



Friary School

Health and Safety Policy
&
Procedures

Statement of Local Health and Safety Intent Friary School

The Head Teacher will strive to achieve the highest standards of Health, Safety and Welfare consistent with their responsibilities under the Health and Safety at Work Act etc.1974 and other statutory and common law duties.

We will:

- ❖ Plan for health and safety within our academy improvement planning activity.
- ❖ Develop and maintain local arrangements and procedures that interpret
- ❖ Review all progress against our plans and take appropriate action.
- ❖ Provide an environment in which staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all staff.
- ❖ Monitor accident trends throughout the academy to further inform the health and safety aspects of the improvement plan.
- ❖ The Trust will expect employees to show a personal concern for their own, students, and others safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.
- ❖ In loco parentis forms the basis for duty of care which all teachers must operate when they have children in their care. This applies to all activities within the school curriculum, to extra-curricular activities during or outside normal school hours and whether undertaken on or away from school premises

Friary School Health and Safety Policy

This document details the organisation and arrangements required to maintain and continuously improve our school's health and safety management system.

The contents include a list of our local procedures for this school and the document control system we use.

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, students and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and students.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, students and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

To meet these responsibilities the Governors will pay particular attention to:

- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Appropriate information, instruction, training and supervision to assist all staff, students and visitors to avoid hazards and to contribute positively to their own health and safety whilst on school premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

Headteacher (and duties passed to the School Manager)

The Headteacher will ensure that:

- Policies and procedures with regard to health, safety and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.
- Any health and safety matters raised, and guidance from other sources, are brought to the attention of the Governing Body.
- To make or arrange for risk assessments of the premises and working practices to be undertaken and recorded.
- Regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary, and are reported to the Governing Body.
- To ensure appropriate information on significant risk activities is given to visitors and contractors.
- To ensure emergency procedures are in place.
- Accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken.

- Adequate first aid provision is made for staff and students and other persons, whilst on school premises and when working away from the school, in accordance with relevant guidance.
- Training needs are identified and arrangements are made for those needs to be met.
- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- To ensure arrangements are in place to monitor premises and performance.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items which are reported to the School Manager using the correct procedure and any item which constitutes a health and safety hazard are actioned by School Manager and Site Staff and taken out of use.
- Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- Working arrangements are agreed with contractors working on the premises through the School Manager and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, students or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

The School Manager will:

- To assist and manage the annual inspection for the school
- To ensure the School Manager and other staff are carrying out their duties for inspection and maintenance of work equipment throughout the school
- To ensure all Health and Safety documentation is collated by relevant departments and where relevant copies held in a central location
- To advise the Headteacher of situations or activities that are potentially hazardous to the Health and Safety of staff, students and visitors.
- To ensure staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the school generally.
- To carry out any other functions devolved to him/her by the Headteacher or Governing body.

Governors

- A school Health and Safety Policy is produced and that the policy is regularly reviewed.
- A Health and Safety Governor link will be established.
- The Health and Safety Policy will be brought to the notice of all employees.
- Their health and safety obligations are properly considered and provision made for meeting those obligations.
- The school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the school are identified and appropriate action taken.
- All reasonable Health and Safety site information is provided to Inspectors of the Health and Safety Executive and any other health and safety official.
- Participating in a site inspection at least once a year.
- Inspecting the accident/incident forms at least once a term.
- Must ensure that those who have been assigned specific responsibilities in school for Health and Safety have been identified, this has been communicated, and adequate training or instruction has been given.

- Are required to monitor that the Health and Safety targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements.
- Ensure that the auditing of Health and Safety takes place and that action plans are developed as a result of the audit.
- The Governing Body will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.

Teaching and Non-Teaching Staff holding Posts of Responsibility

Staff holding posts of special responsibility, such as Deputy Headteachers, Assistant Headteachers, Pastoral Managers, Heads of Department, Heads of Year, Clerical Manager's/Supervisor, Catering Manager, Technicians, School Finance and the School Nurse etc. are responsible to the Headteacher/School Manager for the implementation of the Health and Safety Policy within their area of work. To fulfil their responsibilities they will assist the Headteacher:

- In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and students, and for making any necessary changes in practices and procedures.
- To investigate any accidents and incidents as instructed by the Headteacher
- To ensure departmental risk assessments are carried out as necessary.
- By informing staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- By ensuring that the School Manager will regularly review emergency procedures.
- By ensuring that adequate supervision is maintained at all times.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

The School Manager will assist the Headteacher to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

School Manager and Site Staff

The School Manager is responsible for looking after the premises their responsibilities include:

- To maintain an understanding of the Health and Safety policy arrangements and the School Manager responsibilities detailed within them, and an awareness of relevant premises related health and safety legislation, issues and procedures and operating within these requirements
- To oversee contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented
- Ensuring adequate security arrangements are maintained
- Ensuring the general cleanliness of the premises.
- Arranging for regular inspection of the areas of the premises for which they are responsible for which they are responsible ensuring that health and safety standards are effective and that a safe means of access and egress is maintained.
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained

- Ensuring that plant and equipment is adequately maintained
- Arranging for the regular testing and maintenance of electrical equipment
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.
- Ensuring that all hazards within the building are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
- Undertaking thorough investigation of all accidents/incidents that happen on the premise. Ensure the availability of an accident book/form.
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
- Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
- Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
- To respond promptly to any defect that could affect the health and safety of building occupants/visitors.

Health and Safety Working Group

- The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that Health and Safety is a regular agenda item in these meetings.
- An annual report to the Governing Body outlining achievements against the Health and Safety plan and annual KPI's should be considered, the school's Health and Safety Coordinator may be responsible for collating this information for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Hirers

When the premises are used for the purposes not under the direction of the Headteacher then the person in charge of the activities for which the premises are in use will have responsibility for safe practices.

Any person who uses the school premises will conduct themselves and carry out their operations in such a manner that all safety requirements are met at all times.

When school activities are conducted beyond the core school hours organisers of the event are responsible for following the schools normal Health and Safety procedures, but must also take into consideration additional requirements for example school security, responsibility and refer to the school letting policy.

When the premises are hired to persons outside the employment of the Governing body, it will be the condition for all hirers, contractors and others using the school premises or Site, that they are familiar with this policy, that they comply with all safety directives of the Governing body and that they will not, without the prior consent of the Governing body:

- Introduce equipment for use on the school premises

- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for persons using the premises or the staff or students of the school

Educational Visits Coordinator (EVC)

The school has an 'Educational Visits' procedure and an appointed Educational visits Co-ordinator. The school utilises the web based EVOLVE system for planning and managing the administration of risks associated with educational visits.

Radiation Protection Supervisor

The School Radiation Protection Supervisor will ensure that:

- Local procedures are in place for the safe use, storage and disposal of radiation
- Follow the good practice guidance that is sent via CLEAPSSS
- Liaise with CLEAPSS Radiation Protection Advisor (RPA) & cooperate on health and safety matters.
- Source containers are suitably labelled/marked and identifiable
- Regular inspections and leak tests are carried out and the findings are recorded
- A check has been made that the total activity of the radioactive substances kept are within the limits allowed by the regulations
- An approval letter from the DfE is on file and agrees with the number of sources kept on site.

Class Teachers

Staff timetabled to be in charge of classes have the following responsibility to assist the Headteacher:

- To follow safe working procedures personally.
- To ensure the safety of students in classrooms and other areas of the school whilst in their charge.
- To be aware of and to adopt safety measures within their teaching areas.
- To request special safe working procedures, protective clothing, guards, etc, where necessary and ensure they are used.
- To make recommendations to the School Manager using the correct procedure regarding the safety of equipment or tools, in particular any equipment or machinery which are potentially dangerous.
- All defects and dangerous occurrences to be reported to the site supervisor.
- To be aware of emergency procedures in respect of fire, bomb alert, first aid, accident and to carry them out.

Employees General Responsibilities

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment or short comings they consider in the school's Health and Safety arrangements to their manager and/or the School Manager.
- Report accidents or dangerous occurrences to the School Manager immediately.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

Students

Students in accordance with their age and aptitude are expected to:

- Exercise personal responsibility of the Health and Safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the Health and Safety rules of the school and in particular the instructions of staff given in an emergency
- Not to wilfully misuse, neglect or interfere with items provided for their Health and Safety
- Students are informed by letters sent to parents regarding the wearing of jewellery. This is reinforced by staff throughout the school year.

Arrangements for Health and Safety

(See Local Arrangements Section)

Communication

Local systems and documentation will be held electronically and made accessible to staff members through the school's intranet system.

Any premises health and safety concerns must be reported to the School Manager through the email system. Accidents and incidents must be reported to the School Manager.

The school's Health and Safety policy will be made available on the school's website to allow it to be viewed by parents. The policy is available for all persons to view on request from reception.

Competence

The school has competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.

School staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

Emergency Plans

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident, so that everything possible is done to save life, and prevent and minimise loss. The plan will be agreed by the Governing body and will be rehearsed by staff.

Any concerns will be reported to Governors.

Risk assessments

Job and specific risk assessments will be carried out by line management within the team in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

Local Arrangements

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school. (See local arrangements section)

Measuring Health and Safety Performance

Active Monitoring

Our Senior Leadership Team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

Reactive Monitoring

The Senior Leadership Team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangements and report relevant findings to the School Manager.

Reviewing Health and Safety Performance

Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

The school Health and Safety performance will be reviewed by nominated persons and any outcomes/actions will be reported back to the Headteacher & Governors.

Auditing/Inspecting Health and Safety Performance

Health and safety auditing/inspecting will be carried out on a regular basis by the Health and Safety Governor, School Manager and Heads of Departments of high-risk areas.

Review

The Governing body will review the policy & procedures documentation on an annual basis and update/amend as considered necessary to ensure the health, safety & welfare of staff and students.

Local Arrangements

- Appendix 1 - Accident Reporting Procedures
- Appendix 2 - Art & Design
- Appendix 3 - Contractors
- Appendix 4 - Design & Technology
- Appendix 5 - Drama Department
- Appendix 6 - Display Screen Equipment
- Appendix 7 - Emergency Evacuation Procedures
- Appendix 8 - Inspection/Maintenance of Emergency Equipment
- Appendix 9 - First Aid and Medication
- Appendix 10 - Flammable and Hazardous Substances
- Appendix 11 - General Hazards
- Appendix 12 - Health and Safety Information and Training
- Appendix 13 - Health and Safety Monitoring and Inspections
- Appendix 14 - Induction Procedures
- Appendix 15 - Infection Control
- Appendix 16 - Legionella
- Appendix 17 - Lifting and Handling
- Appendix 18 - Lone Working
- Appendix 19 - Minibus
- Appendix 20 - Off Site Educational Visits
- Appendix 21 - Safety in Physical Education & School Sport
- Appendix 22 - Premises Work Equipment
- Appendix 23 - General Risk Assessments
- Appendix 24 - Science
- Appendix 25 - Site Staff & First Aider
- Appendix 26 - Stress/Wellbeing
- Appendix 27 - Vehicles on Site
- Appendix 28 - Violence
- Appendix 29 - Volunteers in School
- Appendix 30 - Work at Height
- Appendix 31 - Work Experience

APPENDIX 1

Accident Reporting Procedures

In accordance with the school accident/incident reporting procedure, employees must report accidents, violent incidents, dangerous occurrences, and near misses on an accident form and submit to the School Manager.

The accident forms are available from the main first aid room and main reception and the School Manager.

The first aiders are responsible for completing the forms for more serious injuries. The School Manager will be carrying out the statutory reporting procedures for 'major' and 'over 7 days' absence injuries as required by the current Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

- A local accident book / form is located in the medical room and is used to record all minor incidents to students; more significant incidents must also be reported to the School Manager and in their absence a member of the SLT.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

It is important to consider the potential rather than the actual outcome and to report minor injuries and 'near misses' where appropriate.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately by the School Manager to Health and Safety Executive (HSE) on-line at <http://www.hse.gov.uk/riddor/>.

Who will liaise with the County Health, Safety and Well-being Co-ordinator.

- Employee absence, as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR
- Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/ equipment, lack of supervision, must be reported to the HSE within 15 days of the incident occurring.

The school will still be responsible for recording all work-related incidents which as a result has caused the persons to be away from school for 3 days or more.

APPENDIX 2

Art & Design

The Friary School is committed to teaching all practical subjects in a safe way. This policy outlines the processes and procedures for ensuring safe working in Art and Design.

Any activity taking place in practical rooms should comply with the recommendations of Health and Safety for Design and Technology in Education and Similar Establishments Code of Practice (BS 4163 2014). (What is this)

Teaching staff are responsible for the maintenance of safe working conditions. They should anticipate potentially dangerous situations and act to prevent them from developing.

Staff should set an example in maintaining safe working and discipline within the classroom. Work needs to be well planned in order to prevent accidents.

Students must obey the school and classroom rules at all times and behave with thought and care when using materials and equipment.

Control of Substances Hazardous to Health (COSHH)

Substances used in the workplace should be assessed with reference to the Control of Substances Hazardous to Health. A COSHH form should be completed for each substance used with school.

Risk Assessment

All practical activities must be assessed for risk, and safety measures used to keep the risks low.

All risk assessments must be carried out BEFORE a practical activity is undertaken and the effectiveness of the risk assessment must be regularly monitored; if any new activities are to be undertaken, it is essential that a full risk assessment is carried out beforehand.

The activity must NOT be undertaken until the risk assessment has been completed and recorded.

Risk assessment should form part of lesson planning if any dangerous substances are to be used.

Alternatives to hazardous substances should be sought.

Room Safety

- All practical rooms must be locked when not in use.
- Unsupervised students must not be allowed in hazardous rooms.
- Staff are expected to leave workrooms in a safe condition.
- When starting practical lessons, staff should check that rooms are clear, all thoroughfares and room exits are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken.
- Fire doors must be unlocked, and clear. Only authorised staff are permitted to switch on the electricity and gas mains isolators. Students may not switch these on - not even under supervision.
- Students must not use utensils, tools, machines or other equipment until they have been shown how to use them correctly.
- Only one person may operate a machine or piece of equipment at a time.
- A practical room may not be used for other curriculum activities if the person supervising the students understands the hazards in the room.
- Cover teachers must not supervise practical work unless they are competent and experienced in the practical subject and understand the relevant safety procedures.

Safety Signs, Notices and Displays

- Each practical room must have a set of safety rules and the fire procedure displayed clearly.
- Cautionary notices and signs must be displayed where appropriate.

Clothing

- Protective clothing such as aprons or overalls must be used in any 'messy' practical work, or where hazardous materials are being used.
- Nylon or other plastic protective clothing should not be worn in high-temperature work.
- People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts.

Eye Protection and Guards

- Eye protection must be used if there is any significant risk of eye injury in the work being carried out or observed. Do not overlook the risk when working with stretched materials.

- Eye protection must conform to a minimum European standard of BS EN166. Select the type of eye protection suitable for the practical work.
- Eye protectors must be kept clean and scratch free. They must be periodically washed in a mild household disinfectant.

First Aid

Each practical room must have easy access to a first-aid kit.

Storage

- Storage must be kept well organised and tidy. Large items should not be stored high, and correct stepladders or similar must be available for reaching high shelves safely.
- Standing on benches, chairs, tables etc. is not permitted.
- Sharp tools and utensils must be stored so that accidental contact with the sharp part is unlikely and they must be securely locked away when not in use.
- All materials which are hazardous, for example they may be toxic, flammable or corrosive, must be clearly labelled. The labelling must state the material and the nature of the hazard(s).
- Quantities of these materials should be kept to a minimum.
- Access to hazardous materials must be restricted to authorised staff only.
- All hazardous materials must be stored away from direct access by students.
- Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom.

Shelving

- Regular checks to shelving must be made to ensure it is in a safe condition.
- Shelves must not be overloaded, and heavy materials must not be stored high up.
- Shelf space must be used sensibly with no items stacked precariously.
- Stepladders must be provided for access to shelving beyond easy reach from the floor.

Maintenance, Inspection and Testing of Equipment

Health and Safety law requires that equipment and machinery is maintained in a safe condition. To achieve this, equipment must be maintained, inspected and, where necessary, tested.

There are 3 levels of inspection, maintenance and testing of equipment which must be carried out. These are:

- A visual check by staff of equipment prior to its use or on a daily basis.
- A more formal visual inspection which should be carried out termly by staff. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.
- Formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually, or for Local Exhaust Ventilation (LEV) equipment, every 14 months.

Training Records and Certification

- All practical work must be supervised by a suitably qualified teacher.
- It is every teacher's responsibility to ensure that their knowledge of Health and Safety is current.
- Any perceived training needs should be discussed with the School Leadership Team.

APPENDIX 3

Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office/reception where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Contractors must provide proof of disclosure and barring if they cannot supply this information, they will be escorted at all times.

The exchange of Health and Safety information / risk assessments / safe working arrangements / monitoring are that prior to any works a hazard exchange form is completed detailing the above.

The School Manager is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work.

The School Manager is responsible for agreeing a system of work with the contractors to meet Health and Safety standards and for monitoring the progress of work generally to ensure the agreed protective measures are in place.

Before any contractor undertakes high risk works a permit must be completed with site staff and all the precautions observed - if not the contractor will not be permitted to work on site.

School Managed Projects

Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are that the school purchases and Service Level Agreement (SLA) with Property Services who facilitate any large capital improvement projects.

Construction activities on the site may have planned and unplanned visits from the Property Services Surveyors and Health and Safety inspectors.

APPENDIX 4

Design & Technology

The Friary school is committed to teaching all practical subjects in a safe way. This Policy outlines the processes and procedures for ensuring safe working in Design & Technology.

Any activity that takes place in a school workshop situation should comply with the recommendations of BS 4163 2014.

General Considerations

All occupants of a workshop and similar rooms are in a potentially hazardous environment and must therefore be fully trained and instructed on Health and Safety matters. Teaching staff should anticipate potentially dangerous conditions and act before they can develop. Their example in the handling of tools and equipment, wearing protective clothing and maintaining general workshop discipline will encourage a sense of responsibility in the students and an understanding of the importance of planning work in order to prevent accidents. In short, staff must see themselves as a role model for the students and act accordingly at all times.

Every student, on first entering a workshop (and at intervals thereafter), must be instructed on the rules of behaviour including such matters as:

- Avoiding pranks, carrying and handling tools, tidiness, and the necessity for quiet and orderly movement.

- Not to stand too near other students operating machines, not to operate machines unless told to do so and the purpose of guards, controls and protective clothing.
- There should be appropriate warning notices on relevant machinery and the School Learning Plan should be prominently displayed in practical rooms.

Before staff can instruct a student on any machine or workshop process he/she must be experienced in the use of the machine or process and understand the dangers likely to arise in practice.

Only staff who have received specific training are permitted to use the circular saw or the planer.

Students; having been instructed in the safe and appropriate use of the machinery below; may use (with permission):

- Wood turning lathes (Non-composite materials only)
- Centre lathes
- Pillar drills
- Jig saw
- Brazing equipment

Students May Not Operate:

- Circular saws
- Planers
- Millers
- Grind stones
- Students must not pour molten fluids

Close and constant supervision is vital if accidents are to be prevented and the teacher or technician will be required to be present with students at all times.

- Certain machinery is fitted with guards and other safety devices. These are part of the machine and must be used correctly. Guards must be secured so that they cannot be removed without a tool or some other device. Machines must be operated if the necessary guards are missing, broken or out of position.
- The protection of eyes is of paramount importance and therefore a special warning notice should be fitted to each machine or in areas where protection is to be used.
- No unauthorised adjustment, modification or adaptation may be made to any item of machinery or equipment without reference to the manufacturers, the Head of Department and the Headteacher.
- All activities undertaken within the department must consider Health and Safety Regulations and appropriate information recorded in the Schemes of Work.

COSHH (Control of Substances Hazardous to Health)

- Substances used in the workplace must be assessed with reference to COSHH and be stored in a locked metal cupboard.
- A risk assessment should be carried out in the normal course of lesson planning, which takes place in the academic year prior to lessons being delivered either by writing new modules or by reviewing existing modules. Such risks should be identified on Lesson Planning Sheets.
- Alternatives to the hazardous substances should be sought and used if possible.
- Chemicals used in the workplace can be assessed with reference to HAZCARDS.
- A COSHH form should be completed for each substance used with school.
- A central record of identified substances should be maintained and updated. It is the responsibility of all department staff to co-operate in this process and assist with the identification and assessment of such substances.

Risk Assessment

All practical activities must be assessed for risk and safety measures used to keep the risks low.

All subjects will use the relevant Model Risk Assessments (MRAs) provided by CLEAPS.

Where significant, these MRAs will be adapted by the individual subject leaders to take account of the local circumstances of the school.

All risk assessments must be carried out BEFORE a practical activity is undertaken and the effectiveness of the risk assessment must be regularly monitored; if any new activities are to be undertaken, it is essential that a full risk assessment is carried out beforehand. If a model risk assessment does not exist, the subject leader should contact the CLEAPS helpline. The activity must NOT be undertaken until the risk assessment has been completed and recorded.

Staff Must:

- Plan lessons with personal and student welfare in mind.
- Assess the risks of each individual activity.
- When required decide upon control measures.
- Communicate any potential problems to the School Manager.
- Provide an environment where staff and students can work safely.
- Have full access to all literature on risk assessment and COSHH regulations and know where to find them.
- Report any faulty equipment/machinery and remove it from use immediately.
- Be aware of the location of gas and electricity isolation points in all teaching rooms.
- Be aware of the location of first aid kits and fire extinguishers.

Accommodation

- Adequate working space around machines is essential.
- Floor areas will be kept clear of bags and other obstructions.
- Tools and equipment will be safely and securely stored.
- Hazards and safety procedures will be clearly identified with notices and signage.
- Work areas will be safe, hygienic (where necessary) and uncluttered.
- The machine shop/materials storage area and storerooms are out of bounds to students.

Safety Signs, Notices and Displays

- Each workroom must have a set of safety rules and the fire procedure displayed clearly.
- Cautionary notices and signs must be displayed where appropriate.

Clothing

- Protective clothing such as aprons or overalls must be used in any 'messy' practical work, or where hazardous materials are being used.
- Do not use nylon or other plastic protective clothing in high-temperature work.
- People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts.

Eye Protection and Guards

- Eye protection must be used if there is any significant risk of eye injury in the work being carried out or observed. Do not overlook the risk when working with stretched materials.
- Eye protection must conform to BS EN166. Select the type of eye protection suitable for the practical work.

- Eye protectors must be kept clean and scratch free. They must be periodically washed in a mild household disinfectant.

First Aid

Each workshop must have easy access to a first-aid kit.

Staff must:

- Plan lessons with personal and student welfare in mind.
- Assess the risks of each individual activity.
- When required decide upon control measures.
- Communicate any potential problems to the School Manager.
- Provide an environment where staff and students can work safely.
- Have full access to all literature on risk assessment and COSHH regulations and know where to find them.
- Report any faulty equipment/machinery and remove it from use immediately.
- Be aware of the location of gas and electricity isolation points in all teaching rooms.
- Be aware of the location of first aid kits and fire extinguishers.

Accommodation

- Adequate working space around machines is essential.
- Floor areas will be kept clear of bags and other obstructions.
- Tools and equipment will be safely and securely stored.
- Hazards and safety procedures will be clearly identified with notices and signage.
- Work areas will be safe, hygienic (where necessary) and uncluttered.
- The machine shop/materials storage area and storerooms are out of bounds to students.

Departmental Inspection Reports

(PAT) Portable equipment is tested annually. Informal checks are made whenever equipment is used.

External Contractors carry out an annual inspection of all machines. They produce an inspection report and carry out repairs as appropriate, including complete statutory testing of all dust and fume extraction equipment annually (LEV).

External Contractors carry out an annual inspection/servicing of the Brazing Hearth/forge.

Gas cookers are serviced annually.

Accidents, Incidents and Ill Health

In line with the school policy and the welfare of all pupils, accidents and ill health affecting students is dealt with by staff outside the department. All departmental staff are expected to carry out 'common sense' first aid and then pass incidents onto more qualified staff.

Accident and incident report forms are available in the Reprographics / First Aid Office and should be completed where required. The original passed on to the School Manager.

All teaching staff are expected to deal initially with incidents requiring basic First Aid and then pass incidents onto more experienced staff; including medical services where appropriate. When dealing with medical emergencies another member of staff in the department should be informed so that adequate supervision can be maintained.

Manual Handling

In line with Manual Handling Regulations staff and students are made aware of the correct procedures for lifting and moving equipment that is either heavy or awkward.

Risk Assessments

Risk assessments have been carried out in accordance with the information from DATA Sheets and The Management of Health and Safety Regulations. Risk assessment is an essential part of this process, no student should be expected to use equipment or carry out a process where the risk assessment is unacceptably high. In carrying out risk assessments we also rely on guidelines from various other accepted sources that are available:

- CLEAPSS
- DATA

Also leaflets provided by the manufacturers of machines and chemicals such as adhesives and finishes.

In all cases a teacher's professional judgement is also required as in a student's ability to carry out a task safely depends on a number of factors:

1. A student's age and stage of development.
2. Experience.
3. Behaviour and reliability.
4. Class size.
5. The nature of the activity to be undertaken.

This departmental policy is intended to be used as a short series of checklists that can be used as timely reminders of good practice and procedures.

The main aim is to pull together guidance from a number of sources into a single working policy that assists the formulation of schemes of work and conduct of lessons.

Employees have Duties of:

- Taking care of their own safety and that of others and,
- To co-operate with the Governing Body and senior management team so that they may carry out their own responsibilities successfully.
- (See the school statement of Health and Safety policy for further details.)

Objectives

- To foster a greater safety awareness in pupils and of the sources of information available to be able to make a reliable assessment.

Aims

- To reduce risks inherent in teaching Design & Technology.
- To ensure students complete their work in a safe environment and with an understanding of the safety requirements in carrying out that work.
- To teach an awareness of safety issues and particular safety rules as and when they are required.
- To ensure pupils consider safety in planning the way they are to make the products they design.
- To have in place procedures to ensure that incidents are dealt with speedily and professionally.

The Department Should Have

- A folder accessible to all staff giving up to date information on health and safety guidance from recognised sources. This should include information from DATA, CLEAPSS, etc.
- A list of equipment, chemicals, processes, and a risk assessment for each one.
- Data sheets from the manufacturers on all substances that have hazard markings on the label (as required by the COSHH regulations).
- At least one fixed first aid box stocked in accordance with current recommendations. A contents list should be included so that stock levels can be maintained and checked.
- A breakage book for reporting items of equipment in need of repair or maintenance.

Requirements

In each teaching room there should be:

- A fire/emergency drill notice giving the procedure to be used.
- A map of the school with the fire exit points.

2. The location of the nearest first aid box and name of the closest first aid trained members of staff. During lessons, first aid qualified staff should be available.

A copy of any statutory notices as appropriate to the materials and equipment normally used in that room should be clearly displayed.

All flammable liquids should be stored away from sources of combustion and oxidising agents.

Training Records

An important factor in Health and Safety management is identifying those members of staff with specific roles to play.

This departmental policy therefore recognises the role Design & Technology subject staff play in the safe education of students and the management of teaching rooms within the department. Ideally, all staff should have accreditation as follows:

- Primary Certificate in Food Hygiene
- Resistant Materials, Graphics and Control (including technicians)
- Food and Textiles Secondary Core Health and Safety SCHS
- Design and Technology Association Standards courses S1HS, S2HS, S7HS, S8HS and S9HS.

Food Technology

Storage

- Food should be stored appropriately, either in cupboards, refrigerators or freezers, according to the labels on the food.
- Food should be wrapped and kept according to the use-by date.
- Food should not be left out unnecessarily unless it is in use for a display (it must not be allowed to grow mould unless in a closed container).

Preparation

- Wash hands beforehand.
- Don't lick fingers while cooking.
- Ensure that equipment is clean, and tables sterilised before use.
- Cooked foods must be kept separate from raw foods.

Cooking

- Students must be supervised at all times.
- The correct temperature must be used for cooking.

- Correct Health and Safety procedures and correct equipment must be used when handling hot food.
- Food or boiling liquids cooking on the hob must not be left unattended.
- Cool foods quickly unless the recipe says otherwise.

Cleaning Up

- Washing up must be carried out safely (no sharp knives to be placed in the sinks).
- All food rubbish must be put in black plastic sacks and tied up.
- Cookers must be cleaned after use.
- Tables should be sterilised.

Eating the Food or Transporting it Elsewhere

- Food should be put in a clean container with a lid.
- Food should not be left unnecessarily uncovered.
- Students must inform the teacher if they are intolerant or allergic to certain foods or ingredients.

APPENDIX 5

Drama Department

Staff Guidelines

Students are not allowed in any of the Drama areas unless a member of staff is present.

- No food/drink/sweets/gum in any of the Drama areas.
- Please keep all doors locked when the rooms are not in use.
- Students should be directly supervised at all times. Please do not send small groups out to rehearse in different places.
- The Resources room/wardrobe are primarily our areas for resources. Please do not allow students in there unsupervised.
- Valuables should be left in the designated area.
- During lessons please do not allow students to 'hide' behind the perimeter curtains.
- If students want to bring in their own props/costumes, they should check with the teacher first.
- The props/costumes are primarily intended for school productions. A lot of time, effort, and money has gone into them. If you wish to use any in your lessons, please check with the Head of Department first. Please do not allow students to help themselves!
- At the end of each lesson, please ensure that the room is left clean and tidy: encourage the students to take responsibility for this.

Work at Height

- All work at height must be assessed prior to activity being carried out.
- No lone work at height to be carried out, two persons to be present at all times.
- Staff must have received higher level work at height training prior to working on ladders. (Alternative control measures must be considered prior to using ladders i.e. use of mobile tower scaffolding)

Electrical Equipment

All electrical equipment must be tested and inspected on a regular basis and visually inspected prior to use.

- Students and staff must not use electrical equipment which has been brought in from

outside school unless they have been PAT tested by the school's electrical contractor.

- Students should not operate any electrical equipment unless a member of staff is present.

Students' Guidelines

Before the lesson:

- Never go into any of the Drama rooms without permission.
- Always walk into the room/studio and never run or push anyone
- Line up quietly outside the room.
- The stage, lighting gallery, electrics room are out of bounds.
- Appropriate footwear, e.g. trainers/plimsolls should be worn in lessons/rehearsals. It is desirable that girls should change into trousers.
- Valuables should be left in the designated area.

During the Lesson:

- Always know exactly what you are doing - listen and concentrate.
- Always be aware of other students' safety during active Drama sessions - never push, punch, hit, strike out at another student. Stage fight scenes must be taught and fully supervised by your teacher.
- Always stack chairs and tables safely.
- Always report an accident or breakage immediately.
- Never use any electrical equipment unless directly supervised by your teacher.
- Never use any other equipment without permission from your teacher.
- Never eat, drink, chew or put anything in your mouth during lessons.
- Never interfere with any equipment or remove any safety notices.

After the Lesson:

- Always leave the Drama areas clean and tidy.
- Always collect your belongings from the designated area.
- Always line up and wait to be dismissed.
- Always leave the areas in a sensible and orderly manner.

APPENDIX 6

Display Screen Equipment (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by themselves and the results are forwarded to the School Manager to take any appropriate action.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use.)

The Display Screen Equipment Regulations apply and where staff use display screen equipment for a significant part of their normal work.

Staff that meet the criteria given in the guidance of the above regulations are defined as 'users'. The School Leadership Team is responsible for arranging the following to comply with the Regulations:

- Health and Safety training for 'users'.
- Assessment of workstations.
- Planning work to include breaks or changes of activity.
- Eye tests and the provision of special spectacles where these are required for display screen equipment work.

Health and Safety and Computers:

Students should not be connecting or disconnecting electrical equipment without adequate supervision.

Staff should be aware of the dangers of seizures with flickering computer screens and make every effort to know which students who have experienced any problems (this information should be in their medical records). In addition, they should look out for any reaction within their lessons.

Food and drink should not be consumed by students near the computers.

Students should be reminded, whenever relevant, of the dangers of too many hours in front of a monitor.

Bags should be kept away from the computers to avoid damage.

Any problems with the equipment should be reported to the class teacher who should isolate the equipment and report the problem to the network manager.

All electrical equipment is checked on a regular basis.

All equipment must conform to Health and Safety Standards. In view of the fact that our students spend comparatively little time at a computer screen, the school are not affected by the latest rulings on antiglare screen.

SEN Students and Computers

The SEND School policy and SEND Information Report details information for SEND students. In addition, however, the following points need to be made.

Some SEND students may be provided with equipment relevant to their needs (identified on the SEND Register).

APPENDIX 7

Emergency Evacuation Procedures

Fire prevention is part of everyone's duties. In particular, attention should be paid to checking the school before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied.

All electrical equipment such as, computers, photocopiers etc. must be switched off.

Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored properly in order to reduce the risk of fire.

Inspections of the school might be carried out by the local Fire Service and or a Fire Officer. It is the policy of the school to implement all the recommendations from these inspections.

The School Manager is required to participate actively with the Fire Service and the fire officer during these inspections and ensure that any necessary remedial work is carried out.

Evacuation procedures have been devised and notices are posted throughout the premises.

The School Manager after consultation with the Head Teacher is responsible for organising evacuation practices at least twice a year and for completing the fire record book.

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is in the School Manager's office and reviewed on an annual basis.

In the event of a bomb threat follow the evacuation procedures for fire.

Fire Instructions

These documents are made available to all staff and included in the school's induction process.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency **evacuation** procedures are detailed below.

These procedures will be reviewed at least annually.

Fire Drills

Fire drills will be undertaken at least twice a year, and a record kept in the School Managers office.

Details of service isolation points (i.e. gas, water, electricity).

- **Gas:** Boiler House
- **Water:** Boiler House
- **Electricity:** Boiler House

Details of chemicals and flammable substances on site are kept by the School Manager.

EMERGENCY PROCEDURES

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They should then if possible, notify the reception of the exact location of the incident, but not delay leaving the building.

Fire Fighting

- Under no circumstances should anyone attempt to tackle a fire, evacuation of the buildings is paramount to all persons on the site.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. (Trained Staff Only)
- The use of the firefighting equipment should only be used to enable safe passage from the school building.

On Hearing the Fire Alarm:

All students and staff will **leave** the school building by the nearest exit.

- Do Not Use the Lift in the event of a fire.
- Students will assemble at designated point as displayed in each room.
- Senior Management Team will sweep the building.
- A roll call will be taken as quickly as possible.
- The fire brigade will be informed immediately of missing/unaccounted for persons.

In the event of a bomb threat follow the evacuation procedures as fire.

Fire Safety

- The width of escape routes must not be reduced by introducing cupboards or other furniture.
- Fire doors must not be wedged open or obstructed.
- All fire exit doors must remain unlocked and unobstructed whilst the premises are occupied.
- Emergency lighting will be subject to monthly checks by the site team and on a six-monthly inspection by an approved contractor.
- All firefighting equipment will be subject to monthly checks by the site team and an annual inspection by an approved contractor.
- Fire alarms will be tested weekly from different 'break glass' fire points around the school and records will be maintained and held in the Site office.

SCHOOL LETTINGS & CONTRACTORS

Fire Procedures for School Lettings

Anyone who is using the building must ensure they are aware of who is in the building.

On hearing the alarm sounder, the person in charge must take the list and all persons to congregate at the designated area (Main Car Park), and liaise with the Duty Manager from the Leisure Centre.

Any persons who have not been accounted for will be reported to the fire service on their arrival.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace, they should allow other persons to exit the building

before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

Staff or students with significant mobility impairments must go to a refuge point. An evac chair is available on each floor & trained staff are available to operate the chair.

Visual Disability

People with a **visual** disability will usually require the assistance of one person, on stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

Hearing Disability

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

APPENDIX 8

Inspection/Maintenance of Emergency Equipment

Testing of the fire alarm system

Fire alarm call points will be tested weekly in rotation by the Site Staff and a record kept in the Site Office.

Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

A fire alarm maintenance contract is in place and the system will be tested periodically.

Inspection of Fire Fighting Equipment

An approved contractor undertakes an annual maintenance service of all firefighting equipment. Weekly checks are carried out to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering.

Emergency Lighting

These systems will be checked for operation termly by an approved contractor and a report sent to the school.

Green Door Release Boxes

These will be tested weekly by the Site Staff. Test records are located in the Site Office.

Emergency Red Pull Cords

These will be tested weekly by the Site Staff.

Test records are located in the Site Office.

Means of Escape

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

APPENDIX 9

First Aid & Medication

Please also refer to the School's First Aid Policy and Supporting Students with Medical Conditions Policy for further guidance.

First aid boxes are stocked with the contents recommended from our risk assessment and First Aid Regulations. This is kept in the Reprographics / First Aid Office.

Additional first aid boxes are available in various locations throughout the school.

A nominated person is responsible for ensuring that the contents of the first aid boxes are replaced as necessary and for ensuring that first aid training is repeated every 3 years.

First aid boxes are to be taken on school trips, and the person in charge is appointed to be responsible for the first aid box and for taking charge of the situation, i.e. calling assistance if a serious injury or illness occurs.

First Aiders:

The school has sufficient numbers of trained first aiders. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Transport to Hospital:

If the first aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Location of First Aid Boxes:

- Science Prep Room
- PE Department Office - This also consists of a Grab Bag to take out to the school playing field & for sports events off site
- Drama
- Reprographics (Plus Bleed Kits)
- Cleaners Office
- Minibuses - Drivers will check school minibuses are properly equipped with first aid boxes before they are used.
- D&T Wood & Metal
- D&T Food Tech
- School Kitchen

Administration of Medicines

All medication will be administered to students in accordance with the DfE document https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

The only medication kept and administered within the school are those prescribed specifically for a student at the request of the parent/guardian and with the consent of the Head Teacher.

There is no legal obligation for teaching staff in the school to administer medications. You will however find that designated staff are more than happy to administer medication, provided that parents have complied with this guidance.

Records of administration of medicines will be kept in the first aid room.

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

All medications kept in the school are securely stored in the medical room in a locked cupboard.

Where students need to have access to emergency medication, i.e. asthma inhalers, adrenaline pens etc., it will be kept with them at all times and duplicates, if supplied, are kept securely in the First Aid Room.

Health Care Plans

Health care plans are in place for those students with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually, and written precautions/procedures made available to staff.

Staff undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

APPENDIX 10

Flammable & Hazardous Substances

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations" (the COSHH Regulations).

Within curriculum areas (in particular Science and DT) the Heads of Department are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications (CLEAPS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the school's nominated person responsible for substances hazardous to health will be Head of Departments who are responsible for ensuring compliance with the Control of Substances Hazardous to Health Regulations (COSHH), i.e.

- Identifying hazardous substances.
- Assessing the risks to health.
- Devising and implementing adequate control measures and communicating these to the persons involved before use.
- Recording sufficient information to justify the conclusion that the risks to health are adequately controlled.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Radioactive Sources

The school follows CLEAPS guidance in Managing Ionising Radiations and Radioactive sources.

- The Council's Radiation Protection Officer is the Curriculum Advisor for Science.
- CLEAPS provide the Radiation Protection Adviser. (RPA)
- Member of staff in charge of radioactive sources (RPS) is a teacher and is responsible for ensuring all records pertaining to radioactive sources are maintained.

APPENDIX 11

General Hazards

Workplace accommodation standards are regulated by the Workplace (Health, Safety and Welfare) regulations. It is the policy of the school to comply with the standards for cleanliness, overcrowding, temperature, ventilation and lighting that are detailed in these Regulations. In particular staff shall ensure that areas are not overcrowded, and that furniture and equipment is arranged to allow unobstructed passage to all areas and exit doors.

Under no circumstances should staff use tables, chairs or any other item of furniture to stand on to work at height. If a stepping stool or step ladders have been provided, they must be inspected before each time they are used. A fully detailed risk assessment must also be completed and agreed to.

STUDENTS MUST NOT BE ASKED TO WORK AT HEIGHT UNDER ANY CIRCUMSTANCES.

In general, heavy items should be stored at waist level to reduce the risk of injury from falling and handling. Filing cabinet drawers shall not be overloaded and staff must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported by e-mail to the Site Team. Any sharp edges which may cause injury and/or damage to clothing must also be reported.

Running is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Students' bags are not to be left in walkways or areas where they create tripping hazards.

During the normal day, the side gates will be locked.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the School Manager.

Disposal of Waste Materials.

All waste material that could cause harm to any member of staff, student or other persons should be properly packaged to prevent injury and disposed of (i.e. all glass should be wrapped in newspaper and securely taped).

Hazardous materials such as chemicals require specialist disposal (Site Staff should be contacted).

APPENDIX 12

Health and Safety Information & Training

Consultation

The school Link Governor meets once a term with the School Manager and discusses health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by School Management.

The Health and Safety Law poster is displayed within the school.

Elite Safety in Education provides Health and Safety advice for the school.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by Heads of Departments.

The Head Teacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Training records are held by the School Manager. The School Manager or School Leadership Team are responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The School Leadership Team will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the line manager's attention to their own personal needs for training and for not undertaking duties unless they have had the necessary training.

APPENDIX 13

Health and Safety Monitoring and Inspections

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the School Manager.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

The person(s) undertaking such inspections will complete a report in writing and submit this to the School Manager. Responsibility for following up items detailed in the safety inspection report will rest with various Head of Departments and the School Manager.

Any health and safety problems, if not resolved at termly Health and Safety Link Governor Meetings would be taken by the Head Teacher to the Governors meeting for discussion or if urgent a phone call to the Chair of Governors for immediate response.

APPENDIX 14

Induction Procedures

All new Staff to the School will be required to be involved in an induction process.

APPENDIX 15

Infection Control

Introduction

This policy has been written following guidance from UK Health Security Agency and Local Public Health guidance on infection control and winter readiness.

Aim and Objectives

This policy aims to provide the school community with guidance when preparing for, and in the event of an outbreak of an infection such as pandemic influenza or any contagious illness.

Principles

The school recognises that infections such as influenza pandemics are not new. No-one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community.

We recognise the need to be prepared. Infections are likely to spread particularly rapidly in schools and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. However, we will strive to remain open unless advised otherwise. Good pastoral care includes promoting healthy living and good hand hygiene. School staff will give pupils positive messages about health and well-being through lessons and through conversations with pupils.

Planning and Preparing

In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would direct their parents to report to their GP and inform Local Public Health if it's a notifiable

illness. During an outbreak of an infectious illness such as a pandemic as declared by the Government the school will seek to operate as normally as possible but will plan for higher levels of staff absence.

The decision on whether school should remain open or close will be based on medical evidence.

This will be discussed with the Department for Education.

It is likely that school will remain open, but we recognise the fact that both the illness itself and the caring responsibilities of staff will impact staff absence levels.

The school will close if adequate supervision for the children cannot be provided.

Infection Control

Infections are usually spread from person to person by close contact, for example infected people can pass a virus to others through large droplets when coughing, sneezing.

Through direct contact with an infected person: for example, if you shake or hold their hand and then touch your own mouth, eyes, nose without first washing your hands or even talking at a close distance.

Viruses can also survive longer on hard and soft surfaces.

Staff and children are given the following advice about how to reduce the risk of passing on infections to others:

- Wash hands regularly, particularly after coughing, sneezing or blowing your nose.
- Minimise contact between your hands and mouth/nose.
- Cover your nose and mouth when coughing and sneezing or in crook of elbow.
- Do not attend school if you have an infectious illness.

These messages are promoted through posters around the school, in assemblies and through Personal, Social and Health Education.

Hand Washing Is the Single Most Important Part of Infection Control In Schools

Minimise Sources of Contamination

- We will ensure staff have received training or competent in food handling.
- We store food that requires refrigeration, covered and dated within a refrigerator at a temperature of 5°C or below.
- We wash hands before and after handling foods.
- Food is brought from reputable sources and used by recommended date.

To Control the Spread of Infection

- We ensure good handwashing procedures (toilet, handling animals, soil, food).
- Children are encouraged to wipe and blow their noses and dispose of soiled tissues in waste bins.
- We wear protective clothing when dealing with accidents and incidents.

Personal Protective Equipment (PPE)

Disposable non-powdered vinyl or latex-free CE-marked gloves, face coverings (if advised) and disposable plastic aprons are worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing) by all staff.

Cleaning of the Environment

Cleaning throughout the school is frequent and cleaners have access to PPE.

Cleaning of Blood and Body Fluid Spillages

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately (with staff wearing PPE). When spillages occur, they are cleaned using a product that combines both a detergent and a disinfectant to be effective against bacteria and viruses and suitable for the surfaces used on. Mops are never used for cleaning up blood and body fluid spillages – disposable paper towels are used, and waste is disposed in secure bins along with nappies.

Vulnerable Children

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

The school will have been made aware of such children.

These children are particularly vulnerable to chickenpox, measles or parvovirus B19 and, if exposed to either of these, the school will contact the parent/carer and inform them promptly and further medical advice sought.

Female Staff - Pregnancy

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated according to PHE guidelines by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace. Some specific risks are:

Chicken Pox

Can affect the pregnancy if a woman has not already had the infection. Report exposure to midwife and GP at any stage of exposure.

The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

German Measles (rubella).

If a pregnant woman comes into contact with German Measles, she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed, she should immediately inform whoever is giving antenatal care to ensure investigation.

Slapped Cheek Disease

(parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

This advice also applies to pregnant students.

In school we follow the guidelines set by the Health Protection Agency, regarding the recommended period of time that pupils should be absent from school.

Detailed information about many conditions is available at: <http://www.hpa.org.uk/>.

It is important to note that the school is unable to authorise absence on medical grounds or illness for conditions where the guidelines state that no period of absence is recommended, e.g. head lice.

Meningitis

Meningitis most commonly affects babies, young children and teenagers, but can also be harmful to older people and adults with lower immunity. It can be very serious, even fatal, if it is not treated quickly, as it infects the protective membranes surrounding the brain and spinal cord. It can cause blood poisoning and permanent brain and nerve damage.

Symptoms may include a high temperature, vomiting, headaches, a rash that does not fade when rubbed over with a glass, stiff neck, an aversion to bright lights, drowsiness and fits. These symptoms may occur in any sequence and sometimes not all of them will be experienced.

Bacterial and virus meningitis are contagious and can be spread through sneezing, coughing, kissing, sharing cutlery and utensils, and spending considerable time with an infected person, so schools are one of the prime locations where the infection can spread. It can be caught from people who carry the virus or bacteria but are not ill themselves.

Vaccinations are available for several types of meningitis but practicing good personal hygiene (washing hands and coughing/sneezing into tissues etc.) and not sharing drinks and cutlery will also help reduce the risk of contagion.

Coronavirus Disease - COVID-19

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow). Up to date advice can be found at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[Back to Appendices](#)

APPENDIX 16

Legionella

The school complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A legionella water risk assessment of the school is completed annually by an approved contractor. The School Manager is responsible for ensuring that all operational controls are carried out and recorded in the Site Office. The School Manager will be responsible for undertaking basic operational controls in lieu of a Legionella water risk assessment being conducted.

This will include:

- Identifying and flushing rarely used outlets on a regular basis and after school holiday periods.
- Disinfecting/descaling showers, or other areas where water droplets are formed at least termly by the contractor.

APPENDIX 17

Lifting & Handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Significant manual handling operations are required as part of the site staff duties.

Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the School Manager and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the School Manager.

Staff shall use the trolleys and barrows provided for the movement of televisions, etc, and boxes of books and paper.

Special care is to be exercised where students are involved with the moving of objects, e.g. chairs and tables (Students are not allowed to move heavier objects). Staff are required to assess these operations and only allow students to be involved where they will not struggle, and adequate precautions are taken to prevent injury.

Moving and Handling

All staff who move and handle students have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

All moving and handling of students will be risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6-monthly basis by an approved contractor.

Chair and Table Moving

Measures to reduce the risk of injury:

- Using correct lifting techniques.
- Carrying no more than 3 chairs at a time.
- Moving no more than 1 table at a time (single tables).
- Obtaining assistance where the timescale involved could lead to over-exertion.

Miscellaneous Packages and Items

- Using correct lifting techniques / Using the trolleys and barrows provided.
- Obtaining assistance where the weigh/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards Etc.

Measures to reduce the risk of injury:

- Using correct lifting techniques / Using the trolleys and barrows provided.
- Obtaining assistance in proportion to the weight, size and distances involved.
- Wearing protective equipment such as gloves and safety footwear.

APPENDIX 18

Lone Working

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even working outside.
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hour's activities - cleaning, maintenance, etc.

Lone working is undesirable, but in some circumstances, it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Head Teacher to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by the Head Teacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Controls

Staff should seek the permission of the Head Teacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a colleague.

Good practice would be to liaise with other staff during school holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the school premises. At weekends and during school holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified, then the policy will be reviewed.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock the outer doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head Teacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Head Teacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Head Teacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The school respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Head Teacher any aspect of work-related risks.

The Head Teacher will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

APPENDIX 19

Minibus

The **minibus** is used to provide students with access to school visits, as well as to various extra-curricular activities, it is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

Aims

- To provide clear procedures relating to use of the school minibus.
- To ensure that all users of the school minibus are aware of their legal responsibilities.

Eligibility to drive the Minibus

- Those permitted to drive the minibus must be over 21 years of age with a full clean driving licence and have been driving for a minimum of 2 years.
- Any endorsements incurred by eligible drivers must be disclosed to the School Manager as these may affect eligibility to drive the vehicle. The school may ask staff to give them access to their car documentation via the DVLA website.
- All eligible drivers must have completed a recognised training course, booked through the school (valid for 4 years) to ensure high levels of competence and skill.
- Approved drivers must be medically fit and are required by law to inform the DVLA if they have any medical condition that is likely to affect their fitness as a driver.

Procedures

- The vehicle must only be used for the purpose of school business; this includes transporting students for sporting activities, educational visits, etc.
- The minibus must not be used unless the named driver meets the eligibility requirements above.
- The Head Teacher has overall responsibility for the minibus and final powers of authorisation over its use.
- Drivers are responsible for the operational safety and legal requirements of the vehicle and must complete a Minibus Vehicle Check / Log Sheet stored in the minibus along with the mileage and driver record sheet. This is to allow careful monitoring of the minibus, its condition and general use.
- Minor defects should be reported to the School Manager as soon as practicable. More serious defects **MUST** be reported immediately. If the driver is in any doubt about the roadworthiness of the vehicle it **MUST NOT** be used.

In the event of an accident

- The driver should inform the school as soon as possible.
- Insurance details should be swapped with a third party as soon as is possible which can be found in the minibus folder. However, **NO LIABILITY** should be admitted.
- Where it is safe and reasonable to do so, students should be removed from the vehicle and taken to a safe area away from the accident site where they should remain fully supervised.
- A visual check of the vehicle should be undertaken before the journey resumes.
- If the vehicle is not roadworthy the driver should contact the Breakdown Service indicated in the minibus

In the event of a breakdown

- The driver should inform the school as soon as possible.

- The breakdown service indicated in the minibus folder should be contacted.
- Where it is safe and reasonable to do so, students should be removed from the vehicle and taken to a safe area away from the breakdown site, where they should remain fully supervised.

Health and Safety of Drivers and Passengers

The named driver should state the following to the students before the commencement of the journey:

- Seatbelts must be worn at all times. This is a legal requirement. (It is the driver's responsibility to check this).
- Everyone should remain seated at all times.
- Which entry and exit doors are to be used (It is recommended that side doors be used except in emergencies).
- Gangways and doorways are to be kept clear at all times. Bags should be kept on laps or stored under seats securely.

Other Considerations

- If at any time the students distract the driver, s/he should stop the minibus until the students are settled. Do not try to continue. Remember that they may also be distracting other drivers.
- Where possible park the bus with the side doors to the kerb. Where this is not possible, students should remain seated until they can be supervised away from the road.
- It is essential that all drivers have had sufficient rest prior to undertaking a journey. The driver must therefore assess whether they are safe to drive before commencing a trip.
- Drivers should remember that prescribed medication or over the counter medications may affect their ability to drive.
- On no account should the minibus be driven if the driver has had any alcohol within the previous 12 hours.
- Drivers should not drive for longer than 2 hours without taking a break for at least 15 minutes. For journeys in excess of two hours, consideration should be given to staffing the minibus with an additional qualified driver. Remember tiredness kills.
- Students should only be taken on a journey in the minibus accompanied by one adult after an agreed risk assessment.
- Do not eat, drink or use a mobile phone whilst driving.
- Drive in accordance with the Highway Code.
- Do not use a mobile phone when the vehicle's engine is running, whether stationary or mobile.

APPENDIX 20

Off Site Educational Visits

Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The Governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which otherwise may not be possible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety

and health of all students at all times. Within these limits the school seeks to make visits available to all students. The visits usually take place within the school day.

Aims

The aim of off-site visits is to:

- Enhance curricular and recreational opportunities for students.
- Provide a wider range of experiences for students than can be provided on the school site alone.
- Promote the independence of students as learners to enable them to grow and to develop in new learning environments.
- Include all Years in short excursions and longer residential visits.
- The visits are carefully planned to enable students to progress in skills and knowledge of the curriculum and life skills.

For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists)

Residential Activities

Students in the school will have the opportunity to take part in a residential visit.

How Visits May Be Authorised

An appointed party leader will be responsible for running the activity. This will normally be a teacher employed at the school.

The school's Educational Visits Co-ordinator (EVC) will be involved in the planning and management of all off-site visits.

She/he will:

- Record all trips on EVOLVE/paper copies and gain approval before a trip can be planned.
- Organise related staff training where required.
- Verify that all accompanying adults, including private car drivers, have had satisfactory security checks.
- Make sure that all necessary permissions and medical forms are obtained.
- Trips may only take place once approval has been given re EVOLVE/Head Teacher.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by OEAP. All off-site activities must take place in accordance with the guidance given.

Risk Assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the group leader should take careful account of the Site available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the

age and any particular needs of the students. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Principal/EVC will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult for every 15-20 students in Year 7 onwards.

However, these are **minimum** requirements, and may **not** provide adequate supervision in all cases. In regard to visits abroad minimum requirements must be 2 adults.

A risk assessment must also cover transport to and from the venue.

Transport

The costing of off-site activities should include any of the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the school has opted to pay for

Transport arrangements will allow a seat for each member of the party. It is the school's policy to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Communication with Parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

Funding for off-site activities is provided mainly by parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No student may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow the Head Teacher time to make a decision about the financial viability of the activity in reasonable time.

Further Health and Safety Considerations

All adults accompanying a party must be made aware, by the group leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone

number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact will be provided.

Before a party leaves the school, the school office will be provided with a list of all students and adults travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the students is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure their safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that students are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual student is likely to compromise the safety of others or the reputation of the school, the group leader should discuss with the Head Teacher the possibility of excluding that student from the activity.

More detailed guidance on procedures and requirements can be obtained from OEAP (Outdoor Education Advisors Panel) www.oeap.info/

Group Leaders' Planning

Group leaders must read thoroughly the appropriate guidance for off-site activities:

www.oeap.info/

They should consult OEAP documentation detailing procedures and requirements, including guidance on Emergency Planning and must have a visit plan.

Visit Plan

The visit plan for intended educational visits must include the following:

- Risk assessment
- Report on preliminary visit
- Applications for approval of visit
- General information
- Names, ages, contact details, permission forms and other relevant details of all those going on the visit
- Travel schedule
- Accommodation plan (if applicable)
- Full plan of activities
- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for group leaders
- Guidance for the emergency contact and Principal
- Medical questionnaire returns
- First-aid boxes

APPENDIX 21

Safety in Physical Education & School Sport

Introduction

Safe practice in Physical Education should be an integral feature of all aspects and in all phases of education, from the very early years of playgroup and reception through to adult, further and higher education.

Teachers and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element. Young people should learn about the principles of safety as applied to themselves and to the care and wellbeing of others. This should be a planned and intentional aspect of the curriculum.

Comprehensive guidance and advice for schools and outdoor education groups is to be found in the following publication:

‘Safe Practice in Physical Education and School Sport’ published by the Association of Physical Education www.afpe.org.uk/

Risk Assessment

Hazards in Physical Education are reduced through effective management, i.e. by balancing appropriate challenge and acceptable risk. The school has created and maintained a risk assessment for each Physical Education work area.

Significant hazards and their control measures should also be included in “schemes of work” as appropriate.

The school ensures that stringent checks, including DBS checks, are made before allowing any unsupervised access to children.

Refer to;

‘Guidelines for Local Education Authorities, Schools and Colleges’ in the use of ‘Adults other than Teachers in Physical Education and Sport Programmes’.

Class Sizes in Physical Education

In determining the size of teaching groups in physical education, teachers consider the:

- Nature of the activity
- Age, experience and developmental stage of student(s).
- Requirements of National Curriculum

General Health and Safety Issues in Physical Education

Manual Handling and Storage of Equipment

Where possible manual handling tasks should be avoided, or the risk of handling injury minimised by appropriate task design or the use of handling aids (e.g. trolleys). The layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised.

Apparatus Handling by Students

It is an integral part of the subject to involve students in apparatus handling, particularly in gymnastics and trampolining. However, this must be carried out in such a way as to reduce risk to students as far as is reasonably practicable. The school has arrangements in place to enable students to learn how to handle equipment safely according to their age and strength.

Inspection of Equipment

All Physical Education Site (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment is inspected regularly.

The school makes arrangements with contractors to inspect Physical Education equipment at least annually.

Physical Education department staff carry out pre-use visual checks of equipment to identify obvious defects; this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.

Games posts are kept in good condition, lighter portable posts secured to prevent them falling over, free standing posts are secured, and all posts checked regularly.

Hazards and Equipment Defects

It is the responsibility of everyone in the Physical Education department to inform the teacher in charge of any hazards, e.g., defects to equipment, so that appropriate action can be taken. If the teacher in charge considers a defect to be a significant threat to health and safety, the equipment must be taken out of use until the defect has been remedied. Such equipment should also be labelled indicating that it is faulty and must not be used.

First Aid

The school have suitable numbers of trained first aiders available. A travelling first aid kit and clear, effective procedures for contacting the emergency services is in place.

There are procedures to address the needs of injured students and the remainder of the group if anticipated, in particular on visits away from school premises.

Incident Reporting

Any injuries to staff arising out of Physical Education or school sports activities and those to students resulting in significant injury/first aid attention should be reported immediately to The School Manager.

It should be noted that accidents and incidents that happen in relation to curriculum sports activities and result in students being taken to hospital for treatment or fatal accidents must be reported to the Health and Safety Executive (HSE).

In these circumstances the teacher or nominated person should complete both an F2508 and an Incident Report Form.

Clothing and Footwear

This must be appropriate to the activity.

For indoor activities (dance, gymnastics etc.) it is not acceptable to work in stocking feet because they do not grip the floor. Bare foot work is acceptable when floor conditions are suitable, i.e. smooth, clean and without splinters. If the condition of the floor does not allow bare feet, then soft soled plimsolls provide the best alternative.

Wherever possible, clothing allowing freedom of movement should be worn, appropriate to the activity.

Personal Effects (Jewellery etc.)

Jewellery should not be worn whilst participating in Physical Education lessons.

Long hair should be secured. When ears, etc. are newly pierced, studs and rings cannot be removed for a period of around four to six weeks while the piercing heals. The piercing should be covered with a plaster.

- Some students may need to wear personal effects such as glasses or hearing aids. In these circumstances, the adult in charge should determine whether it is more hazardous for them to actively participate wearing such items, both in terms of their own safety and that of the other students.

Taping over ear studs is sometimes used to make the situation safe. However, the adult in charge should be confident that this strategy will be effective.

Teachers must not remove or replace earrings. They cannot be responsible for the consequences of removing or replacing earrings. Parents cannot transfer this responsibility to teachers.

Specialist Activities

Athletics & Gymnastics

Athletics and Gymnastics embraces a range of tasks, activities and events for the teaching of/coaching children in secondary school. The Association for Physical Education guidance provides secondary schools with advice on use of Physical Education equipment.

Rugby

The strenuous and physical contact nature of Rugby means that safety must be given paramount importance.

Clothing

For all physical activities, students must always be dressed in their Physical Education kit to ensure their safety.

APPENDIX 22

Premises & Work Equipment

Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept by the School Manager and site staff.

The School Manager and site staff are responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted.

All staff are required to report any problems found with plant/equipment to the School Manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Curriculum Areas

Heads of Department with the assistance of the School Manager are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Air Conditioning Units

All air conditioning units will be inspected and tested on an annual basis by an approved contractor.

Gas Safety

All gas appliances will be inspected and tested on an annual basis by a 'Gas Safe' registered contractor.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to Portable Appliance Testing (PAT) as required and carried out by site staff.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

PE Equipment

Equipment will be checked daily or before use for any apparent defects.

APPENDIX 23

General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching and premises) will be coordinated by Elite Safety in Education and the school.

The risk assessments are held centrally in a shared work area, and available on Elite Safety in Education Portal.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are made aware of any changes to risk assessments relating to their area of work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or students are held on that person's file and will be undertaken by the relevant line manager/teacher.

This covers new or expectant mothers who are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work. It is both a moral duty and a legislative requirement under the Managements of Health and Safety at Work Regulations 1999 Regulation 16 relating to risk assessment for new and expectant mothers, that employers take particular account of the risks to expectant mothers at work.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant Heads of Department or subject teachers using the relevant codes of practice and model risk assessments.

The school has a subscription to CLEAPS in d DT and their publications¹ can be used as sources of model risk assessment.

¹ CLEAPSSS Science and D&T publications CD Rom or via www.CLEAPSSs.org.uk

In addition, the following publications are used as sources of model risk assessments:

BS 4163 2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice

Safe Practice in Physical Education and School Sport' Association of PE 'AfPE' www.afpe.org.uk/

APPENDIX 24

Science

Introduction

This Science Department Health and Safety Policy should be read in conjunction with the employer's general Health and Safety Policy and, where separate, the detailed arrangements for implementing that policy in this school. The purpose of this document is to record the arrangements made in the Science Department to implement the policy in accordance with any Code of Practice or Guidance issued by the employer.

THIS DOCUMENT IS MAINTAINED BY THE SCIENCE DEPARTMENT. IT IS KEPT AVAILABLE FOR CONSULTATION BY STAFF AND FOR INSPECTION BY VISITING HSE INSPECTORS OR A REPRESENTATIVE OF THE EMPLOYER.

A copy of this document has been saved under the shared area on the computer network.

General Aims

It is the duty of all members of the science staff, i.e., teachers, staff who work in the department occasionally, technicians and other support staff.

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their actions or omissions during work.
- To be familiar with this health and safety policy by periodic reference to it.
- To keep up to date with any revisions.
- To follow its provisions, and
- To cooperate with other members of staff in promoting health and safety.

Duties and Functions or Tasks

The employer, has the ultimate duty to ensure the health and safety of employees and others on the site.

The task of overseeing health and safety on this site has been delegated by the employer to the school.

Within the Science Department, this task is further delegated to the Head of Department who has the particular responsibility of maintaining this policy document. See Science Appendix 1 for the names of the staff members currently with these responsibilities.

Risk Assessments

Every employer is required under regulations (see 1 below) to supply employees with a Risk Assessment before any hazardous activity takes place. (Hazardous activities, common in science departments, are listed in the publications described in Science Appendix 2.). This employer follows the HSC recommendation to adopt published 'model' or 'general' risk assessments which

¹ Risk assessments are required by the *Control of Substances Hazardous to Health Regulations 2002*, the *Management of Health & Safety at Work Regulations 1999* and others.

school science departments adopt to their local circumstances. See Science Appendix 2 for the list of publications adopted by this employer.

Whenever a new course is adopted or developed, all activities (including preparation and clearing work) are checked against the model risk assessments and significant findings are incorporated into the scheme of work. See Science Appendix 1 for the member of staff with the task of overseeing this process (described in CLEAPS guide L196, *Managing Risk Assessment in Science*).

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special assessment is obtained, following the employer's instructions, from CLEAPSSS. In order to assess the risks adequately, the following information is collected:

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, i.e., length, width and height, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health with concentrations of solutions.
- The quantities of substances hazardous to health likely to be used.
- Class size, and
- Any other relevant details, e.g., high voltages, heavy masses, etc.

See Science Appendix 13 for Generic Risk Assessment

Since the Scheme of Work has been checked against the model risk assessments, staff should **not** deviate from it, unless the proposed activities have been agreed with their Head of Department. Where an activity must be restricted to those with special training, or receiving that training (Science Appendix 6), that restriction is included in a note on the point-of-use text.

Equipment and Resources

Fume Cupboards

The COSHH Regulations require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. The Head of Science Department is responsible for the function of seeing that this happens. The school has arranged a contract with an external contractor who will be allowed access to carry out the tests. The regular tests will be carried out by a trained technician from HME using a suitable air-flow meter and equipment for testing filter saturation where necessary. For details see Science Appendix 3. Copies of test certificates are kept in the equipment folder, which is stored in the preparatory laboratory, available for staff reference and for inspection by the employer's representative or an HSE Inspector.

All fume cupboards are labeled clearly to show the date of previous and upcoming equipment test dates.

All users have been trained to carry out a quick check that a fume cupboard is working before use.

Electrical Testing

To meet the requirements of the Electricity at Work Regulations, the employer requires portable electrical equipment to be inspected and tested regularly. The Head of Science Department has the responsibility for this within the Science Department.

This work will be carried out by an external qualified contractor. Completed schedules are kept in the School Manager's office and are available for staff reference and for inspection by the employer's representative or an HSE Inspector.

See Science Appendix 1 for the names of the staff members currently with this responsibility within the Science Department.

All users have been trained to carry out a quick visual inspection before using mains-powered equipment.

Radioactive Sources

All science staff with authority to use radioactive substances should familiarise themselves with CLEAPSSS guides L93 ionising radiations and radioactive substances.

The employer's Radiation Protection Adviser (RPA) is identified in Science Appendix 1.

The local authority's Radiation Protection Officer (RPO) is identified in Science Appendix 1.

The school's Radiation Protection Supervisor (RPS) is identified in Science Appendix 1.

Liaison with the RPA is normally via the RPO, not direct.

This school follows the provisions of AM 1/92, the use of ionising radiations in education establishments in England and Wales.

The Local Rules for the use of ionising radiations (Science Appendix 5) have been drawn up in consultation with the RPA via the RPO and it is a function of the RPS to see that they are adhered to.

The History of the Radioactive Sources (i.e., authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) is kept in the radioactive substances file (stored in the main preparatory room) with a copy held by the School Manager/School Manager.

The Use Log (showing the times that any sources are removed from and returned to their store) is kept on top of the radioactive materials cupboard in the storeroom where the radioactive sources are kept.

The Record of Tests of the radium source(s) for 'leakage' (self-contamination) is kept in the radioactive substances file.

See Science Appendix 5 for local rules.

Sources Held at School

Name/ref. of source	Radionuclide/ chemical name	Original activity/mass kBq	Model assessment number	Risk
S1	Americium 241	4.625	8a	
S2	Strontium 90	4.625	8a	
S3	Cobalt 60	185	8a	
S4	Strontium 90	333	8b	
S5	Strontium 90	37	8a	
S6	Cobalt 60	185	8a	
S7	Cobalt 60	185	8a	
A252	Plutonium 239	3.7	8a	

Staff authorised to use/handle radioactive sources at School

The following members of staff have been authorised by the RPS to handle and/or use radioactive sources from the date shown. (To be updated each September to add newly trained staff and remove staff who have left).

Name	Date	Name	Date
D Brown	20/09/23	J Williamson	20/09/23
L Williams	20/09/23	C Timmins	20/09/23
S Reading	20/09/23		

Pressure Vessels

Autoclaves, pressure cookers and model steam engines need periodic inspection under the Pressure Systems Safety Regulations (PSSR).

In accordance with this employer's Code of Practice, the examination is carried out by the inspector employed by an insurance company who uses a written scheme of examination provided by the insurance company. Records of examinations are kept in the equipment folder in the main preparatory laboratory.

Animals, Plants and Microorganisms in Academies

The hazards associated with the use of animals, plants and microorganisms are discussed in texts listed in Science Appendix 2 which also give advice on controlling them. This advice will be followed, and any queries referred to the Head of Science or senior technician (see Science Appendix 1).

Equipment Safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the Provision and Use of Work Equipment Regulations). Equipment listed by specialist educational equipment suppliers is taken to meet these Regulations but all other equipment, especially gifts, is treated with caution and carefully assessed. Advice on safety and suitability is sought from CLEAPS, through publications and directly.

Equipment restricted to those users who have received or are receiving special training see Science Appendix 6 is labelled accordingly.

Any user who discovers a hazardous defect in an item of equipment must report it to the Senior Science Technician.

Personal Protective Equipment

The employer accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them (Personal Protective Equipment at Work Regulations). Prescription safety spectacles are to be ordered from any optician and the employer will meet the full cost of the safety features. Laboratory coats are supplied by the employer and laundered by the staff.

Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them. The condition of the eye protection is checked regularly.

Chemicals

Offers of gifts of chemicals are viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included.

The task of arranging safe storage of chemicals, including highly flammable liquids, is given to the Senior Science Technician who will see that labels are readable and that a spill kit is to hand and properly replenished.

See Science Appendix 1 for the name of the staff member currently with this function.

Hazardous activities involving chemicals restricted to those who have received or are receiving special training see Science Appendix 6 are identified on the point-of-use texts as part of the risk assessment.

Manual Handling

All members of the Science Department who are involved in lifting or carrying equipment, pushing trolleys, etc. must complete the Manual Handling training.

See Science Appendix 1 for the names of the staff members currently with these functions.

Security

Access to laboratories and preparation rooms will be controlled to comply with the Management of Health and Safety at Work Regulations. Storerooms are to be kept locked at all times except when in use. Laboratories and preparatory rooms are to be kept locked during lunch and break times. It is the task of the staff member leaving such a room to see that the room is empty, and that the door is locked. All laboratories which are left open are cleared of all hazards, including shutting-off all services when supervision by a qualified science teacher comes to an end. No class is allowed to be in a laboratory without adequate supervision. Any non-science staff who are to supervise any class in a laboratory will be asked to familiarise themselves with the laboratory rules posted on the wall of each laboratory in the school before taking class. No non-science staff are permitted to conduct any experimental or practical work in the absence of a qualified science teacher. See also Appendix 11.

Concern for Others

All science areas are made safe for cleaners or contractors to work in before they are allowed to proceed.

Outdoor Activities

When planning any field trips etc., staff will consult the employer's code of practice and the *CLEAPS Laboratory Handbook*.

Local Code of Practice

Staff will follow instructions from the employer, whether temporary or long term as expressed in the employer's Code of Practice. Copies of temporary instructions are attached to this policy in Science Appendix 7.

Emergency Procedures

Fire

Science staff will follow the normal school procedures in case of major fires. All science staff are trained to deal with minor bench fires, clothing fires and hair fires (see Science Appendix 8). Advice on firefighting is given in section 4 of the *CLEAPS Laboratory Handbook*].

Spills

Spills of any volume which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers or technical staff using a 'spill kit' prepared for this purpose. Advice on dealing with spills is given in section 7 of the *CLEAPS Laboratory Handbook*.

Major spills are those involving the escape of toxic gases and vapors or flammable gases and vapors in significant concentrations. (Small volumes can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures (see Science Appendix 9).

Injury

Science staff will follow the normal school procedures in cases which require first aid (see Appendix 10). They will carry out immediate remedial measures, while waiting for first aiders, after the accidents which occur in science. See Science Appendix 8 and the *CLEAPS Laboratory Handbook* section 5

See Science Appendix 1 for the name of the person responsible for coordinating training in remedial measures.

Reporting Procedures

Dangerous occurrences, injuries or suspected injuries to a pupil or a member of staff and instances of damage or theft will be reported using the standard school procedures. See Science Appendix 10.

Training Policy

The person with the task of seeing that training is provided is the Science Head of Department. Particular training functions are delegated as follows:

- **Induction of newly-appointed technicians** - The Senior Science Technician.
- **Training of newly-qualified teachers** - The Science Head of Department.
- **Safety of students on teaching practice** - The Science Head of Department.
- **Safety of non-science teachers using laboratories** - The Science Head of Department.
- **Manual handling for all staff using laboratories** - The Science Head of Department.
- **Manual handling for technicians** - The Senior Science Technician.
- **Safe procedures for school cleaners** - The School Manager.
- **Training in the use of specialist equipment, chemicals or procedures** - The Science Head of Department/The Senior Science Technician.
- **Safety training of non-science support staff** - The Science Head of Department.
- **Regular update training** - covering new or changed regulations, new equipment etc. - The Science Head of Department.
- **Regular update training for technicians** - covering new or changed regulations, new equipment etc. - Senior Science Technician.

Communications

It is acknowledged that communication of safety information is of the greatest importance and is the task of the Science Head of Department with help from the Senior Science Technician.

In this department, all staff are issued with this Policy and Science Appendix 1 and Science Appendix 11 whenever it changes. The main copy is kept in the main prep room.

Science Appendix 8 is posted on the wall in all laboratories and preparation rooms while The Laboratory Safety Code is displayed on the wall of all science laboratories and time is spent at the beginning of each academic year going through the rules with staff and students.

Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing as well as being attached to this policy (Science Appendix 7).

Monitoring

The employer expects the Science Department to monitor the implementation of this policy and the employer's Code of Practice for Science.

Termly and annual monitoring is done by the Science Head of Department.

Science Department Rules

The Guidelines for Science Staff are contained in Science Appendix 11 and the Rules for Pupils see Science Appendix 12.

Science Appendix 1

Job Title of Staff with Particular Functions

Function	Job Title	Telephone No/ extension
School Health and Safety Officer	School Manager	309
Within the Science Department, the duty of overseeing health and safety is given to the Science Head of Department.	Science Head of Department	357
Senior Science Technician	Senior Science Technician	359
The responsibility for overseeing the checking of activities against the model risk assessments and recording significant findings is held by the Science Head of Department	Science Head of Department	357
The fume cupboards are tested by trained technicians on an annual basis	External company	
Electrical inspection and testing	External company	
Radiation Protection Advisor	N/A	
Radiation Protection Officer	Phil Davies	07921 860859
Radiation Protection Supervisor	Science Head of Department	357
Chemical Storage	Senior Science Technician	359
Manual Handling	Science Head of Department	357
First aiders	First Aiders	369
The person with the task of arranging drills on immediate remedial measures	Science Head of Department	357

Science Appendix 2

Publications to be used as Model Risk Assessments

The employer has endorsed the use of the following publications as sources of model (general) risk assessments:

- The CLEAPS website.
- CLEAPS, Hazcards, CLEAPSSS1, 1995 or later
- CLEAPS, Laboratory Handbook, CLEAPS, 1997 or later
- ASE, Safeguards in the School Laboratory, ASE, 1996 (10th Edition), ISBN 0863572502
- ASE, Topics in Safety, ASE, 1988 (2nd edition), ISBN 0863571042

These publications, where available, may be useful for reference:

- The Department for Education
- The Association for Science Education
- The CLEAPS School Science Service

For ionising radiations:

- CLEAPS, ionising Radiations and Radioactive Substances, CLEAPS, 1992, Ref L93

On more general matters:

- CLEAPS, monitoring the implementation of science safety policies, CLEAPS, Aug 1997, Ref No PS 30
- DfE, Fume Cupboards in Schools, (Building Bulletin 88), HMSO, 1998, ISBN 0112710271 (Replaces Design Note 29)
- Regular updates on safety matters are contained in the CLEAPS Bulletin and the ASE's Education in Science.

Science Appendix 3

Monitoring fume cupboards: guidance notes and forms

This employer holds a contract with an insurance company to test the school's fume cupboards on an annual basis.

The test certificates are located in the Science Department.

Science Appendix 4

Notes and schedule for the examination and testing of portable mains operated equipment

This employer requires an external company to inspect and test portable electrical equipment used in the science department.

Details and a suggested schedule are in the CLEAPS *Laboratory Handbook* Section 6 and Chapter 3 of *Topics in Safety* (based on guidance from the HSE). Later guidance from this source (IND(G)160L 2/94) allows the frequency of testing to be adjusted in the light of experience: items which suffer much wear or abuse need testing more frequently than once per year while items which are never moved or used only rarely can be tested less frequently.

The records of the portable electrical equipment tests are held in the School Manager Office.

¹ CLEAPSSS School Science Service, Brunel University, Uxbridge, UB8 3PH.
Tel: 01895 251496; Fax: 01895 814372; E-mail: science@CLEAPSSs.org.uk

Science Appendix 5

When using any radioactive sources, staff should always refer to the CLEAPS guide L93 “Managing ionising Radiations”. This guide can also be accessed remotely for preparation and planning purposes, via the CLEAPS website.

Local rules for the use of radioactive sources

Name of school	The Friary School
Name of Radiation Protection Supervisor (RPS)	Science Head of Department
Location of secure store for radioactive substances	Dark Room
Laboratories/rooms where radioactive sources are used	S1, S2, S3, S4, S5, S6, S7, S8, Prep Room

Documentation	Location
Radioactive source history	Radioactive folder, Prep Room
Use log for radioactive sources	Radioactive cupboard, Dark Room
Monitoring record for radioactive sources and store	Radioactive folder, Prep Room

Science Appendix 6

Equipment or activities restricted to those users who have received or are receiving special training.

This employer permits the following activities to be carried out only by staff who have received appropriate (in-house) training.

- Use of centrifuges.
- Chemical reactions with particular hazards: i.e., using alkali metals, phosphorus, and the Thermit reaction, the reduction of copper oxide with hydrogen or magnesium.
- Demonstrations involving an air rifle or pistol.
- Equipment supplying or using high voltages: e.g., all mains-powered equipment, HT power supplies, high-voltage electrophoresis apparatus, the power line demonstration.
- Glass working with oxygen or high-pressure air.
- High pressures: e.g., pressure cookers, autoclaves, steam engines and compressed-air systems.
- Human physiology equipment: e.g., sphygmomanometers and spirometers.
- Low pressures: e.g., vacuum systems.
- Manual handling: e.g., carrying boxes of books, or heavy trays of equipment.
- Power tool use.
- Technician tasks, e.g., diluting strong acids, handling strong alkalis, clearing up spills, disposal of residues, glass handling, fitting mains plugs and regular inspections of electrical equipment, microbiology: preparation tasks and disposal procedures.
- Use of microorganisms at levels 2 and 3.

Science Appendix 7

Local Instructions from the Employer

There are currently no local instructions attached.

Science Appendix 8

Remedial measures for science staff

IMMEDIATE REMEDIAL MEASURES

What Science Staff should do while waiting for first aid

The First Aid Regulations do not necessarily require there to be a qualified first aider among science staff, yet this is clearly desirable. Nevertheless, all staff have a duty to carry out remedial measures immediately while waiting for first aid or professional medical treatment. The following advice covers common laboratory accidents and is intended as a supplement to any local guidance on dealing with non-laboratory events, e.g. epileptic fits.

Chemical splashes in the eye

Immediately wash the eye using an eye wash bottle for at least 10 minutes and for much longer in the case of alkalis. The flow should be slow, and eyelids should be held back. Afterwards, the casualty should be taken to hospital (with irrigation continuing during the journey for an alkali in the eye).

Chemical splashes on the skin

Wash the skin for 5 minutes or until all traces of the chemical have disappeared. Remove clothing as necessary. If the chemical adheres to the skin, wash gently with soap.

Chemicals in the mouth, perhaps swallowed

Do no more than wash out the casualty's mouth. After any treatment by the first aider, the casualty should be taken to hospital.

Burns

Cool under gently running water until first aid arrives.

Toxic gas

Sit the casualty down in the fresh air.

Hair on fire

Smother with a cloth.

Clothing on fire

Smother by pushing the casualty to the ground, flames on top. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.

Electric shock

Taking care for your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves. If casualty is unconscious, check that airways are clear and begin artificial ventilation if necessary.

Severe cuts

Lower the casualty to the floor and raise the wound as high as possible. Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Protect yourself from contamination by blood. Do not attempt to remove any large embedded bodies, but press around.

Notes on this table: Chemical splashes in the eye. More advice on washing is given in [the CLEAPS Laboratory Handbook Section 3]

Chemicals in the mouth. Sometimes attempts are made to administer an 'antidote'. This is likely to do more harm than good and should not be attempted

Science Appendix 9

Emergency Procedures

If a major spill of a fuming substance occurs, the staff will ask the fire service to deal with it, warning that breathing apparatus will be needed.

Science Appendix 10

School Injury Reporting Procedure

Following an injury, so that the Regulations (RIDDOR) can be complied with, the accident must be reported to the first aider and the accident form filled in as quickly as possible.

Theft

All equipment (especially high risk of injury equipment) must be counted out and counted back in and recorded on the relevant forms.

Science Appendix 11

Guidelines for Science Staff

All Staff

- All staff have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties: to be familiar with this health and safety policy, its updates, appendices and the safety texts it refers to. They must observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific safety duties. They have a duty to report to Science Head of Department any failure of equipment which has a safety function.
- Staff practice must set a good example to pupils and be consistent with pupil laboratory rules, e.g., over the wearing of eye protection.
- Staff must be familiar with emergency drills and familiar with the location in each science room of: the escape route; fire-fighting equipment; the nearest first-aid box; the eye wash station; the main gas isolation valve, the main electricity switch and the spill kit.
- Laboratories must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out. In general, all gas taps should be completely turned off and all mains-operated apparatus switched off. At the end of the day, if practicable, gas should also be turned off at the laboratory main gas cock and electricity at the laboratory main switch.
- Eating, drinking, smoking and the application of cosmetics should not take place in laboratories, preparation rooms or storage areas.
- A teacher or technician must assess the risks very carefully before conducting any practical operation in the laboratory when alone in the science department. Nothing should be done which could lead to an accident needing a remedial measure. (See Science Appendix 8.).
- Pupils must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighboring member of staff. Special arrangements may be needed for senior students doing project work depending on the hazards involved.

- Storerooms are to be kept locked at all times except when in use. Laboratories and preparatory rooms are to be kept locked during lunch and break times. It is the responsibility of the staff member leaving such a room to see that the room is empty, and that the door is locked. Laboratories should not be used by teachers who are not scientists for teaching or registration. They should be available for teacher-supervised club activities only by special arrangement.
- All equipment (especially high risk of injury equipment) must be counted out and counted back in and the relevant forms completed.

Teachers

- At the beginning of each school year, teachers must make sure that their classes have access to copies of the pupil rules and issue them if necessary.
- Teachers must enforce the pupil laboratory rules, reminding pupils of them often enough for them to be familiar. With new pupils, time should be spent explaining them, with appropriate demonstrations.
- Lesson preparation should include checking risk assessments and, where necessary, the safety precautions required. Time should be allowed for consulting more senior colleagues where there is any doubt and to try out experiments, particularly those involving hazards. Teachers should check that activities not on the scheme of work have a risk assessment carried out for them. Teachers should explain precautions to pupils as part of their health and safety education.
- If, safety cannot be maintained during certain practical work, the work should be modified or abandoned. This decision should be reported to the Science Head of Department.
- A teacher is responsible for the safety of any of his/her classes taken by a student teacher. If the normal class teacher is absent, another science teacher must be given this responsibility by the Cover Supervisor.
- Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for their lessons and in clearing the equipment away. Class teachers may need to repeat such warnings.

Science Appendix 12

Rules for pupils during science lessons

THE LABORATORY SAFETY CODE

For the laboratory to be a safe place to work you must follow this code:

Before the lesson starts you must:

- **Never** go into a science laboratory without permission.
- **Always walk** into the laboratory and **never run** or **push** anyone.

During the lesson you must:

- **Always** know exactly what you are doing, if not **ask your teacher**.
- **Always** wear safety goggles and keep them on until you are told it is safe to remove them.
- **Always** tie back/tuck in long hair, ties etc. when using Bunsen burners.
- **Always** put bags/coats under the table or where your teacher tells you to put them.
- **Always** put stools under the table and stand during practical work.
- **Always** report any accident or breakage immediately...call for your teachers help.
- **Always** report any spillages and wash off your skin immediately.
- **Never** taste anything or put anything in your mouth when in the laboratory...this includes food and drinks.
- **Never** interfere with equipment, follow instructions.
- **Always** wash your hands after an experiment.
- **Always** wipe the tables and sink areas if they are wet.
- **Always** leave the laboratory clean and tidy.

Science Appendix 13

Risk Assessment Grid

	Activity	Materials and Procedures	Group Size and Venue	Group Dynamics
1	Practical activity within the experience of the individual.	Physical, Chemical and Electrical hazards within the everyday experience of that particular age group and ability range .	Small group with adequate working area.	Well behaved, mature group.
2	Outside the everyday experience of the individual but tasks have familiar aspects.	Physical, Chemical and Electrical hazards similar to those encountered in the day-to-day routines of the particular age group and ability range.	Large group with adequate working area.	Generally, well behaved. Most of group have a mature attitude.
3.	Outside the everyday experience of the individual, sufficient training/ demonstration given.	Physical, Chemical and Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, COSHH and Electricity at work regulations, but are not specifically mentioned in the Hazcards or laboratory manuals.	Small group with restricted working area.	Group requires strict classroom management. Will act appropriately when reminded/cautioned.

4	<p>Outside the everyday experience of the individual, training given for certain aspects only.</p>	<p>Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, COSHH and Electricity at work regulations and are mentioned specifically in either the Hazcards or laboratory manuals.</p>	<p>Large group with restricted working area.</p>	<p>Group with many discipline problems. Some members lack maturity and respond slowly the warnings and sanctions.</p>
5	<p>Outside the everyday experience of the individual, no training given, or the individual is not able to retain satisfactorily instructions/information given.</p>	<p>Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, and are mentioned specifically in either the Hazcards or Laboratory manuals and have a high level of associated risk e.g. concentrated acids, heating to high temperatures.</p>	<p>Insufficient work space. Room too small for the group size, and/or not furnished appropriately.</p>	<p>Badly behaved, immature group.</p>

1. Select the descriptor that matches the lesson being planned for each category.
2. Add the values of each descriptor to give a Risk Assessment total.
3. Refer to table below for decision

<p>Low Risk 4 - 6</p> <p>The possibility and nature of an accident occurring are not substantially different to those encountered in everyday experience.</p>	<p>Medium Risk 7 - 12</p> <p>The hazards encountered are outside the groups' experience but adopting Principals of safe practice should bring them to an acceptable level.</p>	<p>High Risk 13 - 16</p> <p>Individuals in a group may need special handling. Extra emphasis must be placed on classroom management and safety protocol.</p>	<p>Caution 17 - 20</p> <p>Would this be safer as a demonstration? Could the same point be taught another way? There could be serious consequences if an accident occurs.</p>
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APPENDIX 25

Site Staff and First Aider

Site Staff

General responsibilities

- The maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces.
- Deal with any stray animals that come onto the school grounds and contact the local authorities as required.
- Erecting temporary warning notices on any floors that become slippery from cleaning operations, leaks or spills etc.
- The maintenance of fixtures and fittings, i.e. replacing light bulbs, tubes and broken door handles etc.
- Reporting faults to the School Manager.
- Carrying out any necessary testing of fire alarm and emergency lighting batteries and testing the operation of any automatic emergency boiler fuel cut off devices.
- Keeping storage areas tidy and ensuring that any highly flammable liquid, e.g. petrol is stored in safe areas.
- Keeping the boiler house and plant rooms clean, tidy and free from accumulations of combustible materials and flammable liquids.
- Ensuring that boiler house ventilators are kept free of obstruction.
- Operating the boilers and plant in accordance with the manufacturer's advice and for ensuring the relevant instruction notices are posted.
- Isolating the electricity supply before changing light bulbs or tubes or carrying out any maintenance or repairs on equipment.
- Putting warning notices on isolated switches and equipment.
- Wearing appropriate personal protective equipment e.g. PVC gloves when handling fuel oil, safety shoes at all times, respirators when involved in dusty work, eye protection when hammering, chiselling or drilling etc.
- Storing all cleaning substances in accordance with the manufacturer's advice and where there are significant risks to health, following the control measures detailed in the COSHH assessments.
- The routine inspection of access equipment such as ladders, stepladders, tower scaffold etc.
- Ensuring that all access equipment is suitable for the work involved and is used in accordance with the manufacturer's advice.
- Obtaining assistance to foot ladders and steady steps when climbing more than 8 rungs high.
- Not approaching the edge of flat roofs nearer than 2 metres (except at ladder access point where this must be at least more than 1 metre above the roof).
- Cleaning any shower heads and running hot and cold-water services prior to the school re-opening after more than 5 days closure.

First Aider

The First Aider is available to see students or staff who are ill.

The First Aider deals with incidents and accidents in the first instance and contacts parents as required.

The School Manager must:

- Keep all staff records for HEALTH AND SAFETY training, First Aid and safe handling and set up training courses as required.

- Record all injuries and complete relevant Health and Safety documentation.
- Produce accident statistics at the end of each term.
- Advise School Leadership Team of any incidents that warrant investigation.
- Monitor first aid kits and eye wash stations.

APPENDIX 26

Stress/Wellbeing

The school and Governing Body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

- Regular Performance Management Reviews.
- Mentoring for all staff.
- Open door policy of Head Teacher and Departmental Heads.
- Staff Newsletters.
- Free Friday - drinks and mince pies.
- Reduction in teaching hours.
- Allocation of 1265 hours reduced to 1192.
- External speakers from HR representatives.
- HSF personal and family insurance scheme.
- Examiner Support Scheme - examiner can take a day paid holiday.
- Staff fancy dress.
- Mental Health First Aiders - in house.
- 'Thinkwell' - external Mental Health support.

APPENDIX 27

Vehicles on Site

The maximum speed limit entering the school is 5 miles per hour.

The access from the road shall be kept clear for emergency vehicles.

Separate walkways for pedestrians.

If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

APPENDIX 28

Violence

The Friary School will not tolerate violent behaviour from pupils, parents, visitors or others who enter the school.

The school has a responsibility to protect, so far as is reasonably practicable, the safety of all those on site.

Prevention:

To reduce the risk of violence staff should consider the following guidance:

- Consider the working environment e.g. exits, space available.
- Do not meet parents when colleagues are not in the near vicinity.

- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the school. If this is the case, always have another member of staff present.
- If there is a confrontation try to calm the situation, staff should be aware of their stance and tone of voice etc.

APPENDIX 29

Volunteers in School

Introduction

At the Friary School, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the classroom or working in a support capacity within another area of school to. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

The school values volunteers and the contribution that they make to the sustained success of the school. We hope that the association will be a mutually beneficial partnership between the school and the volunteer; that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

- Volunteers will not be asked to undertake certain duties:
- Those which would normally fall within a teacher's responsibility under *loco parentis*.
- Covering for staff absence within the classroom.
- Unsupervised 1:1 work with children.
- Those which would normally be undertaken by a contractor engaged by the school or the Local Authority (LA).
- Those requiring full financial or budgetary responsibilities.
- Any administrative tasks involving highly confidential or sensitive information other than in exceptional circumstances.

Volunteers will be allocated a supervising member of the school's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems. The deployment of volunteers should not involve any substantial addition to the workload of staff; however, it is hoped that every effort will be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

Volunteers will be given a schedule of the tasks and scope of the role that is expected of them, these to be agreed with the supervising person in view of any skills, experience, and training and development needs of the volunteer and organisational needs.

A Volunteer Registration Form should be completed for, and signed by, all official volunteers in school. It should be noted that volunteers' work in school is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the school.

School Information and Regulations

Volunteers will be provided with a handbook detailing relevant information. Any queries for information not covered in this should be addressed initially to the supervising person. Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the school.

The school holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers in school.

Induction and Training

Volunteers who work in the school will be given an induction process which aims to enable them to become familiar with the school, staff and their roles, how their role fits into this, principles and procedures unique to the school and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day in the school, if not before. If the volunteer is undertaking formal training (e.g., NVQ or other work-based qualification), the school will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within school, such opportunities should be provided for the volunteer.

APPENDIX 30

Work at Height

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The school's nominated person responsible for work at height is the School Manager.

The nominated person shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained, and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces are properly controlled.

Students will not be permitted to use ladders/stepladders. Students can use kick stools, but they must be under direct supervision and a risk assessment should be carried out prior to use.

Contractors will not be permitted to use any of the school's work equipment.

APPENDIX 31

Work Experience

The Curriculum leader for work related learning and careers is responsible for managing and coordinating work related learning.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable. (If academies do not use the LA's preferred suppliers, pre-placement health and safety assessments must be carried out by competent people and supporting documentation completed.)

- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed on to the parent/carer.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

Reviewed By	Full Governors	Implementation Date	January 2024	Review Date	January 2025
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