



# Bishop Milner College

## Health & Safety

### Local Procedures

### 2024/2025

## **Statement of Local Health and Safety Intent Bishop Milner Catholic College**

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

We will:

- ❖ Plan for health and safety within our school improvement planning activity.
- ❖ Develop and maintain local arrangements and procedures that interpret health and safety legislation and guidance that apply to this school
- ❖ Review all progress against our plans and take appropriate action.
- ❖ Provide an environment in which staff can carry out their tasks without fear of intimidation, harassment, violence, or the negative aspects of stress.
- ❖ Assess and control risks to all staff.
- ❖ Monitor accident trends throughout the school to further inform the health and safety aspects of the improvement plan.
- ❖ The school will expect employees to show a personal concern for their own, pupil and others safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

Principal

.....S Foster..... Date.....September 2024.....

Chair of Governors:

.....T Gallagher..... Date.....September 2024.....

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### Accident Reporting Procedures

In accordance with the Governors accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

Minor injuries are recorded in the first aid book.

Major incidents are recorded in the first aid book and the accident/incident form.

Copies of these forms are available from Secretary to the Principal Office.

Senior Member of Staff only are responsible for completing the F2508 (RIDDOR) forms for more serious injuries and for carrying out the statutory reporting procedures for 'major' and 'over 7 day' absence injuries as required by the current Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

- The first aid book is located in the Medical Treatment room and is used to record all minor incidents to students; any more significant incidents must also be reported to a member of the senior leadership team.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Principal, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Staff are alerted to the fact that only a small proportion of accidents result in harm to people and the severity of injury is a poor indicator of risk. It is important to consider the potential rather than the actual outcome and to report minor injuries and 'near misses' where appropriate.

#### How to contact a First Aider:

- Main reception (dial 101)
- Outdoor activities a person will be sent to Reception to request first aid

#### Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to Health and Safety Executive (HSE) on 0345 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

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

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

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### **Art & Design**

The School is committed to teaching all practical subjects in a safe way. This policy outlines the processes and procedures for ensuring safe working in Art and Design. Any activity taking place in practical rooms should comply with the recommendations of British Safety Standards.

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

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

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

### **COSHH**

Substances used in the workplace should be assessed with reference to the Control of Substances Hazardous to Health.

### **Risk Assessment**

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

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

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

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

Alternatives to hazardous substances should be sought.

Suppliers of substances covered by COSHH regulations will supply details in order to assist risk assessments.

### **Room Safety**

- All practical rooms must be locked when not in use
- Unsupervised students must not be allowed in hazardous rooms
- Staff are expected to leave workrooms in a safe condition.
- When starting practical lessons, staff should check that rooms are clear, all thoroughfares and room exits are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken
- Fire doors must be unlocked, and clear only authorised staff are permitted to switch on the electricity and gas mains isolators. Students may not switch on these – not even under supervision.
- Students must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly
- Only one person may operate a machine or piece of equipment at a time.
- A specialist room may only be used for other curriculum activities if the person supervising the students understands room hazards in the room and can prevent them.
- Supply or cover teachers must be given information on the room hazards; this could be a laminated A4 sheet for the room explaining the location and operation of main services such as electrical isolators, any local hazards, and where help can be obtained. Cover teachers must not supervise practical work unless they are

competent and experienced in the practical subject and understand the relevant safety procedures.

### **Safety Signs, Notices and Displays**

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

### **Clothing**

Protective clothing such as aprons or overalls must be used in any 'messy' practical work, or where hazardous materials are being used.

Do not use nylon or other plastic protective clothing in high-temperature work.

People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts.

### **Eye Protection and Guards**

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

Eye protection must conform to **BS EN166**. Select the type of eye protection suitable for the practical work.

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

### **First Aid**

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

### **Storage**

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

### **Shelving**

Make regular checks to ensure that shelving is in a safe condition.

Shelves must not be overloaded, and heavy materials must not be stored high up.

Ensure that the shelf space is used sensibly with no items stacked precariously.

Proper stepladders must be provided for access to shelving beyond easy reach from the floor.

### **Maintenance, Inspection and Testing of Equipment**

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

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

- A visual check by staff of equipment prior to its use or on a daily basis.
- A more formal visual inspection which should be carried out termly by staff. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.

- Formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually, or for LEV equipment, every 14 months.

### **Training Records and Certification**

All practical work must be supervised by a suitably qualified teacher

It is every teacher's responsibility to ensure that his or her knowledge of Health & Safety is current.

Any perceived training needs should be discussed with their Head of Department or Business Manager.

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### **Asbestos**

The asbestos register is held in the Site Manager's office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The School's Asbestos monitoring person/s will be the Site Manager/Site Staff. Refresher training is required 3 yearly.

The school shall ensure:

- The asbestos log is maintained and that any changes are acted upon.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials on site will be carried out and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under **no** circumstances must staff drill or affix anything to walls without first obtaining **approval** from the Site Manager

### **Refurbishment & Demolition Surveys.**

This type of survey will be required when a building (or part of it) is to be upgraded, refurbished or demolished and is required prior to any work commencing. This survey is used to locate and describe, as far as is reasonably practicable.

- All ACMs in the area that the refurbishment will take place
- For the whole building if demolition is planned.

The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach.

During this type of survey consideration must be given to the risk of spread of debris including asbestos during aggressive inspection techniques such as:

- Lifting carpets and tiles,
- Breaking through walls, ceilings, cladding and partitions
- Opening up floors and void.

Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise the risk to students, staff and any third parties on the premises. Ideally the building should not be in service, and all furnishings should be removed. This would only apply to working areas within a building for small refurbishment projects.

### **Release of Asbestos Containing Materials**

In the event of accidental release of known or suspected asbestos fibres, the area must be evacuated immediately and if possible sealed to prevent unauthorised access. A sign should be displayed to inform persons to stay out of the area.

The Site Manager (or in his absence the Principal) must be contacted immediately who will contact the relevant agencies (asbestos registered contractors) to arrange for a sample to be taken and relevant remedial works carried out.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the Site Manager.



### **Contractors**

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

All contractors must report to school office/reception where they will be asked to sign the electronic system and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Contractors must provide proof of Disclosure & Barring Checks if Students are in school.

The Site Manager/Site Team are responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work.

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

All contractors will be made aware of the asbestos register.

Before any contractor undertakes hot works, a permit must be completed with site staff and all the precautions observed – if not the contractor will not be allowed to work on site.

### **School managed projects**

Where the school undertakes projects direct the Governing Body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the Site Manager/School Architect who will ensure that consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM<sup>1</sup> regulations will apply.

To ensure contractor competency the school will use recommended contractors.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

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<sup>1</sup> CDM refers to the Construction (Design and Management) Regulations 2015 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition 2 specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed. In such instances it is recommended that an agent be used to work on the school's behalf.

**Design & Technology**

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

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

**General Considerations**

All occupants of a workshop and similar rooms are in a potentially hazardous environment and must therefore be fully trained and instructed on Health and Safety matters.

It is the teaching staff, however, who carries the overall responsibility for the maintenance of safe working conditions. They should anticipate potentially dangerous conditions and act before they can develop. Their example in the handling of tools and equipment, wearing protective clothing and maintaining general workshop discipline will encourage a sense of responsibility in the students and an understanding of the importance of planning work in order to prevent accidents. In short, Staff must see themselves as a role model for the students and act accordingly at all times.

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

- Avoiding pranks, carrying and handling tools, tidiness, and the necessity for quiet and orderly movement.
- Not to stand too near other students operating machines, never to operate machines unless told to do so and the purpose of guards, controls and protective clothing.
- There should be appropriate warning notices on relevant machinery and the school learning plan should be prominently displayed in practical rooms.

All courses must continue to highlight the elements of safety involved, with particular attention being paid to: General Health and Safety. (B.S.4163: Page 28)

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

Only staff qualified under the Provision and Use of Work Equipment (PUWER) 1998 is permitted to use the circular saw or the planer.

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

- Wood turning lathes (Non-composite materials only) Keystage 4/5 only and under close supervision.
- Centre lathes Keystage 4/5 only and under close supervision.
- Pillar drills
- Jig saw (Handheld 6<sup>th</sup> Form only)
- Brazing equipment (Mainly 6<sup>th</sup> Form only)
- Portable Hand Drills
- Belt Sanders/Palm Sanders
- Convection Oven
- Strip Heater
- Buffing and Polishing Mops
- Vacuum Former (6<sup>th</sup> Form only)

### **Students May Not Operate:**

- Circular saws
- Planers
- Power Hacksaw
- Grind stones
- Students must not pour molten fluids (6<sup>th</sup> Form only)
- Router (only under the close supervision of the DT Technician and Teacher)

Close and constant supervision is vital if accidents are to be prevented and should the teacher be required to leave the workshop, he/she must ensure every machine is switched off and the master ignition key removed until his/her return.

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

### **COSHH**

Control of Substances Hazardous to Health (2002)

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

### **Risk Assessment**

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

All subjects will use the relevant Model Risk Assessments provided by CLEAPSS. Where significant, these MRAs will be adapted by the individual subject leaders to take account of the local circumstances of the school.

All risk assessment must be carried out BEFORE a practical activity is undertaken and the effectiveness of the risk assessment must be regularly monitored; if any new activities are to be undertaken, it is essential that a full risk assessment is carried out beforehand. If a model risk assessment does not exist, the subject leader should

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

The BS 4163:2021 Health and safety for design and technology in schools and similar establishments – Code of practice contains a helpful framework to use when assessing group sizes: 'Risk assessments should be carried out to determine the appropriate number of students in the work area. The risk assessment should take the following factors into account:

- The size and layout of the work area.
- The size and number of items of furniture and equipment in the work area.
- The type of activities carried out in the work area.
- The age and abilities of the students.
- The competence and experience of the teacher.
- The extent of technician or other appropriate support.
- Whether learners with special needs are present.
- Whether there are students whose first language is not English.
- The behaviour of the students.'

### **Safety Signs, Notices and Displays**

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

### **Clothing**

Protective clothing such as aprons or overalls must be used in any 'messy' practical work, or where hazardous materials are being used.

Do not use nylon or other plastic protective clothing in high-temperature work.

People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts.

### **Eye Protection and Guards**

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

Eye protection must conform to **BS EN166**. Select the type of eye protection suitable for the practical work.

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

### **First Aid**

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

### **Chemicals used in Design & Technology**

Certain chemicals are presently in general use within Design & Technology. All members of staff should be aware of the very real hazards that exist in relation to these chemicals.

If any new chemical is borrowed from another department, then the following should be undertaken:

- Read the relevant HAZCARDS available from CLEAPSS.
- Make a Risk Assessment and signify that you are aware of the dangers.
- Give 24 hours' notice of your intention to use the chemical (at the latest by afternoon break of the day before you intend to use).

### **Sharps**

Sharps must be collected using suitable equipment i.e. gloves, handheld brush and pan and placed inside a suitable container. The container should be emptied on a regular basis to prevent overflowing of sharp materials.

## **Food Technology**

### **Storage**

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

### **Preparation**

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

### **Cooking**

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

### **Cleaning Up**

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

### **Eating the Food or Transporting it Elsewhere**

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

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# Student Rules for Working in Design & Technology Rooms

The biggest danger in the D&T room is **YOU!** You are at risk when you don't understand the hazards, or you are careless, or both. The person most likely to suffer from your mistakes is **YOU!**

**Report any accident, spillage or breakage to your teacher.**

1. Only enter a D&T room when told to do so by a teacher. Never rush about or throw things in a D&T room. Keep your work area and floor area clear, with bags and coats well out of the way.
2. Follow instructions precisely; only touch or use tools, equipment, machines and materials when told to do so by a teacher; never remove anything from any D&T room without permission.
3. Wear eye protection when told to do so and keep it on until you have finished the work that needs the eye protection.
4. When using naked flames (e.g., gas torches in workshops, gas cookers in food rooms), make sure that ties, hair, baggy clothing etc. are tied back or tucked away.
5. Always stand up when doing practical work in food technology or in workshops so you can quickly move out of the way if you need to.
6. Always wash your hands carefully before starting work in food technology and after the end of lessons in all areas.
7. If you are scalded, burnt or a chemical splash on your skin, wash the affected part at once with lots of water. Tell your teacher, also report any cuts or abrasions.
8. Report all spillage of any substance to your teacher.

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**Display Screen Equipment (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

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

The Health and Safety (Display Screen Equipment) Regulations 1992 apply and where staff use display screen equipment for a significant part of their normal work.

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

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

**Health and Safety and Computers:**

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

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

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

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

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

Any problems with the equipment should be reported to the class teacher who should isolate the equipment and report the problem to the IT Head Technician.

All electrical equipment is visually checked prior to use and a programme of PAT testing undertaken.

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

**SEN Students and Computers**

Some SEN students may be provided with individual equipment (identified on SEN Target student list). Teaching staff should liaise with the SEN department, when this is so, and ascertain the arrangements that have been set up with the student for printing etc.

Where a student has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the student. Possible problems may be upstairs room, pressing several keys simultaneously etc. Staff should be aware that a poor performance academically does not necessarily imply a poor performance on the computers. Every student has the same right to access and development. Furthermore, a student who has a problem with presentation can be highly motivated by obtaining a computer printout.

Gifted students are unlikely to be totally satisfied with school equipment, particularly as they are likely to have superior equipment at home. Staff should be sensitive to this and build on it by allowing students to produce work on the computer at home, without, of course, allowing those students without computers to feel inferior in any way. Gifted students should be identified on the SEN Target Student list.

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## **Educational Visits**

### **Introduction**

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our student's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all students at all times. Within these limits we seek to make our visits available to all students, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

### **Aims**

The aim of our off-site visits is to:

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

### **Residential Activities**

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

### **How Visits May Be Authorised**

A competent appointed group leader will be responsible for running the activity. This will normally be a teacher employed at the school.

The school's educational visits co-ordinator will be involved in the planning and management of all off-site visits.

S/he will:

- Ensure that risk assessments are completed well in advance as agreed with the EVC.
- Support the Principal and governing body in their decisions on approval
- Organise related staff training
- Verify that all accompanying adults, including private car drivers, have had satisfactory disclosure and barring checks, and use approved coach companies.
- Make sure that all necessary permissions and medical forms are obtained
- Keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility)

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

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Principal before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, the Principal must authorise, and the Trust must be informed via email.

It is our policy that all students should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

### **Risk assessment**

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

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

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the students. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Principal/EVC will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

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

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

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

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

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

A copy of the completed risk assessment will be given to the Principal (residential trips), the educational visits co-ordinator and all adults supervising the trip.

### **Transport**

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

- Transport
- Entrance fees
- Insurance

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

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

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business insurance) of each driver covers such journeys and double-checking that each driver has been subject to the normal security checks.

The school makes a charge to parents if their children are transported by means of transport provided by the school. The charge covers the expenses of the journey only; we do not make any profit from this.

### **Communication with Parents**

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

For visits taking place within the school day, a one-off permission slip will be sent out to parents/guardians on entry of stating at the school.

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

No student may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

The timetable for the payment of contributions should allow for the Principal making a decision about the financial viability of the activity in reasonable time.

### **Further Health and Safety Considerations**

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a group leaves school the admin office should be provided with a list of everyone, students and adults, travelling with the party, together with a programme and timetable for the activity.

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

Prior to an activity, if it is felt that the behaviour of an individual student is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Principal the possibility of excluding that student from the activity.

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

### **Group Leaders' Planning**

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

[www.oeap.info/](http://www.oeap.info/)

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

## **Visit Plan**

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

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

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## **Fire Evacuation & other Emergency Procedures**

The Principal is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Site Manager's office and reviewed on an annual basis.

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

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

The Site Manager, after consultation with the Principal is responsible for organising evacuation practices each term and for completing the record sheet.

### **Fire Instructions**

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

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

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

### **EMERGENCY PROCEDURES**

#### **Fire and Evacuation**

Fire and emergency evacuation procedures are detailed below. These procedures will be reviewed at least annually.

#### **Fire Drills**

Fire drills will be undertaken termly, and a record kept in the fire logbook.

#### **Fire Fighting**

Under no circumstances should anyone attempt to tackle a fire, evacuation of the buildings is paramount to all persons on the site.

Ensure the alarm is raised BEFORE attempting to tackle a fire. (Site Staff Only)

Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.

#### **Fire Procedures**

A fire bell will ring continuously when there is an emergency and the building must be evacuated. Tutors must ensure that students are aware of the procedures that must be followed when the fire bell is sounded.

All procedures **MUST BE CARRIED OUT IN SILENCE** to ensure that everyone can hear instructions and can move quickly and safely. The 'Keep Left' rule does not apply during emergency evacuation as all movement is in one direction.

#### **Students Must:**

- Stand up and file out of the classroom, when instructed by staff
- Not delay putting things away or to collect anything
- WALK IN SILENCE with their teacher to the nearest stairs or exit
- Not delay in leaving the buildings but must not rush or push
- Be prepared to give priority to groups who may already be in the corridor or stairs
- Leave the buildings and WALK IN SILENCE to assemble with their tutor group

- For Sixth Formers who remain on site but not in lesson you must all report to the assembly point

**Staff Must:**

- Accompany their group all the way from the classroom to the assembly point.
- Not delay putting things away or to collect anything.
- Ensure students are lined up in alphabetical order.
- Check their register using their tablet/paper register issued by the Attendance Officer (allocated cover person should continue this duty in the event of an FT absence.)
- Feedback the checked register outcome to the designated member of the administrative team.
- Ensure their students remain IN SILENCE throughout the Emergency Evacuation.
- Wait for the HPLs to inform them that it is safe to take their students back into the building Registers, staff lists, visitors' book and signing-out sheets will be taken out by the Reception Staff.

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## **Inspection/Maintenance of Emergency Equipment**

### **Testing of the fire alarm system**

Fire alarm call points will be tested weekly in rotation by the site staff and a record kept in the electronic log system.

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

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

### **Inspection of Fire Fighting Equipment**

An approved competent contractor undertakes an annual maintenance service of all fire-fighting equipment.

Weekly checks are carried out to ensure that all fire -fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the approved contractor.

### **Emergency Lighting**

These systems will be checked for operation monthly by the Site Staff and quarterly by an approved contractor and records sent to the School.

### **Green Door Release Boxes**

These will be tested regularly by the Site Team

### **Emergency Red Pull Cords**

These will be tested regularly by the Site Team

Test records are located in the site's fire logbook

### **Means of Escape**

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

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## **First Aid & Medication**

A first aid box stocked with the contents recommended in the Approved Code of Practice to the Health and Safety (First Aid) Regulations is kept in the Medical Room and other areas around the school site where required.

First Aiders are responsible for ensuring that the contents of the first aid box are replaced as necessary and for ensuring that first aid training is repeated every 3 years.

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

### **First Aiders:**

The school has sufficient numbers of first aiders (includes Initial First Aid at Work and Emergency First Aid)

Reception are aware of First Aiders duty rotas.

Drivers (who transport students) will check that any vehicles are properly equipped with first aid boxes before they are used.

### **Transport to Hospital:**

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

### **Administration of medicines**

All medication will be administered to students in accordance with the DfE document <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

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

Records of administration of medicines will be kept by the medicines cupboard and locked at all times.

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

All medications kept in school are securely stored in the reprographics office.

Where students need to have access to emergency medication, i.e. asthma inhalers, adrenaline pen etc., they will be kept with them at all times.

### **Health Care Plans**

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

These plans are reviewed annually, and written precautions/procedures made available to staff. Staff undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.



## Flammable & Hazardous Substances

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (the COSHH Regulations).

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

In all other areas the school's nominated person responsible for substances hazardous to health are responsible for ensuring compliance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH), i.e.

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

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

### Guidelines:

- Teachers should not keep their own small stocks of hazardous substances e.g. cleaning solutions. Staff room cleaning materials should be kept securely in the appropriate staffroom cupboard.
- Chemicals and cleaning chemicals should ideally be stored in their own container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach pupils to recognise the red and black warning symbols (orange for older products), which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc., and warn of the dangers.
- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

### Radioactive Sources

The school follows CLEAPSS guidance L93 in Managing Ionising Radiations and Radioactive sources.

- CLEAPSS provide the Radiation Protection Adviser. (RPA)
- Member of staff in charge of radioactive sources (RPS) is the Teacher in charge of Physics and is responsible for ensuring all records pertaining to radioactive sources are maintained.

## General Hazards

Workplace accommodation standards are regulated by the Workplace (Health, Safety and Welfare) regulations 1999. It is the policy of the school to comply with the standards for cleanliness, overcrowding, temperature, ventilation and lighting that are detailed in these Regulations and Approved Code of Practice. In particular staff shall ensure that areas are not overcrowded, and that furniture and equipment is arranged to allow unobstructed passage to all areas and exit doors.

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

Ladders are not to be used without a fully completed risk assessment which has been agreed. Ladders are stored with the site staff and may only be used if that person has received the relevant training.

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

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

Damaged or defective furniture and equipment is to be reported immediately via the correct channels. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

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

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

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

No knives or similar item are allowed on site for whatever reason. Any student who is suspected of carrying such articles must be dealt with immediately.

### **Disposal of Waste Materials.**

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

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

## **Health & Safety Information & Training**

### **Consultation**

The school Governing Body meets once a term and discuss health, safety and welfare issues affecting staff, students or visitors as part of the agenda. Action points from meetings are brought forward for review by school management.

The Health and Safety Law poster is displayed in the staff room.

Elite Safety in Education provides competent health and safety advice for our school.

### **Health and Safety Training**

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

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

All employees will be provided with:

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

Training records are held on the central drive and Head of Department where relevant. SLT are responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The SLT will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the SLT / Heads of Departments attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

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## **Health & Safety Monitoring and Inspection**

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Site Manager and Elite Safety in Education.

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

The person(s) undertaking such inspections will complete a report in writing and submit this to the Principal. Responsibility for following up items detailed on the action plan will rest with various heads of departments and the Site Manager (where applicable)

Inspections will be conducted jointly with the school's health and safety representative(s) if possible.

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## Induction Procedures

All new Staff to the School will be required to be involved in an induction process. This will cover a large number of topics and the school's relevant policies and procedures. This will include: -

- Employers H&S statement.
- Risk Assessment – reporting and recording process.
- Security and personnel protection – internal communication.
- Discipline of students
- Care and control of students
- Child protection issues – identification of SENCO.
- Off-site activities – risk assessment required.
- Administration of medication.
- First Aid – position of first aid kits.
- Dealing with drug related incidents
- Fire safety and fire drill.
- Emergency procedures
- Accident reporting (RIDDOR and other in-house requirements)
- Identification of H&S representatives.
- Environmental concerns – heating, lighting, furniture etc.
- Cleaning, reporting failures and inadequacies.
- Good housekeeping – tidy workspaces etc.
- Use and safety of PE equipment.
- Work experience.
- Use of personnel protective clothing.
- Disability, sex and race discrimination policies.
- Safe Handling.
- Stress.
- Sickness and absence policy.
- Employee facilities including toilets, medical room and drinking water.
- Safety signs.
- Equipment instructions – generally made available on or near equipment.
- Safe routes to school.

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## **Infection Control**

### **Introduction**

This policy has been written following guidance from Public Health England guidance on infection control and winter readiness.

### **Aim and Objectives**

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

### **Principles**

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

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

### **Planning and Preparing**

In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would direct their parents to report to their GP and inform Public Health England. During an outbreak of an infectious illness such as pandemic influenza the school will seek to operate as normally as possible but will plan for higher levels of staff absence.

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

This will be discussed with the Health Protection Agency and the Government.

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

The school will close if we cannot provide adequate supervision for the children.

### **Infection Control**

Infections are usually spread from person to person by close contact, for example

Infected people can pass a virus to others through large droplets when coughing, sneezing.

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

Viruses can also survive longer on hard and soft surfaces.

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

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

These messages are promoted through posters around the school, in assemblies and

through Personal and Social Education lessons.

## **HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS**

### **Minimise Sources of Contamination**

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

### **To Control the Spread of Infection**

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

### **Personal Protective Equipment (PPE)**

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

### **Cleaning of the Environment**

Cleaning throughout the school is frequent and thorough including the cleaning of all toys and equipment in class. Cleaning of the environment, cleaning equipment such as buckets are colour coded and cleaned and replaced as needed. Cleaning contracts are monitored regularly and ensure cleaners have access to PPE.

### **Cleaning of Blood and Body Fluid Spillages**

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

### **Vulnerable Children**

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

The school will have been made aware of such children.

These children are particularly vulnerable to chickenpox, measles or parvovirus B19 and, if exposed to either of these, the school will contact the parent/carer and inform them promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.

### **Female Staff – Pregnancy**

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

**Chicken Pox** can affect the pregnancy if a woman has not already had the infection.

Report exposure to midwife and GP at any stage of exposure.

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

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

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

This advice also applies to pregnant students.

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

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

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

### **Meningitis**

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

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

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

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

### **Coronavirus Disease – COVID-19**

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

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

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads.

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



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

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## **Legionella**

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

A legionella water risk assessment of the school has been completed by a competent contractor.

The Site Manager is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control logbook. The Site Manager/site team will be responsible for undertaking basic operational controls in lieu of a Legionella water risk assessment being conducted.

This will include:

- Identifying and flushing rarely used outlets on a regular basis and after school holiday periods.

Contractor

- Disinfecting/descaling showers, or other areas where water droplets are formed at least termly.
- Regular Temperature checks of hot and cold-water outlets.

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## **Lettings/Shared Use of Premises**

Lettings are managed by the Assistant to the Business Manager following guidance laid down by Governors.

Prior to any agreement for letting out of the school premises/equipment a written contract detailing the terms and conditions must be signed by the hirer.

Information will be given to the hirers regarding the emergency procedures.

The hirer is responsible for ensuring they have sufficient first aid arrangements in place and insurances etc.

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## Lifting & Handling

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

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

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

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

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

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

Special care is to be exercised where students are involved with the moving of objects, e.g. moving trampolines or pianos. Staff are required to assess these operations and only allow students to be involved where they will not struggle, and adequate precautions are taken to prevent injury.

## Moving and Handling

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

All moving and handling of students has been risk assessed and recorded by a competent member of staff.

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

## Chair and Table Moving

Measures to reduce the risk of injury:

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

## Miscellaneous Packages and Items

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

## Furniture, Lockers, Display Boards Etc.

Measures to reduce the risk of injury

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

## Lone Working

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

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

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

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

### Definition of Lone Working

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

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

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

### Controls

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

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

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

A staff member must seek permission to work alone and contact the Principal/Business Manager by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Principal, the member of staff must ideally contact another member of staff or a family member as the default position.

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

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

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

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

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

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

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

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

If staff rely on mobile phones, they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

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

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

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

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

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

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

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## **Minibus**

### **Drivers' Eligibility and Authorisation**

A list will be retained of approved school minibus drivers. Those wishing to be added to this list must:

- Be approved by the Principal
- Be aged 25 or over
- Have held a full driving licence for at least two years
- Observe the requirements of the Highway Code at all times.
- Have undertaken a driver assessment to measure their ability to drive school minibuses

It is essential that prospective drivers have undertaken a driver assessment conducted by a competent person. Prior to taking the assessment, drivers must not carry any students as passengers.

### **Vehicle Use**

Vehicle use will be restricted for the purpose of education and welfare of students of Academy Trust.

### **Policy for The Use of The School Vehicles**

- School vehicles can only be driven by school authorised drivers who have undertaken a minibus driver assessment.
- Seat belts must be worn at all times. It is the responsibility of the driver to ensure all passengers are wearing seat belts.
- All journeys are risk assessed
- For trips involving two or more minibuses, all vehicles should remain in convoy and the drivers must have access to communication systems.
- The seating capacity of the bus must not be exceeded.
- All drivers have a responsibility for the safety of their passengers.
- Any driver involved in an accident, no matter how minor, must report to the Principal or person in charge of minibuses on return from the journey. Drivers must not admit liability for an accident, whatever the circumstances.
- The use of mobile phones is strictly prohibited (including hands free)
- Smoking is prohibited in school vehicles.
- Drivers must not drink alcohol, or be under the influence of alcohol, when in charge of school vehicles. Drivers must not drink alcohol for a minimum period of six hours prior to taking charge of a school vehicle.
- Drivers should never drive after taking illegal drugs or if under the influence of drugs
- Drivers must not drive if ill, or affected by medicines
- Drivers are advised to take at least a ten-minute break after every two hours continuous driving and a 45-minute break after 4 – 5 hours driving.
- In the case of mechanical problems, staff should not attempt repairs but must contact the appropriate breakdown service. (Refer to contact information in guidance sheets held in glovebox)
- It is the driver's responsibility to ensure all aisles and emergency exits are clear at all times.
- Do not allow boisterous or unruly behaviour.

### **Vehicle Accident Procedure**

Any accidents, incidents or damage involving a vehicle must be reported to the Principal or person in charge of minibuses.

### **In the Event of an Accident:**

- Ensure the safety of passengers

- Do not admit liability of any kind
- Take the name and address of all people involved
- Take registration number and insurance details of all other vehicles involved
- Take the name and address of any witness's present
- Ask to see driving licence or other corroboration, if possible
- Give your own name and school address
- Note damage to your own and other vehicles
- Note condition of other vehicles including tyres, lights, any previous damage, general condition, etc.
- If camera facilities are available take photographs

### **Police Involvement**

Call the police if:

- Anyone is injured
- You believe that an offence has been committed
- The party involved refuses to give name and address, or has left the scene of the accident
- Vehicle(s) are causing an obstruction or hazard or are in an unsafe condition
- Any facts are in dispute

### **Vehicle Breakdown Procedure**

In the event of a breakdown:

- Crib sheet in bus to follow
- Turn on the hazard warning lights and use the hazard triangle provided, unless parked in a safe position
- Ensure the safety of passengers.
- Assess the breakdown, report to the school office and/or telephone the breakdown service, as appropriate (refer to used handbook kept in the glovebox)

Petroleum spirit must not be transported in people carriers or minibuses.

The school will abide by the Road Traffic (Carriage of Dangerous Substances in Packages, etc.)

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# Pre-Journey Minibus Checklist

This form **must** be completed each time before a vehicle is used.

VEHICLE REGISTRATION NO.	Date:
Bodywork - Damage, No dangerous parts	
Tyres - Check for wear cuts/bulges and pressures	
Wheels - Security of wheel nuts (visual)	
Doors open and close properly	
Fuel top up if necessary	
Windscreen clean and undamaged	
Wipers undamaged / washers working	
Horn	
Brakes - Check brake pedal when vehicle is stationary and moving	
Handbrake	
Fire extinguisher in place	
First aid box	
Warning triangle in place	
Journey Planning – check your route	
Pick Hammer in place (beginning and end of each journey)	
All litter and belongings removed from bus	
<b>I have read and understand the Guidance for the safe use of school vehicles</b>	Sign *
<b>Name/Initials of person making checks</b>	*
<b>If you identify problems with any of the above immediately contact: Estates office</b>	
<b>When the inspection sheet is completed please return it to: Main Office</b>	

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## **Mobile Phones**

### **Aim**

To inform all members of our School community about the appropriate use of mobile phones and to outline the procedures and processes of this policy.

### **Staff**

During teaching time, while on outside duty and during meetings, mobile phones ideally will be switched off or put on 'silent'.

Except in urgent or exceptional situations, mobile phone use is not permitted during the school day, while on outside duty and during meetings. These situations must be agreed in advance by the Principal or a member of the SLT, should the Principal be unavailable.

Should staff need to take photographs whilst on the school site, they should seek the Principal's approval in advance and must utilise the school's own equipment. The I pads should not be used for personal communication of social networking sites during teaching time.

Disciplinary measures can and will be taken, should staff be deemed to have used social networking sites inappropriately. Contravening The Data Protection Act, bringing the School into disrepute, disclosing information about the school and/or its' personnel constitute inappropriate use.

### **Students**

The Principal and governors recognise that many children and their families own a mobile phone. We also recognise that some parents/guardians may request that their children bring a mobile phone to the school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the use of mobile phones or mobile technologies must comply with the rules displayed throughout the School.

In general, students should not bring valuable items to the school, as they can be easily lost or stolen.

Students remain responsible for all their personal effects whilst in the school. When students enter the school grounds the school takes no responsibility for mobile phones. As such, mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure their child is reached quickly and assisted in any appropriate way.

### **Sanctions**

For those students who fail to follow the above guidelines, the following sanctions may be applied:

Confiscation of the mobile phone (handed back at the end of the day).

Communication with parents/guardians regarding mobile phone use when at the school.

### **Inappropriate Use**

Generally, a mobile phone will be deemed to be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school
- threatens or is likely to threaten the safety or well-being of any person; or is in breach of any law
- distracts from the performance of duties

Inappropriate use of mobile phones will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video, or other data transfer system available on the phone.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

### **Related Technology**

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, Ipods and similar devices.

### **Parents/Performances and Events**

The School actively promotes the taking of photos and videos. However, on occasions, it may not be possible for these to be taken when the performance is taking place, for a variety of reasons. The Principal will inform parents prior to the performance if this is to be the case. Parents will still have the opportunity to take photos and videos of their child/children after the performance.

Parents will be reminded that photographs and videos of other students must not be posted on social networking sites without permission.

### **Exemptions**

Exemptions of this policy can only be approved by the Principal and then only in exceptional circumstances.

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## New & Expectant Mothers

### Introduction

All the normal rules relating to risk assessment apply for expectant and new mothers though, because certain hazards present more significant risks for this group, the law requires employers to follow a slightly stricter regime of preventative or precautionary measures. The table below briefly summarises the main points. The same general principles apply in relation to students who are expectant or new mothers and, though the employer's legal duties do not specifically apply in such situations, our policy is that risks must be assessed. Appropriate precautions must be taken to protect people to whom we owe a duty of care.

The majority of simple risks are already covered by advice based on generic risk assessments. However, there are circumstances in which the school must always undertake specific risk assessments; for example when a member of staff notifies the school that she is pregnant. The school will produce a risk assessment specific to her. The law requires that adjustments are made to an employee's work and/or environment where these are necessary to ensure that the woman and the baby remain healthy and safe. These adjustments may have to be varied as a pregnancy progresses as the woman's capabilities and tolerances are likely to change. Remember that, even after giving birth, certain risks may still need to be controlled to ensure the safety of the new mother and, if she is breastfeeding, the safety of her baby.

In certain cases, it may be necessary to move the member of staff to alternative work or, in extreme cases, grant paid leave. If an employer fails to protect the health and safety of their pregnant workers, it is automatically considered to be sex discrimination.

**Some risks (some chemicals, physical risks such as radioactive substances and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some occupations (school lab technicians, for example) give the school as much notice as possible so that adjustment can be made.**

Heads of Departments/Line Managers must ensure they explain the matter to their female staff of childbearing age. It is important also not to exaggerate the risks, which are generally quite low in the school setting, to avoid creating unnecessary anxiety. The school will consult the [CLEAPSS](#) guidance for more specific advice on these issues.

### Responsibilities

Risks to employed expectant and new mothers must be adequately assessed and controlled. Heads of departments will be responsible for carrying out risk assessments.

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## Physical Education

### Safety in Physical Education & School Sport

#### Introduction

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

Teachers and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element.

Young people should learn about the principles of safety as applied to themselves and to the care and well-being of others. This should be a planned and intentional aspect of the curriculum.

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

‘Safe Practice in Physical Education and School Sport’ published by the Association of Physical Education (formally BAALPE)

<http://www.afpe.org.uk/> infecti

ISBN 1 902523 68 7

#### Duty of Care

In loco parentis forms the basis for duty of care which all teachers must operate when they have children in their care. This applies to all activities within the school curriculum, to extra-curricular activities during or outside normal school hours and whether undertaken on or away from school premises.

#### Risk Assessment

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

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

The School ensures that stringent checks, including Criminal Records Bureau (CRB) checks, are made before allowing any unsupervised access to children.

Refer to.

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

#### Class Sizes in Physical Education

In determining the size of teaching groups in physical education, Headteachers and teachers take into account of the.

- Nature of the activity
- Age, experience and developmental stage of student/students
- Requirements of National Curriculum

### General Health & Safety Issues in PE

#### Manual Handling and Storage of Equipment

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

## **Apparatus Handling by Students**

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

## **Inspection of Equipment**

All PE facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment is inspected regularly.

The school makes arrangements with competent contractors to inspect PE equipment at least annually.

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

Games posts are kept in good condition, lighter portable posts secured to prevent them falling over free standing posts 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 use until the defect has been remedied. Such equipment should also be labelled indicating that it is faulty and must not be used.

## **First Aid**

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

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

## **Incident Reporting**

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

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

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

## **Clothing and Footwear**

This must be appropriate to the activity.

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

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

## **Personal effects (Jewellery etc.)**

Jewellery, i.e. watches, rings, earrings, bracelets, necklaces etc. (including jewellery worn through the ears, nose, eyebrows, lips and other exposed areas of the body) should not be worn whilst participating in PE lessons.

In addition, belts with metal buckles should not be worn and long hair should be secured as appropriate to the activity. Students should be consistently reminded of these

requirements and a check carried out to ensure compliance before activity begins. The school includes a section in the prospectus outlining the school policy on this issue. When ears, etc. are newly pierced, studs and rings cannot be removed for a period of around four to six weeks while the piercing heals. In such cases AFPE guidance should be followed, i.e.:

- All personal effects should be removed; if they cannot be removed, the adult in charge should take action to make the situation safe (e.g. adjust the activity for the individual student or group); if the situation cannot be made safe, the individual student should not actively participate.
- Some students may need to wear personal effects such as glasses or hearing aids. In these circumstances, the adult in charge should determine whether it is more hazardous for them to actively participate wearing such items, both in terms of their own safety and that of the other students.

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

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

## **Specialist activities**

### **Athletics**

Athletics embraces a range of tasks, activities and events for the teaching of/coaching children in secondary school. Guidelines for secondary physical education specialists covering the use of equipment, landing areas and facilities can be found in AFPE guidance.

### **Gymnastics**

The essence of gymnastics is the development of skilled movement under control, on the floor and using apparatus. A child, who learns to lift correctly, carry, assemble and check apparatus in the gymnasium or hall, is acquiring fundamental knowledge about safe practice which will translate in a general way to safe and competent movement in the wider environment.

A variety of different forms of gymnastics have been developed, however they are largely divided into two groups.

Thematic approaches in which tasks are set to which varied individual responses are made and for which support is not generally applicable. (With this approach a teacher will give help and encouragement where appropriate)

A formal approach where provision of support in some activities is essential. (This approach should only be used by the teacher/coach with the relevant knowledge and skills and where appropriate the governing body award)

### **Rugby**

The strenuous and physical contact nature of rugby means that safety must be given paramount importance. Teachers have a good up to date working knowledge of the game.

### **Trampolining**

All teachers of trampolining are knowledgeable on fundamental skills and techniques, including the assembly and dismantling of equipment. Teachers must hold a British Gymnastics trampoline award/ qualification as a minimum and keep themselves apprised of new developments through relevant in-service training.

When not in use trampolines should be secured (inside secure PE store) to prevent unauthorised use or removed from the area.

## **Clothing**

For all physical activities' students must be suitably dressed to ensure their safety at all times.

For example when using climbing equipment hazards can arise from - unfastened coats, woollen gloves, scarves, ties, etc.

Appropriate footwear must be worn. Hazards arise from - slippery soles, open toed and sling back sandals, heels and untied laces, etc.

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## **Premises & Work Equipment**

### **Statutory Inspections**

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

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

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

### **Curriculum Areas**

Heads of Departments are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

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

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

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

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

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### **Risk Assessments (General)**

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

The risk assessments are held centrally in a shared work area, and a hard copy will be kept in the Site Manager's office.

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

### **Individual Risk Assessments**

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

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

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by relevant heads of department or subject teachers using the relevant codes of practice and model risk assessments developed by national bodies.

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## **School Catering**

The school catering staff are employed by Dudley MBC.

The Catering Manager is responsible for the overall management and operation of the school's catering services ensuring a high quality and professional service is provided to students and staff.

### **Health & Safety Induction of staff**

All staff including temporary staff will receive a full health & Safety induction of procedures within the catering department.

They will be required to complete the induction booklet with the catering manager/catering supervisor.

Staff will be given information on hygiene procedures and useful definitions.

### **Risk Assessments/Method Statements**

Risk assessments and Method Statements have been produced for medium to high risk work activities.

New staff and temporary staff will sign and date the risk assessments and method statements once they have been shown/directed on the safe working method.

### **Food Safety**

#### **Deliveries**

All deliveries received will be documented and recorded.

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## Science Department

### Introduction

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

This document is maintained by the Science Department. It is kept available for consultation by Science staff and for inspection by visiting HSE inspectors or a representative of the employer. A copy of this document has been placed on the school SharePoint and another passed to the employer for endorsement.

This document recognises the right of any or every trade union in the workplace to elect health and safety representatives for their members and their right to require a safety committee to be set up in the school. The Science Department will cooperate with any union health and safety representative to promote health, safety and welfare and will address any matters raised by or through such a representative in a manner appropriate to the level of risk.

### General Aims

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

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions during work
- To be familiar with this policy by periodic reference to it
- To look out for any revisions
- To follow its provisions
- To cooperate with others in promoting health and safety

### Duties and Functions/Tasks

The employer has the ultimate duty to ensure the health and safety of employees and others on the site. The task of overseeing health and safety on this site has been delegated by the employer to the Head Teacher.

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

### Risk Assessments

Every employer is required under various regulations<sup>2</sup> to supply employees with a Risk Assessment before any hazardous activity takes place. (Hazardous activities, common in Science departments, are listed in the publications described in Appendix 2.) Because it is impracticable for the employer to write risk assessments for each of the many activities in school Science, this employer follows the HSE recommendation to adopt published 'model' or 'general' risk assessments, which school Science departments adapt to their local circumstances. See Appendix 2 for the list of publications adopted by this employer.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special assessment is obtained, following the employer's

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<sup>2</sup> Risk assessments are required by the *Control of Substances Hazardous to Health Regulations* 2002, the *Management of Health & Safety at Work Regulations* 1999 and others.

instructions, 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 used, i.e., length, width and height, availability of services and whether or not the ventilation rate is good or poor
- Any substances possibly hazardous to health with concentrations of solutions
- The quantities of substances hazardous to health likely to be used;
- Class size
- Any other relevant details, e.g. high voltages, heavy masses, etc.

Since the scheme of work has been checked against the model risk assessments, staff should not deviate from it, unless their proposed activities have been agreed with the Head of Science. **NEED TO CHECK CLEAPSS SHEETS IF DEVIATING!**

Staff should also ensure that they undertake a risk assessment for every lesson making use of the agreed risk assessment grid:

**Risk Assessment Grid**

	<b>Activity</b>	<b>Materials and Procedures</b>	<b>Group Size and Venue</b>	<b>Group Dynamics</b>
1	Practical activity within the experience of the individual	Physical, Chemical and Electrical hazards within the everyday experience of that particular age group and ability range	Small group with adequate working area.	Well behaved, mature group
2	Outside the everyday experience of the individual but tasks have familiar aspects	Physical, Chemical and Electrical hazards similar to those encountered in the day-to-day routines of the particular age group and ability range	Large group with adequate working area	Generally well behaved. Most of group have a mature attitude

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

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

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

### **Fume Cupboards**

The COSHH Regulations require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. The Senior Technician has the job of seeing that this happens. Copies of completed forms are kept in the filing cabinet, available for staff reference and for inspection by the employer's representative or an HSE Inspector. All users should check fume cupboard is functioning properly before use.

### **Electrical Testing**

To meet the requirements of the Electricity at Work Regulations 1989, this employer requires portable electrical equipment to be inspected and tested regularly. The Senior Technician has the job of seeing that this happens within Science.

The data is stored and is available for staff reference and for inspection by the employer's representative or an HSE Inspector.

All staff should visually inspect any electrical equipment before use.

### **Radioactive Sources**

The school's Radiation Protection Supervisor (RPS) is identified in Appendix 1 +14. This school follows the provisions of AM 1/92. The use of ionising radiations in education establishments in England and Wales. The Local Rules for the use of ionising radiations (Appendix 5) have been drawn up in consultation with the RPA and it is a function of the RPS to see that they are adhered to.

The History of the Radioactive Sources (i.e., authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) is kept in the radioactive sources file and kept up to date by the Senior Technician. The Use Log (showing the times that sources are removed from and returned to their store) is kept with the radioactive cupboard.

### **Pressure Vessels**

Autoclaves, pressure cookers and model steam engines need periodic inspection under the Pressure Systems and Transportable Gas Containers Regulations 1989. In accordance with this employer's Code of Practice, the examination is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by Zurich. Records of examinations are stored with the Site Manager.

### **Animals, Plants and Microorganisms in Schools**

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

### **Equipment Safety**

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the Provision and Use of Work Equipment Regulations 1992). 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. Equipment restricted to those users who have received or are receiving special training (see Appendix 6 + 8) is labelled accordingly. Any user who discovers a hazardous defect in an item of equipment must report it to the Senior Technician.

### **Personal Protective Equipment**

The employer accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them (Personal Protective Equipment at Work Regulations 1992). Prescription safety spectacles are to be ordered from any optician and the employer will meet the extra cost of the safety features. Laboratory coats are supplied by the employer.

The employer expects eye protection to be available for pupils and visitors. Goggles or face shields to chemical splash standard are worn whenever there is a risk to the eyes. The condition of the eye protection is checked regularly (see Section 8 - Monitoring and Appendix 13).

### **Chemicals**

Offers of gifts of chemicals are viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included. The task of arranging safe storage of chemicals, including highly flammable liquids, is given to the Senior Technician who will see that labels are readable and that a spill kit is to hand and properly replenished. See Appendix 1 for the name of the staff member currently with this function. Hazardous activities involving chemicals restricted to those who have received or are receiving special training (see Section 6 - Training Policy and Appendix 6) are identified as part of the risk assessment.

### **Manual Handling**

All regular operations involving lifting or carrying equipment, pushing trolleys, etc will be assessed to see if any may give rise to risks of injury (Manual Handling Operations Regulations 1992). Manual-handling operations will be assessed by individual staff before attempting them. Problems will be reported to the Head Teacher.

### **New and Expectant Mothers Taking Part in School Science**

Please refer to the CLEAPSS sheet PS13. All science staff issued with this document.

### **Security**

Access to laboratories and preparation rooms will be controlled to comply with the Management of Health & Safety at Work Regulations 1999. All preparation rooms and store rooms are to be kept locked at all times except when in use. All laboratories which are left open are cleared of all hazards, including shutting-off all services when supervision by a qualified Science teacher comes to an end. No class is allowed to carry out practical work in a laboratory without supervision by a qualified Science teacher, familiar with the departmental safety procedures. In the unusual circumstance of any non-Science staff being required to lead practical work, adequate training in laboratory rules will be provided.

### **Concern for Others**



All Science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed. Notice and permission required if entering chemical storage areas.

### **Outdoor Activities**

When planning any field trips etc., staff must consult one or more of the following: employer's code of practice, CLEAPSS Laboratory Handbook, Managing Out-of-classroom Activities, Geographical Association.

### **Local Code of Practice**

Staff will follow instructions from the employer, whether temporary or long term as expressed in the employer's Code of Practice.

### **Emergency Procedures**

#### **Fire**

Science staff will follow the normal school procedures in case of major fires. This is supported by regular drills arranged by the school. The school site manager is the staff member currently responsible for this.

#### **Spills**

Spills of any volume which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers or technical staff using a 'spill kit' prepared for this purpose. Advice on dealing with spills is given in the CLEAPSS Laboratory Handbook. Absorbed spills should be transferred to a bucket and taken to the prep room for appropriate treatment.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small volumes can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures (see Appendix 9). See Appendix 1 for the body currently with this function.

#### **Injury**

Science staff will follow the normal school procedures in cases which require first aid (see Appendix 10). They will carry out immediate remedial measures whilst waiting for first aiders after any accident that occurs in Science. See Appendix 8 and the CLEAPSS Laboratory Handbook. See Appendix 1 for the name of the person responsible for coordinating training in remedial measures.

### **Reporting Procedures**

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

### **Science Department Rules**

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

### **Training Policy**

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

- Induction of newly appointed technicians – Head Technician
- Safety aspects of the work of NQTs – Head of Science
- Safety of students on teaching practice - Head of Science + supervising class teacher.
- Safety of non-Science teachers using laboratories – Head of Science
- Manual handling for all staff using laboratories – Head Teacher

- Safe procedures for cleaners – Cleaning contractor/ Site Manager
- Training in the use of specialist equipment, chemicals or procedures - safety training of non-Science support staff – Existing science staff

### **Communications**

It is acknowledged that communication of safety information is of the greatest importance and is the job of the Head of Science with help from the Senior Technician. All staff have access to this Policy via the ICT network. The main copy is kept in the prep room. Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing e.g. by Science Department.

### **Monitoring**

The employer expects the Science department to monitor the implementation of this policy. Laboratories, store rooms and preparation areas are checked on a termly basis by the Senior Technician. Any issues are raised with the Head of Science/Site Manager and relevant action is taken e.g. problem resolved or referred to the Head Teacher.

## **Appendices to the Health and Safety Policy**

### **Appendix 1 - Names of staff with particular functions**

The task of overseeing health and safety on this site is given to the Facilities Manager. Within the Science department, this task is further delegated to the Head of science faculty.

The subject specialists for consultation over safety matters are:

- Biology – Mr. John Leather
- Chemistry – Miss. Emily Guise
- Physics – Mr. Sukhdev Bhatoey
- The Senior Technician is Miss Sandhya Parmar
- The employer's Radiation Protection Adviser (RPA) is provided through CLEAPSS
- Radiation Protection Supervisor (RPS) is Mr. Sukhdev Bhatoey (See Appendix 14)
- The person in charge of chemical storage is Miss. Sandhya Parmar -Chemistry and Sandhya Parmar -Biology.
- The person in charge of manual handling is Head Teacher
- The person with the task of arranging drills on fires etc. is the Site Manager
- The trained first aiders are Sandhya Parmar

### **Appendix 2 - Publications to be used as model risk assessments**

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

- CLEAPSS, Hazcards, CLEAPSS, latest edition
- CLEAPSS, Laboratory Handbook, CLEAPSS, latest edition
- ASE – General information

This information is stored in the prep room and found online.

### **Appendix 3 - Monitoring fume cupboards: guidance notes and forms**

The records of the tests performed by Ritchie Machines

### **Appendix 4 - Notes and schedule for the examination and testing of portable mains-operated equipment**

This employer requires school staff to inspect and test portable electrical equipment used in the Science Department. Items which suffer lots of wear/abuse should be tested more frequently than once per year. Items which are never moved or used only rarely can be tested less frequently. The records of the tests are stored with the Science technician and site manager.

### **Appendix 5 - Local rules for ionising radiations**

This employer's RPA has agreed Local Rules for the use of ionising radiations. These are stored with the RPS who should be consulted before the sources are taken out.

### **Appendix 6 - Equipment or activities restricted to those users who have received or are receiving special training**

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

- Chemical reactions with particular hazards: i.e., using alkali metals, phosphorus, and Thermite reaction, the reduction of copper oxide with hydrogen or magnesium.

- Demonstrations involving an air rifle or pistol.
- Equipment supplying or using high voltages: e.g. all mains-powered equipment, HT power supplies, high-voltage electrophoresis apparatus, power line demonstration.
- Equipment with hot or moving parts: e.g. hotplates/fractional horsepower motors.
- High pressures: e.g. pressure cookers, autoclaves, steam engines/compressed-air systems.
- Human physiology equipment: e.g. sphygmomanometers/spirometers.
- Technician tasks, e.g. diluting strong acids, handling strong alkalis, clearing up spills, disposal of residues, glass handling, fitting mains plugs + regular inspections of electrical equipment, microbiology: preparation tasks + disposal procedures.
- Use of microorganisms

### Appendix 7 - Local instructions from the employer

There are currently no local instructions attached.

### Appendix 8 - Remedial measures for Science staff

What Science Staff should do while waiting for first aid
The First Aid Regulations do not necessarily require there to be a qualified first aider among Science staff, yet this is clearly desirable. Nevertheless, all staff have a duty to carry out remedial measures immediately while waiting for first aid or professional medical treatment. The following advice covers common laboratory accidents and is intended as a supplement to any local guidance on dealing with non-laboratory events, e.g. epileptic fits.
<b>Chemical splashes in the eye</b> - Immediately wash the eye under running water from a tap for at least 10 minutes and for much longer in the case of alkalis. The flow should be slow and eyelids should be held back. Afterwards, the casualty should be taken to hospital (with irrigation continuing during the journey for an alkali in the eye).Rubber tubing provided in the first aid box
<b>Chemical splashes on the skin</b> - Wash the skin for 5 minutes or until all traces of the chemical have disappeared. Remove clothing as necessary. If the chemical adheres to the skin, wash with soap.
<b>Chemicals in the mouth, perhaps swallowed</b> - Do no more than wash out the casualty's mouth. After any treatment by the first aider, the casualty should be taken to hospital.
<b>Burns</b> - Cool under gently running water for 10 minutes until first aid arrives.
<b>Toxic gas</b> - Sit the casualty down in the fresh air.
<b>Hair on fire</b> - Smother with a cloth.
<b>Clothing on fire</b> - Smother by pushing the casualty to the ground, flames on top. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.
<b>Electric shock</b> - Taking care for your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves. If casualty is unconscious, check that airways are clear and begin artificial ventilation if necessary.

**Severe cuts** - Lower the casualty to the floor and raise the wound as high as possible. Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Protect yourself from contamination by blood. Leave any embedded large bodies and press round them.

### Appendix 9 - Emergency procedures

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

Emergency	Body	Telephone number
Serious accident		
	Emergency Services	999
Chemical spill	CLEAPSS	01895 251496

### Appendix 10 - School injury reporting procedure

Following an injury, so that the Regulations (RIDDOR) can be complied with, the incident must be recorded and then forwarded to Head of Science and Site Manager. The Head of Science will notify the Head Teacher.

### Appendix 11 - Guidelines for Science staff

- Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties: to be familiar with this health and safety policy, its updates, appendices and the safety texts it refers to. They must observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific safety duties. They have a duty to report any failure of equipment, which has a safety function.
- Staff practice must set a good example to pupils and be consistent with pupil laboratory rules, e.g. over the wearing of eye protection.
- Staff must be familiar with emergency drills and familiar with the location of: the escape route, fire-fighting equipment, the nearest first-aid box, eye wash station, gas cock and the spill kit.
- Laboratories must be left safe. Special arrangements must be made for equipment, which has to be left running overnight and hazardous equipment, which has to be left out. In general, all gas taps should be completely turned off and all mains-operated apparatus switched off. At the end of the day, if practicable, gas should also be turned off at the laboratory main gas cock
- Eating, drinking, smoking and the application of cosmetics should not take place in laboratories, preparation rooms or storage areas.
- A teacher or technician must assess the risks very carefully before conducting any practical operation in the laboratory when alone in the Science department. Nothing

should be done which could lead to an accident needing a remedial measure. (See Appendix 8.)

- In general, pupils must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks, perhaps arranging for temporary supervision by a neighbouring member of staff. Special arrangements may be needed for senior students doing project work depending on the hazards.
- Science laboratories, preparation rooms and stores should be locked by the staff when not in use, unless so doing hinders an essential fire escape route. They should be available for teacher-supervised club activities only by special arrangement.

### **Responsibilities of Teachers**

- At the beginning of each school year, teachers must make sure that their classes have copies of the pupil rules and issue them if necessary (included in the School Planner).
- Teachers must enforce the pupil laboratory rules, reminding pupils of them often enough for them to be familiar. With new pupils, time should be spent explaining them, with appropriate demonstrations.
- Lesson preparation should be adequate and include checking on risk assessments and the safety precautions required. Time should be allowed for consulting more senior colleagues where there is any doubt and to try out experiments, particularly those involving hazard. Teachers should explain precautions to pupils as part of their health and safety education.
- Open-ended investigations must be so organised that the teacher can assess any risks and lay down precautions before any hazards are met.
- If, because of large class size or indiscipline, safety cannot be maintained during certain practical work, the work should be modified or abandoned. This should be reported to the Head of Science.
- A teacher is responsible for the safety of any of his/her classes taken by a student teacher.

### **Appendix 12 - Rules for pupils during Science lessons**

#### **ALWAYS:**

- Line up quietly and keep the corridor clear.
- Wear safety goggles when performing experiments until equipment is put away.
- Tie back long hair and secure loose clothing.
- Keep bench tops and floors clear.
- Ask your teacher if you are not sure what to do.
- Stand up to perform experiments with stools tucked underneath.
- Carry out your teacher's instructions straight away.
- Report accidents and breakages to your teacher.
- Use the bins for rubbish.
- Wash hands after practical work involving chemicals, plants or animals.
- Broken glass to be placed in the glass bin provided

#### **NEVER:**

- Enter the laboratory without permission.
- Interfere with equipment or chemicals, electrical sockets, gas taps or water taps.
- Put anything in your mouth in the lab. (No chewing, eating or drinking!)

- Take anything out of the laboratory without permission.
- Rush or run about.

All class rooms must have lab rules on display.

### Appendix 13 - Safety checklists

The procedures used for monitoring the implementation of this policy are as follows:

- Departmental meetings - safety is a regular item on the agenda for meetings of the Science department staff.
- Lesson observation - opportunities are made for formal and informal lesson monitoring by senior staff.
- Informal talk - both colleagues and pupils draw attention to failings informally.
- Records - the Safety Check List and resource requisitions reveal inadequacies.

### Appendix 14 – Local rules for use of radioactive sources

<b>Radiation Protection Supervisor (RPS)</b>	Mr. S. Bhatoy
<b>Radiation Protection Officer (RPO)</b>	Science Advisor
<b>Radiation Protection Advisor (RPA)</b>	CLEAPSS
<b>Location of secure store for radioactive substances</b>	Greenhouse store (science study room)
<b>Key holders for secure store</b>	Upper Prep Room
<b>Laboratories where radioactive sources are authorised to be used</b>	S1 & S2 mainly and other labs when required

- The names of the members of staff currently authorised to use the sources are: All science staff if received training from Sukhdev Bhatoy
- All persons using the sources must record the date and time of removal and return of each source from and to the store on the log sheet provided in the Radioactivity Folder. On return, the log sheet must be countersigned by designated person who must independently check the source before returning to secure storage.

### **UNDER NO CIRCUMSTANCES MUST A SOURCE SIGNED OUT IN YOUR NAME BE MOVED TO ANOTHER ROOM BEFORE YOU HAVE SIGNED IT BACK IN.**

- All sources must be handled with tweezers/tongs.
- Wherever possible, only one source should be used at any one time. Sources not in use must remain in their protective box.
- The RPS is responsible for safety and security of the sources and for keeping suitable records.
- Any loss or theft of a source must be reported to the RPS, who in turn must inform the RPA immediately (Tel No above). The RPS in consultation with the RPO/RPA will be responsible for notification to the Health and Safety Executive, Department for Children, Schools and Families, the Environment Agency and the Police.

- Leakage testing will be carried out at 24-month intervals by the RPS. A Record of these tests will be kept for 5 years from the date of test.
- Pupils are not permitted to handle the sources, i.e. only teacher demonstration is allowed to classes.
- In the case of a FIRE ALARM or DRILL involving mandatory evacuation of the building whilst a source is in use, the source must be locked in a cupboard in your laboratory before you leave the laboratory.

**UNDER NO CIRCUMSTANCES MUST A SOURCE BE TAKEN OUTSIDE OR LEFT LYING AROUND ON BENCHES.**

- Any trainee teachers or temporary staff need full supervision by an authorised user.
- All teachers/technical staff handling sources must be aware of the appropriate risk assessment (see overleaf). Any female employee handling sources is requested to notify the RPS if she is pregnant. Risks to that member of staff will then be reviewed by the RPS.

**LOCAL RISK ASSESSMENT FOR USE OF RADIOACTIVE SOURCES**

- Sources held on the premises are listed below together with their approximate dose rates.
- All sources are taken out of the Secure Store and kept in their boxes until needed for use. Signing out and in procedures are in force. Measurements involving the sources are taken for a period of 10 minutes maximum per pupil.
- Persons at risk are teaching staff, laboratory technicians and pupils. Pupils under 16 are not permitted to handle sources.
- Maximum dose would be if a pupil held a source in hand for 10 minutes without tweezers. There is likely to be a dose delivered to the whole body whilst holding source with tweezers of under 5 microsieverts plus small contribution 1-2 microsieverts from whilst source is part of experiment. The dose from the radioactive rocks sample is regarded as insignificant.
- Wipe testing of sources for leakage to be carried out every 24 months. Wipe testing to be repeated if sources are dropped or become damaged in any way.
- If a member of staff becomes pregnant there is no reason to alter work practices as set out in the local rules and this risk assessment. However her work with radioactivity is to be discussed with the RPS.
- All teachers and technical staff handling sources to have risk assessment and are required to follow local rules as provided by RPS who will check that they are being followed.
- The RPO is expected to visit every 12 months.
- The sources used at this school are regarded as very low risk when the controls specified in this risk assessment and local rules are followed.



### Sources held

Stored	Source	Activity (microcuries)
Wooden box		
	Am 241	5
Wooden box	Sr 90	0.125
	Am 241	0.125
	Co 60	5
Wooden box		

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## Site Staff

### General responsibilities

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

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**Stress/Wellbeing**

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

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

- Regular Performance Management Reviews
- Mentoring for all staff
- Open door policy of Principal and Heads of Departments
- Mentoring of new staff.

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## **Vehicles on Site**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

Carpark spaces are available for staff, visitors and spaces are available for disabled parking.

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

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

The main vehicle access control gates incorporate a designated pedestrian walkway for students, staff and visitors.

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

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## Work at Height

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

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

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

The nominated person shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained, and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces are properly controlled.
- No work at height is permitted when lone working on the school site

Students will not be permitted to use ladders/stepladders.

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

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**Work Experience**

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

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

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable. (If academies do not use the LA's preferred suppliers, pre-placement health and safety assessments must be carried out by competent people and supporting documentation completed.)
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent/carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

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## **Health and Safety Local Arrangements Reviewed**

No major changes (still awaiting Science Policy)

### **Amendments 2020**

Still awaiting Science Policy.

**Appendix 11** - Flammable & Hazardous Substances.

Whole policy reviewed no other major changes.

### **Amendments 2021**

**Appendix 16 added – Infection Control**

### **Amendments 2022**

Appendix 3 Asbestos

Appendix 5 – Design & Technology

Whole policy reviewed