



Dame Alice Owen's School

Health and Safety Policy

May 2015

- Agreed by the Governing Body Facilities Management Committee May 2015
- To be reviewed Summer 2017
(reviewed every 2 years)

To be monitored by Gill Keating, School Business Manager, and Alan Davison, Headteacher



HEALTH AND SAFETY STATEMENT

HEALTH AND SAFETY POLICY

Dame Alice Owen's School

PART 1 STATEMENT OF INTENT

The Governing Body will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and Common Law duties.

This Statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements

- HCC's General Statement of Health and Safety at Work Policy ;
- CSF Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other H&S policies and guidance) may be downloaded by staff from the [Education Health and Safety Manual](#).

PART 2 ORGANISATION

As the employer, the Governing Body has overall responsibility for Health and Safety.

At school level duties and responsibilities have been assigned to Staff and Governors as laid out below.

Responsibilities of the Governing Body

The Governing Body is responsible for health and safety matters and is responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments Health and Safety Policy and performance annually and communicated in a report to the Governing Body;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;



- Receiving from the Head or other nominated member of staff reports on health and safety matters and reporting to (DfE, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment.

Responsibilities of the Head:

Overall responsibility for the day to day management of health and safety in the school rests with the Head.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head has responsibility for:

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues;
- Ensuring that the establishment has emergency procedures in place.
- Reporting to HCC any hazards which cannot be rectified within the establishment's budget;
- Ensuring there is no misuse of plant, equipment etc.;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- The provision of appropriate health and safety information to governors;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).

The Head may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head from the overall day to day responsibilities for health and safety within the establishment.



Responsibilities of other teaching staff/support staff holding posts of special responsibility:

Heads of Department (Art, D&T, Food & Textiles, Science, Drama, PE Music), Premises Manager, Site Manager and Fire Officer.

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the CSF, CLEAPSS, DCFS, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Head any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees:

Under the Health and Safety at work Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure including near misses.



- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.



PART 3 DEPARTMENTAL HEALTH & SAFETY POLICIES

Art Department Health and Safety Policy

Policy and Procedure

Overview

Our aim is to make the art department a healthy, safe and secure learning environment in which students can work to achieve their full potential. All art staff have a copy of the department health and safety policy and are aware of the 'Health & Safety in Art & Design' document published by Herts. They are committed to implementing these effectively. Students in all years are given clear guidelines as to the correct use of materials and equipment, which they are expected to adhere to. Students are encouraged to respect our resources at all times and any improper use of equipment is taken seriously. Electrical equipment may only be used whilst under strict supervision of a member of staff. A first aid box is situated in the prep room, which is located between studios 19 and 20. Fire extinguishers are present in each studio, along with a fire blanket and instructions for evacuation in the event of a fire or fire drill. Art Technician Mrs. Lloyd is our Health and Safety officer.

General Expectations

- The Health and Safety guidelines are clearly displayed in each studio, with a copy in staff handbooks
- Electrical equipment may only be used by students under close supervision by staff
- Students are expected to respect materials/equipment & use them in the way they have been shown.
- Students are expected to wear aprons when using materials which can stain or damage clothes
- Bags are to be stored underneath tables, leaving aisles clear
- Students are not allowed to run in the art studios or the art corridor
- Students must use bench hooks when cutting lino designs
- Trailing leads on electrical equipment should be avoided wherever possible
- Clay debris on floors or tables should be wiped away with a damp cloth, not brushed, as this may create a dangerous dust. School cleaners are aware of this.
- All tables should be wiped down with a damp cloth at the end of each lesson
- Craft knives must be kept in a secure cupboard by art staff and counted back in at the end of use.
- Annual safety checks are carried out on all electrical equipment by Project Solver.
- Protective gloves are available to minimise the effects of allergies when handling certain materials.
- Any accidents or injuries are to be reported to the Matron.
- No eating or drinking in the art studios
 - Hands should be washed after practical work

Use of clay:

- Always wear an apron
- use a damp sponge to wipe tables
- wash hands after working with clay
- wash all tools and boards after use
- Do not work into bone dry clay as it creates potentially dangerous dust
- respect the materials and each other's work.



Code of Conduct

- Listen carefully to your art teacher and follow instructions - ask if you are not sure
- Always aim to reach your potential and allow others to do the same
- Arrive properly equipped for the lesson
- Always bring your journal (sketchbook) to lessons
- Show respect for materials and equipment. Use it in the correct manner, as you have been shown
- Leave your bags under the table, leaving aisles and workspace clear
- Always wear an apron for practical work such as clay or paint
- All equipment must be put away after use and tables wiped down with a wet cloth
- Wash your hands after practical work
- No eating or drinking in the art studios
- No running in the art studios or art corridor

In addition: Received and read the Model Risk Assessments documents for Art & Design (November 2010)

Highlighted the relevant areas and filed the document with our department handbook.

All Art staff are aware of the document and where to find it.

S R Wilcock

March 2015

Review May 2017

Food and Textiles Department Health and Safety Policy

1. It is the policy of this department to encourage good workshop practice in line with current health and safety regulations.
2. Risk assessments are included in all schemes of work and more detailed information on safety procedures is available on file in the Design and Technology Prep Room under 'Safety'.
3. General Health and Safety guidelines are provided for all pupils with more detailed guidance given where appropriate.
4. Health and Safety notices are on display throughout the department.
5. Staff must be familiar with emergency procedures, escape routes, fire-fighting equipment and gas shut off valves.
6. The school requires electrical equipment to be examined and tested every year.



7. Staff should report any damage to such equipment, in particular to cables and plugs to Head of Department.
8. Annual safety checks are carried out on microwaves, gas, and electric cookers by Design and Technology Services. . A report is available on file in the Design and Technology Food Prep. Room under "Safety". Repairs and alterations arising from this report must be passed to the Premises Manager for further action.
9. Sewing machines are serviced each year.
10. Maintenance defects and breakages must be reported to the Head of Department for referral or replacement.
11. Accidents and other injuries must be reported to the school matron. They should be recorded in the accident book in the D&T Food Prep Room.
12. First aid boxes are kept in each room and checked each term. Any deficiency must be reported.
13. Departmental resources with the exception of dyes are available for use by all year groups under supervision.
14. Pupils must not handle mordants and dyes below Year 9. They may be used by Year 10 and above under close supervision.
15. Gloves and safety glasses must be worn at all times when using mordants, dyes, dye fixatives and any corrosive or irritant solutions.
16. Protective aprons and safety glasses must be worn when using hot wax to batik.
17. Pupils must wear a flame-retardant apron when carrying out practical Food work.
18. Long hair must be tied back when handling food or using the sewing machines.
19. All hazardous materials eg. Dyes, methylated spirit and white spirit must be kept locked away in the yellow safety cupboard.
20. Craft knives must be kept locked in the yellow safety cupboard.
21. Sharp kitchen knives and scissors must be kept in a locked drawer or cupboard when not in use. They should be counted at the beginning and end of each lesson.
22. Refrigerators and freezers are cleaned and the temperatures checked regularly.
23. Red chopping boards must be used for the preparation of raw meat and poultry.
24. Food prepared in school is stored under the correct conditions.
25. Cleaning materials are stored in a cupboard away from all food.



26. All students must receive safety training at the beginning of each Food and Textiles course. A record must be kept of all the students who receive safety training.
27. Fabric scissors must be kept in a locked cupboard when not in use and should be counted at the beginning and end of each lesson.

Carolyn Cerny
May 2015
Review May 2017

Design and Technology Department **Health and Safety Policy**

Product Design, Systems and Control, Graphic Products and Resistant Materials

Introduction:

The Design and Technology Department's 'Policy for Health & Safety' is consistent with, and so reinforces, the policies of the School, which seeks to promote safe and healthy working conditions, behaviour and procedures.

THE EFFECTIVE MANAGEMENT OF HEALTH & SAFETY

The effective management of safety for the schools Design and Technology department can be seen as having four major components:

1. Risk assessment and planning before a lesson.
2. Organisation of routines during and between lessons to include:
 - the use of goggles, protective clothing, etc.
 - reporting breakages and dealing with sharp objects and broken glass;
 - location of safety equipment;
 - reporting and dealing with accidents; and
 - clearing up after a work session.
3. Control/take action to include:
 - where to find safety information, e.g. COSHH file, risk assessments & CLEAPSS Hazards, etc.
 - regular safety checks;
 - safety training - to include all relevant staff and pupils. For further details of staff training see separate policy on INSET
 - all relevant machines to have record sheets attached to them of all staff who have current user certification



- effective storage; and
 - regular maintenance of equipment and all facilities in the department.
4. Monitor and evaluate - including procedures for reporting hazards/suspected hazards and those for reviewing risk assessments and safety in general, e.g.
- reporting spillage of chemicals/dangerous substances to appropriate authority for disposal.
 - reporting localised hazardous conditions to caretaking staff for immediate attention - wet floors, obstructions, loose floor tiles, etc.

Further details of these components can be found in the department H&S policy.

Duties of all Design & Technology teachers

1. All staff must encourage good workshop practice in line with current health and safety regulations.
2. Risk assessments are included in all schemes of work and the more detailed "CLEAPSS" assessments are available on file in the Design and Technology office under "Safety".
3. General Health and Safety guidelines are provided for all pupils with more detailed guidance given where appropriate.
4. Health and Safety notices are on display throughout the department.
5. Maintenance defects and breakages must be reported to the Head of Department in the first instance for referral or replacement.
6. Report accidents and other injuries to the school nurse, and the appropriate records kept in the department. All accidents, however minor, must be recorded in the accidents record book found in the technicians' area. Robin Benford is a qualified first aider but the first contact in an emergency must be the office / matron.
7. Departmental resources are available for use by all year groups under supervision. Department workshops and classrooms must not be used by students without supervision.
8. The laser cutter and CNC router can only be used by students under Y11 under direct staff supervision.
9. Oxy-acetylene equipment, power tools, lathes and vertical mill are for use by Year 11, 12 and 13 only.
10. The circular saw and bandsaws are for use by qualified staff only.
11. Use of other equipment (as it is required, for example arc welding) should only be allowed after a risk assessment has been carried out.
12. Students with casts on legs or on arms may do practical work with assistance or may do written work using a laptop.
13. Bags and outdoor coats should be stored in the correct places in classrooms, and stools kept tidy to minimise obstructions.



14. All teaching areas must be kept tidy and the floor kept free of obstructions. No leads or other trip hazards should be allowed in the teaching areas. Any cleaning issues should be reported to the Head of Department.

15. Staff Certification and Health and Safety regulations are available on file in the Design and Technology office under 'Health and Safety'.

16. Design and Technology Services Ltd. provide an annual Health and Safety inspection and a report, which is available on file in the Design and Technology office under 'Safety'. Repairs and alterations arising from this report to be passed to the Premises Manager for further action.

17. All staff must record those students who have been trained on specific machines and equipment in the record book kept in the DT staffroom. If a student is missing from a class when instruction is given the student must be instructed on the use of the machine or equipment individually and their name added to the list after. No student must ever use any machines or equipment that they have not been trained to use and that training must be recorded within a reasonable time.

Duties of Workshop Technicians

Technicians are responsible for:

1. Checking the safe storage of all equipment and materials.
2. The security of all toxic and highly flammable materials and checking that all stores are kept securely locked when materials are not being used.
3. Ensuring that all machinery is rendered safe on hearing the fire alarm.
4. Checking the First Aid box, eye washes and safety equipment.
5. Checking utilities regularly - e.g. RCCB's
6. Maintenance of all equipment or the organising of others to carry out maintenance as required
7. Maintenance of all department LEA equipment and the completion of the record sheets attached to all LEA equipment to verify.
8. The security of dangerous tools and equipment in the department, such as knives and chisels.
9. Each student is introduced to the safety code during their first lessons in the workshops.

SAFETY CODE

The code will be displayed in all rooms.

SAFETY CODE - THE DESIGN AND TECHNOLOGY DEPARTMENT The room/workshop is a much safer place to work if you follow this code:

Before the lesson starts you must:
<ol style="list-style-type: none">1. Never go into a room/workshop without permission.2. Always walk into the room/workshop and never run or push anyone.3. Always remove/secure your coat, watch, jewellery, etc. as appropriate.4. Always roll up your sleeves, and fasten loose clothing, etc.5. Always tie back long hair or use an appropriate hat.6. Always wear strong protective shoes.7. Always put your bag under the bench or where your teacher tells you to put it.



During the lesson you must:

1. Always know exactly what you are doing. If not, ask your teacher.
2. Always obey your teacher's instructions.
3. Always work sensibly and quietly to minimise hazards and in order that instructions can be heard.
4. Always wear safety glasses/masks/respirators, etc. when told to do so.
5. Always wear an apron or other protective clothing when necessary or when specifically told to do so.
6. Always stack your stool at the end of the lesson.
7. Always stand when you are doing practical work and put your stool out of the way.
8. Always report an accident or breakage immediately. If you spill anything on yourself, immediately wash with water and call for your teacher's help.
9. Never put anything in your mouth. Do not eat, drink or chew.
10. Never interfere with equipment.
11. Never put glass or solids down the sink.
12. Never sit on benches unless instructed to do so for demonstration purposes.
13. Never remove a safety guard.

At the end of the lesson:

1. Always wash your hands at the end of the lesson.
2. Always wipe the benches, tables and sink areas if they are wet.
3. Always leave the room/workshop clean and tidy.

Robin Benford

April 2015

Review May 2017

Drama Department Health and Safety Policy

A: STAFF GUIDELINES

1: Use of the Drama Space & Supervision: Students are not allowed in any of the Drama areas unless a member of staff is present. Pupils should be directly supervised at all times. Please do not send small groups out to rehearse in different places where they cannot be seen.

2: Eating & Drinking: No food/drink/sweets/gum in any of the Drama areas or lessons. Bottles of water can be used for students to hydrate during the lesson when appropriate where necessary or when a student has asked for permission.

3: Security: Please keep all doors locked when the rooms are not in use.

4: Props & Costumes: The Drama Store Room with all its books, props and costumes is primarily our areas for resources. Please do not allow students in there unsupervised. If students want to bring in their own props/costumes, they should check with the teacher first. Any imitation 'weapons' for example must not be brought into school under any circumstances. The props/costumes are primarily intended for school productions, GCSE, AS and A2 Exams. A lot



of time, effort and money is often spent on sourcing/hiring them. If you wish to use any in your lessons, please check with the Head of Department first. Please do not allow students to help themselves without permission from other departments.

5: Electrical Equipment: Students and staff must not use electrical equipment which has been brought in from outside school, unless this has been hired in specifically from an outside professional company like Stage Electrics of PAT tested that year. Students should not operate any electrical equipment unless a member of staff is present. Those students in Technical Crew or students who have had the training to do so are allowed to operate the Sound and Lighting desks as long as there is a member of staff present.*

***Additional Clause:** Students are allowed to set up for **School Assemblies** or Oral Exams (**Modern Foreign Languages**) as long as they have had permission from the members of staff running these events. This is **NOT A PART OF THE DRAMA HEALTH AND SAFETY POLICY** and should appear under the School's overall policy as we are not running these events.)

6: Drama Clothes: Students change into their Drama clothes before their lesson. Students remove their shoes and wear something with a rubber sole to ensure their safety. These should not be shoes from their PE lesson as they are often muddy/sandy. Students remove ties and blazers and should wear jogging bottoms or leggings to ensure that they can work practically with ease. The teacher will decide on a designated area in the Drama Studio where the students can leave their bags and blazers. They should not be behind any flats and bags should be in a place where students cannot trip and fall over them.

7: Perimeter Curtains: During lessons please do not allow students to 'hide' behind the perimeter curtains. This is due to the fact that when a class is working together the level of noise disguises if a student has hurt themselves and the member of staff will not be able to see them.

8: Hygiene: At the end of each lesson, please ensure that the room is left clean and tidy and ensure that all props and costumes are returned to their designated storage after each lesson. Encourage the students to share the responsibility for this.

9: Additional Information for Teaching in the Main Hall: The designated storage area for bags, shoes and valuables is the chairs on the steps. Here, students must not go on the stage or up to the lighting desk on the balcony unless they are a part of Technical Crew and/or have been properly trained to use the Sound and Lighting boards. Please enforce the fact that students must not go underneath the stage as this is a trip hazard. If there is rubbish, food or drink spilt in the room please go to the canteen staff and ask for a dustpan and brush or a cloth to remove these from the teaching space. Report any rubbish left after break or/and lunch to Mrs Airey in order to enforce respect for the teaching place and Health and Safety regulations.

B: STUDENT GUIDELINES

1: Entering and Exiting the Space: You must not go into any of the Drama Studios or the Main Hall without permission. Please line up quietly outside the room and when your teacher asks you to come in, enter the room/studio in a sensible and orderly way. At the end of your lesson please leave the room as you found it; clean and tidy. Please wait quietly to be dismissed and leave the space in a sensible and orderly manner.

2: What do I wear & where do I put it? Please make sure that you wear the appropriate clothes for your Drama lessons. You should be changed before you arrive at your Drama lesson. Students will need to remove their blazers, ties and school shoes and wear trainers or plimsolls with rubber soles. It is also desirable that all students change into jogging bottoms. If you have long hair, please tie



it back off your face. Please put your bag and your uniform in the designated area decided by your teacher. In the Main Hall this is on the steps. Don't forget to collect your belongings from the designated area. If you do forget them, they will be given into Reception.

3: Out of Bounds: You are not allowed to go in the following areas:

The Hall: On the Main Stage or behind the stage behind the curtains.

The Studio: Behind the curtains or the lighting and sound desk. You may use the sound and lighting system if you are in Tech Crew and/or have been trained to use the equipment properly.

4: Speaking and Listening: If you listen to your teacher and concentrate in lesson you will always know what you are doing. If you don't understand something, don't forget to put your hand up before you ask a question.

5: Movement in lessons: Please be aware of other students' safety during your Drama lessons. When you are devising and rehearsing your ideas you must never push, punch, hit or strike out at another student. Stage Combat is taught by your teacher and until you have been trained to do this properly and safely you are not to use it under **ANY** circumstances.

6: Keeping the Space Clean and Tidy: Please stack any chairs and tables away safely to the side of the room or where your teacher has asked you to put them.

7: Breakages: If you break a prop or something in the studio, or someone in your group hurts themselves, please tell your teacher immediately.

8: Sound and Lighting Desks: Please do not use any electrical equipment unless you are directly supervised by your teacher. Those students who are members of the school's Technical Crew are allowed to operate the Sound and Lighting desks if they have had the proper training and have been authorised to do so by the Technical Director.

9: Props and Costumes: Please do not help yourself to props or costumes from the Drama Store-room or anything that you might find in the studio without prior permission from your teacher. If you break something, sometimes they are not replaceable. This also applies to costumes that may have been hired in for an extra-curricular performance or an exam.

10: Eating and Drinking: You must not eat, drink or chew during your lessons, unless you have permission from your teacher to hydrate with water or you have a medical condition.

11: Fire Drill, Extinguishers & Blankets: You must not interfere with any fire-safety notices or equipment. If there is a Fire Alarm you will leave the space quickly and quietly and wait outside the building until your teacher is sure that you have all left the building safely and then proceed to the Tennis Courts to your Year area.

EXTRA-CURRICULAR PRODUCTIONS & EXAMINED PERFORMANCES:

1: STAGE MANAGEMENT: There must be a member of staff backstage to ensure that any props coming on and off stage is done safely. This member of staff will also be in direct contact with Lighting and Sound on a head set to ensure that all students are safe and ready to go on and off stage. In case of an emergency the Stage Manager and the members of staff in the dressing rooms will liaise in order to ensure that any students who are unwell or have hurt themselves are attended to. If they need to go to hospital, the member of staff on duty will call their parents and if necessary the hospital to arrange for the student to receive medical help.

2: DRESSING ROOMS: There should be at least two members of staff to ensure that students are behaving sensibly and are safe in their dressing rooms and in the corridors leading to the



stage. This applies to both the Main Hall for the Senior and Junior Productions and the Music Block for the Musicals. If a student is taken ill or hurts themselves, one member of staff will stay with the student while the other continues to maintain the safety of the students backstage.

3: **TECHNICAL SUPPORT:** There must be a member of staff with the lighting and sound crew on each night of the performance. They do not need to operate the equipment, but are present to ensure the health and safety of the students. Ideally this will be the Technical Manager, but this can extend to a member of staff not connected with the Drama Department. The Stage Manager will also be in direct contact with the Technical Director and all members of Stage and Technical Crew, communicating via headset. This ensures that if there are any problems technically, onstage or backstage that they can be communicated and dealt with by members of staff promptly.

4: **RIGGING:** Prior to all performances, whether they are extra-curricular, GCSE, AS or A2 exams, there must be a member of staff present while students are rigging sound and lighting equipment. Ideally this will be the Technical Manager, but this can extend to a member of staff not connected with the Drama Department. Rigging should not take place during lessons and will be done after the school day or on a weekend prior to the performance when the students can get into the space to rig without disturbing lessons.

5: **RIGGING USING THE SCAFFOLD TOWER:** If the lighting tower is being assembled and used to rig lights in the Main Hall, EGH or the Drama Studio, the students going up the tower **MUST** have received the appropriate training and **ALWAYS** be authorised by a member of staff who has received the required training. At present this **ONLY** applies to some of the caretaking staff. The students must **ALWAYS** wear hard-hats while they are rigging and wear shoes with steel toe caps. All cables that are dropped down from the lighting rig must be done from a safe position, the most desirable position being the side of the venue or against a wall.

6: **LIGHTING:** All lights **MUST** be secured to the lighting rig using a safety bond to ensure the safety of the actors and members of the audience.

7: **SOUND:** Any sound equipment, whether speakers or microphones of any description **MUST** be secured to the rig using a safety chain to ensure the safety of the actors and members of the audience.

8: **POWER:** Ensure that any long extension leads are fully unwound to prevent over-heating. Do not split power cables too many times to avoid overloading the system. Where possible use 16A connections as they have a larger capacity.

9: **STAGING:** All staging must have steps leading off it from the back of the stage to backstage. All stairs leading to the stage must be clearly marked with reflective tape to ensure that the actors make safe entrances and exits in the black-outs. Where there is a significant drop between the stage and the floor either the staging must be flush against a brick wall, or the steel gates must be installed that come with that set of stage rostrum.

10: **CABLES:** All sound and lighting cables **MUST** be taped down backstage and onstage to ensure that students and staff do not trip entering and exiting the stage. This is the responsibility of the Stage Manager and the Technical Director to oversee before either a Technical or a Dress Rehearsal takes place.

11: **BACKSTAGE LIGHTING:** All entrances and exits to the main stage (whatever configuration) must be lit to ensure the safety of the actors. Lamps must be positioned to ensure that the actors and the stage crew can see their way safely on and off the stage. Stage Crew must be equipped with torches to ensure that they can see their way at all times.



12: **BACKSTAGE ENTRANCES AND EXITS:** All the areas backstage must be kept clear of props to ensure that both actors and stage crew will not trip/fall over on their way on and off stage. Props will be on tables clearly marked with white paper with outlines to mark where the props will be returned. All other larger props will be kept under the prop tables or out of the gangways.

Miss E Govier
May 2015
Review May 2017

Music Department **Health and Safety Policy**

Music Department Safety Procedures

These procedures should be used in conjunction with the County Health and Safety Policy.

A Staff Guidelines

1. The entry and exit of pupils into and out of the classrooms music be carefully supervised. Pupils in Years 7, 8 and 9 must line up outside and enter only when their teacher is present. At the end of each lesson, please ensure that the room is left clean and tidy; encourage the pupils to take responsibility for this.
2. Fire drill procedures are set out in the Staff Handbook and displayed in all the music rooms.
3. No pupil is allowed to eat or drink in any of the music rooms.
4. Pupils with open mouth wounds must not be allowed to use any wind instruments except those personally owned by them.
5. Electrical equipment must never be tampered with and all faulty equipment immediately removed or isolated and reported to the Director of Music. Pupils and staff must not use electrical equipment which has been brought in from outside school.
6. If someone receives an electric shock, the following instructions should be carried out:

Stop the current by switching off at the socket or pulling out the plug. If you cannot reach the socket, switch off at the main fuse box. Do not use the switch on the appliance as a faulty switch may be the cause of the accident.

If there is no way to switch off, stand on dry insulating material, such as a thick layer of newspaper, a rubber mat or a wooden box and push the victim's limbs away from the source with a broom or wooden chair. Do not use anything that is damp or made



of metal. Alternatively, loop a rope, a pair of tights or other dry fabric around the victim's feet or under the arms and pull them free. Do not touch the victim with your hands. Do not use anything wet such as a tea towel.

If the victim is unconscious and breathing put them into the recovery position. If the victim has been unconscious, has suffered burns or is feeling poorly, telephone 999 and ask for an ambulance or drive them to the Casualty department of the nearest hospital. Tell the hospital how long the victim was in contact with the electricity.

B Pupils' Guidelines

Before the lesson:

1. NEVER go into any of the music rooms without permission.
2. LINE UP quietly outside the room.
3. ALWAYS WALK into the room and never run or push anyone.

During the lesson:

1. ALWAYS know exactly what you are doing – listen and concentrate.
2. ALWAYS be aware of other students' safety during practical lessons – never push, punch, hit, strike out at another student.
3. ALWAYS report an accident or breakage immediately.
4. NEVER use any electrical equipment unless directly supervised by your teacher.
5. NEVER use any other equipment without permission from your teacher.
6. NEVER eat, drink, chew or put anything in your mouth during lessons.
7. NEVER interfere with any equipment or remove any safety notices.

After the lesson:

1. ALWAYS leave the music areas clean and tidy.
2. ALWAYS collect your belongings from the designated area.
3. ALWAYS line up and wait to be dismissed.
4. ALWAYS leave the areas in a sensible and orderly manner.

Simon Werner

May 2015

Review May 2017



Physical Education Department Health and Safety Policy

(Including Extra-curricular Fixtures)

Each member of staff has a duty of care to the pupils in their lessons, practices and school teams.

The key phrase is “in loco parentis” (i.e. you would take the same care as a supervising parent of that child).

Accompanying teachers will make every effort to ensure that the playing areas are safe for our pupils before using them. These areas also include changing rooms, netball/tennis courts, sports halls, gymnasiums, squash courts, minibuses (seatbelts compulsory).

Should any of the above be considered unsafe by a teacher, then the Head of Department, school or host must be informed and the appropriate action seen to be taken before activities recommence.

First Aid kits should be provided for all teams and be clearly displayed on the side of the playing areas. At least one of the staff on site should be trained in Emergency First Aid Care. Good changing room practice is important as numerous accidents happen whilst children are changing. It is important therefore that staff consult the PE staff handbook on procedures. It is advisable that during inter school competitions; opposing teams and officials are given separate changing accommodation wherever possible.

If an injury occurs during school hours, the injured pupil should be referred to the matron or person on duty responsible for first aid. In the case of injuries requiring further treatment, matron will contact parents and various actions will be taken and recorded. Log any accidents in the PE dept accident book. . Do not ask pupils to transport an injured child. In the case of neck and back injuries, the injured person should not be moved until emergency services arrive. Keep the injured person warm and dry if possible.

Minor cuts and abrasions can be treated by PE staff in situ at the sports hall using the medical kits kept in the male and female staff changing rooms but no medical chemicals of any kind should be used on the wound. Bruises and sprains can be treated with ice packs which are kept in PE department freezer. All injuries must be recorded and logged in the accident book located in the P.E. office, even if they were treated by PE staff only.

Director of Sport does an annual audit of the condition of the sports facilities which is kept in the school office. This includes all of our outdoor and indoor areas. (It was noted in a previous report that our school site is not securely fenced and as such teaching staff should be particularly vigilant of intruders.)

With regard to the teaching of any sport, each teacher should be aware of the guidelines written down in the BAALPE book, “Safety in PE.” This book is kept on clear display in the PE office. In the case of any P.E. matter going to litigation, this will be the main reference material. It is most important that all the procedures in this publication are followed.

ILJ Breeze

May 2015

Review May2017



Science Department
Health & Safety Policy

CONTENTS

Section no.	Item	Page no.
Introduction		19
Summary guidelines for staff		19
1	The role of this policy	21
2	General aims	21
3	Health and safety roles	21
4	Training policy	22
5	Risk assessments	22
6	Equipment and resources	23
7	Emergency procedures	26
8	Staff roles and emergency contacts	26
9	Appendices	28

Why this policy is needed

Under the Health and Safety at Work etc Act 1974, it is the duty of an employer to have an up-to-date written statement of health and safety policy, including the arrangements for carrying out that policy; the statement and any revisions must be brought to the attention of employees. In this school, the general policy of the school is supported by policy statements of those departments with particular risks such as the science department.

Summary guidelines for staff

All teachers, technicians and support staff

1. 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, the texts to which it refers and any Appendices. They must cooperate with the Governing Body's instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific health & safety duties. They have a duty to report to local management any failure of equipment that has a health & safety function.
2. Staff practice must set a good example to pupils and be consistent with pupil laboratory rules, e.g. over the wearing of eye protection.
3. Staff must be familiar with emergency drills and with the location in each science room of: the escape route; fire-fighting equipment; main-guard (in Myddelton building), the main gas cock (K1 & K2); the main electricity switch (K1 & K2) and the nearest spill kit (kept in the Myddelton building upstairs prep room).
4. 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 and electricity should be switched off.
5. Eating, drinking and the application of cosmetics should not take place in laboratories, storage areas or preparation rooms unless an area in which it is safe to do so has been created. Pupils should not be allowed to drink from water bottles.



6. When staff are alone in the science department, nothing should be done which could lead to an accident requiring remedial measures. A teacher or technician must assess risks very carefully before conducting any practical operation in such circumstances.
7. In general, pupils should not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighbouring member of staff. Special arrangements may be needed for senior students doing project work, depending on the hazards involved, eg, an experienced member of staff in an adjacent room.
8. Chemical stores must be locked by staff after use. Pupils must not be allowed into preparation rooms unless 100% supervision can be guaranteed. Laboratories must be available for teacher-supervised club activities only by special arrangement.

Teachers

1. At the beginning of each school year, teachers must make sure that their classes are aware of the student rules [see Appendix 2] which are displayed in each room.
2. Teachers must enforce the student laboratory rules, reminding students of them often enough for them to be familiar. With new students, time should be spent explaining the rules.
3. Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the health & safety precautions required. Requisitions must not be handed in at the last minute; technicians must be given adequate time to prepare work safely. Time should be allowed for consulting more-senior colleagues where there is any doubt and to try out experiments, particularly those involving significant hazards. Teachers must only deviate from the scheme of work (for which the activities have been checked against model risk assessments), after making a further risk assessment, checked with a subject specialist, possibly obtaining a special risk assessment from CLEAPSS. Teachers should explain precautions to students as part of their health & safety education.
4. Open-ended investigations must be organised to allow the teacher to assess any risks and identify precautions before any hazards are met / practical work begins.
5. If, because of large class size or indiscipline, health and safety cannot be maintained during certain practical work, the work should be modified or abandoned. This decision should be reported to the Head of Department.
6. A teacher is responsible for the health and safety of any of his/her classes taken by a trainee teacher. If the normal class teacher is absent, another science teacher must be given this responsibility by the Head of Department.
7. Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for their lessons and in clearing the equipment away. Class teachers may need to remind technicians of such warnings.



Dame Alice Owen's School
SCIENCE DEPARTMENT HEALTH & SAFETY POLICY

May 2015

1. The role of this policy

This *Science Department Health & Safety Policy* should be read in conjunction with the school's general Health & Safety Policy. The purpose of this document is to record the arrangements made in the science department to implement the policy.

This document is maintained by the science department. All new members of staff, ie. teachers, technicians, trainees, etc working in the department are made aware where to locate the document. Staff are expected to sign the list kept in the HoS office to show that they have read a copy. A reference copy is available on the school website.

This document recognises the right of any or every trade union in the workplace to elect health & safety representatives for its members and its right to require a health & safety committee to be set up in the school. The science department will cooperate with any union health & 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.

2. General aims

Science teaching has an excellent health & safety record and this department is keen to promote practical work as an essential component of good science teaching. It is determined that spurious concerns about health and safety should not be allowed to inhibit good teaching. However, it is the duty of all members of the science staff, ie, [teachers] / [lecturers], staff who work in the department occasionally, technicians, teaching assistants and other support staff (eg, special needs and bilingual staff) and trainees:

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

3. Health and safety roles

3.1 Duties, functions and tasks

The Governing Body has the ultimate duty to ensure the health and safety of employees and others on the site (and hence in this department).

The task of overseeing health and safety on this site has been delegated by the Governing Body to the Head. 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 section 8 for the names of the staff members currently with these functions. This policy is reviewed **bi-annually** during the summer term.



3.2 Communications

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the Head Department with the assistance of Head of subjects and science health and safety officer.

In this department, all staff have access to an electronic copy of this policy. Any new instructions, restrictions or rescinded (lifted) restrictions made by the Governing Body are communicated to all staff as well as being stored in the science department H&S file.

3.3 Monitoring and checking

The Governing Body expects the science department to monitor the implementation of this policy. Records of monitoring are kept by the science health and safety officer. Inventories of chemicals stored and standard laboratory equipment are used by technicians to monitor stock levels in the department. The timing for such checks is kept within the H&S file. Records of the checks are kept by the science health and safety officer.

4. Training policy

The person with the task of seeing that training is provided is the Head of Department. Generally, this department follows guidance in the CLEAPSS documents L238, *Health and Safety Induction and Training of Science Teachers* and L234, *Induction and Training of Science Technicians*, suitably customised, to identify the training needs of staff. Particular training functions are delegated as follows (to be read in conjunction with section 8).

Health & safety aspects of the work of newly-qualified teachers and other new teachers	The Science health & safety officer
Health and safety of trainees on teaching practice	The Science health & safety officer
Induction of newly-appointed technicians	The Senior Technicians
Immediate remedial measures and other emergency procedures (spills, bench fires, etc)	The technicians
Training in the use of specialist equipment, chemicals or procedures (in line with CLEAPSS guides L238 and L234, as customised)	The appropriate subject specialist / technician
Healthy and safe procedures for laboratory cleaners	Hayward Services Ltd (Cleaning Contractors)
Regular update training (covering new or changed regulations, new equipment etc)	The Head of Department and Science health & safety officer

Records of the training received by members of the science staff are kept in the *Health and Safety File*.

5. Risk assessments

Every employer is required under various regulations to supply employees with a risk assessment before any hazardous activity takes place. (Common hazardous activities carried out in science departments are listed in the publications below.) Because it is impracticable for the Governing Body to write risk assessments for each of the many activities in school science, the Governing Body follows the recommendation of the Health and Safety



Commission to adopt published ‘model’ or ‘general’ risk assessments which school science departments adapt to their local circumstances.

The Governing Body uses of the following publications as sources of model (general) risk assessments.]

[CLEAPSS² publications generally]

[CLEAPSS, *Hazcards*, current edition]

[CLEAPSS, *Laboratory Handbook*, current edition]

[CLEAPSS, *Recipe Cards*, current edition]

[CLEAPSS, L93, *Managing Ionising Radiations and Radioactive Substances*, (January 2013)]

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are checked against the model risk assessments and significant findings are incorporated into texts in daily use, ie, the scheme of work. See section 8 for the member of staff with the task of overseeing this process³.

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

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

Since the scheme of work has been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been agreed by the head of subject or science health and safety officer.

We encourage the development of new practical activities (including visitation and at science club) but these should be undertaken only after a prior check against model risk assessments. For technicians’ activities in and around the prep room, the model risk assessments from CLEAPSS publications are used.

² **Most CLEAPSS publications for secondary schools are on the CLEAPSS Website,** www.cleapss.org.uk/

³ See CLEAPSS guide L196, *Managing Risk Assessment in Science*.

6. Equipment and resources

6.1 Fume cupboards

The *COSHH Regulations* require the regular testing of fume cupboards with a quick check before use. Testing normally takes place each year in February. The Senior Technician has the function of seeing that this happens. The regular tests will be carried out by an external contractor using the procedure detailed in CLEAPSS guides **PS48/L9b**, *Monitoring Fume*



Cupboards. The records of the tests are available for staff reference and for inspection by the Governing Body's representative or an HSE Inspector kept by the Premises Manager. See section 8 for the names of the staff members currently with these functions. All users are advised to carry out a quick check that the fan in the fume cupboard is working before use.

6.2 Electrical testing

To meet the requirements of the *Electricity at Work Regulations*, this employer requires portable electrical equipment to be inspected and tested regularly. The Premises Manager has the function of seeing that this happens within the science department. Testing normally takes place each year in the Easter holidays.

See section 8 for the names of the staff members currently with these functions.

All users have been trained to carry out a quick visual inspection before using mains-powered equipment. Science staff should report any damage to such equipment, in particular to cables and plugs.

Any new, second hand, personal or repaired mains-powered equipment must be added to the list of items to be tested and then tested before use.

6.3 Radioactive sources

The employer's *Radiation Protection Adviser (RPA)*, the local authority's Radiation Protection Officer (RPO) **and** *Radiation Protection Supervisor (RPS)* are identified in section 8.

This school follows the guidance in CLEAPSS Guide L93 *Managing Ionising Radiations and Radioactive Sources*.

The Standard Operating Procedures for the use of ionising radiations have been adapted from the CLEAPSS model and it is a function of the Teacher in Charge to see that they are adhered to. Staff using ionising radiations have received training from the RPS and staff names are recorded and signed against on the Use of radioactive sources sheet - see Appendix 8 for a copy.

The *Radioactive Sources History* (ie, authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) is kept in radiation safe cupboard.

The *Use Log* (showing the times that any sources are removed from and returned to their store) is kept with the radioactive materials in the radiation safe cupboard.

If radioactive sources have been stolen or damaged the RPO must be informed asap.

It is the function of the Science health and safety officer to ensure these records are all kept up to date.

6.4 Pressure vessels

Autoclaves, pressure cookers and model steam engines need periodic inspection by a competent technician under the *Pressure Systems Safety Regulations*. Inspection takes place annually in June/July.

The department uses CLEAPSS Guide L214b *Examining Autoclaves, Pressure Cookers, Model Steam Engines: Written Scheme of Examination*.



6.5 Animals, plants and microorganisms in schools

The hazards and controls associated with the use of animals, plants and microorganisms can be found on the CLEAPPS site. This advice will be followed and any queries referred to the subject specialist for biology (see section 8).

6.6 Equipment safety

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

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

6.7 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*). Laboratory coats are supplied for Technicians.

The Governing Body expects eye protection to be available for pupils and visitors. Safety spectacles are provided for general use. The condition of the eye protection is checked regularly (see section 3.3, *Monitoring and checking*).

6.8 Chemicals

The task of arranging safe storage of chemicals (and, where necessary, disposal), including highly-flammable liquids, in accordance with the requirements of the *Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)* is given to the Senior Technician who will ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished.

See section 8 for the name of the staff member currently with this function.

Hazardous activities involving chemicals restricted to those who have received special training (see section 4, *Training policy*) are identified in the texts in daily use as part of the risk assessment (see section 5, *Risk assessments*).

6.9 Waste disposal

Waste chemicals and equipment are disposed of in an environmentally-responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on CLEAPSS *Hazcards* (2009 edition or later). Other disposal follows guidance in the relevant section of the CLEAPSS *Laboratory Handbook*.

6.10 Sharps

If any sharp implements are to be used during lessons, the Sharps use form must be filled in by the teacher or technician – see Appendix 7.



6.11 Electrical sockets

Teachers are responsible to check that pupils do not damage or tamper with electrical sockets in laboratories. Any damage should be reported to the Head of Science or Technicians immediately and if possible the names of the student responsible.

7. Emergency procedures

7.1 Fire

Science staff will follow the normal school procedures in case of major fires. All science staff are trained to deal with minor bench fires, clothing fires and hair fires. [See Appendix 1 for immediate remedial procedures]

Advice on immediate fire-fighting is given in sections 4 and 5 of the *CLEAPSS Laboratory Handbook*].

7.2 Spills

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

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. Staff are trained in the appropriate procedures which may involve calling the Fire and Rescue Service. [See Appendix 1 for immediate remedial procedures]

7.3 Injury

Science staff will follow the normal school procedures in cases that require first aid by contacting the qualified science staff first aiders [See Appendix 8].

See the most recent edition of the *CLEAPSS Laboratory Handbook* section 5. [[See Appendix 1 for immediate remedial procedures]

7.4 Reporting procedures

Injuries or suspected injuries to a pupil or a member of staff, dangerous occurrences and instances of damage or theft will be reported using the standard school procedures. Following an injury, so that the Regulations (*RIDDOR*) can be complied with, the accident must be recorded by the science chief first aider in the technicians' accident book and report to matron.

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be reported to the science health and safety officer in writing. These will be analysed and discussed at departmental meetings.

8. Staff roles and Emergency contacts

8.1 Staff roles Staff roles and/or emergency contacts updated on: 05/2015	
Advice on health & safety and all aspects of practical science generally	CLEAPSS helpline, 01895 251496
Local authority science adviser	Joanna Conn 07824 417956
Overseeing health and safety in this school	Carolyn Airey internal 327
Overseeing health and safety in the science department	Mike Jays internal 338



Science department health & safety officer	Norman Roper internal 340
Senior technician	Norman Roper and Debbie Palmer
Various training functions	See table in section 4.
Subject specialist for consultation over health & safety matters in biology	Finty Adams
Subject specialist for consultation over health & safety matters in chemistry	Bernard Davies
Subject specialist for consultation over health & safety matters in physics	Simon Poliakoff
Specialist for consultation of activities at KS3	Jack Friedlander
Overseeing the checking of activities against the model risk assessments and recording significant findings	Norman Roper
Contractor to test fume cupboards	Design and Technology services 01920 872571 SAFELAB SYSTEMS LTD 01934 421 340
Contractor to do electrical inspection and testing	Project solver
The teacher in charge of radioactive sources (Radiation Protection Supervisor, RPS)	Nigel Richards
The employer's Radiation Protection Adviser, RPA	CLEAPSS (Monty Guest)
The local authority's Radiation Protection Officer, RPO	Joanna Conn 07824 417956
The person considered competent to examine pressure vessels and steam engine	Norman Roper
Science staff first aiders	Simon Poliakoff Debbie Palmer Karen Morriss Louise Lange
The person in charge of chemical storage and disposal	Norman Roper
The person in charge of manual handling	Norman Roper

Emergency contacts	
Emergency advice	CLEAPSS helpline 01895 251496
<i>Serious accident:</i> Ambulance service	999
<i>Serious accident:</i> Science department first-aiders	Debbie Palmer internal tel 341
<i>Serious accident:</i> School health & safety officer	Carolyn Airey internal tel 327
<i>Major chemical spill:</i> Fire & Rescue Service Chemical Incident Unit	999
<i>Gas leak:</i> British Gas	0800 111 999
<i>Radiation accident:</i> Hospital able to deal with radiation incidents	Barnet Hospital 0845 1114000
<i>Radiation accident:</i> Local authority's RPO	Joanna Conn 07824 417956
<i>Radiation accident:</i> Local authority's RPA	Monty Guest 01895 251496

8.2 Duties of the Head of Science

The Head of Science is responsible through the Head to the School Governing Body and can delegate functions to other staff but delegation must be well defined.



He/she has the duty of seeing that the policy is followed by other members of staff, particularly new staff, that delegation is working and that the delegated functions are carried out.

In addition the Head of Science should check that the prescribed texts are consulted for Risk Assessments as appropriate.

The department must set up a system in which the following items are a part: communication; training; regular review of risk assessment and other safety documents; planning for improvements; inspection; monitoring; recording; annual report. More details are given in Appendix 6.

9. Appendices available in Science Department

1. Immediate remedial procedures
2. Rules for pupils
3. Schedule for testing of apparatus
4. Health and Safety Training Record
5. Reporting procedures
6. Management procedures
7. Sharps form
8. Use of radioactive sources log sheet
9. Acknowledgement of Reading Safety Policy

Mike Jays
Head of Science
May 2015
Review May 2017

Careers Department **Work Experience Health and Safety Policy**

Companies offering placements to students for Work Experience have to be assessed for risks which employees might be exposed to. This is carried out by Sirrond Ltd. The companies have to introduce and maintain appropriate measures to eliminate or control these risks, and provide adequate training and supervision for the students.

The school needs to be reasonably satisfied that each placement:

- has suitable systems in place to ensure the health, safety and welfare, so far as is reasonably practicable, of the student while under their control;
- is competent to manage health and safety in relation to the placement;
- will use competent people to supervise work experience

All pupils are monitored during the course of the placement, either by teachers visiting the premises, or through speaking over the phone to both the student and the employer, ensuring that health and safety regulations are in place and all is proceeding well with the student.

Carol Whiter
May 2015
Review May 2017



PART 4 ARRANGEMENTS

- Appendix 1 - Fire Evacuation and other Emergency Arrangements
- Appendix 2 - Fire Prevention, Testing of Equipment
- Appendix 3 - First Aid and Medication
- Appendix 4 - Accident Reporting Procedures
- Appendix 5 - Lone Working
- Appendix 6 - Health and Safety Information and Training
- Appendix 7 - Work Equipment
- Appendix 8 - Flammable and Hazardous Substances
- Appendix 9 - Moving and Handling
- Appendix 10 - Health and Safety Monitoring and Inspections
- Appendix 11 - Asbestos
- Appendix 12 - Risk Assessments
- Appendix 13 - Offsite visits
- Appendix 14 - Work at Height
- Appendix 15 - Display Screen Equipment
- Appendix 16 - Vehicles
- Appendix 17 - Lettings
- Appendix 18 - Contractors
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella

Detailed information is given in the [Education Health and Safety Manual](#)



APPENDIX 1

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The head is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the [Education Health and Safety Manual](#). The fire risk assessment is located in the Risk Assessment File located in the SBM office and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishment'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 and a summary posted in each classroom.

These procedures will be reviewed at least annually.

Fire Procedures

It is the duty of all members of staff to carry out the procedures as follows:

- (a) In case of fire, operate the nearest fire alarm;
- (b) Evacuate students in accordance with the instructions given in each room. All staff must familiarise themselves with the procedures for all rooms in which they are (or may be) in charge of pupils;
- (c) Form Tutors must immediately remind students of the necessary procedures when the Fire Alarm sounds. Students must be made aware of the positions on the Tennis Courts to which they are required to report;
- (d) Office Staff will take Attendance Sheets to the Tennis Courts to be collected by Heads of Student Progress.
- (e) Form Tutors will be given Attendance Sheets by Heads of Student Progress and will report any absences. Form Tutors are responsible for the behaviour of their Forms throughout any Fire Procedures, including Fire Practices;
- (f) The Head will be in overall control of procedures in case of fire and/or other emergencies and will authorise re-entry after an emergency;
- (g) The Head will arrange Fire Practices each term and report on them to the Leadership Team.
- (h) The School Secretary will telephone the Fire and Rescue Service if necessary;



- (i) The Site Manager will test and log the alarm system weekly.

Procedures in the case of a bomb scare or other emergency

1. Contact the Police immediately via the School Office or a senior member of staff. Give full details of the contents of the phone call, i.e. whether any code given or location mentioned.
2. Ensure that the fire bell is rung, either by the Site Manager, Office Staff or a senior member of staff. Assist in the orderly evacuation of the building as for Fire Emergency Procedures.
3. Students should be told to follow normal Fire Emergency Procedures and should be supervised in the usual way. After assembly on the Tennis Courts, all pupils (and staff) should be registered in the normal way.
4. Volunteer staff (without Forms) and support staff may assist the Police to check the Sports Hall/Changing Rooms first of all. This could then be used to shelter the school whilst further checks are being made on other buildings.
5. Volunteer staff may then check the rest of the buildings with the Police. If advised that all is clear, students may return under supervision to their normal teaching rooms and lessons. If the emergency arises during break/lunch, then students, if already outside, should remain there until further notice, if possible, assembling in the Tennis Courts.
6. Await further instructions as to normal timetable.

Emergency contact and key holder details are maintained by school office, SBM and Chair of Governors and provided to HCC upon review.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the Fire log book;

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Details of service isolation points**
Gas - in meter cupboards
Water - outside main gate
Electricity – opposite Site Manager’s Office
- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept in the Science Prep Room, as appropriate, for consultation.



APPENDIX 2

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Site Manager and a record kept in the Fire log book. Normally regular testing of fire alarm will generally occur on Friday at the end of the school's day.

Any defects on the system will be reported immediately to the maintenance surveyor or electrical engineer (**M&E Solutions 0845 2301321**)

A fire alarm maintenance contract is in place with (**M&E Solutions 0845 2301321**) and the system tested annually by them.

Smoke and heat detectors are tested on a quarterly basis by (**M&E Solutions 0845 2301321**)

INSPECTION OF FIRE FIGHTING EQUIPMENT

The Fire Protection Company undertakes an annual maintenance service of all fire fighting equipment.

Weekly the Fire Officer checks 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 Fire Protection Company 01438 241468**

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly by the **Site Manager** and annually by **M&E Solutions 0845 2301321**.

Test records are located in the site's fire log book.

MEANS OF ESCAPE

Daily **Site Manager and Assistant Groundsman** check for any obstructions on exit routes and ensure all final exit doors are operational.



APPENDIX 3

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Art
Bernard Ryan Centre
Drama
D&T
Edward Guinness Hall
Food & Textiles
Kitchen
Library
Mini Buses
PE
Reception
Science
Staff Room

Departments are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staffs are available to provide first aid-

FIRST AID AT WORK (3 DAY COURSE):

Michelle Aizlewood (Admin/Matron ext 220)
Louise Lange (Admin/Matron ext 220)
Angelina Kahn (Admin ext 220)
Simon Poliakoff (Science ext 339)
Alyson Lord (PE ext 275/245)
Debbie Palmer (Science Prep Room ext 341)
Robin Benford (D&T ext 328)
Richard Titley (Geography ext 264)

EMERGENCY FIRST AID AT WORKL (1 DAY COURSE):

Patricia Matthews (Admin/Matron ext 200)
Ruth Lloyd (Art ext 244)
Emma Cripps (ext 200)
Stephanie Palfrey (PE ext 245)
Ian Breeze (PE #258)
Adam Cotton (PE ext 245)
Neil Gamester (PE ext 245)
Tim Dugan (PE ext 245)
Karen Anderson (PE ext 245)
Maria Conte (MFL ext 268)
Sharon McClean (Cover Supervisor ext 235)
Karen Morriss (Science Prep Room ext 341)
Lorraine Bulpit (Admin/Matron ext 220)
Linda Shirley (Admin ext 200)
Terry Wells (#230)



The Head will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

Terry Wells will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to hospital: If the First Aider or Head 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.

The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

Michelle Aizlewood (First Aider) **01707 643441**
Barnet A&E **0845 111 4000**
NHS Direct **0845 4647**
School Health Department **01727 829457**

Blood Spillages

HCC guidance on Protection from Blood borne viruses and basic infection control will be followed.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document ["*Managing Medicines in Schools and Early Years Settings*"](#)

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

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the Head. Records of administration will be kept by **Michelle Aizlewood the school's matron.**

All medications kept in school are securely stored in the **Front Office** with access strictly controlled.

Where children need to have access to medication i.e. inhalers, epipens etc, it will be kept in **Reception** and clearly labelled.

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



APPENDIX 4

ACCIDENT REPORTING PROCEDURES

In accordance with the County Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the standard County Council Incident and Dangerous Occurrence Report (IDOR) form.
- Violent incidents and verbal abuse on the standard County Council Violent Incident Report (VIR) Form.

Copies of these forms are available from Michelle Aizlewood **the school's matron**.

The Head will countersign the HCC report form before the original copy is sent. A copy should also be kept at the establishment.

- A local accident book in Reception is used to record all minor incidents to pupils any more significant incidents must also reported to HCC using the forms described above.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Head or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE).

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) on-line at their web site <http://www.hse.gov.uk/riddor/> or by telephone on 0845 300 9923.

The Education Health and Safety team should also be informed on 01992 556478.

In the event of an incident resulting in

- Students or other non-employees being taken to hospital
- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays)

These must be reported to the HSE within 10 days of the incident occurring.

In every case where an incident is reported to the HSE a copy of the F2508 form should be attached to the IDOR/VIR form and sent to the Education Health and Safety Team.

Full guidance and copies of the form are located in the [County Health and Safety Policies and Guidance Manual](#).



APPENDIX 5

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Head/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk. (Refer to [Guidance on Personal Safety in the Health and Safety Manual](#)).
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, notify a colleague of their whereabouts and the estimated time of return.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.



APPENDIX 6

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The Governors Facilities Committee discusses Health and Safety termly following a report from the School H&S Committee.

The Health and Safety Committee meets **termly** to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management and Governors.

Communication of Information

Detailed information on how to comply with HCC's health and safety policy is given in the [Education Health and Safety Manual](#), which is available for reference via the Grid.

The Health and Safety Law poster is displayed in the **Administration Building**.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, special and VC schools.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by the **Fire Officer** and School **Personnel** Department

The Head 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.

Employees will be provided with:

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

Training records are held by the Assistant School Business Manager who is responsible for co-ordinating health and safety training needs

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Head will be responsible for assessing the effectiveness of training received.

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



APPENDIX 7

WORK EQUIPMENT

All staff are required to report to the **Site Manager** any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by **Project Solver**.

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

Curriculum

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

The **Site Manager/Groundsmen/Head of PE** will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.



EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold	Site Manager	Site Manager	Site Manager	Ladders termly Tower scaffold on erection and weekly thereafter if left in situ
Caretaking/cleaning equipment including hand tools	Site Manager	Site Manager	Site Manager	<i>school to determine following manufacturers advice</i>
Grounds maintenance equipment	Grounds Men	Grounds Men	Grounds Men Stay Sharp	<i>school to determine following manufacturers advice</i>
Gas appliances (includes school catering equipment, boilers, food tech etc.)			Arnold James Design and Technology Services	Annually
PE and play equipment	PE Staff	PE Staff	John Harrison	Annually
LEV, dust extraction /fume cupboards	Science and D&T staff	Science and D&T staff	Design and Technology Services	14 monthly (max) Records of these examinations must be kept for a five year period.
Technology Equipment	D&T staff	D&T staff	Design and Technology Services	Annually
Art/Design Equipment	Art and D&T staff	Art and D&T staff	Design and Technology Services	<i>Compressors – annual Kilns school to determine based on use</i>
Portable electrical equipment	Ces Conte	Staff	Project Solver Ces Conte	Annually
Lifts/lifting equipment	Site Manager	Site Manager	Swallow Pickerings Lifts	Lifts annually Hoists/slings for people – 6 monthly



APPENDIX 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science, DT and Art) the heads of department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

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 2004*” (the “COSHH” Regulations).

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances (generic risk assessments are available for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and available for use

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

RADIOACTIVE SOURCES

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

- HCC’s Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC
- Member of staff in charge of radioactive sources (RPS) is **Nigel Richards** and is responsible for ensuring all records pertaining to radioactive sources are maintained.



APPENDIX 9

LIFTING AND HANDLING

MANUAL HANDLING OF LOADS

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

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the **Site Manager** who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

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

APPENDIX 10

HEALTH AND SAFETY MONITORING AND INSPECTION

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

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff. Advice and pro forma inspection checklists can be found in the [Education Health and Safety Manual](#).

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

The person(s) undertaking the inspection will complete a report in writing and submit this to the head.

Responsibility for following up items detailed in the safety inspection report will rest with the Premises Manager.

A named governor will be involved / undertake inspections on an annual basis and report back to the premises sub-committee and full governing body meetings



APPENDIX 11

ASBESTOS

The HCC Asbestos Policy, available on the [Property Matters](#) web site will be followed.

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 buildings affected are the Admin Building, Dining Hall area, RE rooms, corridor to Edinburgh Centre, Science and Teaching Building.

The School's Asbestos Authorising Officers are the **Site Managers** and Carolyn Airey

The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are notified to the Mouchel asbestos helpdesk.
- **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.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer

Any damage to materials known or suspected to contain asbestos should be reported to the **Premises Manager** who will contact the Asbestos Helpline on 0845 6030369

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the **Premises Manager**.



APPENDIX 12

RISK ASSESSMENTS

12.1 General Risk Assessments

The school risk assessments will be co-ordinated by **Carolyn Airey** following guidance contained in the [Education Health and Safety Manual](#).

All workplace activities, teaching and non teaching (e.g. caretaking), premises and one off activities have been assessed by **Carolyn Airey** and approved by the head.

These risk assessments are available for all staff to view and are held centrally in the School Business Manager's Office.

Specific risk assessments relating to individual persons, e.g. staff member or young person/Student 1 are held on that person's file.

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

12.2 Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by **Carolyn Airey** following guidance contained in of the [County Health and Safety Manual](#).

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

12.3 Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art, Drama and PE etc.

12.4 Risk Assessment for the Lake and policy on pupil safety

The lake and surrounding woods and paddock are a beautiful part of our school site. The Potters Bar Angling Club has used the lake for many years since and before the school leased the site.

1. The lake is used only for fishing by the Potters Bar Angling Club and for quiet walking outside lesson time.
2. Life buoyancy aids are situated by the lake and are checked regularly.
3. All pupils are regularly alerted to possible dangers associated with water, including Weil's disease, in school assemblies.
4. In the winter months all grass areas, including the lake and the woods, are out of bounds. Pupils are alerted to this by notices in school assemblies and the plasma screen.



5. In the winter months when the lake is frozen pupils are reminded of possible hazards by a talk in school assembly.
6. At lunchtime there are members of staff, on patrol, supervising the area.

C Airey
May 2015
Review May 2017

APPENDIX 13

OFFSITE VISITS

Offsite visits will be organised following guidance contained in the [Hertfordshire County Council Children, Schools and Families Offsite Visits Manual](#) held in the **Accounts Office**.

The County Council Offsite Visits Advisor must be notified of all level 3 trips, which include, overseas trips and school led adventurous / hazardous activities.

The school's Educational Visits Co-ordinator(s) is **Marianne Barron**.

All Offsite Visit activities must be risk assessed using relevant HCC forms, these assessments are monitored and reviewed by the head or nominated member of the SLT.

APPENDIX 14

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The School's nominated person(s) responsible for work at height are the **Premises Manager** and **Site Manager**.

The nominated person(s) 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 that ladders are checked termly;
 - all access equipment is inspected and maintained;
 - the risks from fragile surfaces are properly controlled.
-

APPENDIX 15

DISPLAY SCREEN EQUIPMENT (DSE)

Advice on the use of DSE is available in the [Education Health and Safety Manual](#)

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.

[HCC DSE Risk Assessment Form](#) is available on Connect.

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).

APPENDIX 16

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.

Gates are kept shut between 9am – 3.30pm

The children's and parent's access shall be kept clear of vehicles.

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

The vehicle access gate must not normally be used for children's pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.



APPENDIX 17

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by **Ian Breeze and Jackie Campbell** following [County council guidance](#)

APPENDIX 18

CONTRACTORS

All contractors must report to **reception** where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

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

APPENDIX 19

MINIBUSES

Terry Wells is responsible for the undertaking checks on and the operation of minibuses following guidance contained in the [County Guidance](#).

All minibus drivers should receive training by the HCC Road Safety Unit; drivers will be issued with a copy of the code at the training sessions.

APPENDIX 20

STRESS

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 and HCC's management standards.



The school has participated in the National Wellbeing Programme. **Caroline Pollard** is the school's wellbeing facilitator.

Systems in place within the school for responding to individual concerns include Performance Management, mentoring, staff able to speak to Head / senior management/councillor and advice through literature.

APPENDIX 21

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

The **Premises Manager** will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary water temperature checks will be undertaken on a monthly basis.

The **Site Manager** will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.