

# SAFETY RULES

**This policy has been developed by the I.I.S. Alessandro Volta (Castel San Giovanni - PC)**

Provisions for the beginning of the school year (T.U. Legislative Decree 81/2008 and subsequent updates).

## GENERAL PROVISIONS

With this circular letter, the general provisions are given to all operating staff in school, even occasional one; each lecturer is committed to make the students adhering to its compliance, permitting them, while carrying out their ordinary didactic activities, the acquisition of a mentality of safety culture and of assumption of indispensable responsibility in every field of work and leisure.

All teaching and non-teaching staff is committed to ensuring that the internal life in the school is marked by seriousness and exemplariness. Each teacher and every member of the TA staff must take care of their own health and safety and that of other persons present at the place of work, with the effect of their actions or omissions, in accordance to his training, instructions and means provided by the head teacher.

Teachers and non-teachers, within their respective competences, must:

1. Remind pupils of the rules of conduct for safety purposes.
2. Verify that pupils comply with the behaviours expected in emergencies and be aware of the meeting point in case of leaving of the building.
3. Make sure that the fire-fighting equipment is easily accessible without a hitch and that the path to the outside is free from any obstacle (desks, backpacks, etc.).
4. Give specific instructions to learners to carry out the exercises in safety.
5. Organize each activity so that the spaces are sufficient to ensure the safety of each operator's movements.
6. Inform the Head of the Prevention and Protection Service (RSPP), the ASPP and / or the School Director, about any accident / inconvenience and any danger / warning of accident's signs (accident related to people).
7. Most of the escape routes can be opened by pushing. Those that are not must be open daily and possibly locked at the end of the activities and must be continuously supervised.
8. Floors must never be cluttered with objects and materials that are not immediately used: equipment, containers, cables that must be placed on the floor for technical needs, must be appropriately and visually marked.
9. The spaces in front of the escape routes must always be kept clear.
10. Fire-fighting equipment (hoses and extinguishers), electrical controls, first aid kits, stairs, corridors, safety signs must always be maintained, ready for use, immediately accessible.
11. Check that all light points (sockets and switches) do not exhibit any dangerous deterioration.
12. Check and, if necessary, remove the nails of dangerous overhangs at the height of pupils.
13. Check that the radiators are efficient and in particular that they are equipped with the prescribed knobs.
14. Check that the floors do not show cracks which could cause accidental falls or, however, cover or isolate the dangerous point and then report it to the secretarial office for communication to the maintenance office. Also check the slipperiness of the floors in case of rain providing for securing the site.

15. Verify the functionality and suitability of outdoor exercise equipment and games, reporting the need for repair or removal.
16. Deficiencies in the devices and safety and security means, problems in the structures, as well as danger conditions must be immediately reported to the eye with appropriate precautions (e.g. white / red ribbon), if necessary, to be communicated to the secretariat which will forward requests for intervention to the School Building Maintenance Office of the property owner.
17. Avoid any accumulation of unused material in closets and basements, in warehouses and archives; this must be stored in a way that allows easy inspection, leaving aisles and passages not wide less than mt. 0.90.
18. Respect the indications of the signposts.
19. Do not remove or modify the safety devices.
20. Do not remove or pass the barriers that prevent dangerous passages.

## **PROVISIONS IN SPECIAL RISK SITUATIONS**

### **❖ Architectural risk**

1. Notify the Headmaster and / or the Prevention and Protection Service Manager, if any hygienic building anomalies (peeling of the plaster, visible structural lesions, cracks, detachments, stains due to infiltration of water, etc.) and cordon off the area that is a source of danger pending prompt intervention of ordinary maintenance.
2. Pay attention to the sharp edges of the building parts, the furnishings and the hydrants, in particular if they are placed at a dangerous height for pupils.
3. Check that the flooring is always in ordinary wear conditions and deprived of dips and detachments. This concept also applies to outdoor areas.

### **❖ Electrical Risk**

The Head of the Institute must ensure, with the active and conscious participation of each one, the perfect operation of the electrical system; however, the personnel must use all precautions necessary among which the following are exemplified:

The teaching aids fall under the direct responsibility of the school, therefore:

1. Before using any electrical equipment, check that there are no cables, plugs and other electrical parts without suitable protection or with deteriorated parts; all equipment must be supplied with the IMQ mark (CE or analogous) and grounded plug (three pins or round German plug); non-compliant appliances must be immediately reported to the Presidency and withdrawn from use.
2. Some appliances, despite having the plug with only two pins, are marked with a symbol (double isolation); in this case they are to be considered in accordance with the law.
3. The safety standards allow for a maximum of double pins with IMQ mark (only one per outlet); therefore, it is not permitted to connect multiple plugs. This could be very dangerous and can provoke overheating, accidental contacts, fires; it is advisable to use power strips with the IMQ mark, instead of double plugs.
4. The extensions must have protected plug sockets that are homogeneous with those of the system equipment and be used only if strictly necessary and for a short time, placing them outside as much as possible from the reach of the pupils. Any extensions must also be equipped with the IMQ mark.

5. Do not touch electrical equipment with wet hands or if the floor is wet.
6. Disconnect the plugs from the sockets by grasping the casing and not the cable.
7. Don't make makeshift connections.
8. To deactivate a tool, flip the switch first and then remove the plug.
9. Never insert bare conductor ends into socket outlets.
10. Electrical equipment must not be handled by students.
11. At the end of the teaching activities and office work, remember to turn off all electrical equipment.
12. Inside the school it is forbidden to use electrical appliances that are not owned by the school, stoves or flammable materials.
13. The plugs of the headlamps must be congruent: adapters (e.g. from plug round to normal, large to small or small to large).
14. In the event of any malfunction of the electrical system and / or electrical equipment, leave and inform the secretariat, who will call the external technician in charge; do not try for no reason do it yourself repair.

### ❖ **Chemical risk**

First of all, it is necessary to comply with the basic hygiene rules:

- Every day at the end of the lessons, carry out a thorough cleaning of: classrooms, corridors, gymnasium, laboratories, ensuring the essential air exchange;
- Clean the toilets at least twice a day using tools (gloves, cloths, ...) employed exclusively in those local areas; at the end of cleaning all the materials used are washed in hot water with detergent and then rinsed.

The detergents and cleaning products used in the Institute perform well their tasks if used correctly; improper use can instead give rise to unwanted reactions.

Before using a product, it is necessary to carefully read the instructions on the label provided by DVR, and / or request further information from the Prevention and Protection Service Manager who will use the technical reference sheet to obtain the corresponding degree of risk according to Legislative Decree 25/2002 (moderate and / or not moderate); in fact, only correct use does not cause any risk to one's health and that of third party.

The label of a product serves precisely to know the degree of danger it has if not used correctly.

It should also be remembered to:

1. Respect the doses recommended in the instructions.
2. Concentrated products must be diluted in the percentages established by the labels.
3. Use the products for the specific uses for which they are intended.
4. Do not mix more products as they may cause unwanted reactions developing asphyxiating or toxic gases.
5. Never transfer detergent or acid from a container to another with a different label from that of the entered content.
6. Always store the containers closed with their cap.
7. Toxic, harmful and corrosive products, but also cleaning products, must be kept with maximum care in places inaccessible to third party and locked up.
8. Do not leave aerosol cans etc. near sources of heat, as they can ignite and / or blow up.

## 9. THE TOXICOLOGICAL SHEETS OF THE PRODUCTS ARE STORED IN THE SECRETARIAT.

The cleaning staff will always use personal protective equipment (e.g. gloves, masks, footwear) provided by the Institute.

### ❖ **Biological risk**

1. Avoid exchange of personal items among students.
2. If a student accidentally bleeds, proceed as follows:
  - a) remove the injured person from bystanders;
  - b) promptly medicate injuries (always wearing gloves and using the products provided by the school);
  - c) if the blood has soiled on surfaces or objects, remove it with absorbent material (cotton wool, "Scottex" paper) and then have the object disinfected by the auxiliary staff;
  - d) if the blood has stained the skin of another subject (student or operator), wash abundantly with water and soap and, if there are minor injuries, disinfect;
  - e) close the gloves and the blood dirt material and throw in a sturdy plastic bag and tie it well, then throw it in the normal garbage container;
  - f) clothes smeared with blood must be removed, closed in a bag and sent to the warm washing machine.
3. IF A STUDENT OR AN ADULT GETS STUCK ACCIDENTLY with a syringe of dubious origin proceed as follows:
  - a) do not lose your temper: the Aids virus remains active only for 45 minutes;
  - b) after having favoured the coming out of some blood, wash and disinfect;
  - c) go to the emergency room;
  - d) notify the family in the case of the pupil or one's own doctor to possibly carry out the test for seropositivity, immuno-globins and the hepatitis B vaccine.

### ❖ **Fire risk**

1. It is forbidden to keep flammable liquids in glass containers.
2. It is forbidden to use electric stoves or heaters with visible resistances, gas stoves, open flames, kerosene stoves, except in places intended for this purpose.
3. Spray cans containing flammable material should be stored away from heat sources such as sun rays or radiators.
4. Easy-to-use materials must comply with current hygiene, health and safety regulations.
5. Any easily combustible flammable liquids and / or substances which may in any case emit flammable vapours, can be kept only if strictly necessary (not exceeding twenty litres for each school building), for health and hygiene needs and for teaching activities; such material must be stored in locked metal cabinets and in containers placed in collection boxes in case of loss of containers.
6. In the places where flammable or easily combustible substances are deposited or used in any case, smoking is prohibited (strictly forbidden for the entire building) as well as the use of open flames.
7. Do not leave flammable materials (baskets full of paper, polystyrene, wood, etc.) in the classrooms as the end of the school day.
8. Remember that the call number for the Fire Brigade is 115.

### ❖ Use of equipment

Legislative Decree 81/08 defines equipment as any machine, appliance, tool or plant intended to be used while working and provides (Article 35) that the equipment made available is adequate to the activity to be carried out and suitable for safety and health purposes. Therefore, the following regulations must be respected:

1. Follow the instructions in the manual accompanying the machine for the use and maintenance of the equipment.
2. Check for the presence of fixed or movable or adjustable protections designed to prevent the protection of objects or access to moving parts.
3. Verify that the interruption and subsequent return of electricity does not involve the automatic restart of the machine.
4. Check the immediate accessibility of the emergency stop equipment and its efficiency.
5. Verify the existence of the grounded connection to metal parts (where it is visible).
6. Periodically check the efficiency of the residual current circuit breakers.
7. Always report any condition of danger with prohibition, prescription or warning signs.
8. Check that the branch plugs are equipped with an upstream switch.
9. Use scissors with rounded tips.
10. The use of sports equipment, teaching aids and other didactic material must be related to the autonomy and skills matured by pupils. Avoid improper and uncontrolled use of tools, aids, materials and substances.
11. The design of the physical activity must take into account the following parameters: - autonomy and ability matured by pupils, - age, - available spaces, - likely risks, - physical state of pupils, - characteristics of the room, flooring, equipment and any other element that may represent a danger to the safety of the students.
12. For manual and artistic activities, it is mandatory to use non-toxic substances.

Always report any safety requirements of the systems and equipment to the SPP Officer and / or the Head of the Institute.

### ❖ Use of video terminals

1. All staff (teachers, administrative assistants and pupils) must use video terminals for a period of less than three consecutive hours per day, PROVIDING THE APPROPRIATE BREAKS and following the instructions posted in each place equipped with video terminals (laboratories, secretariat, offices ...)
2. The image on the screen must be stable, free from flickering or other forms of instability; the font must have a good definition, be sufficiently large and clear.
3. The screen must be adjustable, freely and easily tiltable to suit the user's needs; it must not have reflections and reverberations that can cause harassment.
4. Sufficient space is needed to allow the operator a comfortable position; the worktop must have a poorly reflective surface and be of sufficient size.
5. It is advisable during the use of video terminals to take breaks (every 90 minutes) and do small muscle and joint stretching exercises.

### ❖ Ladders risk

This risk concerns the worker who carries out his task with non-fixed ladders. The worker in question must have adequate safety ladders available for the work to be performed, in particular he must always use:

- ladders whose height allows to work comfortably without leaning or reaching out dangerously;
- stable ladders that have perfectly stable slats;
- ladders that have non-slip devices at the lower ends.

Operations in height, beyond the third step, must be carried out with the assistance of a colleague; also, never move a ladder when a worker can be on it.

#### ❖ **Risk of manual handling of loads**

The operations of transport or support of a load carried out by one or more workers, including the actions of the lifting, placing, pushing, pulling, carrying or moving a load can cause back-abdominal injuries.

It is necessary to take all measures to avoid manual handling of loads; when this is not possible adequate means must be provided in order to minimize the risk. Manual handling of loads can be carried out under the following conditions:

1. The load must be less than 25 / 30Kg (depending on sex and age).
2. The load must not be bulky or difficult to grasp.
3. The load must not be in unstable equilibrium.
4. The load must be placed in a way that it can be handled without contortion or positions dangerous for the worker.
5. The heavier loads must be placed at the midpoint of any shelf.

#### ❖ **Noise risk**

Report to the Head Teacher and the person in charge of the Prevention service any annoying noise audited, if it has an extraordinary and non-occasional characteristic; the sound emission source can be internal or external.

Pay particular attention to the gym where the individual exposure level appears to be at the threshold of attention as shown by data from the technical literature related to the photometric measurements of similar environments.

The explicit explanations in this communication apply to any aid and material used in the school, even if privately owned or supplied to the school by the family.

#### IN CONCLUSION

The rules of conduct indicated not only enter into the official safety legislation, transposed into the school regulations, but also meet the needs of protection. Their punctual and precise compliance allows, in fact, to avoid unpleasant and painful consequences of a civil, criminal and disciplinary nature that could derive from injuries to adults and pupils.

Those who notice organizational and material deficiencies within the school are invited to communicate it to the Institute security officer and the Head of the Institute, so that necessary measures can be taken.

A copy of this communication is delivered to each of the subjects involved (pupils, teachers, and the ATA staff).

**THIS COMMUNICATION PRESERVES ITS VALIDITY FOR THE WHOLE SCHOOL YEAR.**