

Health and Safety Policy

The POPE FRANCIS
CATHOLIC
Multi Academy Company

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HEALTH AND SAFETY POLICY STATEMENT

The health and safety of all the people who work or learn at our school is of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body takes responsibility for protecting the health and safety of all children, members of staff and visitors.

Under the overall direction of the Trustees and Governors we will provide suitable and sufficient information, training and supervision, as is required to ensure the health and safety of employees, our school children, their parents and anyone else that may be affected by our activities.

The Pope Francis MAC recognises its duty of care towards others that are not in our employment, particularly the school children. These people also include; parents, visitors and contractors with whom we interact both within the school premises and the local environment. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our children, our employees or themselves.

All employees have a duty to ensure that they work in a safe manner and that they ensure their acts and omissions do not cause harm to others. Employees will be encouraged to bring to the attention of their line managers any concerns regarding health and safety issues.

We recognise that the control of contractors is essential to create safe working environments and will ensure that contractors are appointed and managed with due regard to their ability to work safely in our premises.

Our Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc Act 1974** and will be subject to regular review, at least annually or when there are any significant changes.

Overall responsibility for Health and Safety rests with the Local Governing Body, led by the Chair of Governors and **The Headteacher** as the principle employee:

LEGAL DUTIES AND RESPONSIBILITIES OF EMPLOYERS

It is our duty and responsibility as employers under the **Health and Safety at Work etc Act 1974 section 2.1 and 2.2 a-e** and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others who may come into our premises.
- To provide and maintain plant and safe systems of work that are, so far as reasonably practicable, safe and without risk to a person's health or safety.
- To make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances.
- To provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of our employees.
- And as far as is reasonably practicable, we will maintain any place of work in our control in a safe manner and maintain safe access and egress from it.
- Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter our workplace.
- We are particularly conscious of our responsibilities towards the children, and their parents, of the school.
- We also recognise that a breach of health and safety legislation may constitute a criminal offence.

LEGAL DUTIES OF EMPLOYEES

In addition to the previously described general responsibilities, the **Health and Safety at Work etc Act 1974** places legal duties on all employees.

These are:

Section 7 'Health and Safety at Work etc Act 1974'

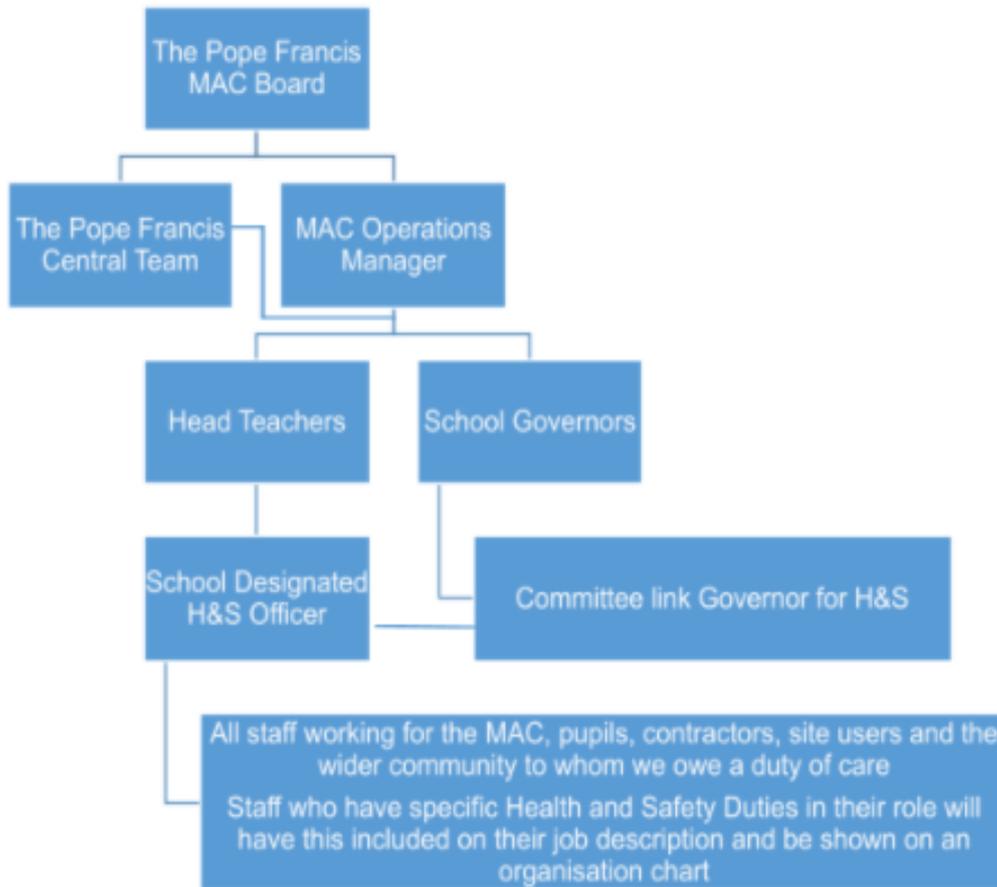
- To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work – i.e. school children.
- To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

Section 8 'Health and Safety at Work etc Act 1974'

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.

Employees should be mindful that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and/or imprisonment.

HEALTH AND SAFETY RESPONSIBILITIES



OVERALL

The overall responsibility for health and safety rests with the Governing Body and the Headteacher:

They will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the Policy is implemented and maintained so that **The Pope Francis MAC** keeps within the requirements of the **Health and Safety at Work etc Act 1974** the above may delegate duties to employees who will provide support to meet the responsibilities.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the **Health and Safety at Work etc Act 1974**.

BOARD OF GOVERNORS

The Board has the ultimate responsibility for the Health and Safety of the school. It discharges this responsibility via the Headteacher, the Directors and the Head of Departments.

The Board has nominated **The Operations Manager** (H&S Coordinator), who has special responsibility for health and safety. The Board will ensure that:

- They provide a lead in developing a positive Health and Safety culture throughout the school any decisions reflect its Health and Safety intentions
 - adequate resources are available for the implementation of Health and Safety an effective management structure for the implementation of Health and Safety is established
 - They will promote the active participation of employees in improving Health and Safety performance
 - They review the Health and Safety performance of the school annually and plan safety improvements for the following year.
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HEADTEACHER

The Headteacher has overall responsibility for ensuring compliance with Health and Safety legislation in the day to day running of the school, but delegates the responsibility for implementation to the Subject Lead.

The Headteacher will ensure that:

- Our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- A health and safety plan of continuous improvement is created and the Directorship monitor progress against agreed targets
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- Senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- A positive health and safety culture is promoted and that senior management develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- A system of communication and consultation with employees is established
- Effective training programmes have been put in to place
- An annual report on the safety performance of the school is presented to the Board.

H&S COORDINATOR –Operations Manager

The above nominated persons, with special responsibility for health and safety will ensure that:

- The Directorship and Health and Safety Committee are advised of relevant changes in health and safety legislation, codes of practice and industry standards
- Risk assessment requirements are co-ordinated and the implementation of any action required is monitored
- Risk assessments are reviewed regularly and any changes are brought to the attention of staff who may be affected
- Regular Health and Safety Committee meetings are held where health and safety issues can be raised and discussed
- Details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities
- They assist Subject Leads in investigating and recording accident investigations contact with external organisations such as the emergency services is co-ordinated health assessment requirements are identified and advised to management
- The schedule of statutory examinations of plant, equipment and vehicles is maintained and Subject Leads are made aware of impending examinations.
- Premises, plant, equipment and school vehicles are maintained in a safe condition
- Adequate arrangements are in place to ensure the security of the school, the staff, visitors and pupils.
- Adequate arrangements for fire and first aid are established welfare facilities provided are maintained in a satisfactory state
- Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- Health and safety notices are displayed
- The SBM/ Office Manager as a Head of Department will ensure that:
- They actively lead the implementation of our Health and Safety Policy
- Safe systems of work are developed and implemented
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported they communicate and consult with staff on health and safety issues they encourage staff to report hazards and raise health and safety concerns

- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- Personal protective equipment is provided, staff instructed in its use and that records are kept
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- Agreed safety standards are maintained particularly those relating to housekeeping health and safety rules are followed by all

SITE MANAGEMENT

Site Management will ensure that:

- School buildings and plant are maintained in accordance with the Health and Safety Policy records of servicing and maintenance are retained and kept up to date
- Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- Safe systems of work are developed and implemented risk assessments are completed, recorded and regularly reviewed
- They communicate with staff on health and safety issues relating to building maintenance and the work of contractors
- They encourage staff to report hazards and raise health and safety concerns
- Statutory examinations are planned, completed and recorded
- Any safety issues that cannot be dealt with are referred to the Health and Safety Coordinator for action
- Welfare facilities provided are maintained in a satisfactory state

SUBJECT LEAD

Subject Leads will ensure that in their areas of control:

- They actively lead the implementation of the Health and Safety Policy
- They supervise their staff to ensure that they work safely
- Safe systems of work are developed and implemented
- Risk assessments are completed, recorded and regularly reviewed
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported to the Health and Safety Coordinator
- They communicate and consult with staff on health and safety issues they encourage staff to report hazards and raise health and safety concerns
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- Issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
- Equipment is maintained in a safe condition
- Statutory examinations are planned, completed and recorded
- Personal protective equipment is provided and worn by staff and pupils, and that staff and pupils are instructed in its use
- Any safety issues that cannot be dealt with are referred to the Health and Safety Coordinator for action
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- Agreed safety standards are maintained, particularly those relating to housekeeping
- All relevant safety documents including CLEAPSS, DfES Guides, etc. are maintained and made available to all employees
- Health and safety rules are followed by staff and pupils.

HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee is the consultative body of the school for health and safety. The Health and Safety Committee will:

- Consider and support the school's policies for health, safety and welfare and assist in monitoring and reviewing their effectiveness
 - Consider forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules or the review of existing procedures of any school activity
 - Promote health and safety communication and training in the organisation at all levels
 - Receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents
 - Receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents
 - Consider reports of internal and external monitoring of the school
 - Ensure trends in accident statistics are identified and to make recommendations for action
 - Keep under review communications and publicity relating to health, safety and welfare and where necessary to recommend any improvements or changes
 - Consider reports provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority
 - Consider relevant health, safety and welfare matters raised by members of the Committee
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RESPONSIBILITIES OF STAFF TOWARDS PUPILS & OTHERS IN THEIR CARE

- All staff are responsible for the health and safety arrangements in relation to staff, pupils, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:
- exercise effective supervision over all those for whom they are responsible, including pupils
- Be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- provide written task instructions, warning notices and signs as appropriate
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used
- N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher

CONTRACTORS

All contractors must:

- Take reasonable care of their own safety
- Take reasonable care of the safety of others affected by their actions
- Observe the safety rules of the school
- Submit their health and safety policy and relevant risk assessments to the school for approval
- Comply with and accept our health and safety policy, if they do not have one
- Dress sensibly and safely for their particular working environment or occupation
- Conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- Use all safety equipment and/or protective clothing as required by the school and as indicated in the risk assessment for the task
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- Maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- Report any safety hazard or malfunction of any item of plant or equipment to their supervisor report all incidents to their supervisor and to the school whether an injury is sustained or not ensure that their employees only use equipment for which they have been trained
- Attend as requested any health and safety training course
- Observe all laid down procedures for processes, materials and substances used
- Observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes
- Provide adequate first aid arrangements unless otherwise agreed with the school

COMPETENT ASSISTANCE

The **Management of Health and Safety at Work Regulations 1999, Regulation 7**, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

This appointment will be made by the school with the assistance of the Central team.

ARRANGEMENTS FOR HEALTH AND SAFETY AT WORK

ACCIDENTS AND INCIDENT REPORTING (Appendix 1)

This policy sets out the procedures that are to be followed when any employee, pupil, visitor or contractor has an accident, near miss or dangerous occurrence on the school's premises.

Employees who develop a work-related illness must also report via these procedures.
Definitions:

- An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.
- A near miss is an unplanned event that does not cause injury or damage but could do so.
- A work-related illness is illness that is contracted by an employee through the course of work as a result of activities carried out by the school.

The Accident Book

All accidents resulting in personal injury must be recorded on an Accident Report Form via Smartlog.

Completed Accident Report Forms will be stored to comply with the requirements of the GDPR

Completed Accident Report Forms will be reviewed regularly to ascertain the nature of incidents that have occurred in the school. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

ASBESTOS (Appendix 2)

The school will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through:

CONTRACTORS (Appendix 3)

When working on school premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in "common areas". In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

CONTROL OF INFECTION (Appendix 4)

To control the risks associated with biological hazards such as viruses' from blood, faeces, and urine there must be **infection control procedures** put into place as a separate item to the Health and Safety Policy, although they should both support each other.

The Infection Control Procedures must address such issues as:

- Education and training of employees and especially children in infection control issues especially hand washing and personal hygiene
- Disinfection and decontamination including domestic cleaning
- Ill health reporting and recording
- Monitoring, surveillance, and auditing
- Use of personal protection equipment including powder free latex gloves
- Generation, collection, and disposal of clinical waste.
- Legionella

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (Appendix 5)

The **Control of Substances Hazardous to Health Regulations 2002 as Amended** require us to carry out an assessment and record the risks involved with using, storing and handling hazardous substances.

Hazardous substances will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance.

DESIGN AND TECHNOLOGY (Appendix 6)

This policy sets out the school's arrangements for ensuring that practical work within the department is carried out safely and that safety control measures applied are pragmatic and proportionate so as not to inhibit good teaching. The tech department has their own details policy which feeds into this overall school policy.

The task of overseeing health and safety within the department(s) is: **Head of Department.**

DISPLAY SCREEN EQUIPMENT (DSE) (Appendix 7)

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present in relation to essential display screen users as defined in the regulations

Prior to carrying out the assessment a checklist will be completed so as to identify the presence of any significant risk.

We recognise that DSE users require training and will provide it as necessary.

The person responsible for the assessment of display screen equipment is: **Head of Information Technology.**

DRIVING (Appendix 8)

The school is committed to reducing the risks to its staff, pupils and others when being driven in the school minibus and therefore will follow all the points listed in appendix 8.

DRUGS AND MEDICINES

If a child suffers asthma, diabetes or epilepsy or other long-term illnesses this is recorded and he/she may require daily medication. If so, the parent should bring the medicine to school in a clearly labelled container (refer to Administration of Medication policy). The medicine will be administered by the First Aider.

A register of children requiring such medication is to be available at reception and provided to First Aiders/ Headteacher. All medication will be accepted / stored / dispensed in accordance with the administration of medication policy.

ELECTRICITY (Appendix 9)

All reasonable steps will be taken to secure the health and safety of employees, pupils and others who use, operate or maintain electrical equipment.

To ensure this objective the school will:

- Ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- maintain the fixed wiring installation in a safe condition by carrying out routine safety tests inspect and test portable and transportable equipment as often as required to ensure safety inspect and test second-hand electrical equipment lent to, or borrowed by, the school promote and implement a safe system of work for maintenance, inspection and testing forbid live working unless absolutely necessary, in which case a permit must be issued ensure employees and contractors who carry out electrical work are competent to do so maintain detailed records

EDUCATIONAL VISITS (Appendix 10)

The Headteacher may delegate the task of coordinating educational visits but will ensure that the arrangements are reviewed prior to the commencement of the trip.

A risk assessment **must** be made for every visit.

In particular, we will ensure that reputable companies are hired to transport children on school outings. The Governing Body insist that only transport with seat belts be hired for such purposes.

FIRE SAFETY (Appendix 11)

Under the **Regulatory Reform (Fire Safety) Order 2005** employers are required to undertake a specific risk assessment of the risks posed by fire within the school's undertaking.

A specific fire risk assessment will be undertaken and the findings implemented.

The fire risk assessment will be reviewed at least annually, or if there is any significant change in the circumstances.

FIRE DRILLS

In the event of a fire being discovered the nearest call point should be broken and only if safe to do so a fire extinguisher used to attempt to limit the fire spread.

In the designated term the staff and children will be informed before the first drill is to be held and all staff and pupils will be walked through the procedure. No warning will be given on subsequent occasions and there will be additional drills during the year.

- The alarm system will be tested weekly with records maintained.
- All fire extinguishers are inspected by a competent person annually and must be replaced when discharged.
- The emergency lighting will be tested quarterly and any defects found reported and repaired.
- Emergency exits and evacuation routes will be kept clear at all times and checked at regular intervals.

FIRST AID

The **Health and Safety (First Aid) Regulations 1981** requires us to provide adequate first aid equipment and a sufficient number of trained people to administer first aid when required.

We will carry out a first aid risk assessment; this will enable us to establish the number of trained first aid person/s we require as well as the amount of first aid equipment needed.

The School's appointed first aider will take charge of first aid arrangements.

Factors considered will be:

- The number of people involved.
- The level of risk that our school activity presents (low, medium or high risk).
- The proximity of our school (location e.g. rural or town centre) that may affect the speed at which the paramedics will arrive.
- Any other issues that may affect the assessment.

All accidents are to be reported and entered in the relevant accident book, which is located at reception.

All accidents will be investigated and remedial actions identified this will prevent reoccurrence of the same or similar incidents. The level of investigation will depend upon the seriousness of the accident. Risk assessments will be reviewed following an incident.

The persons responsible for investigation of accidents are: **Subject Leads**.

FOOD SAFETY (Appendix 12)

A Food Safety Policy is required for our food handling activities. This must be developed alongside this Health and Safety Policy. Guidance on food hygiene within our premises is available from the Local Environmental Health Department.

Food preparation safety falls under the requirements of this Health and Safety Policy. This requirement covers housekeeping, cleaning, layout of the food service/preparation area, the equipment in use and the condition of floors and surfaces etc. The tech department has their own details policy which feeds into this the overall school policy.

The Person responsible for curriculum food hygiene safety is: **Relevant Head of Department in Catering and Food Technology**.

The Person responsible for canteen food hygiene safety is: **Head of Catering**

GAS APPLIANCES AND INSTALLATIONS (Appendix 13)

The school will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations.

Gas boilers, heaters, ovens and other gas fired equipment will be serviced at regular intervals, usually annually, and in accordance with the manufacturer's recommendations.

All work on gas appliances to be carried out by a Gas Safe Registered engineer. Records of all servicing, maintenance and repairs to be kept.

LOCAL EXHAUST VENTILATION (LEV)

Where necessary, local exhaust ventilation is provided to remove the hazardous substance away from the operative and workplace. This reduces the risks from operative hazardous substance exposure and we will ensure our employees use the extract systems at all times.

A competent person will inspect the extraction system every fourteen months.

Records of these inspections will be retained and available for inspection by the enforcing authority and insurance provider when required.

LONE WORKING (Appendix 14)

We recognise our duty to ensure the safety of lone workers as far as reasonably practicable. As far as the Health and Safety at Work, etc Act 1974 is concerned, the responsibility of the employer to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of employees working in a group or under close supervision.

Employees must cooperate with management to enable them to comply with their health and safety duties in respect of lone working. Section 7 of HASWA requires employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

MANUAL HANDLING (Appendix 15)

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably Practicable then an assessment of the risks to employees must be carried out. The manual handling assessments will be made available to all employees.

After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

The person responsible for carrying out the manual handling assessments is: **Head of Department**

NOISE EXPOSURE (Appendix 16)

The **Control of Noise at Work Regulations 2005** requires us to monitor noise levels within the workplace. This is to ensure that all our employees and any contractors or visitors are not exposed to noise levels likely to cause short or long-term hearing damage.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) must be provided for employees where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then employees must use the equipment provided; this is a legal requirement under the **Health and Safety at Work etc Act 1974 section 7**.

The person responsible for the assessment and provision of PPE is: **Subject Leads**

Any questions or complaints (e.g. discomfort) about the PPE provided should be directed to the person named above.

The requirement for PPE will be reviewed regularly. PPE will always be used as a last resort when controlling risks.

PHYSICAL EDUCATION (Appendix 17)

The school is committed to safe practice in physical education and recognises that the school and the teaching staff 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 well-being of others. This should be a planned and intentional aspect of the curriculum.

The school follows the standards set out in 'Safe Practice in Physical Education and School Sport' produced by the Association for Physical Education. They also have a department handbook that is available to all staff.

PREGNANCY (Appendix 18)

It is important that the health, safety and welfare of all our employees is safeguarded. We recognise our responsibilities under the **Management of Health and Safety Regulations 1999 Regulation 16** and realise that if any of our employees become pregnant they must inform their manager/supervisor immediately. This can be verbally, but must be followed up by a written confirmation from their doctor.

RADIATION (Appendix 19)

Teaching about ionising radiation in school helps pupils to develop a balanced attitude towards the subject, for many the study of ionising radiation at school may be their only opportunity to achieve this.

School work involving ionising radiation is very safe because great care has been taken in the choice of sources, control measures and procedures. However, all radioactive substances can cause harm if misused, so the school follows the guidance in CLEAPSS Guide L93 Managing Ionising Radiations and Radioactive Sources.

RISK ASSESSMENTS (Appendix 20)

The **Management of Health and Safety at Work Regulations 1999, Regulation 3**, requires that we must carry out a suitable and sufficient assessment of the health and safety risks to our employees whilst they are at work. We will also consider those that are not in our employment who may come into contact with our school activities or premises. Before embarking on this task we need to have an understanding of the following:

- A **Hazard** is something with potential to cause harm.
- The **Risk** is a measure of the likelihood that harm will be caused.

SCIENCE (Appendix 21)

This policy sets out the schools arrangements for ensuring that practical work within the science department is carried out safely and that safety control measures applied are pragmatic and proportionate so as not to inhibit good teaching.

The task of overseeing health and safety within the science department is that of the Head of Department.

SECURITY (Appendix 22)

School security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g. stranger on or near premises without identification etc.

The Headteacher, staff and governors regularly review security arrangements for the site.

STRESS

The MAC recognises that work related stress can cause ill health and will put controls in place to help prevent stress. However, we cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all employees. Therefore, employees must ensure that they report any undue stress that they may feel from different work activities

Stressful situations can be reported in confidence to: **Subject Leads**

Stress counselling will be provided if and when necessary via: **HR Department**

THE SCHOOL ENVIRONMENT (Appendix 23)

The **Workplace Health Safety and Welfare Regulations 1992** are designed to provide employees with a safe place of work and adequate welfare facilities.

We will also ensure that the premises as well as any fixtures, fittings and plant within it do not present a health and safety risk to any children, visitors and contractors that may come into contact with our school activities and premises.

SMOKING

“Smoking” is not allowed in any part of our premises including the playgrounds, playing fields, car park (including inside a parked vehicle) and entrances. It is also our policy to ensure that this legislation is fully applied and also includes our vehicles and therefore “Smoking” is not allowed. In the event of a person smoking in any of these areas, disciplinary action will be taken.

TRAINING (Appendix 24)

We recognise the duty to provide its employees with whatever training is required so that they can carry out their job in a safe manner. This will ensure they are protected from hazards and that they do not cause anyone to be harmed by their activities.

VIOLENCE

Violence and aggression in the workplace is unacceptable but is a recognised hazard, therefore to reduce the risk to any of our employees a specific risk assessment will be carried out and reviewed as and when required but at least annually.

The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks.
- State who is responsible for doing what.
- Provide an explanation of what is expected from individual employees.
- Provide support for people who may have been assaulted or suffered verbal abuse.

Training in the prevention and management of violence and aggression will be provided for appropriate staff where it is considered necessary.

The policy, risk assessments and procedures will be reviewed on a regular basis or if there is any significant change.

WORKING AT HEIGHT (Appendix 25)

The **Working at Height Regulation 2005** requires us to consider a number of key elements prior to carrying out any work that involves climbing from floor level.

We are required to suitably and sufficiently assess the risks involved in working at height.

YOUNG PERSONS (AS WORKERS) (Appendix 26)

The Management of Health and Safety at Work Regulations 1999 Regulation 19 defines a young person as someone who is over the legal school leaving age of 16 years but has not reached the age of 18 years.

Due to of their lack of experience, maturity and lack of awareness it is essential that they are supervised at all times until they gain the required experience, maturity and awareness of the risks.

Competencies

Title	Name	Areas
Site	Premises Manager	Contractors, Grounds, working at height, COSHH, cleaning, servicing & inspections
Science	Senior Science Technician and/ or representative from Science Department	COSHH, CLEAPS, PPE
Technology	Representative from Technology Department	COSHH, DATA, PPE, Machinery, Construction, Hair & Beauty, Diplomas (visiting pupils)
PE	Representative from P.E. Department	Sports Equipment Manual Handling http://www.afpe.org.uk/
Music & Drama	Representative from Music Department	Performances, lighting equipment, sound equipment
Careers / Trips ATL Union H&S Rep	Trips Co-ordinator	Work experience, staff visits to employers, all aspects of trip risk assessment, minibus
Admin	Business & Resources Manager	Reprographics
ICT	ICT Systems Manager	DSE
English	Representative from English Department	Workplace inspection
Maths	Representative from Maths Department	Workplace inspection
Humanities	Representative from Humanities Department	Workplace inspection
Languages	Representative from Languages Department	Exchange visits / Workplace inspection
Human Resources	Assistant Headteacher with responsibility for H.R.	Induction of new staff
Pupil behaviour	Assistant Headteacher with responsibility for Pupil Behaviour	Modification of rules affecting pupil behaviour affecting health & safety

APPENDIX

Appendix 1: ACCIDENTS AND INCIDENT REPORTING (Appendix 1)

This policy sets out the procedures that are to be followed when any employee, pupil, visitor or contractor has an accident, near miss or dangerous occurrence on the school's premises.

Employees who develop a work-related illness must also report via these procedures.
Definitions:

- An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.
- A near miss is an unplanned event that does not cause injury or damage but could do so.
- A work-related illness is illness that is contracted by an employee through the course of work as a result of activities carried out by the school.

The Accident Book

All accidents resulting in personal injury must be recorded on an Accident Report Form using Smartlog

Completed Accident Report Forms will be stored to comply with the requirements of GDPR.

Completed Accident Report Forms will be reviewed regularly to ascertain the nature of incidents that have occurred in the school. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Employees must ensure that they are aware of the location of the accident report forms. Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Specified injuries including the following reportable events must be reported by the quickest means practicable, usually the telephone:

- Death
- Major injury (includes any fracture (other than to fingers, thumbs or toes), amputation, dislocation, loss of sight, eye injury, electric shock leading to hospitalisation)
- Hospitalisation of a non-employee as a result of a work activity
- Incapacitation for work of a person for more than 7 consecutive days as a result of an injury caused by an accident at work must be notified within 15 working days.

Non-Consensual Violence

- Major or over 7 day injuries to people at work arising from non-consensual violence are notifiable. Reporting of accidents involving pupils or visitors

If a pupil or visitor has an accident this must be reported if:

- The person involved is killed or taken to hospital; and
- The accident arises out of or in connection with a work activity

Examples of 'in connection with a work activity' are:

- Work organisation – supervision of a field trip
- Plant or substances – lifts, machinery, experiments
- Condition of premises, play grounds, play or PE equipment
- Sports activities as part of the curriculum where there is death or hospitalisation
- Playground accidents due the condition of the premises or inadequate supervision.

Contact details for the Health and Safety Executive are: Tel: 0845 300 9923 (Monday to Friday 8:30am to 5:00pm) Website: www.hse.gov.uk

The completed report form should be kept with other accident records and documents on the accident investigation.

Forms are kept to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident. Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- To ensure that all necessary information in respect of the accident or incident is collated to understand the sequence of events that led to the accident or incident
- To identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- To identify the underlying causes that may have contributed to the accident or incident to ensure that effective remedial actions are taken to prevent any recurrence
- To enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- To enable all statutory requirements to be adhered to
- The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Appendix 2: ASBESTOS

The school will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through:

The management of asbestos-containing materials in school premises by

- Assessment - The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.
- The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
- A Written Plan - A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.
- Access to Asbestos-containing Materials - Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Systems will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
- Monitoring and Maintenance - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.
- The management of work in school premises that may contain asbestos
- Training and Information - Employees who may come into contact with asbestos containing materials (ACM's) through the course of their work will receive adequate training and information such that they can recognise potential ACM's and know what precautions to take.

Selection and Control of Contractors to Work on Asbestos-containing Materials

- When contractors are engaged to work on school premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.
- Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:
 - Asbestos fibres are firmly linked in a matrix
 - The exposure during the removal process is likely to be sporadic or of low intensity
- Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.
- Procedures for Dealing with Health and Safety Issues
- Where an employee raises a health and safety problem related to work with asbestos, the school will:

- Take all necessary steps to investigate the circumstances take corrective measures where appropriate
- Advise the employee of actions taken

Appendix 3: CONTRACTORS

When working on school premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- Sight of the contractor’s own safety policy, risk assessments, method statements, permits to work, etc as applicable
- Clarification of the responsibility for provision of first aid and fire extinguishing equipment
- Details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- Details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- Clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- Evidence showing that appropriate Employers and Public Liability Insurance is in place

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract. We will stop contractors working immediately if their work appears unsafe.

Appendix 4: CONTROL OF INFECTION

To control the risks associated with biological hazards such as viruses' from blood, faeces, and urine there must be **infection control procedures** put into place as a separate item to the Health and Safety Policy, although they should both support each other.

The Infection Control Procedures must address such issues as:

- Education and training of employees and especially children in infection control issues especially hand washing and personal hygiene
- Disinfection and decontamination including domestic cleaning
- Ill health reporting and recording
- Monitoring, surveillance, and auditing
- Use of personal protection equipment including powder free latex gloves
- Generation, collection, and disposal of clinical waste.
- Legionella

Appendix 5: CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The **Control of Substances Hazardous to Health Regulations 2002 as Amended** require us to carry out an assessment and record the risks involved with using, storing and handling hazardous substances.

Hazardous substances will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained. These data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

We also recognise that as a result of some activities hazardous substances may develop e.g. chemical experiments. These activities will also be assessed and controlled.

The person responsible for carrying out the CoSHH assessments is: **Subject Leads.**

After reading and understanding the content of the CoSHH assessments the employee will sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

Responsibility for implementation of CoSHH assessments and any controls that are required rests with the nominated person identified above and supported by any other employees as is required.

The effectiveness of the CoSHH assessment and any deficiencies will be reported to the person responsible for carrying out the CoSHH assessments.

All CoSHH assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner?

Appendix 6: DESIGN AND TECHNOLOGY

This policy sets out the school's arrangements for ensuring that practical work within the department is carried out safely and that safety control measures applied are pragmatic and proportionate so as not to inhibit good teaching. The tech department have their own details policy which feeds into this overall school policy.

The task of overseeing health and safety within the department(s) is that of the Head of Department.

Information

All staff are issued with a copy of relevant policies, which they should keep in their personal health and safety portfolio.

Any new instructions, restrictions or rescinded (lifted) restrictions made by the school are communicated to all staff in writing.

Monitoring and checking

The school requires the departments to monitor the implementation of this policy. Records of monitoring are kept by the Head of Department.

Checklists on equipment and machines are customised from those suggested in CLEAPSS Guide L254 Health and Safety Maintenance of D&T Workshop Equipment. Records of the checks are kept by Head of Department on file.

Machinery Guarding

Under the **Provision and Use of Work Equipment Regulations (PUWER) 1998, Dangerous Parts of Machinery or Equipment (Regulation 11)**, require that all dangerous parts of machinery or equipment must be guarded or covered. The Management will ensure that where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment. Where this isn't a practicable, alternative safety devices and jigs will be provided for the safety of its employees.

Employees are also reminded that they have a duty under the **Health and Safety at Work etc Act 1974** and **The Management of Health and safety at Work Regulations 1999** to work in a safe manner and to use all equipment provided for their safety. Failure to do this may lead to disciplinary action.

Stop Buttons and Guards

Under the **Provision and Use of Work Equipment (PUWER) 1998 Regulation 16**, requires that emergency stop buttons will be fitted to all machinery and equipment where appropriate. The need will be determined by the specific risk assessment carried out on each machine or equipment.

In order to ensure that all guards, covers and emergency stops are maintained and in efficient working order, they will be tested and inspected at regular intervals (e.g. daily checks).

The Technician for the department will ensure that all machinery or equipment guards or covers and stop buttons are tested regularly and the test recorded.

Records of maintenance and repair of any work machinery or equipment will be kept available for inspection.

Any electrical work equipment that is used outside will be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of a fault or incident.

Any maintenance carried out on equipment that may be hazardous to people in his vicinity (e.g. work at height) will be carried out under strict isolation procedures. This may necessitate the need to raise a permit to work.

Training

The person with the task of seeing that training is provided is the Head of Department. Generally, the school follows guidance such as BS 4163:2007 Health and safety for design and technology in schools and similar establishments – Code of practice (page 4 section 2.6) in respect of the training needs of staff. Staff may not use any item of equipment or machine if they have not received formal training to do so. Nothing less than documented evidence of training, such as a certificate of attendance at a training course will be accepted as evidence of training. Staff should update their competences every five years.

Trainee teachers who are following a recognised teacher training course should be supervised by a qualified teacher at all times when they are engaged in practical work. This also applies to people following a Graduate or Registered Teacher programme. Such trainees may use machines and may show pupils how to use machines as part of the lessons that they are teaching provided that appropriate supervision is maintained. This supervision may be progressively reduced, depending on the competence of the individual trainee teacher. In such instances a specific risk assessment of the situation should be carried out, and the degree of supervision needed discussed with the Curriculum/Subject Leader.

Records of the training received by members of the design and technology staff are kept on file.

Teachers/ ancillary staff in the school will need to hold a recognised certificate of competency or demonstrate their competency to the Curriculum/Subject Leader

Hazardous work equipment must only be used by persons holding a recognised certificate of competency and must not be used by pupils.

Personal Protective Equipment

The school accepts the duty to provide eye protection, gloves, overalls and aprons for employees where the risk assessment requires them and safety spectacles for pupils. The condition of the eye protection is checked at the start of each term.

Eye protection must be worn by all staff and pupils when using any machine or when soldering using soldering irons. Eye protection should be used for any other operation where the risk assessment shows it is required.

The employer expects eye protection to be available for pupils / pupils and visitors. 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 at the start of each term. Waste disposal

Waste chemicals and equipment are disposed of in an environmentally-responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on CLEAPSS Hazcards (2007 edition or later).

Security

Access to D&T teaching and preparation rooms will be controlled to prevent unauthorised access. All teaching rooms including store rooms are to be kept locked at all times except when in use. 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 teaching rooms which are left open are cleared of all hazards, including shutting-off all services when supervision by a suitably-trained teacher or teaching assistant comes to an end. No class is allowed to be in a D&T room without adequate supervision.

All D&T areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

Appendix 7: DISPLAY SCREEN EQUIPMENT (DSE)

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present in relation to essential display screen users as defined in the regulations

Prior to carrying out the assessment a checklist will be completed so as to identify the presence of any significant risk.

We recognise that DSE users require training and will provide it as necessary.

The person responsible for the assessment of display screen equipment is: **Head of Information Technology.**

The assessments will be reviewed annually or when any significant change occurs.

Eyesight Tests and Corrective Glasses

We accept our responsibility under these regulations. Should an employee classified as an essential user under the regulations have difficulty with their eyesight whilst using the display screen for their work, then we will pay for an eyesight test. This will determine if the employee requires corrective glasses to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required then we will provide basic eyewear, which must be used whilst the operative is using the computer.

We will not pay for any other type of eyewear, such as bi focal or varifocal if an employee requires these then they must pay the cost difference.

Appendix 8: DRIVING

The school is committed to reducing the risks to its staff, pupils and others when being driven in the school minibus and therefore will follow all the points listed in appendix 8:

- Any driver 25-70 years' old who has held their licence for a period of 2 years or longer
- Ensure risk assessments are completed and that journeys are planned to not put unreasonable time constraints on travel
- Ensure drivers are competent and fit to drive
- Provide any additional training that may be deemed necessary to reduce driving related occupational risks
- Provide sufficient information and guidance for drivers to enable them to understand the additional occupational risks involved in driving eg: staff ratios especially with SEN pupils whose behaviour in a vehicle may be challenging
- Require drivers to annually submit copies of their current driving licence
- Provide adequate insurance for the vehicle, the driver, occupants and third parties maintain them to the required legal standard and ensure suitable for their purpose
- Provide and maintain additional tools and equipment necessary for the purposes of the journey
- Provide access to breakdown support and recovery
- Provide no smoking signs for inside the vehicle
- Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.
It is the responsibility of drivers to inform the Transport Coordinator of:
 - Anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
 - Changes to licence such as limitations, offences recorded, period bans
 - Vehicle defects that affect ability / safety to drive
 - Any accidents / incidents that occurred whilst driving on behalf of the school
- Before driving, driver's must
 - Review the need to travel
 - Have a valid licence for the vehicle they are driving
 - Carry out a pre-use visual vehicle checks
 - Carry out logged weekly vehicle checks
 - Allow sufficient time to drive allowing for traffic, poor weather and rest breaks
 - Ensure sufficient rest
 - Be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
 - Have had an eye test in last 2 years and be using any corrective appliance required by an optician
 - Adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety
- Whilst driving, driver's must
 - Drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
 - Take regular rest breaks every 2-3 hours or at first signs of tiredness remain in control of the vehicle at all times
 - Not smoke
 - Not use a mobile phone or other electronic device.
 - All accidents will be reviewed by the health and safety committee at the next planned meeting and a decision made by SLT on whether that person can carry on driving school vehicles will be made, this will be based on the following

1. The incident – poor judgement, level of fault, inability to read the road environment and apply it safely to the vehicle and load that is being driven. Eg: clipping another cars' wing mirror with no passengers could be considered less of an issue than clipping another cars' wing mirror with a full load of students.
2. The risk of the driver continuing based on the evidence available – remember, even if an incident is not their fault, the driver may have anxiety driving the vehicle again which may impede their judgement and sometimes they would like to be removed from the list for a short break.
3. Successful completion of the drivers checklist on a review drive

Appendix 9: ELECTRICITY

All reasonable steps will be taken to secure the health and safety of employees, pupils and others who use, operate or maintain electrical equipment.

To ensure this objective the school will:

- Ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- maintain the fixed wiring installation in a safe condition by carrying out routine safety tests inspect and test portable and transportable equipment as often as required to ensure safety inspect and test second-hand electrical equipment lent to, or borrowed by, the school promote and implement a safe system of work for maintenance, inspection and testing forbid live working unless absolutely necessary, in which case a permit must be issued ensure employees and contractors who carry out electrical work are competent to do so maintain detailed records

Employees must:

- Visually check electrical equipment for damage before use
- Report any defects found to their manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person.
- Not use defective electrical equipment
- Not carry out any repair to any electrical item unless qualified to do so
- Switch off non-essential equipment from the mains when left unattended for long periods
- Not bring any electrical item onto school premises until it has been tested and a record of such a test has been included in the appropriate record
- Not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- Never run extension leads under carpets or through doorways.
- Not daisy-chain extension leads to make a longer one
- Not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.

Summary of Key Actions

The key actions necessary to control the health and safety risks arising from electricity are:

- The main electrical installation should be tested every five years except for those parts of schools with:
 - Licensed areas
 - Lightning protection which should be tested annually.
 - Retain copies of electrical test certificates
 - A record must be kept of all portable items of electrical equipment showing:
 - The detail of the item -the date of acquisition
 - Details of any inspection, testing or repair work

Arrange for the inspection and testing of portable electrical appliances in accordance with the guidance on electrical testing.

Appendix 10: EDUCATIONAL VISITS

The Headteacher may delegate the task of coordinating educational visits but will ensure that the arrangements are reviewed prior to the commencement of the trip.

A risk assessment **must** be made for every visit.

In particular, we will ensure that reputable companies are hired to transport children on school outings. The Governing Body insist that only transport with seat belts be hired for such purposes.

The person responsible will have undertaken a preliminary visit to or assessment of the location of the outing and assessed risks, emergency facilities, standby vehicle etc.

All trip applications must follow the documented procedure including adequate risk assessment and formal approval by the Educational Visits Coordinator (EVC)

The person responsible will ensure that adult: pupil ratios are in line with DCSF guidelines or more favourable whenever possible.

The person responsible or Assistant will provide a checked medical box and other equipment necessary for the outing.

The person responsible or Assistant will be aware of any medical conditions which may affect any child during the outing. The necessary precautions to deal with problems should be taken.

The person responsible or Assistant must check that there is a signed consent form from the parent of each child taking part in any outing.

Review

Teachers are encouraged to review each visit both in terms of educational value and the safety performance; for example, did the coach company comply with the collection/pick-up arrangements?

We will ensure that where the review identifies serious failings that we learn from that experience and consider finding alternatives.

Appendix 11: FIRE SAFETY

Under the **Regulatory Reform (Fire Safety) Order 2005** employers are required to undertake a specific risk assessment of the risks posed by fire within the school's undertaking.

A specific fire risk assessment will be undertaken and the findings implemented.

The fire risk assessment will be reviewed at least annually, or if there is any significant change in the circumstances.

Essentials

Fire prevention is part of everyone's duties. In particular attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. In line with good practice and managing the environment all electrical appliances should be switched off when not in use rather than left in standby mode. This should include closing down computers, kettles etc. If equipment is needed to be left on or in standby mode, they should be kept clear of combustible material in case of a fault developing when unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building. Include storage of waste pending disposal in the Site Risk Assessment or Fire Risk assessment eg: not stored adjacent to a building, how often collected etc.

Appendix 12: FOOD SAFETY

A Food Safety Policy is required for our food handling activities. This must be developed alongside this Health and Safety Policy. Guidance on food hygiene within our premises is available from the Local Environmental Health Department.

Food preparation safety falls under the requirements of this Health and Safety Policy. This requirement covers housekeeping, cleaning, layout of the food service/preparation area, the equipment in use and the condition of floors and surfaces etc.

The Person responsible for curriculum food hygiene safety is: **Relevant Head of Department in Catering and Food Technology.**

The Person responsible for canteen food hygiene safety is: **Head of Catering**

All food handlers have a responsibility to ensure that a high degree of personal hygiene is maintained particularly when preparing food for service user consumption.

A high degree of housekeeping is maintained but the person identified below has the duty to ensure this is carried out.

Key Considerations for Teaching Food

Food preparation rooms and classrooms provided are of sufficient size to allow people to work and circulate around the room with ease.

Class size can be determined by considering factors such as the size of the room, the equipment available, the age and ability of the pupils and the experience of the staff. Teachers must work within safe operating limits so that there is a safe teaching and learning environment and that they are able to provide adequate supervision for hazardous activities.

Staff are provided with safe equipment and systems that are regularly checked, inspected and maintained in an efficient state to recognised standards, with records kept. In addition to PAT testing this includes the servicing of gas equipment, fridge and freezer temperature checking, equipment guard checks, where appropriate.

Teachers will be trained to the standards specified in Health and Safety Training Standards in Design and Technology published by DATA.

Teachers will teach pupils about general health and safety requirements relating to the working environment and instil in them the need to work safely at all times.

The pupils will be made aware of the hazards involved when working using processes, equipment and materials in various situations. They will be taught to assess the risks and identify the control measures taken, to help ensure the health and safety of themselves and others. Reference will be made to CLEAPSS website and BS4163.

Lessons will be planned ahead to avoid risk. Work will be planned to involve the use of a wide range of food, food components and equipment to complete focused practical tasks.

Student ability, knowledge, maturity, experience and special needs must be taken account of to provide challenging tasks and potential for achievement.

Teachers should be aware that because of their inexperience, pupils working with food require a high level of supervision, and should not be left unattended.

Pupils with special needs may have poor coordination, slow reaction times and variable levels of concentration which require extra support and guidance. This will affect the teaching capacity/group size and may require additional support. Sometimes pupils can be paired with responsible peers to ensure safe working practices.

Teaching sessions must be long enough to complete processes without too high a percentage of time being taken up preparing for and tidying up afterwards. Short sessions can lead to frustration of both staff and pupils, as there is often insufficient time for full processes to be completed. Very long sessions without a break can give rise to problems with concentration.

Additional teaching support in lessons not only reduces risk but facilitates demonstration and allows for more practical work to be undertaken to the advantage of the Pupils.

EHO "Safer Food Better Business" is used for a benchmark for canteen food preparation.

Manual Handling

It is recommended that trolleys are used for carrying heavy equipment and foodstuff.

Sugar and flour are best purchased in small containers, despite the possible cost savings from purchasing bulk containers.

The use of high-level storage should be avoided. Where this is not possible there must be safe procedures for access to such storage and the provision of suitable and adequately maintained steps/footstools.

Personal Protective Equipment

Appropriate protective equipment, clothing, and storage of such, will be provided including suitably sized oven gloves and clean aprons.

Pupils should be made aware of the hazards of unsuitable footwear. Soft shoes and open toe sandals offer little protection from falling objects or spillages.

Long hair, jewellery, loose clothing such as ties and unbuttoned cuffs are potential hazards. Sleeves should be rolled up, watches and ties removed and long hair tied back.

Additional personal protective equipment such as gloves and eye protection is required when using hazardous cleaning agents.

Microwave & Combination Ovens

Manufacturer's instructions must be followed.

The ovens must be kept clean, including ensuring that air vents are not blocked or obstructed and that food debris does not build up around the door seal which could lead to leaks.

The ovens must not be used if the door does not close properly or if the door interlock switch does not work properly.

The ovens must not be switched on when empty.

Burns and scalds can be avoided by using oven gloves, removing lids or microwave film away from the face and checking the temperature of food and drink.

It is important to ensure food is thoroughly cooked throughout by stirring and turning the food during cooking.

Only food grade microwave film should be used in direct contact with food during cooking and defrosting.

Food should not be cooked in sealed containers; pierce the film covering containers (unless there are specific manufacturer's instructions to the contrary). Only use containers, films and ingredients which are known to be suitable for heating in a microwave oven.

Users should be made aware of the risk of certain foods superheating.

Deep Fat Frying

Small electrically powered thermostatically controlled deep fat fryers are provided.

The following precautions should be remembered:

- Fryers should not be overfilled,
- Electric leads should be kept as short as possible,
- Fryers should be positioned safely,
- Fryers should not be left unattended,
- Water must not be allowed to come into contact with hot oil or fat (dry food before deep frying),
- The handle must be positioned safely and fat must be cooled before straining or pouring into plastic containers.
- All persons must be trained to deal correctly with a fat or oil fire.

Pressure Cookers

Pressure cookers are covered by the Pressure Safety System Regulations 2000 and require annual inspections, against a suitable written scheme of examination. A model scheme of examination has been prepared by CLEAPSS which should be carried out by a competent person. See CLEAPSS website and the section on Pressure Vessels in this policy.

Knives & Utensils

No student should be allowed to use a knife unless he or she has been properly trained in appropriate techniques.

The degree of supervision which is required when pupils are using knives depends on the age of the particular pupils and the tasks for which knives are being used.

Pupils should be made aware that sharp utensils can cause cuts, that falling utensils can present a hazard, and that slipping can occur when pressure is applied.

Knives must be kept sharp and, when they are not in use, they must be stored securely. The knives inventory must be checked at the end of each lesson. Where possible, the use of knives should be avoided, e.g. by the provision of vegetable peelers, scissors, etc. Mandolins are not recommended for use in schools.

Sharp utensils should not be left projecting from work surfaces and instruction must be given in their correct use, handling, storage and cleaning.

There is a model risk assessment on the CLEAPSS website on Food Preparation: Using Knives, which will be adapted for school use to reflect all reasonably foreseeable hazards.

Appendix 13: GAS APPLIANCES AND INSTALLATIONS

The school will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations.

Gas boilers, heaters, ovens and other gas fired equipment will be serviced at regular intervals, usually annually, and in accordance with the manufacturers recommendations.

All work on gas appliances to be carried out by a Gas Safe Registered engineer. Records of all servicing, maintenance and repairs to be kept.

Summary of Key Actions

The key actions necessary to ensure the safety of gas fired appliances are:

- Identify all gas fired appliances and create a maintenance schedule for each
- Arrange for servicing in line with the schedule and keep records
- Prepare a gas leak emergency procedure
- Highlight all gas shut-off points

Gas Emergencies

In the event of a suspected gas leak:

- Call 24-hour gas emergency service on 0800 111 999
- Evacuate the buildings and move the pupils and majority of the staff to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency Transco engineer.
- If it is safe to do so:
 - Put out naked flames
 - Open doors and windows
 - Turn off the gas supply

DO NOT TURN ELECTRICAL SWITCHES ON OR OFF

If the general public in the neighbourhood are at risk contact the police on 999
No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Appendix 14: LONE WORKING

We recognise our duty to ensure the safety of lone workers as far as reasonably practicable. As far as the Health and Safety at Work, etc Act 1974 is concerned, the responsibility of the employer to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of employees working in a group or under close supervision.

Employees must cooperate with management to enable them to comply with their health and safety duties in respect of lone working. Section 7 of HASWA requires employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

We will manage the risks associated with lone working by the following means;

- Risk assessments will be carried out for all lone working activities. This will enable us to establish the degree of risk and to put in place the control measures required to reduce the risk to an acceptable level. Risk assessment will take into consideration the person, the equipment/ materials being used and the environment where lone working is carried out. The assessment will also consider the emergency arrangements including rescue and first aid.
- We will ensure that the required communication equipment and procedures are implemented to enable employees to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication will be determined via the risk assessment process, but the telephone is an obvious means, with mobile telephones or two-way radios for workers who may be working in remote areas.
- Only trained, competent and authorised persons will be permitted to work alone. Training, information and instruction will be provided following the satisfactory completion of a suitable and sufficient risk assessment.

Whether or not a person will be permitted to work alone in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

The person responsible for carrying out risk assessments for lone working is: **Subject Leads.**

Appendix 15: MANUAL HANDLING

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably Practicable then an assessment of the risks to employees must be carried out. The manual handling assessments will be made available to all employees.

After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

The person responsible for carrying out the manual handling assessments is:

Subject Leads

Responsibility for implementation of manual handling assessments and any controls that are required rests with the nominated person above, supported by any other employees as required.

The manager/supervisor will monitor the effectiveness of the manual handling assessments. Any deficiencies will be reported to the person responsible for carrying out the manual handling assessments.

However, management cannot carry out an assessment for all minor tasks therefore it is the responsibility of employees to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task employees must consider

The Task - What you are going to do

The Individual – The persons own capabilities

The Load - The weight, size and shape of the load

The Environment – The environment to which the task is being undertaken

If in doubt get help

All manual handling assessments will be reviewed annually or if there is any significant changes that affect the validity of the risk assessment, whichever comes sooner.

Appendix 16: NOISE EXPOSURE

The **Control of Noise at Work Regulations 2005** requires us to monitor noise levels within the workplace. This is to ensure that all our employees and any contractors or visitors are not exposed to noise levels likely to cause short or long-term hearing damage.

The current noise exposure levels are set as follows:

The **Lower Exposure Action Values** are:

A daily or weekly exposure level of **80dB(A)**

A peak sound pressure level of **135dB(C)**

The **Upper Exposure Action Values** are:

A daily or weekly exposure level of **85dB(A)**

A peak sound pressure level of **137dB(C)**

The **Exposure Limit Values** are:

A daily or weekly exposure level of **87dB(A)**

A peak sound pressure level of **140dB(C)**

The **Exposure Limit Value** will take into account the effectiveness of any hearing protection that is provided and worn.

To ensure that noise levels are maintained to the lowest levels possible we will ensure that a suitable and sufficient risk assessment is carried out. It is our policy to use equipment and practises with low noise emission levels or to provide covers, enclosures or sound damping equipment to reduce the amount of noise in our business premises and activities.

Personal protective equipment such as earplugs and ear defenders will be provided as a last resort. This personal protective equipment will be suitably assessed and meet the relevant British and European standards.

The actions implemented will follow the hierarchy below:

- At the **Lower Exposure Action Level** hearing protection will be provided and employees and visitors will be advised to wear the hearing protection.
- At or above the **Upper Exposure Action Level** hearing protection will be provided for all employees and visitors. In areas where the noise levels are above 85 dB(A) it will be mandatory for employees and visitors to wear the hearing protection. Employees found to be in breach this rule will be subject to disciplinary action. A visitors refusing to wear the hearing protection will not be allowed in the area. Signs will be placed to warn staff and visitors that they are entering a hearing protection zone.

The person responsible for carrying out and reviewing the noise risk assessments is:
Subject Leads

Appendix 17: PHYSICAL EDUCATION

The school is committed to safe practice in physical education and recognises that the school and the teaching staff 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 well-being of others. This should be a planned and intentional aspect of the curriculum.

The school follows the standards set out in 'Safe Practice in Physical Education and School Sport' produced by the Association for Physical Education. They also have a department handbook that is available to all staff.

Implementation

The Head of PE is responsible for ensuring this policy is brought to the attention of all staff in the Department, for ensuring that it is complied with.

The Head of PE is also responsible for completing an Association for Physical Education (afPE) PE risk assessment form for each PE event where significant health and safety hazards are reasonably foreseeable and for bringing risk assessments to the attention of relevant staff.

Staff competence and qualifications

Teachers with responsibility for the planning and delivery of PE programmes should have satisfactorily completed appropriate initial and/or in-service training which cover all those aspects of activity required to be taught, as recognised by the DfE.

Where there are specific National Governing Body Certificates available for certain sport or activities, teachers planning or supervising these activities should be certificated as appropriate.

Only in exceptional circumstances and with great care should teachers of other subjects who have no specialist training in physical education be time-tabled to teach in the PE department. Those teaching staff should not take full responsibility for any aspect of physical activity where there are elements of hazard and attendant risk. This will include swimming, gymnastics, athletics and throwing events. Refer: afPE guidance, pages 31-36.

Supervision of pupils

Unqualified teachers will not be required to teach in areas where they lack the appropriate experience and expertise, particularly where there are safety implications. A qualified specialist teacher should closely supervise PE classes. It is not acceptable for non-teaching staff to supervise a practical class on their own. Refer: afPE guidance, pages 33-36.

Adults other than Teachers (AOTT's)

When adults other than teachers are used to support the delivery of physical education and in the extended curriculum to:

- Support and work alongside teachers in the delivery of the curriculum
- Work alongside and support teachers in the development of school clubs and teams on the school site
- Deliver off-site activities

The school governors continue to have a duty of care that operates for any activity in which pupils are engaged. Teachers cannot transfer this duty and therefore AOTT's must work alongside teachers with supervision.

The school will ensure that stringent checks, including Disclosure and Barring Service (DBS) checks, are made before allowing any unsupervised access to children.

Refer: 'Guidelines for Local Education Authorities, Schools and Colleges' in the use of 'Adults other than Teachers in Physical Education and Sport Programmes', BAALPE.

Class sizes in Physical Education

In determining the size of teaching groups in physical education, account will be taken of:

- Nature of the activity
- Age, experience and developmental stage of pupil
- Requirements of National Curriculum
- Risk Assessment

The school will create and maintain a risk assessment for each PE work area.

Significant hazards and their control measures will be included in "schemes of work" as appropriate. All staff working in PE and school sport will be made aware of these findings and be involved in their review. Refer: afPE guidance, pages 23 - 30.

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 Pupils

It is an integral part of the subject to involve pupils in apparatus handling, particularly in gymnastics. However, this must be carried out in such a way as to reduce risk to pupils as far as is reasonably practicable. The school will make arrangements to enable pupils to learn how to handle equipment safely according to their age and strength. Refer: afPE guidance, pages 88 and 91-93.

Inspection of equipment

All indoor PE facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment will be inspected termly and records kept.

PE department staff should 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 to be kept in good condition, lighter portable posts secured to prevent them falling over free standing posts secured and all posts checked regularly.

Hazards and equipment defects

It is the responsibility of everyone in the PE 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 action until the defect to the equipment has been remedied and/or the Head of Department agrees it is safe to be used. A notice must be hung on the equipment indicating that it is faulty and must not be used.

Emergency procedures

The Head of Department is responsible for preparing written emergency procedures for activities where there is a risk of serious and imminent danger to employees and/or pupils. Where employees are allocated specific tasks to perform in an emergency their role will be detailed and they will be suitably trained.

Away Fixtures

Such risks could be significant in the case of an injury to pupil(s) during a lesson both on-site and off-site. Effective procedures are complicated by when and where the emergency happens. The school will consider what they will do during away fixtures and matches and agree procedures that will ensure effective handling of the situation. Refer: afPE guidance, pages 119-122 and 125-131.

First Aid

The school will ensure that a suitable number of trained first aiders are available. See also the First Aid section of this Manual and BAALPE guidance, pages 118-24 refers. A travelling first aid kit and clear, effective procedures for contacting the emergency services is considered to be the minimum requirement.

Procedures to address the needs of injured pupils and the remainder of the group away from school premises and the managing accidents will be included in PE risk assessments.

Clothing and Footwear

This must be appropriate to the activity.

Suitable footwear must be worn on all occasions. Specific requirements are:

Games, athletics, cross-country running

Training shoes are acceptable in most circumstances. However, the soles must provide satisfactory grip, particularly in wet conditions. Where appropriate, studded footwear should be worn. Participation in 'everyday shoes', such as those with heels or open toes, must not be permitted under any circumstances. Footwear must always be secured by suitable fastenings. Long, loose laces and flapping tongues present a significant hazard.

In football related activities consideration will be given to pupils in boots / blades and those in trainers. This will form part of the on-going risk assessment undertaken by the teacher. Refer: afPE guidance, pages 101-102.

Indoor activities, (dance, gymnastics, etc.)

Participation with bare feet will enhance the quality of work considerably, thereby making it much safer. If the condition of the floor does not allow bare feet, then soft soled plimsolls provide the best alternative. During activities, such as 'step aerobics', where excessive and repeated impact might be anticipated, suitable training shoes must be worn. Refer: afPE guidance, page 101.

Appendix 18: PREGNANCY

It is important that the health, safety and welfare of all our employees is safeguarded. We recognise our responsibilities under the **Management of Health and Safety Regulations 1999 Regulation 16** and realise that if any of our employees become pregnant they must inform their manager/supervisor immediately. This can be verbally, but must be followed up by a written confirmation from their doctor.

An individual specific risk assessment of the work that the employee does will be developed to determine any risks to her and her unborn baby that may arise from the work activities in that area of the school.

Where the risks are significant then assistance or alternative employment will be provided.

Pregnant employees must not:

- Carryout manual handling tasks (Lifting and Carrying).
- Use or come into contact with any chemicals.
- Work at height (stand on stepladders, step ups etc.).

Pregnant employees must.

- Work to the controls put in place by the risk assessment.
- Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

To maintain a safe working environment for any pregnant employees a suitable rest area will be provided for them to rest if required.

Seating will be provided for the employee to carry out their work if appropriate.

RADIATION (Appendix 19)

Teaching about ionising radiation in school helps pupils to develop a balanced attitude towards the subject, for many the study of ionising radiation at school may be their only opportunity to achieve this.

School work involving ionising radiation is very safe because great care has been taken in the choice of sources, control measures and procedures. However, all radioactive substances can cause harm if misused, so the school follows the guidance in CLEAPSS Guide L93 Managing Ionising Radiations and Radioactive Sources.

To comply with legislation and to ensure the school follows best practice the school has appointed a Radiation Protection Adviser (RPA)

and Radiation Protection Supervisor (RPS).

The Local Rules for the use of ionising radiations have been adapted from the CLEAPSS model in consultation with the RPA and it is a function of the Teacher in Charge of Science to see that they are adhered to. Staff using ionising radiations have been issued with their own copies, as a part of their training.

The Radioactive Sources History (ie, 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 Science Prep. Room.

The Use Log (showing the times that any sources are removed from and returned to their store) is kept in the Science Prep. Room.

The Monitoring Record of tests for leakage of radioactive sources and contamination by radium sources is kept in the Science Prep. Room. Testing normally takes place each year in September.

It is the function of the Head of Science to ensure these records are all kept up to date.

Appendix 20: RISK ASSESSMENTS

The **Management of Health and Safety at Work Regulations 1999, Regulation 3**, requires that we must carry out a suitable and sufficient assessment of the health and safety risks to our employees whilst they are at work. We will also consider those that are not in our employment who may come into contact with our school activities or premises. Before embarking on this task we need to have an understanding of the following:

- A **Hazard** is something with potential to cause harm.
- The **Risk** is a measure of the likelihood that harm will be caused.

We will ensure that we carry out suitable and sufficient risk assessments of all the tasks and equipment connected with our school activities that are likely to present a significant risk of injury or ill health to our employees or others within our activities.

The persons responsible for ensuring that risk assessments are undertaken is:
Subject Leads.

The risk assessments will be made available to all relevant employees who will read them. After reading and understanding the content of the risk assessment, the employee must sign our confirmation sheet to confirm that they have read and understood the assessment and its findings.

The responsibility for the implementation of risk assessments and any controls that are required rests with the nominated person identified above and shall be supported by any other employees as is required.

The managers or supervisors will also monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies that are identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum or if there is any significant change that affects the validity of the risk assessment, whichever comes sooner.

Appendix 21: SCIENCE

This policy sets out the schools' arrangements for ensuring that practical work within the science department is carried out safely and that safety control measures applied are pragmatic and proportionate so as not to inhibit good teaching.

The task of overseeing health and safety within the science department is that of the Head of Department.

Information

All relevant staff are issued with a copy of this policy which they should keep in their personal health and safety portfolio.

Any new instructions, restrictions or rescinded (lifted) restrictions made by the school are communicated to all staff in writing.

Monitoring and checking

The school requires the science department to monitor the implementation of this policy. Records of monitoring are kept by the Head of Department.

Training

Generally, this department follows guidance in the CLEAPSS documents L238, Health and Safety Induction and Training of Science Teachers and L234, Induction and Training of Science Technicians, to identify the training needs of staff.

Any non-science staff who have to supervise any class in a laboratory will receive brief training in laboratory rules.

Records of the training received by members of the science staff are kept on file.

Risk Assessments

The school follows the recommendation of the Health and Safety Commission to adopt 'model' or 'general' risk assessments adapted to the school curriculum and facilities.

The school policy is that the following publications are to be used as sources of model (general) risk assessments.

- CLEAPSS publications generally
- CLEAPSS, Hazcards, current edition
- CLEAPSS, Laboratory Handbook, current edition
- CLEAPSS, Recipe Cards, current edition
- CLEAPSS, L93, Managing Ionising Radiations and Radioactive Substances, (under revision, 2007)
- ASE, Safeguards in the School Laboratory, ASE, 2006 (11th Edition), ISBN 978-0-86357-408-5
- ASE, Topics in Safety, ASE, 2001 (3rd edition), ISBN 0863573169
- DfEE, Safety in Science Education, HMSO, 1996, ISBN 011270915X

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are to be checked against the model risk assessments and significant findings incorporated into texts in daily use, i.e., the scheme of work, set of lesson plans, syllabus, technician notes.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment is to be obtained from CLEAPSS. 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., size, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health.
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details, e.g., high voltages, heavy masses, etc.

Since the set of lesson plans have been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been also checked with the models and where appropriate agreed with the Head of Department.

Where an activity must be restricted to those with special training, that restriction is included in a note on the text.

Fume Cupboards

The school will arrange regular testing of fume cupboards at a maximum interval of 14 months but require teachers to perform a quick check before use. Records of the tests are kept on file.

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

Pressure Vessels

Autoclaves and pressure cookers need periodic inspection, normally annually, under the Pressure Systems Safety Regulations. Records of examinations are kept on file.
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 CLEAPSS through publications and directly.

Any user who discovers a hazardous defect in an item of equipment must report it to the Head of Department or other nominated person.

Personal Protective Equipment

The school accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them and safety spectacles for pupils. The condition of the eye protection is checked at the start of each term.

Chemicals

The safe storage and, where necessary, disposal of chemicals including highly-flammable liquids, will be arranged in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) in order to ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished and appropriate signage located in the required areas.

Hazardous activities involving chemicals is restricted to those who have received special training and as identified in the texts in daily use as part of the risk assessment.

Waste disposal

Waste chemicals and equipment are disposed of in an environmentally-responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on CLEAPSS Hazards (2007 edition or later). Other disposal follows guidance in the relevant section of the CLEAPSS Laboratory Handbook.

Safe disposal of Sharps

All sharps must be correctly and safely disposed in a leak-proof, puncture resistant, lockable container. The container should not be filled more than two thirds then sealed and disposed as per the school procedure.

Security Access to laboratories and preparation rooms will be controlled to prevent unauthorised access. All science rooms including store rooms are to be kept locked at all times except when in use. 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 suitably-trained teacher or teaching assistant comes to an end. No class is allowed to be in a laboratory without adequate supervision.

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

Firefighting equipment

Two 2 kg carbon-dioxide extinguishers and one fire blanket provided for firefighting are the standard for Science classrooms.

When using flammable metals, it is better to have a bag of sand immediately available in case of fire. Dry powder extinguishers are not recommended as they cause permanent damage to computers and lead to such a mess that industrial cleaning will be required. A fire blanket can be used to smother fires, often causing less damage than a carbon dioxide extinguisher, which may blast apparatus across the bench.

Spills

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers using a 'spill kit' prepared for this purpose [in accordance with section 7 of the CLEAPSS Laboratory Handbook].

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures which may involve calling the Fire and Rescue Service. This training is supported by regular drills arranged by the Head of Department.

Appendix 22: SECURITY

School security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g. stranger on or near premises without identification etc.

The Headteacher, staff and governors regularly review security arrangements for the site.

- Access is via the main entrance only once the school day has begun.
- Signs point out the main entrance and detail the need to register with the school office staff.
- Signing in must be completed by **all** visitors and badges are issued to identify authorised visitors.
- Children arriving late or needing to leave the school before the end of the day **must** register at the reception.

However, the whole community is encouraged to keep our school safe and secure by

- Notifying police immediately of any trespassers on the premises in or out of school working hours or of any unauthorised use of any part of the premises.
- Notifying police if the alarm light is flashing or siren sounding.
- By reporting any unusual suspicious sightings of cars or persons in the close proximity to the school.
- Reporting of incidents that happen to their child or themselves e.g. asked to get in a car, offered sweets, asked questions about school routines etc.

Appendix 23: THE SCHOOL ENVIRONMENT

The **Workplace Health Safety and Welfare Regulations 1992** are designed to provide employees with a safe place of work and adequate welfare facilities.

We will also ensure that the premises as well as any fixtures, fittings and plant within it do not present a health and safety risk to any children, visitors and contractors that may come into contact with our school activities and premises.

Premises inspections that provide for the early identification of defects and omissions will be carried out at regular intervals by representatives of the staff, when defects and omissions are identified then a time scale and person responsible for repair or implementation will be set.

Inspections of the buildings and outside environment will be carried out every frequently by the Site Manager.

In order to maintain a safe and healthy workplace, good housekeeping is extremely important. All employees have a part to play in the delivery of this requirement. They will ensure that their work areas and equipment is kept in a clean and tidy condition, items and equipment must not be left on the floor to present a trip, slip or fall hazard and any cables are to be routed away from traffic routes.

Appendix 24: TRAINING

We recognise the duty to provide its employees with whatever training is required so that they can carry out their job in a safe manner. This will ensure they are protected from hazards and that they do not cause anyone to be harmed by their activities.

The type of training that will be provided is:

- Induction training for all new employees
- Job specific training for all new employees or employee who transfers to other roles.
- Health and safety training for all employees that have been given specific tasks in the policy and to allow all employees to carry out their jobs safely.
- Extra training and supervision will be provided for young people because of their immaturity and lack of experience.
- Training will either be provided in house where appropriate or by an accredited training provider.

All training will be recorded and retained with the employee's personal file, the employee will sign to confirm that they have received the training and understood it.

Health and Safety Training should include:

- Risk and CoSHH assessment training when applicable.
- Manual handling training as and when required.
- Use of Personal Protective Equipment (PPE) when issued.
- Use of Display Screen Equipment where necessary.
- Health and Safety awareness.
- Fire prevention and safe use of fire equipment.
- Any other training that may be relevant to their tasks or health and safety.

Appendix 25: WORKING AT HEIGHT

The **Working at Height Regulation 2005** requires us to consider a number of key elements prior to carrying out any work that involves climbing from floor level.

We are required to suitably and sufficiently assess the risks involved in working at height. This will involve consideration of the following key factors:

- Is there a specific need to work at height or can the operation or task be carried out without working at height?
- Is the equipment we provide suitable for the task involved and does it allow ease of access to the working area?
- Is the equipment used to access the work area maintained?
- Are the employees we intend to use suitably trained to carry out the task and is their level of fitness acceptable?
- If employees are required to access surfaces at height, then we must take into account the surface of sufficient strength to support the persons involved.
- The height involved must also be taken into account, as well as should a fall occur what is the employee likely to fall on or into. A secondary means of supporting the employee should he/she fall must be provided for the higher access tasks.
- If the task requires employees to work outside, then the weather conditions must be taken into account. If the weather conditions are adverse and likely to threaten the safety of our employees, then the task will be postponed until such time when it is safe to proceed.

We will carry out a risk assessment, taking into account the factors indicated above. If the work is beyond what we consider acceptable then we will call on the services of a specialist contractor to make the work zone easily accessible to our employees.

The person responsible for carrying out the working at height assessments is: **Subject Leads**

Appendix 26: YOUNG PERSONS (AS WORKERS)

The Management of Health and Safety at Work Regulations 1999 Regulation 19 defines a young person as someone who is over the legal school leaving age of 16 years but has not reached the age of 18 years.

Due to their lack of experience, maturity and lack of awareness it is essential that they are supervised at all times until they gain the required experience, maturity and awareness of the risks.

A risk assessment will be carried out to determine any risks that the young person may be exposed to.

Any young person will be provided with all the information; instruction, training and supervision they require. They will also be provided with a mentor (responsible employee), who has accepted the responsibility of overseeing the young person.

Young persons will not be allowed:

To carry out work that is beyond their mental and physical capability.

To be exposed to substances that are toxic or carcinogenic.

To carry out tasks that can involve risks is assumed to be beyond their recognition.

To be exposed to extremes of heat, cold, noise and vibration.

The young person must:

Carry out all reasonable instructions given to them by their mentor.

Refrain from horseplay or practical jokes.

Report any thing that they feel unsure or unsafe about