The Viewer enables a complete category of images to be studied by displaying small 'thumbnails' together with their file names - with one click of the mouse the original image can be viewed or put onto the clipboard ready to 'paste' into any other Windows program. You can also search for specific images using keywords. Serif DrawPlus and PagePlus are the perfect companions to Safety In Action - although they are not required to access or use the graphics they offer full DTP and image editing facilities and thereby allow you to fully exploit the potential of the Safety In Action pack. Serif PagePlus is the U.K.'s best selling fully featured DTP program. For full details and features of the Serif products please phone SSER or visit <http://www.serif.com>

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