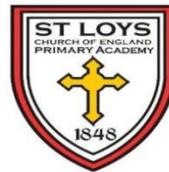


Health and Safety

Evolve Church Academies Trust



Approved by:	MAT board of directors	Date: October 2020
Last reviewed on:	[Date]	
Next review due by:	[Date]	

School Name: Evolve Church Academies Trust

Governor Policy: Health and Safety

SECTION A STATEMENT OF INTENT

1. GENERAL POLICY STATEMENT

- 1.1 It is, and will remain the Schools commitment under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, to conduct its activities in such a manner as to prevent adverse effects on the Environment and the Health, Safety and Welfare of Staff, Pupils and others as far as reasonably practicable, in particular:
- 1.2 To maintain the school in a condition that is safe and without risk to health, with safe means of access and egress.
- 1.3 To provide and maintain a safe working environment for staff and pupils without risk to health with adequate facilities and arrangements for their welfare at school.
- 1.4 To provide plant and equipment that are safe, without risk and are adequately maintained.
- 1.5 To provide staff and pupils information, training and supervision as is necessary to promote health and safety.
- 1.6 To ensure the use, handling, storage and transportation of articles and substances are safe and without risk.
- 1.7 To carry out risk assessments and continuous monitoring to ascertain potential risk to the environment and health and safety

SECTION B ORGANISATION

Management Committee: Roles and Responsibilities

1. The School Management Committee is accountable and responsible for ensuring:
 - 1.1 That arrangement exists for the school to comply with its Health and Safety responsibilities.
 - 1.2 That the School Management Team adopts reviews periodically and amends, as appropriate, the School Health and Safety Policy in line with the Children's Services/Employer and Corporate Health and Safety Policy.
 - 1.3 That adequate funds and materials required to meet all statutory and Employer Health and Safety requirements are budgeted for.
 - 1.4 That periodic monitoring inspection is carried out to maintain and enhance the school safety performance.
 - 1.5 The effectiveness of the policy is periodically appraised and any necessary changes made.
 - 1.6 They take a direct interest in the policy and publicly support all those carrying it out.

Head Teacher's Roles and Responsibilities

2. The Head Teacher is accountable to the Management Committee for implementing and monitoring the School's Health and Safety Policy by:
 - 2.1 Ensuring that responsibility is assigned and accepted at all subordinate levels.
 - 2.2 Taking day-to-day responsibility for all health and safety matters in the school.
 - 2.3 Liaising with school governing bodies and local authorities where appropriate on policy issues.
 - 2.4 Ensuring that staff has sufficient information, instruction, training and supervision to enable them to comply with departmental safe systems of work, established rules and working practices.
 - 2.5 Chairing the School Health and Safety Committees and ensuring policy is implemented.

- 2.6 Appointing a senior member of staff within each department to co-ordinate health and safety matters affecting their departments.

Senior Staff Responsibilities (Lead teachers)

3. Senior Staff are accountable to their Head Teacher for implementing the schools health and safety policy, rules, procedures and working practices by:
- 3.1 Ensuring that where unsafe working practices or unsafe conditions are identified then remedial measures to eliminate or reduce the hazards are introduced.
 - 3.2 Ensuring that safe systems of work are being adhered to within their operational area.
 - 3.3 Ensuring that temporary or new staff are fully instructed on all aspects of safe working within their area of control.
 - 3.4 Ensuring that all accidents, incidents and near misses are fully investigated, recorded, reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 where appropriate and remedial action implemented.

Staff Responsibilities

4. Members of staff are responsible and accountable to maintain a safe area of work by:
- 4.1 Ensuring that classrooms / work areas are safe.
 - 4.2 Ensuring that all equipment and materials are safe before use.
 - 4.3 Ensuring safe procedures are followed.
 - 4.4 Ensuring that protective equipment is used when required.
 - 4.5 Complying with the school's safety policy at all times
 - 4.6 Reporting all health and safety hazards to senior members of staff.

Trade Union Representatives Responsibilities

5. Trade Union Representatives are appointed by their Trade Unions or elected by their colleagues to develop (together with the School Management Team) safe working practices and to promote and monitor these measures to ensure their effectiveness. Their role encompasses the investigation of health and safety-related complaints and identification and reporting on all matters relating to health and safety in schools.

Pupil's Responsibilities

6. Pupils have a duty to take reasonable care of themselves and others and to co-operate in the implementation of the School Health and Safety Policy by:
- 6.1 Complying with the school's safety rules and requirements at all times.
 - 6.2 Complying with safety instructions given by members of staff.
 - 6.3 Wearing the protective equipment provided and making proper use of safety devices at all times.
 - 6.4 Reporting all safety hazards to members of staff.
 - 6.5 Reporting all accidents, incidents and near misses to members of staff

SECTION C ARRANGEMENTS

General Practices Applying to all Staff, Pupils and Visitors

The School is committed to the implementation of policies, procedures and arrangements for safety as detailed in part C our Health and Safety Policy, Safety Arrangements, which is not exhaustive but includes the following:

- C.1.1 Fire Evacuation Procedures
- C.1.2 Bomb Alert Procedures
- C.1.3 First Aid Arrangements
- C.1.4 Accident Reporting and Recording Procedures
- C.1.5 Risk Management Procedures
- C.1.6 Manual Handling Arrangements
- C.1.7 Administration of Medicines / Medical Treatment to Pupils
- C.1.8 Blood Spillage Procedure
- C.1.9 Playground Safety
- C.1.10 The Working Environment
- C.1.11 Control and Monitoring of Contractors
- C.1.12 New and Expectant Mothers
- C1.13 Display Screen Equipment
- C.1.14 Plant and Equipment Safety
- C.1.15 Control of Substances Hazardous to Health 2002
- C.1.16 No Smoking Policy
- C.1.17 Lone Working Procedures
- C.1.18 Slips Trips and Falls
- C.1.19 Electricity
- C.1.20 Ladder Safety
- C.1.21 Work Equipment
- C.1.22 Asbestos

School Specific Arrangements

C.2.1	School Transport – Mini Buses
C.2.2	Science Labs
C.2.3	Technology Labs
C.2.3a	Food Technology
C.2.4	Transport of Cash
C.2.5	Physical Education and Games
C.2.6	Alcohol, Drug and Solvent Abuse
C.2.7	School Trips / Educational/Offsite Activities
C.2.8	School Security
C.2.9	Violence & Aggressive Behaviour Towards Staff
C.2.10	Letting of School Property to Outside Bodies
C.2.11	Vehicle Movement on School Property
C.2.12	Work Experience Arrangements
C.2.13	Jewellery in Schools
C.2.14	Sun Safety
C.2.15	Temperatures in Classrooms
C.2.16	Caretaker Health and Safety
C.2.17	Cleaning Health and Safety
C.2.18	Safety Policy Review Procedure
C.2.19	Health and Safety Committee
C.2.20	Health and safety Training
C.2.21	Contact Information
C.2.22	General Classroom Safety Checklist

C.1.1 FIRE SAFETY/PRECAUTIONS/PROCEDURES

Although instances of fire within secondary schools during the day are relatively rare, fire can pose a serious potential hazard when it does occur. The main danger posed by fire is smoke because it obscures vision, is toxic and can induce panic. Although the main aim of fire precautions is to protect human life, they have the additional purpose of avoiding or minimising disruption to the education process which can arise through loss or damage to school buildings and contents. Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end the whole school and grounds is designated a “no smoking” site at all times.

FIRE PRECAUTIONS

The Alarm: Your **first** action if you discover a fire must be to activate the nearest alarm point. You should only attempt to extinguish a small fire if you have the assistance of a colleague and the necessary fire fighting equipment to hand. You should never put your own or your colleagues safety at risk in attempting to fight a fire.

Due to the type of pupils we have here the number of false alarms where a pupil will set of an alarm point is high, **this still must be treated as a real fire until told differently**, i.e. a Teacher saw a pupil smash a break glass and has informed everyone it is a false alarm.

Evacuation: Immediately you hear the alarm, stop what you are doing and leave the building by the nearest escape route. Do not stop to collect personal items.

Keep your pupils together in an orderly line, moving swiftly to the fire assembly point. Walk in single file, do not run. Close doors behind you as you leave. If you have visitors with you, conduct them out of the building. Study the fire plan escape routes located in every room; make your pupils aware of the correct escape routes. Staff in charge of registers please take these with you to the assembly point.

Assembly: Arrange your class in an orderly line, ready for the register. If you know or think someone is still missing report this to your manager, telling them the identity and the last known location of the missing person. Do not go back into the building until you have been given permission.

Equipment Maintenance: A fire specialist will check extinguishers every 12 months. Any extinguishers that have been tampered with must be reported to the Safety Manager, please do take these extinguishers away from the location.

Fire Drills: Fire drills are carried out at least once every term. The Safety Manager and Head Teacher and/or Deputy Head Teacher/manager of each building liaise on dates. Records are kept detailing a general assessment of each drill.

Means of Escape: Regular inspections are made of escape, to ensure that they are kept free from obstruction at all times. If staff find any means of escape blocked, for example, furniture or rubbish, immediate action must be taken to clear the obstruction – if you have any difficulty in moving the items, contact the maintenance team immediately. Other checks are made to ensure all fire safety signs e.g. direction of escape routes, are in place and clearly visible.

Fire Fighting Equipment: All fire fighting equipment should only be used if you are confident in your ability to douse a small blaze and have a colleague to help you. **Never tackle a fire on your own.** In most cases you should leave the area immediately by the nearest escape route, setting off the alarm call point.

Checks are made on a weekly basis on all fire fighting equipment. **If you know that an extinguisher has been tampered with please leave it in the location and inform the maintenance team.**

Fire Alarm Systems: The Safety Manager arranges for each fire alarm system in each building to be tested every week, this is done by setting off a different call point each week, and records are kept.

Fire Doors: Fire doors play an essential role in prohibiting the spread of smoke and fire, **but** only if they are closed and stay closed during a fire. Fire doors **must not** be propped open with fire extinguishers or anything else. Weekly tests are carried out to ensure all fire doors and furnishings are in good order.

For full information on fire procedures/safety please refer to the Fire Plan Policy

C.1.2 BOMB ALERT PROCEDURES

If the office receives a written bomb threat, the note should be handled as little as possible in order to preserve fingerprint, handwriting, postmarks, typewriting and other evidence. The person receiving it should save all items connected with the note, such as the envelope and its contents. The note and other items should be placed in a bag and delivered to the police.

More commonly, bomb threats are received over the phone. When this occurs, the person taking the call should try to give someone nearby a note about the call and ask him or her to call the local emergency number.

The following procedures can help the person taking a bomb threat call respond appropriately:

1. Remain calm. Be courteous and don't interrupt the caller.
2. Note whether the caller is male or female, an adult or a child.
3. Keep the caller on the phone as long as possible. Don't hang up until the caller does. It may be possible to trace the call if you stay on the line long enough.
4. Write down the caller's phone number if it is displayed.
5. Ask questions to get information write all the answers down.
Try to find out:
 - a. The location of the bomb
 - b. The time of detonation
 - c. What kind of bomb it is and what it looks like
 - d. Where the caller is
 - e. How the caller knows about the bomb
 - f. If the caller is familiar with the building
 - g. When the bomb is set to explode
 - h. Whether other bombs have been placed and where
 - i. Why the bomb was placed
6. Listen for any background noises and any caller mannerisms, voice characteristics or accents.
7. After the caller hangs up, call your local emergency number. Explain the situation.
8. Do not use mobile phones during a bomb threat. Some bombs can be set off by their use.

Evacuate the building by using internal telephones or word of mouth. Assemble at the usual assembly point or one designated by the Head Teacher, Deputy Head Teacher/Manager or Safety Manager.

C.1.3 FIRST AID

The School will provide and maintain suitable first aid equipment as required by law and ensure that there are sufficient numbers of staff trained in first aid. First aid trained staff and equipment are in the Admin Offices in each building. The first aid boxes are checked regularly and the contents updated and ordered when needed. In the event of any serious injury/accident the first aider must request the assistance of other site first aiders to attend. Members of staff who organise any activities, including sports fixtures, and field trips, which take pupils away from school premises must consider and provide appropriate levels of first aid equipment and first aiders.

Emergency Situations: Where pupil/staff member requires hospital treatment the procedure is to call for an ambulance by ringing 999 – you must press 9 for an outside line. Give the full address including postcode and wait for them to repeat the address back to you.

Have all relevant information about the person/illness. Send a member of staff to the front gate to meet and direct the ambulance – saving valuable time. Staff must not take pupils to hospital when it is a serious incident, unless directed to do so by the emergency services

Dealing with Health and Safety Emergencies:

- Ensure you are safe – do not put yourself in danger
- Access the situation
- Summon help/First Aid/Raise any alarms/inform key staff
- Make area safe
- Contact emergency services
- Ensure access is clear for emergency vehicles
- Keep in contact with emergency services if required
- Make a report soon after the event

All first aid incidents are seen by a first aider and all incidents/injuries must be initially recorded in the first aid book located in the admin offices.

Parents/Carers will be contacted at home or work if:

- A pupil has received an injury that causes concern – for example a hard knock to the head and body.
- A pupil is complaining of being unwell
- A pupil has a rash of unknown origin
- A pupil requires hospital treatment
- A pupil is vomiting (children suffering from vomiting/diarrhoea should be kept away from school for a period of 24 hours after the last episode).

Parents/Carers of students entering the school are asked to provide health information, this information should be passed to all staff. Staff should be aware of problems which might be caused by students medical problems and what action to take.

First Aiders: [\[list of names\]](#)

Location of first aid boxes are in the Admin offices of each building, the Safety Manager has vehicle first aid boxes for staff going on off site visits.

First Aid and AIDS

The voluntary aid societies (St. John Ambulance, St. Andrews and The British Red Cross) have stated that there are no grounds for recommending changes in the resuscitation techniques (mouth to mouth) or procedures for arresting bleeding, as described in their first aid manual, because of AIDS or the virus associated with it.

Please refer to the Medication Policy for full information

C.1.4 ACCIDENT REPORTING AND RECORDING PROCEDURES

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed:

- First Aid treatment by first aid staff. The patient should be given all possible reassurance and if absolutely necessary, removed from danger.
- Admin offices are used as treatment rooms and have trained staff to assist. First aiders should be summoned immediately to tend to the patient.
- Emergency treatment – see previous page.
- In cases where hospital treatment is required or where first aider believes child is too ill to be in school, then the parents/carers should be informed.
- The accident book (located in the Safety Manager's Office) is to be completed as soon as possible; any serious incidents/accidents should be reported to the Safety Manager immediately.
- All accidents/incidents will be investigated by the Safety Manager

Dangerous Occurrence

A 'Dangerous Occurrence' or 'Near Miss' incident is one which had the potential to cause injury, but fortunately did not do so, although damage to equipment or property may have occurred. Nevertheless all 'Near Misses' or 'Dangerous Occurrences' should be reported and recorded in the accident book and Safety Manager informed.

All 'Near Misses' will be fully investigated so that any preventative action can be identified and taken. Failure to do this could allow the circumstances to be repeated but with significant consequences including injury and/or serious damage to property.

C.1.5 RISK MANAGEMENT PROCEDURES

This School is committed to ensuring that all risks and hazards associated with its operations are clearly identified and eliminated or reduced in order to maintain a safe environment for its pupils, employees and any person that may be affected by its activities.

Risk Assessment

The school is obliged by law to apply risk assessment process to all its activities and situations and then take action where appropriate. A risk assessment is a careful systematic examination of a work task, situation or premises which identifies any hazards, assesses the risk they could present and thereby assist in the identification of appropriate preventative and protective measures. **A well structured lesson plan will include a risk assessment.** If your work involves activities which could pose a significant risk, then a 'safe system of work' form should be carried out, basically informing how for example a science lesson involving chemicals will safely be carried out.

Copies of risk assessments are located in each staffroom, please see the Safety Manager if you would like assistance in completing a new risk assessment. Each activity must have a risk assessment.

Generic risk assessments may be used when the risk factor is low. However, when the risk factor is medium or high a specific assessment must be completed by the person in charge in conjunction with the Safety Manager and brought to the attention of all people involved with the task prior to work commencing. Procedures to eliminate or control hazards must be specified on each risk assessment. The requirements of a risk assessment for hazard elimination or control are to be adhered to at all times.

New and Expectant Mothers

In assessing risks to employees, the employer must consider new or expectant mothers. The phrase 'new or expectant mothers' means a worker, or pupil, who is pregnant, or who has given birth within the previous 6 months, or who is breastfeeding. All new or expectant mothers should have a risk assessment carried out.

Work Experience

This School use [name of external provider if appropriate] to organise our work experience for Year 11 pupils. [xxxxxx] will do all risk assessments and all paperwork relating to work experience.

Pupil Risk Assessment

Due to the nature of pupils at [name of School] it has been assessed that there is a need to have pupil risk assessments on each pupil. This is a detailed report on the hazards each pupil presents. They are scored as high, medium, or low risk. All staff must ensure they read all pupil risk assessments to be aware of the dangers a pupil could present. All incidents must be updated on their risk assessment, and shared with all staff.

The Pupil Risk Assessments are ongoing and must be updated and be an important tool to managing pupils. The risk could be towards staff, other pupils, or themselves. It will record known flash points, and what sort of actions help that certain pupil calm down. Also if a pupil is known for biting whilst being restrained, and staff are aware of this then they can be extra cautious when/if they have to restrain. If you feel the pupil risk assessments are out of

date, please speak to the Assistant Head or Deputy Head Teacher/Manager. All Pupil Risk Assessments are located in each staffroom.

C.1.6 MANUAL HANDLING ARRANGEMENTS

Manual handling operations (MHO) are the transportation or support of any load by hand or bodily force- including lifting, putting down, pushing, pulling, carrying or moving. This would include restraining/moving/holding pupils. Where hazardous MHO cannot be avoided, a thorough assessment must be undertaken, with measures introduced to reduce the risk of injury to the lowest level reasonably practicable. Monitoring must then take place to ensure the effectiveness of those measures, and reassessment carried out where necessary. If your work involves tasks, which regularly or occasionally require you to move, lift or carry persons or awkward shaped or heavy objects, you could be vulnerable to back injury and other muscular-skeletal problems. Such problems can result in considerable pain and discomfort and are difficult to cure. Any heavy lifting should be passed to the maintenance team as they are trained in manual handling and have the relevant equipment for moving/lifting heavy awkward bulky loads.

Any activity that requires manual handling will require a risk assessment from the Safety Manager so that he can make the activity easier and less risky i.e. less physically demanding. Examples include reducing heavy loads into small manageable loads, using mechanical devices such as trolleys or having more than one person to lift or carry the load. If no assessment has been made for the tasks which you think may put you at risk, do tell your line manager. Although management has a legal obligation to devise and produce safe systems of work for employees, it will help your line manager to help you if you can suggest any practical ways in which your work duties can be made safer.

Backache and related problems can also occur through work which involves incorrect posture, inadequate seating or prolonged work sat in front of a computer. If you are suffering problems through any of these causes, contact the Safety Manager for an assessment on the task, seating or VDU workstation.

Kinetic Lifting Method

- Approach the load in an upright and relaxed manner, looking down only by lowering the head from the neck. DO NOT lean forward from the hips or the small of the back. Get as near to the load as possible.
- Relax the knees slightly and make a good base movement-feet well apart and one foot slightly forward of the other so that the load is as near as possible under the crotch. Face the direction you intend to travel.
- Lower the body by bending the legs, not the back.
- Get the good grip of the load by palm or finger base, not fingers tips. Considerable damage can be caused by using the sensitive finger tips – continued use of them leads to strained fingers and/or strained forearm muscles.
- Take a deep breath. Look up and keep the chin in whilst straightening the legs. Let the legs do the lifting and not the arms while using body weight as a counterbalance.

- Use the rear foot to thrust off. As the legs straighten pull the load into the abdomen keeping the elbows in to the sides.
- Ensure the load does not restrict your view. Loads which extend to head height and obscure vision are highly dangerous both to the carrier and anyone else who happens to be near.

New members of staff are not expected to handle pupils until they have received adequate training in correct techniques (Team-Teach)

C.1.7 ADMINISTRATION OF MEDICINES/MEDICAL TREATMENT TO PUPILS

Pupils Taking Medication

No medicines are given without the written consent of his/her parents/carers. Before any member of staff gives medicine to a child he/she should check the child's name, the prescribed dose, the expiry date and the instructions given on the label or container. If there is any doubt about any procedure, confirmation should be sought from the parents/carers or health professional before taking further action. A child who refuses to take medication should not be forced to do so but the refusal should be noted and the parents/carers informed.

Please refer to the medication policy for full information

C.1.8 CLINICAL WASTE – BLOOD SPILLAGE PROCEDURE

In accordance with the 'Duty of Care' – code of practice all swabs, tissues etc used for first aid will be placed in yellow sacks, which will be disposed of separately by the Maintenance team. Any clinical sharps should be disposed in the medical sharps bin located in Safety Manager's office. The Maintenance team should be called to help with the collection of these sharps.

Blood spillage/bodily fluid packs are used by the Maintenance team to ensure the correct procedures are carried out.

C.1.9 PLAYGROUND SAFETY

The majority of injuries occurring at school are the result of a playground incident. Schools and parents are increasingly expressing concerns regarding children's safety in the playground, especially while playing active outdoor games.

There are four main areas of playground risks :

1.Suitability of equipment – This generally refers to specialist play equipment such as climbing frames, but it applies equally to smaller game playing equipment such as skipping ropes, hoops and balls that the school may supply for use at playtimes. All equipment used in the playground by children should be assessed for its suitability for age and use e.g. length of skipping ropes, types of ball for particular games etc.

2. Use of space – Is the space available suitable for particular games? Do game players encroach on other children’s space so that more sedentary games, or children sitting, become obstacles for those playing chasing or running games?

3. Inadequate supervision – More than half of all playground injuries result from children falling down, tripping and running into objects (e.g. other children) in the course of playing. Good supervision can prevent many injuries, if you are supervising playtimes please ensure you are paying full attention to the pupils.

4. Inadequate maintenance – Playground surfaces, litter, fencing and general maintenance issues can all become a danger to our pupils. The Maintenance team are very proactive in ensuring high levels of maintenance and health and safety are carried out on a daily basis. If a problem arises concerning the maintenance or health and safety of the playgrounds (or any part of the buildings/grounds) please contact the Safety Manager or the caretaker immediately.

Safety Rules for Playground

- All games should be approved and played in appropriate areas.
- Any danger areas in the playground should be so designated. These danger areas may include areas where ball games such as football are played.
- All games should be appropriate to the age of the participants.
- All playground activities must be supervised.

Playground Supervision

- Everyone should follow the same safety rules
- Pupils should understand playtime safety rules and these should be reviewed occasionally to take account of new playground equipment or guidelines that are to be implemented
- Playtime supervisors should –
 - **Stay alert and attentive** – move through the playground area, stay involved with all the children in the playground, use direct eye contact to help prevent inappropriate behaviour and ensure you have an adequate number of adults supervising for the number of children.
 - **Be aware of age-appropriate equipment** – Ensure equipment is suitable for use by its planned users, direct children to equipment appropriate to their ages and development and ensure children are aware of appropriate use of equipment.
 - **Teach safe playground rules** – Teach children the safety rules of the playground, agree on the rules before children are allowed to use equipment and enforce rules firmly and consistently.

C.1.10 THE WORKING ENVIRONMENT

Through a system of safety audits, inspections and defect reporting, the School will maintain the provisions necessary by legislation for a safe workplace, suitable access and egress, a healthy environment and the required welfare facilities.

Maintenance

This applies to workplaces, equipment and devices where a fault is liable to result in non-compliance with regulations. In all cases the workplace, equipment, devices and systems must be maintained (including cleaning) in an efficient state, efficient working order and good repair.

Reporting Defects:

- Staff are expected to report all defects to the premises or equipment whether or not they are likely to cause a hazard.
- A serious defect (such as a major leak), which is likely to require immediate attention should be reported immediately to the Head Teacher and/or Maintenance team. The person responsible for the area of the school should also be informed. The person finding the defect may have to evacuate people in the area of the defect before calling the relevant personnel.
- Less serious defects, which nonetheless would render the room unable to be used for teaching (e.g. heating failure) should be reported to the Maintenance team.
- Less urgent defects, which are considered a safety hazard should be reported promptly to the Safety Manager using the Job Files found in each Admin office.
- If an item of equipment is defective and is a possible hazard, the member of staff discovering this should mark the item clearly as defective and make sure it is not used by others, inform the maintenance team who will remove the item from the system.
- There is a “Snag Book” in each of the buildings for staff to record all defects, and request for repairs, etc. Staff are to ensure such matters are reported promptly so they can be dealt with before they become a hazard.

General Storage:

- Consider how much material, particularly paper, that needs to be stored. Order at intervals through out the year rather than ordering in bulk.
- Consider how long the used paper needs to be stored, and refer to the Office Manager for further information on archiving files etc.
- Large stores of paper should be locked away and only a minimum of stock should be in classrooms, and ideally that should be locked away in cupboards.
- Materials which burn easily like paper and wood should be stored away from substances which could easily catch fire such as glue and thinners.
- Materials such as paper and wood must not be stored close to heat sources like electric fires, light bulbs etc.
- Materials which burn easily must never be stored in corridors and stairwells.
- Paper and other heavy materials must be stored so they can be moved safely. This would generally mean at a height where they can be picked up without stooping or stretching.
- Heavy items should never be stored at height, as there is a very real risk of injury when trying to lift them down, or heavy items falling onto staff.

- Consider the stability of cupboards, filing cabinets – do not overload the top section, as there is a risk of falling.
- Consider the strength and stability of fixed shelving in store rooms.
- Boxes of paper or similar should not be stored on the floor where they become a trip hazard. This is particularly important on escape routes.

Pupils:

- You must be informed that some pupils can be aggressive towards staff, and other pupils. This is a hazard and all staff should be aware of this.
- Staff may have received training in Team Teach skills to increase your knowledge and to help you calm an angry pupil, and even restrain or positively handle.
- There are policies on 'positive handling – behavioural techniques' for all staff to read. All pupils must be risk assessed and all staff are to ensure they read these, as it gives you relevant information on each pupil.
- All incidents must be recorded in the serious incident book, and if needed the accident book, both located in the Safety Manager's office.
- When positively handling/restraining pupils please be very cautious of your safety and that of the pupil, and use all the Team Teach skills you have been taught.
- Remember that restraining should always be the last resort. When holding a pupil you should keep calm and always talk to them, remember it's their behaviour that you are not happy with, and not the person.
- Please speak to your manager if you have any concerns about any issues involving the pupils.
- If you have to hold a pupil, think about what that pupil is capable of, i.e. biting, head butting etc. (this should all be on the pupil risk assessment) and do not give him/her the opportunity of inflicting any of these injuries on you.
- If at any stage of holding you become unwell ask for someone to take over from you. New Staff and Supply Staff must seek help from trained staff if pupils are becoming dangerous, you are reminded not to restrain unless permission and training/guidance has been given from the Head Teacher. There are systems in place for dealing with pupil behaviour, for example it is not acceptable to receive verbal abuse from a pupil, if you are unsure of the systems in place for dealing with difficult pupils please speak to your manager.
- The Education Act 1997 Section 550A and Further guidance published by DfE in 2012 – Use Of Reasonable Force, clarifies the use of physical force by teachers and others authorised by the Head Teacher, to control or restrain pupils. Teachers and other authorised staff are expected to use reasonable force to prevent a child or young person from doing or continuing to do any of the following;
 - Committing a criminal offence (including behaving in a way that would be an offence if the pupil were not under the age of criminal responsibility)
 - Injuring themselves or others
 - Causing damage to property (including pupils own property)
 - Engaging in behaviour prejudicial to maintaining good order and discipline at school or among any of its pupils, whether that behaviour occurs in a classroom during a teaching session or elsewhere.

Where the aim of physical intervention is to maintain good order it is essential that the member of staff takes into consideration the extent to which any such action might exacerbate

the situation. The age and understanding of the pupil must be taken into account. Physical intervention should not be used to replace good behavioural management. In determining what constitutes reasonable force the following factors need to be taken into account;

- The use of force can be regarded as reasonable only if the circumstances of the particular incident warrant it. The use of any degree of force is unlawful if this is not the case. Therefore the use of force to prevent a pupil from committing a trivial misdemeanour or where resolution of the issue could be achieved without the use of force cannot be justified.
- The degree of force employed must be in proportion to the circumstances of the incident and the seriousness of the behaviour or the consequence it is intended to prevent. Any use of force must always be the minimum required to achieve the desired result.
- Where force is applied it should be done in a manner that attempts to reduce rather than provoke a further aggressive reaction.
- The number of staff involved should be the minimum necessary to control/restrain the child or young person, whilst minimising the risk of injury to all parties.

Please refer to the all other information on The Working Environment. Located in the

C.1.11 CONTROL AND MONITORING OF CONTRACTORS

The School Maintenance Team will only use contractors who have proved that they are able to discharge their primary responsibilities to safeguard their employees and any other persons who may be affected by their undertakings.

The selection of contractors will be on the basis of their “competence” in health and safety, including details of responsibility, experience, safe systems of work and training standards. Contractors are required to provide the following: Safety Policy document, Safety Method statement, and Risk Assessments.

Contract work can create temporary hazards in areas where hazards are not normally present. Thus contractors can pose a risk for school staff and pupils, and also be at risk themselves from staff or students. Therefore before any contract work begins, the proposed work, including times, locations and precautions involved must be considered and approved by the Safety Manager.

Although the school aims to inform you beforehand of significant contract works, there will be occasions when transient work e.g. a repair to a broken window, cannot be notified and may briefly cause some noise and disruption. Contract staff will be required to wear some form of identification. All relevant staff will be informed of scheduled work and the arrival of any maintenance staff must be relayed immediately to the Safety Manager. Staff are reminded not to visit any construction area on site, until the works have been complete.

C.1.12 NEW AND EXPECTANT MOTHERS (see also C.1.5 Risk Management Process)

The School will:

- Assess the risks with regards to the health and safety of both new and expectant mothers, particular attention will be made where the pupil or employee may come into contact with any hazardous substances.
- Ensure they are not exposed to an identified risk which would present a danger to the pupil or employee.
- Review the risk assessment as conditions change so that the differing factors can be taken into account for pregnant pupils or employees, those who have given birth and those who are breast-feeding.

C.1.13 DISPLAY SCREEN EQUIPMENT

Under the Display Screen Equipment Regulations 1992 (DSE) (as amended 2002) the School will ensure that the following is carried out:

- Perform an assessment of each workstation taking into account the DSE, the furniture, the working environment and the worker.
- Take all necessary measures to remedy any risks found, as a result of the assessment.
- Take steps to incorporate changes of the task within the working day in order to prevent intensive periods of on-screen activity.
- Arrange for employees, who habitually use DSE as a significant part of their normal work, to have eye and eyesight tests.
- Advise existing employees, and all persons applying for work with DSE of the risk to health and how these are to be avoided.

The main potential hazards associated with this equipment include;

- Work related upper limb disorder e.g. temporary fatigue or soreness in the hands, shoulders etc. occupational cramp, chronic soft tissue disorders such as peritendinitis or carpal tunnel syndrome.
- Prolonged static posture or awkward positioning.
- Temporary visual fatigue-poor positioning, poor legibility of screen or documents, lighting, poor screen images.
- Fatigue or stress.
- Photosensitive epilepsy
- Environment factors e.g. humidity, heating, ventilation, and static electricity.

For full information on ICT and DSE including Control Measures, Workplace Design, Environmental Factors please refer the Health & Safety Executive DSE guidance on the regulations, a copy of which is located in the Health and Safety folder on the staff shared drive.

C.1.14 PLANT AND EQUIPMENT SAFETY

Details of equipment that requires periodic inspection, examination, testing is as follows;

- Ladders
- Steps
- Local Exhaust Ventilation System in the Woodwork room
- All other extraction systems
- Fire Alarm Systems
- Emergency Lighting
- Fire Extinguishers
- All hand tools
- All power tools
- Design & Technology machines
- Electrical equipment
- Fixed electrical systems
- Gas boilers and Water Heaters
- Fan convector cleaning
- Water tanks and systems
- Heating control systems
- Intruder alarms
- PE equipment

The person responsible for the above is the Safety Manager; the type of check and frequency is different for each. Records are kept on all of the above.

C.1.15 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The School acknowledges that no substance can be considered completely safe and will protect all employees and other persons potentially exposed to hazardous substances, so far as is reasonably practicable, by eliminating or use of correct control measures. The control of substances hazardous to health (COSHH) regulations is in place to protect people from substances that can be hazardous to health.

A **COSHH** assessment must have been carried out in order to justify the purchasing and use of any substances hazardous to health. This assessment will include recording findings with regard to application of the following hierarchy:

- Elimination of hazard
- Substitution of alternative less hazardous materials/substances
- Risk reduction by using engineering controls
- Provision of sufficient information, instruction and training
- Use of personal protective equipment – as a last resort

The COSHH assessment will have identified the control measures that must be in place and followed. All employees have a duty to ensure their own safety as well as the safety of others, and must apply and follow the control measures required – and must have had the necessary training and instruction to do this. Usually a material safety data sheet will be readily to hand.

Substances not assessed or authorised must not be brought into or used in any area.

All staff responsible for having any chemicals is to ensure they have a safety file with all the safety data sheets. Any member of staff wishing to purchase any chemicals must seek authorisation from the Safety Manager.

Maintenance and Retention of Records

The COSHH Register and a master log of generic assessment/data sheets are to be maintained by the Safety Manager. Any staff responsible for chemicals must ensure they supply the Safety Manager with copies of assessments and data sheets.

The Safety Manager will ensure that each month COSHH Registers, assessments, Data sheet files are fully maintained.

Safe Systems of Work

- Ensure you are in possession of the assessment/data sheet required Personal Protection Equipment (PPE) and understand the requirements before using the substance
- Follow the manufacturer instructions.
- Use PPE as instructed.
- Avoid contact with the skin.
- Do not breathe the fumes.
- Wash thoroughly before eating.
- If the substance is flammable, do not smoke or use with naked flames.
- Do not mix substances unless instructed to do so by the manufacturer.
- Clean all spillages in accordance with the manufacturer's instructions, as per safety data sheet.
- Dispose of waste products in accordance with the manufacturers instructions.

COSHH in the Classrooms

- Lessons involving chemicals must have a **Safe System of Work** in place before the lesson takes place. This includes a **Risk Assessment**.
- Local Authority, CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services [www.cleapss.org.uk]), DFE, HSE publications all give advice on safe working practices.
- Product Safety Data Sheets must be filed in an accessible manner after being read as they may be needed quickly if an accident occurs.
- Science/D&T/Art teachers must be trained and competent in the safe use of chemicals
- Teachers must ensure that pupils are properly instructed in the safe use of any hazardous substance.
- Teachers are to ensure that they are vigilant and that pupils are following all safety precautions and instructions. Also to check at the end of class that all items are accounted for.
- Hazardous materials must be issued in suitable marked containers, containing appropriate small quantities of the material.

- Any containers used must contain the same hazard markings as the original. Only suitable containers must be used.

Disposal of Hazardous Materials

As well as the safety implications in the disposal of hazardous materials, there may also be environmental risks. There may be legal restrictions as to how certain hazardous materials may be disposed of. The Safety Manager can make suitable arrangements for the safe disposal of hazardous materials in accordance with legal requirements.

Disposal of Glass and other Sharps

Cleaners empty general waste bins into plastic bags/sacks. If glass (especially broken) or other sharps are present, then there is a risk of injury.

All Staff must ensure that glass and other sharps are put directly into the outside bins, or into suitably marked bins e.g. in the science rooms. **All teaching staff** must ensure all pupils are also aware of this procedure.

Disposal of other Waste

It is important that quantities of paper, furniture and other general waste are not allowed to accumulate in or outside buildings. Larger items such as old furniture could become a security risk if stored outside. Broken concrete, metals etc may be used to smash windows.

All Staff have a responsibility to ensure they do not cause accumulation of waste inside or outside buildings. They should report any such concerns to the maintenance team who will make arrangements for the quick disposal of items. Contractors should ensure they remove their waste materials from site as soon as possible.

C.1.16 NO SMOKING POLICY

The School operates a no smoking policy.

C.1.17 LONE WORKING PROCEDURES

There is no specific legislation in relation to lone working; however the Management of Health and Safety at Work Regulations 1999 require employers to carry out a risk assessment in relation to all significant hazards faced by their employees.

All staff that carries out lone working must ensure there is a risk assessment in place. Risk Assessments have been carried out for the caretaker who arrives early, staff who carry out 1-2-1 therapy/counselling, staff who work alone after hours, cleaners working alone, and staff working in holiday periods.

Any staff that carry out home visits to student houses must ensure they speak to the Safety Manager who will carry out a Risk Assessment.

Employees who are required to work alone are to be given clear instructions concerning communication and emergency procedures and what they can or cannot do in the workplace. The Safety Manager will provide all copies of risk assessments and make staff aware of and understand the risks involved with lone working, but all staff must ensure they inform the Safety Manager of any changes to their lone working.

C.1.18 SPLPS, TRIPS AND FALLS

Slips, trips and falls are the most common cause of major injuries in the workplaces and the second highest cause of over three day injuries. They occasionally cause fatalities, for example from head injuries.

Preventative Measures:

- All floors should be regularly checked. Potential and known trouble spots, such as kitchens and wet floor areas, should receive closer attention.
- Spilled liquids which cause slippery floors must be cleaned up and the affected area thoroughly dried **immediately**. Warning signs to be put out.
- Any concerns regarding slipping and tripping hazards must be promptly reported to the Safety Manager.
- Electrical leads should not trail across walking routes if this can be avoided. A temporary cable trip guard is available from the Safety Manager for short term use only.
- Furniture, especially low tables and chairs must be arranged so that a clear and safe walkway is provided.
- Boxes of paper and other equipment must **not** be stored on the floor or in any place where an obstruction is likely to cause an accident.
- Good Housekeeping is **essential**. Boxes, papers, files etc. must not be placed on the floor.
- The **drawers of filing cabinets, desks, etc.** must be kept closed whenever they are not being used – **do not leave these items open and unattended.**
- All carpets, rugs must be fixed
- When working at height, only approved access equipment must be used, never use furniture or makeshifts. Staffs are advised to seek the help of the Maintenance team in regards to working at height.
- All areas are to be adequately lit at all times
- On wet days, ensure to use the mats in the front entrance as these mats are water absorbing barrier mats, this will reduce the slipping hazard.
- Floors in the Art, Science, Food Tech and Design and Technology rooms should be strictly kept free from slippery substances or loose material – all these floors are anti slip floors – but if you spill such things like cooking oil on them they will become slippery unless you clean this up immediately. Such floors have a rigorous cleaning regime each night.

C.1.19 ELECTRICITY

On average 1000 accidents and 25 fatalities at work are reported to the Health and Safety Executive each year – **all caused by electricity.**

Sockets and Plugs:

- Only use one plug to one socket
- Do not overload sockets
- Do not use adapters
- If you need extra sockets use a fused multi-plug adapter
- Never plug one extension lead into another

Cables and Flex:

- If a cable is damaged in any way do not use it. Frayed or damaged cable increases the risk of electric shock, and is also a fire hazard.

Good Practise:

- Always turn off the power before inserting into or removing a plug from a socket
- Never handle electrical equipment with wet hands
- If you suspect that something is faulty – report it, do not try to fix it yourself.

All electrical appliances must be maintained in a safe condition, to achieve this the school will keep an inventory of all appliances and arrange for them to be tested at appropriate regular intervals by qualified electrician. Staff are not allowed to bring in appliances without the permission from the Safety Manager.

Fixed Electrical Equipment

All repairs, maintenance, modifications and additions to fixed electrical wiring and equipment will be undertaken by qualified electricians as arranged by the Safety Manager. No other interference with the fixed electrical wiring and equipment is to take place.

Use of Adapters and Extension Leads

Multiway adapters which allow a number of plugs to be used with one socket should not be used. Generally, the use of extension leads of any sort should be avoided where possible. Leads can be damaged and cause a shock or fire hazard and they also provide a serious trip hazard. When they are used they should be inspected regularly for damage and care should be taken to avoid trip hazards.

Audio Visual Equipment

- In addition to the hazards of electrical shock, projectors can become very hot. Many contain bulbs which can be damaged if touched with the fingers even when cold.
- Television sets mounted on trolleys tend to be unstable. Pupils should not move these. Television sets should be located in a store room and not left in the classrooms.
- Television sets should ideally be secured to the trolley.

Portable Electrical Appliances

Arrangements will be made for the testing of such appliances by qualified electricians. No appliances are to be used on the school premises unless they have been checked.

Regulations

The Electricity at Work Regulations 1989 apply to school premises and place a duty on the employer to ensure so far as is reasonably practical that, electrical installations and all electrical appliances are constructed, maintained and used so as to prevent danger.

General Guidance:

- No appliance will be used within the school if it has been deemed unsafe by the maintenance team or an approved contractor.
- Any defective equipment must be recorded in the job book – located in the admin office of all buildings
- All staff must carry out a visual check of any electrical appliance prior to use.
- No repairs will be carried out by any staff
- Electrical equipment used by pupils will be restricted to close supervision only.

Visual Inspection Check List

- Check equipment casing/body for signs of damage i.e. cracks, holes, etc
- Check mains supply cable for signs of damage or wear.
- Check mains supply plug for damage to the pins cover or cable clamp
- Check the point of cable entry to the equipment, i.e. grommet or clamp
- Check on/off switch for signs of damage

C.1.20 LADDER SAFETY

Working at height (any height) is a high risk activity and must be subject to a risk assessment.
Remember – you should only use a ladder if you have been trained.

The maintenance division will do all work at height if assessment agrees it is safe to do so, as maintenance staff have been trained in the use of ladders.

The ladder or step ladder to be used must be checked visually before each use to confirm it is still safe to be used. Annual checks should be recorded on a ladder plate attached to the ladder or steps.

C.1.21 WORK EQUIPMENT

The Provision and Use of Work Equipment Regulations 1998 (PUWER) covers the suitability of work equipment in the workplace. The regulations are there to ensure the provision of safe work equipment and its safe use. Work equipment should not give rise to risks to health and safety, irrespective of its age or place of origin. Three aspects cover the choice of equipment:

- **The initial integrity:** This means that when an employer provides equipment they should make sure that it has been produced for the work to be undertaken. The equipment should be used in accordance with the manufacturer's instructions and specifications.
- **The place in which it will be used:** Employers must assess the location in which the work equipment is to be used to take into account any particular risks presented by the working environment.

- **The purpose for which it will be used:** Employers must ensure that the equipment is suitable for the job in hand.

C.1.22 ASBESTOS

Asbestos is a naturally occurring fibrous mineral. It can be hazardous to health if fibres are inhaled. Asbestos is safe in normal circumstances where it is encapsulated and the encapsulating material is not damaged or likely to be damaged. Where asbestos is known to be present this will be indicated by labelling. This School has an asbestos register detailing any asbestos on site. No structural work is to be carried out by any of the staff.

C.2.1 SCHOOL TRANSPORT – MINIBUSES AND STAFF CARS

Staff may be required to use their own vehicles to transport pupils as and when required. This School has a responsibility to make checks on staff cars to ensure the safety of pupils is not compromised. As such the following items must be presented to the Admin Office:

- Current MOT certificate
- Insurance Document (which must include provision for business use)
- Driving License

This is to check that the vehicle is road worthy and the driver is competent and qualified.

Anyone unable to provide the above will not be able to use their own vehicle to transport pupils.

If there is any current fault that needs attention then please do not take any pupils out until it is repaired.

There is a generic risk assessment for 'vehicle journeys' available from the Safety Manager and 'pupil behaviour in vehicles' these should be taken out on each off site visits. If you are unsure about the safety of taking out a pupil who you think could be a danger then you should not take that pupil out, please consult with your manager. Any incidents that occur whilst in any vehicle travel must be reported to the Safety Manager in a detailed written report as soon as possible.

If there is any problem the procedure is to pull over safely and to telephone the school office and staff can be sent out to help. General checks on cars before you leave site should be made.

Pupils who travel in vehicles must:

- Not Smoke
- Use safety belts provided.
- Refrain from excessive noise and not disturb the driver
- Not play music
- Remain in their seats until the vehicle has stopped
- Not trail scarves or other items from windows

- Not throw any item from the vehicle

The school has two vehicles, a Minibus (14 passenger seats) and an MPV (8 passenger seats). A formal request must be made to the Safety Manager to request use of any of these vehicles as there is a pre-booked schedule of use already in place.

Only members of staff who have passed the MiDAS (Minibus Driver Awareness Scheme) training are allowed to drive a minibus transporting pupils. A minibus is classed as having more than 9 and less than 17 passenger seats.

Staff who do not have the MiDAS qualification are able to drive the school's MPV following an assessment of competence by the Safety Manager.

Each morning checks are to be made on the minibus and MPV by the maintenance team. The check list is left in each vehicle for drivers to carry out their pre-use checks. The completed forms must be given to the Safety Manager. If there is a fault found when carrying out the checks then the vehicle must not be taken out until rectified.

If you feel unwell and are due to take pupils out you are to inform your manager.

C.2.2 SCIENCE LABS

All staff working in Science rooms must take reasonable, common sense care for their own safety and the safety of others.

This School recommends that all Science based staff should have contact with CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), following all their safety advice.

Follow advice from 'Hazards' when carrying out particular experiments. All activities need to have a **risk assessment** carried out **before** attempting. Copies of the risk assessments need to be given to the Safety Manager. This School advise Science staff to read 'Safeguards in the School Laboratory' (11th Edition ASE 20066)

The *Control of Substances Hazardous to Health (COSHH) Regulations* require a risk assessment before using or making certain types of chemical or using hazardous micro organisms. The *Management of Health and Safety at Work Regulations* require a risk assessment before any hazardous procedure is undertaken.

These risk assessments identify hazards and stipulate the restrictions and precautions you must follow to prevent accidents occurring. Reminders about what to consider in planning a lesson and detailed checklists identifying activities which present hazards will be found in the CLEAPSS guide L238.

It is essential that you analyse what you are proposing to do and ensure it complies with the restrictions and precautions laid down. Hazard warnings and precautions should be copied on to worksheets, lesson plans, schemes of work etc. your risk assessment requires eye protection to be worn, and then both you and the pupils must wear it. Science aprons/coats should be worn when the lesson involves practical activities, if you have not got any items in regards to health and safety then please speak to your manager.

Teacher in charge is responsible for 'Health and Safety Policy for Science' in liaison with the Safety Manager.

Useful Publications:

The following publications are often used as model risk assessments. Irrespective of that, they all give advice on health and safety matters.

- *Hazcards, CLEAPSS*
- *Laboratory Handbook, CLEAPSS*
- *Safety in Science Education, DFE, HMSO, 1996*
- *Safeguards in the school Laboratory. 11th Edition, ASE, 2006*
- *Topics in Safety, 4th Edition, ASE, 2011*

Useful Organisations

Association for Science Education, College Lane, Hatfield, AL10 9AA

Tel: 01707 283000 Web: www.ase.org.uk Email: info@ase.org.uk

The CLEAPSS School Science Service, Brunel University, Uxbridge UB8 3PH. This School has free access to CLEAPSS services. Web: www.cleapss.org.uk. Contact the Safety Manager for login details.

C.2.3 DESIGN AND TECHNOLOGY LABS

All risk assessments for all activities relating to Design and Technology should be done and filed in the safety folder in the room. **No Activities** should be carried out unless there is a **risk assessment** and **safe system of work** in place. All copies must be given to the Safety Manager.

General guidelines:

- All tools to be locked away securely whilst not in use.
- Recommended safety posters and reminders about safety and behaviour rules should be prominently displayed.
- Ensure that all pupils are familiar with safety rules
- Check all tools on regular basis to make sure they stay in good condition.
- Large groups can heighten the risk of accidents
- Monitoring of pupil's behaviour to ensure they can be trusted to partake with the lesson.
- Emergency procedure in place for dealing with aggressive/dangerous pupil, please give copy to Safety Manager.
- Have safety folder in place and update

When planning and conducting design and technological activities the teacher in charge must give due regard to the health and safety of their pupils, themselves and other adults. They must be aware of current relevant health and safety responsibilities and legislation. Teachers of design and technology must demonstrate both personal and professional competence, have the ability to undertake risk assessments and ensure that the environment is not a health and safety hazard.

They must carry out teaching strategies to ensure safety within design and technology activities and have secure knowledge and understanding of equipment, processes, tools, materials and components before using them. Staff working in this room should be trained on all the equipment they use, and training records on all pupils should be kept in the safety file.

Teacher in charge is responsible for 'Health and Safety in Design and Technology Policy' in liaison with the Safety Manager.

C.2.3a FOOD TECHNOLOGY

Teacher in charge **must ensure** that a general area risk assessment is carried out on the food technology room for the activity of food preparation and cooking **before** any activity begins. A **safe system of work** should then be developed from the risk assessment, and should include the following:

- Equipment should be robust and single purpose
- Equipment should only be used for the purpose they are intended for, in accordance with the manufacturer's instructions
- Any power leads should be the correct length to avoid tripping or accidental disconnection
- Power equipment should be positioned where the user will be least distracted
- All machines to be checked before use
- Long hair, loose clothing should be secured – jewellery should be removed
- Students should be trained on the use of all tools and equipment before using them
- Safety and behavioural rules should be in place and everyone aware of them
- Safety signs and notices to be displayed

Slips, Trips and Falls:

- Floor surfaces should be maintained in a good condition.
- All spillages should be cleaned up immediately they occur, and wet floor signs positioned if appropriate, e.g. spillage in main walkway.
- Students should be made aware of the rules for moving safely around the food tech room.
- Appropriate foot wear to be worn by staff and students.

Hot Food and Containers

- Students to be warned that hot ingredients can cause burns and scalds
- Wear appropriate protective clothing, e.g. oven gloves
- Open lids/remove film or foil away from face
- Check temperature of food before service/consumption

Cookers

- Cookers should be safely located away from circulation routes
- The number of students around a cooker at one time should be limited to ensure that there is adequate room for safe movement

- Staff should regularly check that pan handles are safely positioned on hobs
- The use of pan guards should be considered
- Students should be instructed in the safe use of cookers, the use of oven gloves and the positioning of pan handles on hobs

Microwave Ovens

- Prevent hot spots developing in foods and liquids being heated by stirring halfway through heating time.

Cuts and Lacerations

An adequately equipped first aid box should be located in the food tech room, and it is recommended that at least one member of staff is trained in first aid.

Blades

- Knives and scissors should be kept sharp.
- Students should be taught a safe knife drill.
- Students using knives and sharp implements should be supervised.
- Knives should be stored safely and securely when not in use.
- Knives should never be left in sinks or washing up bowls.

Broken Glass/Crockery

Students must be instructed to report all breakages immediately, sweep breakages up and place in the metal bin in such a way that injury can not occur.

Frying

- Ensure when frying that the oil does not overheat.
- Ensure a fire blanket of adequate size is available and that staff are competent in using these.

Deep Fat Fryers

- Students should be instructed in safe deep fat frying procedures.
- Ensure that oil does not overheat and food is dry to avoid spitting.
- Excess moisture should be removed from ingredients before cooking.
- Water should not be allowed to come into contact with hot oil.
- Ensure students do not put their face too close to cooking food to minimise risk of hot oil or steam contacting eyes.

Explosion – Gas Fuelled Equipment

- Gas appliances should be turned off at the room's main gas valve when not in use
- Ensure all gas pilot lights are in proper working order on a weekly basis

Food Allergies

The most common foods to cause allergic reactions (allergens), either directly or in their derivatives are, peanuts, tree nuts such as walnuts, almonds, brazil nuts and hazelnuts, milk and milk products, egg, fish, shellfish, soya, sesame seeds.

It therefore important to avoid, where possible, the use of allergenic foods that are more likely to have life-threatening consequences, and those that affect a higher proportion of people with allergies. Checks must be made to investigate if any of students suffer from allergies.

Food Poisoning

- Exclude any student suffering from sickness or diarrhoea
- Ensure everyone works hygienically
- Ensure utensils, equipment and work surfaces are maintained in a clean and hygienic condition, that they are washed between touching raw and cooked/ready to eat food, and all equipment is put away clean and dry at the end of the lesson
- Ensure ingredients are within their use-by date and in good condition
- Store all high risk foods, e.g. meat, poultry, dairy products, in refrigerators at or below 5c
- Keep raw and cooked food separate, raw food below cooked/ready to eat food
- Ensure food, particularly meat and poultry, is thoroughly cooked all the way through
- Cool hot food quickly prior to storage
- Store perishable food in refrigerators
- If appropriate advise students about re-heating the food at home.

Teacher in charge is responsible for ‘Health and Safety in Food Tech Policy’ in liaison with the Safety Manager

C.2.4 TRANSPORT OF CASH

It is advisable that large amounts of cash are transported by a team of at least two persons. The purpose of this being to discourage attempts of theft by numbers alone. However, no resistance should be offered to persons who threaten violence in any way. Where and when possible, transport routes and times should be varied. Guidance for reducing potential for violence to staff in various circumstances is available from the Safety Manager.

C.2.5 PHYSICAL EDUCATION AND GAMES

This School recommends that all staff involved in Physical Education should refer to the ‘British association of Advisers and Lecturers in Physical Education’ (BAALPE) guidance booklet “Safe Practice in Physical Education”.

All equipment and facilities should be inspected on a regular basis.

Risk Assessments should be carried out on all activities **before** taking place and passed to the Safety Manager.

Clothing and Footwear

This must be appropriate to the activity. Watches, jewellery, rings, earrings and belts with buckles should not be worn and long hair should be secured (as appropriate to the activity). Wherever possible clothing allowing freedom of movement should be worn.

Teacher/Instructor in charge is responsible for “Health and Safety Policy in PE” in liaison with the Safety Manager.

C.2.6 ALCOHOL, DRUG AND SOLVENT ABUSE

People who work under the influence of alcohol, drugs or solvents are a hazard to themselves and the people they work with.

Staff must not attend work under the influence of drugs or alcohol.

If there is a suspicion of staff or pupils involved in any of the above you should inform your manager and the Pupil Welfare Manager.

C.2.7 SCHOOL VISITS/EDUCATIONAL/OFF SITE ACTIVITIES

Off-site activities may include Outdoor Education Visits, field trips, residential visits and all types of adventurous activities. These activities place a great deal of responsibility on staff and volunteers who may become involved. School visits are an essential part of the wider education of our children and young people. Pupils can experience places, cultures and activities that would otherwise be difficult for them to reach, and visits help in the development of confidence and independence.

However, it is crucial that visits operate under the strictest safety controls. Tragedies in the past have highlighted the need for the stringent procedures both before and during the visit. No activity or situation can ever be made totally safe but it is possible to control risks and to minimise the potential harm that can arise. This School has appointed the Safety Manager as the Educational Visits Co-Coordinator (EVC). It is the EVC's role to:

- Liaise with external agencies to ensure that visits meet Employer and National Guidance requirements, including those relating to risk assessment.
- Assess the competence of leaders and other adults taking students on visits.
- Organise training and induction of adults taking students on visits.
- Ensure that Disclosure and Barring Service enhanced disclosures are in place.
- Provide parents with suitable information so they make a reasoned decision as to whether or not they will permit their child to take part in the visit.
- Organise emergency arrangements and ensure that there is an emergency contact for each visit.
- Keep records of individual visits, including accidents and near misses.
- Review systems and practices periodically.

The organising teacher who is planning for an off site visit is responsible for the following:

- Making preliminary checks to ensure visit meets school and curriculum requirements.
- Carry out preliminary visit to the site to assess suitability.
- Obtain any necessary documentation (such as licences, certificates etc) from activity providers (EVC to ensure all relevant documents are obtained).
- Carry out accommodation check (EVC to ensure this is carried out where possible).

- Carry out initial risk assessment (EVC to ensure risk assessment carried out is satisfactorily).
- Obtain approval for Category C visits by filling out the Off-site Visit Approval Form and giving this and all the above to the EVC who will then forward to the schools contracted Outdoor Education Adviser six weeks before planned date of visit (Unless it is a visit to local shops, churches, museums, theatres, historic sites – this will need to be given two weeks before date of visit)
- Obtain parental consent for visit, ensuring that information on identified risks is provided (EVC to ensure all consents obtained)
- Review risk assessment in light of information provided by parents (EVC to ensure review carried out)
- Ensure emergency procedures and contact lists are up to date (EVC to ensure procedures and contacts have been checked)
- Monitor and review arrangements throughout course of visit
- Carry out review of the visit afterwards and ensure that any learning points are built into future plans and/or assessments (EVC to ensure that information is stored for future use)

Note: Failure to carry out suitable risk assessments is a criminal offence.

Risk Assessments will need to be reviewed during the course of the visit. Staff should take paper copies of risk assessments and blank assessment form with them. Any incidents/accidents must be written in a detailed report and given to the EVC as soon as possible.

Any staff involved in Outdoor Education Visits must ensure they read the **Health and Safety of Students on Education Visits Policy**

All off site visits must have a booking out form filled in and left in the Safety Manager's office. This form must contain details of the staff and pupils going offsite, the destination, a mobile contact number and an estimated return time.

This is the responsibility of the organising teacher.

Blank booking out forms are stored in the Safety Manager's office. There is information regarding pupils who take medication during school hours on the reverse of each form. If an offsite visit overlaps a medication time, the organising teacher should obtain that medication from the Admin Office before the trip.

Once booking out forms are completed the Safety Manager will collate the details and send the information to the insurance company to ensure that cover is available.

C.2.8 SCHOOL SECURITY

- To identify good practice in maintaining and improving school security in and around school.
- To ensure a whole school approach to Risk Management.

- To encourage participation from the local community and raise general awareness in respect of Crime Prevention.

At [name of school], the matter of security is regarded as one of paramount importance. The school and Management Committee are committed to Risk Management. The Leadership Team regularly reviews security matters and consults staff.

Personal Safety and Security

- Do not leave personal belongings on view.
- Do not leave keys out anywhere on display.
- If you find or see anything suspicious report it immediately.
- If you are working out of hours inform the Safety Manager.
- If you are working on your own make sure others know where you are and that a lone working risk assessment has been completed.
- If you are going off site or out of the office ensure you sign out and leave details of where you are going.
- If your plans change let someone know.
- Do not carry large sums of money or valuables.

Please refer to our policy on ‘Security and Personal Safety’

C.2.9 VIOLENCE AND AGGRESSIVE BEHAVIOUR TOWARDS STAFF

At [This School] pupils may often exhibit violent or challenging behaviour. This may relate to aggressive or disruptive behaviour patterns. Violent and disruptive behaviour can lead to physical injury and/or emotional stress. This School has developed strategies for dealing with violent and disruptive pupils, which include:

- An appropriate curriculum design, taking account of individual pupils abilities
- Suitable behaviour and discipline policies
- Consideration of the layout and supervision levels in classrooms, particularly those where hazardous activities are undertaken (e.g. Design and Technology)
- Staff Training – Team Teach
- Good systems of communication
- Good incident reporting systems
- Suitable arrangements for ensuring affected staff receive appropriate supervision/counselling
- Systems in place for reviewing and learning from incidents

This School will assess the risk of violence and ensure suitable control measures are implemented.

Traumatic Stress

Working at this type of school dealing with violent and disruptive behaviour may be accepted as part of every day life. It can be easy to feel that staff become hardened to such behaviour

and so do not suffer the emotional effects. Likewise affected staff may feel that it is a weakness to exhibit the signs of guilt, fear or anger, which commonly follows such incidents.

However it is clear that anyone can suffer emotionally from the effects of either one, or the accumulation of many, traumatic incidents, however often they normally encounter such incidents in their work. What may be considered a minor incident by the school could be the “final straw” for that member of staff, leading to signs of traumatic stress.

Such effects can be avoided if staff believe they are in an environment where they feel they have the support of their colleagues. At This School we believe it is particularly important that:

- Staff are encouraged to talk about incidents and their feelings arising from them, either openly with colleagues, or in confidence with your line manager, or trained counsellor.
- Staff do not make judgements or assumptions about how a member of staff should react to an incident.
- All staff are encouraged to feel that the incidents they have to deal with are the teams problems not their alone.

C.2.10 LETTING OF SCHOOL PROPERTY TO OUTSIDE BODIES

At present This School does not hire out the site and buildings. The Safety Manager has in place a School Lettings Conditions Form considering the health and safety of letting out the school, which details our conditions and insurance arrangements.

C.2.11 VEHICLE MOVEMENT ON SCHOOL PROPERTY

The movement of vehicles on our school site is a hazard, which must be properly managed in order to minimise the risks. Our aim is to separate vehicles from pedestrians. Vehicles include staff cars, delivery vans, contractors vehicles, home to school transport vehicles and parent cars.

We have pedestrian walk ways with crossing throughout the site, the site speed limit is 5 mph.

Note: Be extra cautious when going past the front gates, as it is both on a bend and a hill. Use the mirror provided by the gate to check for oncoming traffic.

Any pupils found to be walking in the road are to be informed to walk on the pathways provided.

Any dangerous driving is to be reported directly to the Safety Manager.

C.2.12 WORK EXPERIENCE ARRANGEMENTS

Work experience arrangements are carried out by {name of contracted provider}, they carry out all risk assessments and checks before any placements are given. They also liaise with all parents, ensuring full information is given and parental consent is obtained.

C.2.13 JEWELLERY IN SCHOOL

This School recommends that no pupils should wear jewellery except for watches. No jewellery should be worn during physical education. Staffs are advised to not wear jewellery or to limit the amount they wear. As you could hurt a pupil, yourself and/or damage your item when restraining a pupil.

C.2.14 SUN SAFETY

A Sun Safety policy is being drawn up in conjunction with Cancer Research UK's Sun Smart guidelines.

C.2.15 TEMPERATURE IN CLASSROOMS

Temperatures in the workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which place a legal obligation on employers to provide a "reasonable" temperature in the workplace.

The approved code of Practice suggests a **minimum** temperature in workrooms should normally be at least 18 degrees Celsius – or 15 degrees Celsius if much of the work indoors involves severe physical effort. These temperatures are not absolute legal requirements; the employer's essential duty is to determine what reasonable comfort will be in the particular circumstances.

If you are concerned about the temperature of your room then speak to the Safety Manager.

C.2.16 CARETAKER AND HEALTH AND SAFETY

The Safety Manager and the Caretaker have made a 'health and safety policy for the caretaker's duties', which is guidance, risk assessment, safe systems of work.

C.2.17 CLEANER HEALTH AND SAFETY

The Safety Manager has compiled a health and safety manual for the duties of the cleaning staff, which is guidance, risk assessments and safe systems of work.

C.2.18 SAFETY POLICY REVIEW PROCEDURE

The monitoring of health and safety systems is required by law. Our Health and Safety Policy will be monitored and review closely by the Safety Manager and the Health and Safety Committee. Annual reports will be made to the Management Committee by the Safety Manager. Outside consultants will also be used to audit our health and safety.

Reactive monitoring systems uses data which is collected after an incident or hazard has been reported. It is used to prevent further reoccurrence.

Active monitoring is proactive and is intended to prevent injuries etc. from happening at all.

Reactive Health and Safety Monitoring

Incident/Accident Reporting:

There are a number of reasons why incidents must be reported:

- To comply with legal requirements
- We have systems in place to enable you to report incidents
- Certain incidents must be reported to the Health and Safety Executive so that causes can be investigated in order that action can be taken to prevent recurrence
- In order that statistics can be compiled to help direct the accident prevention effort

There are first aid books in each of the Admin offices in each building, accidents must be completed promptly.

Incident Investigation

- Incidents should be investigated in order to determine what action needs to be taken to prevent a recurrence.
- The main aim of an incident investigation is to highlight the causes of an incident and to take prompt and effective steps to prevent its recurrence. The investigation will look at the immediate causes and the underlying causes. It will consider both 'unsafe acts' and 'unsafe conditions'. Was there adequate supervision? Was the staff adequately trained?

The Safety Manager will assess all accidents and incident and will then carry out either a full in depth investigation or an informal investigation.

Note: All staff to report all hazards in the snag books in each building.

Active Health and Safety Monitoring:

Inspections : Will be carried out by the maintenance team on a weekly basis, inspections do not only check safety standards, they promote a health and safety culture and demonstrate a commitment to health and safety.

Safety Sample Routes: The maintenance team carry out two different routes a week checking areas throughout the site for all health and safety issues, these are recorded by the Safety Manager.

C.2.19 HEALTH AND SAFETY COMMTEE

This School has a Health and Safety Committee which meets as and when necessary, usually once a term to review the schools health and safety performance and to consider significant issues and problems which can not routinely be resolved.

C.2.20 HEALTH AND SAFETY TRAINING

As well as being a statutory requirement under current health and safety regulations, training is an important way of achieving competence and helps to convert information into safe working practices. The risk assessment will help determine the level of training needed for each type of work as part of the preventive and protective measures. This can include basic skills training, specific on the job training and training in health and safety emergency procedures.

New staff are to have Health and Safety Induction training from the Safety Manager, which includes:

- The Health and Safety Policy
- Fire and Emergency Procedures
- First Aid procedures
- Staff responsibilities
- How to report hazards
- Incident reporting
- Hazards associated with work and risk assessment
- Local rules

The Safety Manager is at present looking into training for all staff, and has given staff training on Risk Assessments, Manual handling, COSHH. Future training will be in the format of health and safety videos to cover a wide spectrum of health and safety issues

C.2.21 CONTACT INFORMATION

Health and Safety Committee Representatives:
Head Teacher,

C.2.1.22 GENERAL CLASSROOM SAFETY CHECKLIST

GUIDANCE: The following points are intended to act as a quick safety checklist for classroom teachers, and to help with risk assessments

	Yes/No
Are all exits and emergency routes free from obstruction?	
Are Fire Action notices clearly visible and up to date?	
Are all fire extinguishers free from obstruction?	
Are all fire exits clearly marked?	
Is the classroom free from trip hazards?	
Are all trailing cables removed and secure?	
Are desks and chairs in a safe condition?	
Is storage kept to low level?	
Are there any dangers from high level storage?	
Is the use of scissors and other sharp instruments controlled?	
Is all displays safe? Away from light fittings, heat source, no protruding sharp ends	
Are all cleaning products kept in a locked cupboard?	
Are risk assessments available for products labelled as being Harmful, Irritant, toxic or corrosive?	
Is all classroom equipment checked on a regular basis?	
Are heaters free from obstruction and secure?	
Are all windows and doors in a safe condition?	
Is all combustible material removed on a regular basis?	
Are rooms and store rooms kept in a safe a tidy condition?	



Date Policy Approved:

Approved by (name):

Position:

Signature: