



Dame Alice Owen's School  
The Dame Alice Owen Foundation - 1613

## HEALTH AND SAFETY POLICY

Agreed by the Governing Body Facilities Management Committee  
To be reviewed

Spring 2024  
Spring 2026

Approved by the Governing Body  
To be reviewed  
(reviewed every 2 years)

Spring 2024  
Spring 2026

To be monitored by the School Business Manager and the Headteacher

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### **PART 1. STATEMENT OF INTENT**

The Governing Body of Dame Alice Owen's school 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 school's organisation and 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.

A copy is shared on the school's website. This policy statement and the accompanying organisation and arrangements will be reviewed every 2 years.

## **PART 2. ORGANISATION**

At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

### **Responsibilities of the Governing Body**

The Governing Body is responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day-to-day management of the school.

As a minimum these management systems namely:

- **Plan** set the strategic direction for effective H&S management
- **Do** ensure management systems deal with risks sensibly, responsibly and proportionately
- **Check** monitoring and reporting processes are in place to ensure the school is compliant.
- **Act** undertake a formal review of health and safety performance.

A Health & Safety Governor, Gill Keating has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher / Premises Manager in order to enable them to provide and prioritise resources for health and safety issues. Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

HCC's Health and Safety Team, [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk) provide competent health and safety advice for schools. James Ottery has completed audits onsite.

### **Responsibilities of the Head**

Overall responsibility for the day-to-day management of health and safety in accordance with health and safety policy and procedures / Board of trustees / governing body's health and safety policy and procedures rests with the Head.

The Head has responsibility for:

- Co-operating with the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of concern.
- Ensuring the health and safety information is effectively communicated to all relevant people, including contractors

- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Ensuring the Governing Body receive timely reports on health and safety performance and any safety concerns/issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the Governing Body as the employer, any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

**Whilst overall responsibility for health and safety cannot be delegated the Head may choose to delegate certain tasks to other members of staff.**

The task of overseeing health and safety on the site has been delegated by the head to the Premises Manager. Within departments this task is further delegated to the relevant Head of department.

#### **Responsibilities of other staff holding posts of special responsibility**

*The Heads of Department / and Premises Manager will:*

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of, and follow, relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Head of any problems they are unable to resolve within the resources available to them.

- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

### **Responsibilities of employees**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees 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 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.
- Cooperate 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.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **PART 3. LOCAL ARRANGEMENTS**

Further detailed information and guidance is provided via [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](#)

The following list of arrangements covers the key elements of a Health and Safety policy.

<b>Appendix 1</b>	<b>Risk Assessments</b>
<b>Appendix 2</b>	<b>Offsite visits</b>
<b>Appendix 3</b>	<b>Health and Safety Monitoring and Inspections</b>
<b>Appendix 4</b>	<b>Fire Evacuation and other Emergency Procedures inc Lockdown</b>
<b>Appendix 5</b>	<b>Fire Prevention, Testing of Equipment</b>
<b>Appendix 6</b>	<b>First Aid and Medication</b>
<b>Appendix 7</b>	<b>Accident Reporting Procedures</b>
<b>Appendix 8</b>	<b>Health and Safety Information and Training</b>
<b>Appendix 9</b>	<b>Personal safety / lone Working</b>
<b>Appendix 10</b>	<b>Premises Work Equipment</b>
<b>Appendix 11</b>	<b>Flammable and Hazardous Substances (COSHH)</b>
<b>Appendix 12</b>	<b>Asbestos</b>
<b>Appendix 13</b>	<b>Contractors</b>
<b>Appendix 14</b>	<b>Work at Height</b>
<b>Appendix 15</b>	<b>Moving and Handling</b>
<b>Appendix 16</b>	<b>Display Screen Equipment</b>
<b>Appendix 17</b>	<b>Vehicles</b>
<b>Appendix 18</b>	<b>Lettings</b>
<b>Appendix 19</b>	<b>Minibuses</b>
<b>Appendix 20</b>	<b>Stress</b>
<b>Appendix 21</b>	<b>Legionella</b>
<b>Appendix 22</b>	<b>School Swimming and pools</b>
<b>Appendix 23</b>	<b>Work Experience</b>
<b>Appendix 24</b>	<b>Infectious diseases</b>

## **APPENDIX 1**

### **General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by Heads of Departments following guidance contained on the H&S pages of the Hertfordshire Grid and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally (google drive) these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

As part of the review process previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of 5 years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of 3 years after their 18th Birthday).

### **Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the relevant line manager

Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by relevant Heads of Department / subject teachers / subject Co-ordinator / leader using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use, scheme of work / lesson plan / syllabus, etc.

Schools have a subscription to CLEAPSS and their publications are used as sources of model risk assessment within Science, Art and D&T.

- CLEAPSS technology site <http://dt.cleapss.org.uk/>;
- CLEAPSS science site <http://science.cleapss.org.uk/>

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

- [BS 4163:2021+A1:2002 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]

- [ASE, Safeguards in the school laboratory, 2006 (11th Edition), <http://www.ase.org.uk/>] ISBN 978-0-86357-408-5]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2020' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]

### **Risk Assessment for the lake and policy on student safety**

The lake and surrounding woods and paddock are a beautiful part of our school site.

- The lake is not to be used for private fishing
- Life buoyancy aids are situated by the lake and are checked regularly.
- All students are regularly alerted to possible dangers associated with water, including Weil's disease, in school assemblies.
- In the winter months all grass areas, including the lake and the woods, are out of bounds. Students are alerted to this by notices in school assemblies and the plasma screen.
- In the winter months when the lake is frozen students are reminded of possible hazards by a talk in school assembly.
- At lunchtime there are members of staff, on patrol, supervising the area.
- A fence has been erected around the entire lake

### **Risk Assessment for trees and the general school site.**

The Premises Team carry out an annual site assessment. This includes a review of the safety of trees within the school site. During adverse weather, the Premises Manager checks the safety of trees and will take remedial action where necessary.

## APPENDIX 2

### Offsite visits

Offsite visits will be organised following the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <http://www.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits/>

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's trip Coordinator(s) who will check the documentation and planning of the trip and if acceptable refer the visit for approval to the Head.

All Offsite Visit activities must be risk assessed using relevant DAOS forms adapted from HCC. These assessments are monitored and reviewed by the Headteacher or nominated member of the SLT.



## **APPENDIX 3**

### **Health and Safety monitoring and Inspection**

A general workplace inspection of the site will be conducted every 6 months and be undertaken/co-ordinated by the Premises Manager.

Monitoring inspections of individual departments will be carried out by Head of Department or nominated staff. Advice and pro forma inspection checklists can be found from the HCC

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

The person(s) undertaking the inspection will return completed checklist to the Premises Manager, a report in writing and submit this to the Head

Responsibility for following up items detailed in the safety inspection checklist 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 4**

### **Fire Instructions**

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

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

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

### **Emergency Evacuation Procedures**

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

- In the event of a fire, please operate the nearest fire alarm

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 students.

- Form tutors must remind students of the necessary fire procedures to be followed. Students must be made aware of the positions on the tennis courts to which they are required to report and they must make their way there as quickly, safely and quietly as possible (please see diagram below as to the arrangement of the School on the tennis courts).
- The Attendance Officer will take the student attendance sheets to the tennis courts and hand them out to the form tutors/person responsible for the form at that time. They will be collected by the Safeguarding Lead.
- ALL TEACHING STAFF are responsible for helping to maintain order and silence amongst students. When arriving at the fire assembly point, form tutors or those who were covering a form that morning should locate the appropriate form class immediately and ensure order and silence amongst the form. Those without an assigned form class should stand with a form whose tutor is yet to arrive or, failing that, a form with a tutor to help ensure silence.
- KS3/4 Form tutors/ those taking responsibility for a form will take the register which will be collected by the appropriate Pastoral Director and passed to Deputy Head Pastoral (identifiable by their high vis waistcoat) to whom any unexplained absences will be reported. The Deputy Head Pastoral will pass any concerning absences to the Headteacher. The Assistant Head, Head of Sixth Form, will be responsible for collecting registers from the 6<sup>th</sup> form tutors and reporting any unexplained absences to the Headteacher.
- Form Tutors (including those covering a form that day) are responsible for the behaviour of that form throughout any fire procedures, including fire practices. Other teaching staff are expected to help support tutors in maintaining silence. Students are to stand in their designated area in alphabetical order by surname and in silence.

- The Headteacher (or Deputy Headteacher, in their absence) will be in overall control of procedures in case of fire and/or other emergencies and will authorise re-entry after an emergency.
- The Headteacher will arrange fire practices each term.
- The Headteacher or Premises Manager will telephone the Fire Service if necessary.
- The caretaking staff will test and log the fire alarm system weekly.

## Roles and Responsibilities

### Fire Wardens

Fire wardens (who are usually full-time members of staff) are appointed for each area of the school. Where possible, there are two fire wardens for each area to mitigate the possibility of there being no fire warden due to absence.

**Staff will not be individually registered at the fire assembly point.** It is the responsibility of the fire wardens to ensure that their areas are completely clear of staff and students.

Once Fire Wardens have ensured their area is clear, they will then report to the Headteacher's EA who will mark each warden/area off accordingly or be notified of any trapped persons needing emergency assistance from the Fire Services. The Headteacher's EA will be wearing a high vis waistcoat to ensure that the fire wardens can find them and report to easily.

If a Fire Warden has responsibility for a form, they will then join their form. Support staff will congregate behind students (see diagram below).

Fire Wardens	Area
Jackie Campbell Karen Acosta	Main block/Accounts/Staff room
Jamie Bird Gavin Simpson	Gym/ Gym changing room G1/G2/G3
PE staff	Sports Hall/changing rooms, Pavilion, Fitness suite
Carolyn Cerny Tina Mortensen	Arnold Lynch (Downstairs)
Catherine Dennehy Lou Stark	Arnold Lynch (Upstairs)
Emma Govier Louise Nicolaides	Drama - H block
Jack Friedlander	Science (downstairs)
Roberto Ruggeri	Science (upstairs)
John Johnstone	Religious studies area
Lona Hennigan Matron	Main Block offices downstairs, First Aid room, toilets near caretaker's office
Chris Tanner Adam Wharton	Brewers Education Centre (New block) 2 <sup>nd</sup> floor
Anthony Jones Erin Mangan	Brewers Education Centre (New block) 1st floor
Alex Macdonald Oscar Payne	Brewers Education Centre (New block) Ground floor

Frazer Torry Bulent Assim	Edinburgh Centre and Library
Katherine Bamber Dom Jones	Music including the EGH
Jo Brown Lucy Furlong	6 <sup>th</sup> Form
Catering Manager Jake Phipps	Main kitchen, Dining hall, hall and 6 <sup>th</sup> form canteen
<b>Note in Science</b> If Radioactive sources are out Technicians must re-enter the building before students	<b>Area of radioactive sources</b> Edinburgh Centre prep / Science prep ground floor

### **Attendance Officer and Pastoral Team**

At the start of each term, the Attendance Officer will print out student absences by form. Form lists will be updated as and when the Attendance Officer is notified of any changes.

Upon hearing the fire alarm, the Attendance Officer will pick up the 'grab bag' (which is kept at all times in the front office), the high vis waistcoats and megaphone. The Attendance Officer and Pastoral team will share the items needing to be distributed between them so as all parties receive their form lists/ hi-viz jackets as quickly as possible. Where the Attendance Officer is unavailable, the Curriculum Support team will bring the 'grab bag' to the tennis courts.

The grab bag contains the student and fire warden registers, as well as the plans of the School and an up to date list of any hazardous substances kept on the School site.

A megaphone will be used by the Headteacher, as necessary, to issue any instructions to staff and students.

The Attendance Officer will distribute registers and attendance sheets to form tutors as quickly as possible. The Attendance Officer will then give the fire warden register to the Headteacher's EA.

If the Attendance Officer is absent from school, the Pastoral Team will distribute registers to Form Tutors and give the fire warden register to the Headteacher's EA.

### **First Aider**

In the event of an alarm, the First Aider will bring a first aid bag and make their way to the tennis court with staff and students. Any students or staff needing first aid will then be dealt with accordingly.

### **Deputy Head - Pastoral and Pastoral Directors**

The Deputy Head - Pastoral and Pastoral Directors will ensure that KS3/4 form tutors and support tutors are lining up with their forms and keeping the students silent and in good order. They will ensure that each form has at least one member of staff to maintain order and take the register. Completed registers will be given to the Pastoral Director of that Key Stage. The Deputy Head - Pastoral will collect these from the Pastoral Directors KS3/4 and will be made aware of any unaccounted children.

### **Head of Sixth Form**

The Head of Sixth Form will ensure that KS5 form tutors are lining up their forms alphabetically and will keep the students in good order, and that appropriate registers are taken.

### **Headteacher's EA**

The Headteacher's EA will have responsibility for checking all fire wardens are accounted for and that they state all areas of the school are clear. The Headteacher's EA will alert the Headteacher to any trapped or missing staff.

### **Headteacher**

The Headteacher will be in overall charge and must be advised of any unaccounted for absences by the Deputy Head - Pastoral, Head of Sixth Form and Headteacher's EA. The Headteacher will signal to all staff and students when it is safe to re-enter the building, having consulted with the Deputy Head.

### **Assistant Head, Standards and Assistant Head, Curriculum**

Assistant Head, Standards and Assistant Head, Curriculum will quickly make their way to the front of the site to ensure that no staff or students leave the premises, and that nobody enters the building. The Assistant Head, Standards, will be at the front gate near the main entrance; Assistant Head, Curriculum will be posted outside Reception.

### **Premises Team**

Since the Premises Team will be at the control panel in the front office and also establishing the cause of the alarm, they will not be expected to congregate with other support staff at the tennis courts.

The Premises Manager will ensure that all caretaking staff are accounted for and will report any unknown absences to the Headteacher.

The Deputy Headteacher, T&L will consult with the Headteacher about the cause of the alarm and whether/when it is safe to re-enter the School.

### **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 Caretakers' Office

If the Headteacher or Premises Manager call the Fire Service the following info maybe required:

**Material Safety Data Sheets and locations for Asbestos / Chemicals / radiation source list / and flammable substances.** These will be kept in the Premises Managers office, Science Prep Room, D+T store room as appropriate, for consultation.

### **Fire Evacuation and other Emergency arrangements**

The Headteacher is responsible for ensuring the Fire Risk Assessment is undertaken and implemented. The Fire Risk Assessment is located in the Risk Assessment File located in the Premises Manager's office and reviewed on an annual basis.

The Premises Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection/maintenance is undertaken and recorded in the fire logbook located in Premises Manager's office

### **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 students (and staff) should be registered in the normal way.
4. 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. When Police advise 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 the normal timetable.

Emergency contact and key holder details are maintained by the School Business Manager.

### **LOCKDOWN PROCEDURES**

#### **Aim:**

As part of our Health and Safety policies and procedures Dame Alice Owen's School has a Lockdown Policy. On very rare occasions it may be necessary to put the school into a Lockdown. This will ensure that students, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in a near vicinity. A lockdown is implemented when there is a serious security risk to the premises due to, for example, a nearby chemical spillage, proximity of dangerous dogs, serious weather conditions, a reported incident/civil disturbance in the community or attempted access by unauthorised persons intent in causing harm/damage.

#### **Notification of full lockdown**

Staff and students will be notified that lockdown procedures are to take place immediately on hearing the class changeover bell ringing continuously for approximately one minute. Everyone must stay in lockdown until they hear the bell ringing again continuously for at least 30 seconds AND receive an email saying that all is clear.

#### **Procedures**

<b>Staff Roles</b>
1. Person alerted to danger to alert senior member of staff / activate alarm.
2. Senior member of staff to ensure both bells are rung as soon as possible.
3. Front of house staff on reception ensure that the front door is locked.
4. Headteacher or a delegated other to call the police if necessary.
5. Premises staff to ensure that external gates are locked, if appropriate and safe to do so.
6. Catering Manager in the restaurant to close the shutters and lock the doors to the kitchen.
<b>Communication with Parents:</b>
If necessary, parents will be notified of the situation as soon as it is practical to do so via email and a push notification to Edulink.

Follow the **CLOSE** procedure:

Close all windows and doors

Lock up or barricade your door

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure. Be aware you may be in lock down for some time.

When the school bell sounds repeatedly, this is the signal for students to remain in the room they are in or get to the nearest room (not toilet) as quickly as possible.

If safe to do so, staff should try to ensure that each classroom has at least one supervising adult in it.

If you have a visitor with you, please ensure you explain the procedures and expectations (as per this policy) to them as you would if they were to be with you when the fire alarm rings.

All practical lessons to be stopped, and associated equipment to be turned off immediately.

Staff will ensure the windows and doors of the room they are in are closed and locked where possible.

Staff will ensure connecting doors and all outside doors are closed and locked, where it is safe and possible to do so.

If the window of the room has blinds/curtains these must be pulled shut.

Students should be positioned away from possible sightlines from external windows/doors.

Lights, Smart boards and computer monitors (not laptops) must be turned off.

Mobile phones must be put on silent mode and students must be told to not message anyone (including Parents/Carers as this will cause worry and could lead to further danger).

**Staff should ensure they have access to their email** and that they are checking this frequently. Students should NOT be able to read the messages sent to staff.

An email will be sent as soon as reasonably practicable. This will explain the scope of the lockdown. The email title will indicate whether this is a HARD LOCKDOWN or a SOFT LOCKDOWN

**SOFT LOCKDOWN: ie chemical spill on the motorway**

Proceed as above and follow any further instructions as given by email.

**HARD LOCKDOWN: ie Intruder on site.**

Proceed as above. If you are unable to lock your classroom door, please barricade it with a desk or similar.

Staff must remain in lock down positions until the continuous bell sounds again and a 'stand down' email is sent.

**NO ONE SHOULD MOVE ABOUT THE SCHOOL DURING LOCKDOWN. FOLLOW INSTRUCTIONS BY EMAIL OR AS DELIVERED, BY A MEMBER OF STAFF, TO YOUR ROOM.**

Parents will be told:

**'The school is in a soft lockdown situation due to ..... During this period the phone and entrances will be un-manned, external doors locked and nobody allowed in or out. We will be in touch as soon as reasonably possible with further updates. Please do not attempt to attend the school or to try and contact the school or your child as we are dealing with this situation.'**

**OR**

**'The school is in a hard lockdown situation. During this period the phone and entrances will be un-manned, external doors locked and nobody allowed in or out. We will be in touch as soon as reasonably possible with further updates. Please do not attempt to attend the school or to try and contact the school as this may tie up emergency lines.**

**\*\* Please do not attempt to contact your child, as this may put them in danger' \*\***

Students will not be released to parents during a lockdown. Parents will be asked not to call school as this may tie up emergency lines. If the end of the day is extended due to the lockdown, parents will be notified and will receive information about the time and place students can be picked up from office staff or emergency services.

A letter to parents will be sent home as soon as reasonably possible, most likely the nearest possible day following any serious incident, to inform parents of the context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.



## **APPENDIX 5**

### **Fire prevention, testing of equipment**

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

Fire alarm call points will be tested weekly in rotation by the Premises Team and a record of the tests are kept in the Fire log book. Weekly testing of the fire alarm generally occurs on at the end of the school day on a Friday.

Any defects on the system will be reported immediately to the maintenance company Alpha Fire Systems (01268 289990) who have a contract with the school. The maintenance company also annually tests the fire alarm system. Smoke and heat detectors are tested on a quarterly basis by (Alpha Fire Systems 01268 289990)

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

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

The Premises Team checks that all fire-fighting equipment is has not been tampered with, available for use, and operational. 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**

The Emergency Lighting Systems will be checked monthly by the Premises Team and records are located in the site's fire log book. AMV Electrical (07960 550924) annually tests the emergency lighting systems.

#### **Means of Escape**

The Premises Team carry out daily checks for any obstructions on exit routes, and ensure that all final exit doors are operational and available for use.

#### **Evacuation from the school - procedure.**

When there is a requirement to evacuate buildings, the evacuation alarm will be sounded, and megaphones used to direct everyone from the premises.

A message will appear on all computer screens advising of the need to evacuate the building to Pope Paul School a part of the BCP plan.

The Headteacher's EA will contact Pope Paul School by phone to alert them of our imminent arrival.

Staff should follow **similar** procedures to that of a fire drill.

Staff should lead their class calmly to the **main exit** of the school and begin walking, calmly, to Pope Paul School. Staff must be aware of how many students they are taking with them (they must count them before leaving the classroom and count again when they arrive at Pope Paul)

Fire wardens should check their area to ensure it is all clear before making their way to the exit, even if this means that their class walks to the exit unaccompanied.

ALL STAFF, including non-teaching staff, are to take responsibility to ensuring the calm and safe movement of students around the school and to Pope Paul.

Led by Deputy Head - Progress or a member of the SLT in his absence, students and staff will make their way to Pope Paul school where they will congregate on the back playground in forms. Staff must follow the fire alarm procedures above and registers must be taken.

All fire wardens will report to the Premises Manager on exiting the building to say that their area is clear.

## **APPENDIX 6**

### **First Aid and medication**

#### **Roles and responsibilities**

Appointed person - Matron

Matron is a qualified first aider and works full time at the school

The appointed person (Matron) or another qualified first aider, in Matron's absence at the school is responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits in the medical room and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Ensuring named first aiders are trained and qualified to carry out the role
- Acting as a first responder to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

**A full list of first aiders is available at Reception and on Matron's door.**

#### **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.

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- disposable gloves

No medication is kept in first aid kits.

First aid qualifications remain valid for 3 years. The Head / Matron will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

The Premises team will check that any minibus vehicles are properly equipped with first aid boxes before they are used.

#### **Transport to hospital:**

If the First Aider or Headteacher 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.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct line 111) and, in the case of pupil, with the parents/carers.

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

Lorraine Kyriacou (Mon - Fri) (First Aider) **01707 643441**  
Barnet A&E **0845 111 4000**

### **Blood Spillages**

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

### **Administration of medicines**

- Supporting students at school with medical conditions.
- Detailed arrangements are provided in a separate policy.
- No member of staff will administer any medication except Matron or nominated first aider (prescribed or non-prescribed).
- Prescribed and non-prescribed medication is kept and administered within school at the request of the parent / guardian and with the consent of the Head / Matron. Records of administration will be kept in the Medical office.
- Once the parent's / guardian's medication form has been submitted, Matron is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.
- Records of administration will also be kept by Matron.
- Staff will undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate.
- All non-emergency medication kept in school is securely stored in the medical room in a lockable cupboard. Refrigerated medicines are kept in clearly labelled containers within the fridge in the medical room. Access is strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.
- Emergency medication and devices such as asthma inhalers and adrenaline pens are always readily available to children and not locked away. These are kept in the medical room, and clearly labelled.
- The school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g., broken / empty.
- The school has chosen to hold an emergency Adrenaline auto injector (AAI) e.g., EpiPen for emergency use on pupils who have been prescribed one and for whom

parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working.

- In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent, emergency services (999) would be contacted and advice sought as to whether administration of the emergency AAI is appropriate.

### **Individual Health Care Plans (IHCP)**

- Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.
- IHCPs are in place for those students with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.
- The IHCP is developed with the pupil (where appropriate), parent/carer, designated member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the first aid office.
- All staff are made aware of any relevant health care needs and copies of health care plans are available from the first aid office
- Staff will receive appropriate training related to health conditions of students and the administration of medicines by a health professional as appropriate.

### **AEDs (automated external defibrillators)**

ARE LOCATED AT THE FOLLOWING POINTS:

- Reception
- 6th form ground floor office
- Sports area External - Opposite the Astro

Premises Manager / Matron check the AED's on a weekly basis (modern AEDs self-test and will indicate a problem via a warning light / audible alarm)

External defibrillator is registered on the Circuit to ensure they are visible to local ambulance services.

## APPENDIX 7

### Accident reporting procedures

Employees must report:

- Accidents, dangerous occurrences, and near misses must be reported to the Premises Manager
- Employee accident / incident forms are to be retained for a minimum of 3 years.
- The school's violent incident forms are adapted from the standard HCC form. Copies of this form are available from the school's First Aid office.
- Local accident books are held in the first aid office, Sports, D+T, Food / Textiles and Science and used to record all minor incidents to students any more significant incidents must also reported to the HSE
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher or their nominee Premises Manager 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.
- Parents / carers will be notified immediately of all major injuries.
- Pupil / student accident forms are to be retained for a minimum of 3 years after their 18th Birthday.

### 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) by telephone on 0345 300 9923.

- Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 10 days of the incident occurring Students or other non-employees being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties, as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays)

Premises Manager must report RIDDOR to the HSE within 10 days of the incident occurring.

In every case where an incident is reported to the HSE a copy should be kept on file.



## APPENDIX 8

### Health and Safety information and training

Consultation and communication of information

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, students or visitors. Action points from meetings are brought forward for review by school management and Governors.

The Health and Safety Law poster is displayed in the lobby of the Main Block **Building**.

As an academy school the Governing body as the employer provides access to competent H&S advice via the Premises Manager as required by the Health and Safety at Work etc. Act 1974]

### HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by the Premises Manager and School Personnel Department

The Headteacher 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 Premises Manager who will coordinate these at the Health & Safety committee meetings to identify the health and safety training requirements

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

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

Each member of staff is also responsible for drawing the Headteacher'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 9

### Personal Safety

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the students and staff feel safe.

### 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 Headteacher/senior member of staff's permission and notify them on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk
- 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 10

### Premises and work equipment

All staff are required to report to the Premises 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

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 **AMV Electrical**.

A fixed electrical installation test (fixed wire test) will be conducted by AMV Electrical on a 5 year cycle and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period.

Premises Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

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

### Curriculum

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

The **Premises Manager / Head of PE** will identify all sports 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:

- Gym and Fitness Suite equipment

### Planned maintenance / inspection

Regular inspection and testing of all school plant, and equipment is conducted to legislative requirements by competent contractors. Majority of the pre-planned maintenance are carried out half terms and in the summer.

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	Premises Team and authorised persons holding the correct certification	Site Manager/ Premises Team	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	school to determine following manufacturers advice
Grounds maintenance equipment	Grounds Staff	Grounds Staff	Grounds Staff (Contractor: Stay Sharp)	school to determine following manufacturers advice
Gas appliances (includes school catering equipment, boilers, food tech etc.)	Site Manager	Site Manager	Briggs&Forrester Design and Technology Services	6 monthly / 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	Compressors - annual Kilns school to determine based on use
Portable electrical equipment	Ces Conte	Staff	AMV Electrical Ces Conte	Annually
				Lifts annually

Lifts/lifting equipment	Site Manager	Site Manager	Pickerings Lifts	Hoists/slides for people - 6 monthly
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## APPENDIX 11

### COSHH (FLAMMABLE AND HAZARDOUS SUBSTANCES)

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

Within curriculum areas (in particular Science, 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 the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

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.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children
- all substances 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. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, Premises Manager is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc).

Records of exposure to hazardous substances in the workplace should be kept for up to 40 years

### RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in Managing Ionising radiations and Radioactive sources. (current version)

- The member of staff with day-to-day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is Matt Pickering, detailed responsibilities are

provided in the Science Department H&S Policy, they are responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.

- CLEAPSS provide the Radiation Protection Adviser (RPA) service and HCC's officer is (Joanna Conn).



## APPENDIX 12

### Asbestos

An asbestos survey and management plan is in place for the school in accordance with HCC's asbestos policy. The school's most recent asbestos management survey was conducted by Max Asbestos (2023)

The asbestos register (including school plans, asbestos survey data and site specific management plan) is held in the Premises 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 Main Block Building and Sports Hall.

The Headteacher / Premises Manager will ensure that all school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g., affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

The school's asbestos authorising officers are Premises Manager + Premises Team members and refresher training is required every 3 years. The Premises Manager is responsible to maintaining the training log.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / Asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum) as part of the school's asbestos management plan.
- The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g., areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.

- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The school's asbestos management plan is kept up to date, reviewed at least annually and that any asbestos works (removal, new project specific surveys etc.) are recorded.
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off.

Professional advice will be sought and details of the incident reported to Max Asbestos

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 13

### Contractors

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

All contractors must report to **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 **Premises Manager** is responsible for monitoring areas where the contractor's work may directly affect staff and students, checking whether expected controls are in place and working effectively and for keeping records of all contractor work.

### **School managed projects**

The Construction (Design and Management) Regulations 2015<sup>1</sup> applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects directly, the governing body are considered the 'client' and therefore have additional statutory obligations. These projects are managed on the school's behalf by a contractor who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Appropriate competency checks prior to engaging a contractor i.e.

They have sufficient skills, knowledge and experience to do the job safely, the degree of competence required will depend on the work to be done

Such risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

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<sup>1</sup> Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances and/ or if there will be more than 1 contractor on site at the same time (in which case a principal designer and principal contractor must be appointed in writing by the client) it is recommended that an agent be used to work on the schools behalf.

## APPENDIX 14

### Working at Height

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

The School's nominated person(s) responsible for work at height is the **Premises 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.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders

<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individuals role e.g. site staff, drama, ICT technician, Tech crew etc. See also LA455 - The Ladder Association

Storage above head height is minimised as far as possible, where this cannot be avoided only lightweight and rarely used items are stored there.

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

Basic instruction and guidance is provided to all staff who use ladders / stepladders.

## **APPENDIX 15**

### **Moving 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.

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.

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

All moving and handling of pupils must be risk and safeguard assessed, and recorded by a competent member of staff.

## **APPENDIX 16**

### **Display Screen Equipment**

Advice on the use of DSE is available to the all staff who habitually use computers as a significant part of their normal work.

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

Advice on the use of DSE is available via the HCC Grid.

## APPENDIX 17

### Vehicles

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 0845 - 1500hrs.

During events such as open days, information, concerts, etc, the Premises Team will be on duty supervising the car park.

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.

Separate pedestrian and vehicle gates are provided.

## APPENDIX 18

### Lettings

Lettings / shared use of premises

The school lettings are managed by the Admin office, Tim Dugan Lettings Manager, Premises Manager and the School Business Manager

Sports Lettings are held during weekends and after school, areas include the Astro, Sports Hall, Gymnasium, pitches and the Dance Studio. There is an external defibrillator held in a cabinet outside the Sports office. First aid arrangements remain the responsibility of the group letting the area.

Saturday Lettings include the Greek School, Jigsaw and Herts Music, who use various classrooms and halls.

Supervision is always onsite for all of our lettings.

A signed letting agreement needs to be completed specifying the school's terms and conditions for hire. Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.



## APPENDIX 19

### Minibuses

Minibuses / school trips

The Premises Team / Premises Manager are responsible for the undertaking checks on and the operation of minibuses following guidance contained in the County Guidance.

Please refer to the 'Use of Minibus' Policy.

## 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 management standards

The school has participated in the National Wellbeing Programme.

The school will demonstrate good practice through a step-by-step risk assessment approach, ensuring the systems in place to support school staff are reflected in a risk assessment.

- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

The school's wellbeing / mental health lead is the Deputy Head

The school has signed up to the DfE's education staff wellbeing charter, which sets out commitments to the wellbeing and mental health of everyone working in education.

Education staff wellbeing charter - GOV.UK ([www.gov.uk](http://www.gov.uk))

Detail systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. [Performance Management, mentoring, personal development plans, membership of an Employee Assistance Programme, access / referral to Occupational Health etc.

## APPENDIX 21

### Legionella

The school complies with advice on the potential risks from legionella.

The Premises Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

A water risk assessment of the school has been completed by HSL (Latest June 2022)

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s);
- Quarterly disinfection / descaling of showers by site manager;
- Stored cold water tanks are inspected for compliance and safety on an annual basis and tank water temperature recorded.

All records relating to the management of Legionella must be kept for 5 years.

## APPENDIX 22

### School swimming and Pools

Swimming in public / secondary schools

These will be planned as an offsite visit in line with the school's policy.

The school will obtain a copy of the pool's standard operating procedure (PSOP), sometimes referred to as a normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition, the school will obtain assurance over:

- The level of training of the swimming teacher(s) (Swim England level 2 Teaching Swimming (formerly ASA level 2)).
- Pupil / swimming teacher ratios.
- Rescue / lifeguard provision provided.
- Changing provision / arrangements

## APPENDIX 23

### Work experience

Where students are involved in 'non-qualification' activities as part of their study programme e.g., work shadowing, work experience or other work-related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

The Head of Careers is responsible for managing and co-ordinating such activities.

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

### **Work experience**

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The school utilise [insert provider e.g., Sirronde to assess the suitability of the placement and relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.

Any incidents involving students on work placement activities will be reported to the placement organiser / school employer at the earliest possible opportunity.

## APPENDIX 24

### Infectious diseases

The school follows UKHSA guidance 'Health protection in education and childcare settings' and the recommended exclusion periods for specific infectious diseases detailed in this guidance.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of national immunisation programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting.

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of 'Health protection in education and childcare settings' for example

- considering implication of a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting.
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital.
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever.

**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 advice provided by CLEAPSS. 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.

**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 Home Counties
- 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: Staff will receive and read the Model Risk Assessments documents for Art & Design ( via CLEAPSS)

**Head of Art**  
**Reviewed Spring 2024**

## **Food and Textiles Department Health and Safety Policy**

- It is the policy of this department to encourage good workshop practice in line with current health and safety regulations.
- 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'.
- General Health and Safety guidelines are provided for all students with more detailed guidance given where appropriate.
- Health and Safety notices are on display throughout the department.
- Staff must be familiar with emergency procedures, escape routes, fire-fighting equipment and gas shut off valves.
- The school requires electrical equipment to be examined and tested every year.
- Staff should report any damage to such equipment, in particular to cables and plugs to Head of Department.
- 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.
- Maintenance defects and breakages must be reported to the Head of Department for referral or replacement.
- 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.
- First aid boxes are kept in each room and checked each term. Any deficiency must be reported.
- Departmental resources with the exception of dyes are available for use by all year groups under supervision.
- Students must not handle mordants and dyes below Year 9. They may be used by Year 10 and above under close supervision.
- Gloves and safety glasses must be worn at all times when using mordants, dyes, dye fixatives and any corrosive or irritant solutions.
- Protective aprons and safety glasses must be worn when using hot wax to batik.

- Students must wear a flame-retardant apron when carrying out practical Food work.
- Long hair must be tied back when handling food or using the sewing machines.
- All hazardous materials e.g. Dyes, methylated spirit and white spirit must be kept locked away in the yellow safety cupboard.
- Craft knives must be kept locked in the yellow safety cupboard.
- 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.
- Refrigerators and freezers are cleaned and the temperatures checked regularly.
- Red chopping boards must be used for the preparation of raw meat and poultry.
- Food prepared in school is stored under the correct conditions.
- Cleaning materials are stored in a cupboard away from all food.
- 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.
- 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.

**Head of Food & Textiles**  
**Reviewed Spring 2024**

## **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
- 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 students. 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.

### **Duties of all Design & Technology teachers**

- All staff must encourage good workshop practice in line with current health and safety regulations.
- 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".
- For technicians' activities in and around the prep room, the model risk assessments from CLEAPSS publications are used.
- **Most CLEAPSS publications for secondary schools are on the CLEAPSS Website, [www.cleapss.org.uk/](http://www.cleapss.org.uk/)**
- General Health and Safety guidelines are provided for all students with more detailed guidance given where appropriate.
- Health and Safety notices are on display throughout the department.
- Maintenance defects and breakages must be reported to the Head of Department in the first instance for referral or replacement.
- 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.
- Departmental resources are available for use by all year groups under supervision. Department workshops and classrooms must not be used by students without supervision.
- The laser cutter and CNC router can only be used by students under Y11 under direct staff supervision.
- Oxy-acetylene equipment, power tools, lathes and vertical mill are for use by Year 11, 12 and 13 only.
- The circular saw and bandsaws are for use by qualified staff only.

- Use of other equipment (as it is required, for example arc welding) should only be allowed after a risk assessment has been carried out.
- Students with casts on legs or on arms may do practical work with assistance or may do written work using a laptop.
- Bags and outdoor coats should be stored in the correct places in bag racks provided in the corridors, and stools kept tidy to minimise obstructions.
- 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.
- Staff Certification and Health and Safety regulations are available on file in the Design and Technology office under 'Health and Safety'.
- 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.
- 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:

- Checking the safe storage of all equipment and materials.
- The security of all toxic and highly flammable materials and checking that all stores are kept securely locked when materials are not being used.
- Ensuring that all machinery is rendered safe on hearing the fire alarm.
- Checking the First Aid box, eye washes and safety equipment.
- Checking utilities regularly
- Maintenance of all equipment or the organising of others to carry out maintenance as required

- Maintenance of all department's equipment and the completion of the record sheets attached to all equipment to verify.
- The security of dangerous tools and equipment in the department, such as knives and chisels.
- 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:

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 in lockers 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 tuck in 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.

**Head of Design & Technology**

**Reviewed Spring 2024**



## Drama Department Health and Safety Policy

### A: STAFF GUIDELINES

- **Use of the Drama Space & Supervision:** Students or Drama classes are not allowed in any of the drama areas, unless a member of staff is present to directly supervise them. Where there are 6<sup>th</sup> form students running lower school drama clubs or dance rehearsals at lunchtime, a drama teacher must inform them where they will be, should they need their help or advice. Older GCSE or A' level students may rehearse during lunchtimes or afterschool, as long as they have had permission from their teacher, and that they are nearby for help and advice.
- **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 (if a student has a medical condition) where necessary or when a student has asked for permission.
- **Security:** Please keep all doors locked when the rooms are not in use.
- **Props & Costumes:** All our props and costumes are in the Drama Store Room off H4 and are not for general use by other departments without prior permission. Students are not allowed in this store room unsupervised, however they may ask to use items in their work if appropriate to the lesson's content. If students want to bring in their own props/costumes, they should always check with their 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, and some are not easily replaceable at short notice as they are vintage pieces. 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.
- **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 or 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.
- **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.

- **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.
- **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 the chairs and small tables used in performance should also be returned to their original places and students are encouraged to share the responsibility for this.
- **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 caretaking 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 the Premises Manager in order to enforce respect for the teaching place and Health and Safety regulations.

## **B: STUDENT GUIDELINES**

- **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, chairs stacked neatly, small tables put away and any props returned to your teacher. Please wait quietly to be dismissed and leave the space in a sensible and orderly manner.
- **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. You have the option to wear jogging bottoms or leggings to ensure that you can work practically with ease. 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.
- **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.
- **Speaking and Listening:** Listening is a really important part of learning, after all, an actor won't know how to respond if they haven't listened to their cue. We always begin a lesson by introducing the topic or discussing what has led us to our current learning. If you don't understand something don't forget to put up your hand first to ask your teacher to clarify your understanding rather than calling out.
- **Movement in lessons:** Please be aware of other students' safety during your Drama lessons. Once your teacher has asked you to begin improvising your ideas, it's important to find a space to work in with your group so that you don't disturb other people's work. When you are devising and rehearsing your ideas you must never push, punch, hit or strike out at another student. The principles of Stage Combat will be instructed by your teacher if appropriate to the content of the lesson and until you have been taught to do this properly and safely you are not to use it under ANY circumstances.
- **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.
- **Breakages:** If you break a prop or something in the studio, or someone in your group hurts themselves, please tell your teacher immediately. Someone is hurt: If someone in your group hurts themselves by accident or you have witnessed someone being hurt intentionally please tell your teacher immediately.
- **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.
- **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.
- **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.
- **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:

- **STAGE MANAGEMENT:** There must be a member of staff backstage to ensure that any props coming on and off stage are moved safely. This member of staff will also be in direct contact with Lighting and Sound on a headset 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 by matron/first aid staff if available. If they need to go to hospital, the most appropriate member of staff on duty will call their parents and if necessary an ambulance to arrange for the student to receive medical help.
- **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. There will be separate changing rooms for girls and boys for all performances, for example G2 for girls and G3 for boys for any Main Hall productions. There will be further spaces allocated to ensure that there are no more than 30 students in one room to comply with curriculum class size. 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.
- **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. The Stage Manager will also be in direct contact with the this teacher 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.
- **RIGGING:** Prior to all performances, whether they are extra-curricular, GCSE or A level exams, there must be a member of staff present while students are rigging sound and lighting equipment. This will be the a member of a suitably trained staff who may or may not be 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 or missing lessons.
- **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 must **ALWAYS** be supervised authorised by a member of staff who has received the required training. At present, this includes the Caretakers or staff hired exclusively for the production. The students must **ALWAYS** wear hard-hats with chin straps while they are rigging and wear shoes with steel toe caps. Where students are PASMA trained, there is no requirement to wear hard-hats with chin straps 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.

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

Each production must have its own risk assessment signed by the Director of Drama, Premises Manager and Headteacher.

**Head of Drama**

**Reviewed Spring 2024**

## Music Department Music Department Safety Procedures

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

### A Staff Guidelines

- **The** entry and exit of students into and out of the classrooms music be carefully supervised. Students 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 students to take responsibility for this.
- **Fire** drill procedures are set out in the Staff Handbook and displayed in all the music rooms.
- No **pupil** is allowed to eat or drink in any of the music rooms.
- **Students** with open mouth wounds must not be allowed to use any wind instruments except those personally owned by them.
- Electrical equipment must never be tampered with and all faulty equipment immediately **removed** or isolated and reported to the Director of Music. Students and staff must not use electrical equipment which has been brought in from outside school.

### B Students' Guidelines

Before the lesson:

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

During the lesson:

- ALWAYS **know** exactly what you are doing - listen and concentrate.
- ALWAYS be aware of other students' safety during practical lessons - never push, punch, hit, strike out at another student.
- ALWAYS **report** an accident or breakage immediately.
- NEVER use any electrical equipment unless directly supervised by your teacher.

- NEVER use any other **equipment** without permission from your teacher.
- NEVER eat, drink, chew or **put** anything in your mouth during lessons.
- NEVER interfere with any **equipment** or remove any safety notices.

After the lesson:

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

Extra curricular activities / events must be supervised and a risk assessment produced

**Head of Music**

**Reviewed Spring 2024**

**Physical Education Department  
Health and Safety Policy**

(Including Extra-curricular Fixtures)

**Physical Education Department**

**HEALTH AND SAFETY POLICY**

**1. The Role of this Policy**

This **Physical Education** Health & Safety Policy should be read in conjunction with the School's Health and Safety Policy, and general safety management systems. The purpose of this document is to record the arrangements made in the Physical Education department to implement the policy.

This document is maintained by the Physical Education department. It is available to all members of staff including teachers, trainee teachers, teaching assistants etc working in the department.

Staff are expected to sign the list kept in the PE office to show that they have read the document.

A copy is then passed to the Premises Manager.

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 PE 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**

Physical Education teaching has an excellent health & safety record. This department is keen to continue to promote practical work as it's an essential component of PE teaching and 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 PE staff including but not limited to teachers, trainee teachers, teaching assistants, other support staff and staff who work in the department occasionally:

- 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 employer, 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).

Herts County Council has issued some guidance for Health and Safety for Physical Education.

The task of overseeing health and safety on this site has been delegated by the employer to the Head Teacher. Within the PE department, this task is further delegated to the Head of Department who has the particular function of maintaining this policy document.

This policy is reviewed every 2 years.

#### **3.2 Communications**

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the Head of Department. Teaching staff within the department must report any concerns to the Head of Department. See section 10 for the names of staff members with these health and safety functions.

In this department, all staff should have access to this policy. A reference copy is kept in the PE office together with any appendices.

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

#### **3.3 Monitoring and checking**

The employer expects the PE department to monitor the implementation of this policy. records of monitoring, are kept in the Head of department's office.

Checklists on gym equipment and machines are kept with the Premises Manager.

Pre-usage checks are maintained by the PE department.

Annual servicing and other detailed checks are kept by the Head of PE.

The Head of PE will take responsibility for organising an annual equipment inspection with John Harrison.

Monitoring arrangements for the effective implementation of the policy will be discussed and evaluated through a scrutiny meeting between the governing body and the Head of School.

#### **4. Training policy**

The person with the task of seeing that training is provided is the school's Business Manager, Jackie Campbell.

This department follows the new updated guidance in AfPE 'Safe Practice in Physical Education and School Sport' 2020

Staff may not use any item of equipment or machine if they do not have QTS status in Secondary PE and/or had CPD on how to use the equipment from the Head of Department. This will be evidenced through an official QTS in Secondary PE certified certificate or a Certificate signed by the Head of Department to evidence training has been delivered (Located on google drive). Trainee teachers who are following a recognised teacher training course should be supervised by a qualified teacher at all times. This also applies to people following a Graduate or registered teacher programme.

This supervision may be progressively reduced, depending on the competence of the individual trainee teacher. In such cases, the trainee teacher must also have a certificate to demonstrate they have received CPD from the head of Department on how to use the equipment prior to doing so.

Particular training functions are delegated as follows (to be read in conjunction with section 10):

- Health & safety aspects of the work of newly-qualified teachers and other new teachers
- Induction of newly-appointed teachers are carried out by the Head of Department, Business Manager and HR.
- Immediate remedial measures and other emergency procedures are reviewed by the Head of Department including the below:

Health & safety training of non-PE support staff PE Subject Teachers

Regular update training (covering new or changed regulations, new equipment etc)

#### **5. Risk assessments**

Every employer is required under various regulations to supply employees with risk assessment before activities take place. The Head of Department must review this and send to the Premises Manager.

#### **6. Clothing, personal effects and protection**

The School has a written policy on clothing, personal effects and personal protection for learners in physical education, which includes the importance of safety and hygiene.

All learners and parents are informed of the policy in order to promote consistent good practice across the school and minimise potential problems that may otherwise arise. The

policy draws parents' attention to the fact that there is an element of danger to the wearer and others if jewellery and clothing policies are not strictly adhered to.

The School communicates PE kit expectations and this is reiterated and enforced at all times.

Wearing jewellery, the only concern is one of safety for the wearer and others in PE contexts.

In the event that a learner does not have the appropriate kit with them to participate in the lesson, they will be expected to borrow some PE kit and still actively take part. If sufficient kit is not brought along, then this will result in suitable sanctions to take place, in line with the school policy.

If it becomes an ongoing issue, after school detentions will be issued in line with the school's behaviour policy and contact will be made with home. If a learner is in school and fit, they will be expected to take part in lessons. If they have a minor ailment or injury, such as a bruised foot, or recovering from a cold, PE kit should still be brought in as participation in a different capacity is encouraged, for example, as an umpire or coach.

If a learner is suffering from a long-term injury, such as a broken leg or recovering from glandular fever, they should have a letter from parents / guardians. If the learner is capable of changing then they should do so. They can then participate in a different capacity, for example, as an umpire or coach. The student should have a note or email, explaining the reason for non-participation

## **6.1 Dress**

Young people must wear appropriate PE clothing for all PE activities following the school PE kit policy. Acceptable clothing is that which presents no risk of injury to the wearer or other children and young people. Clothing should allow unrestricted movement without being loose and when necessary provide protection for the activity concerned. Care should be taken to ensure that young people do not wear unnecessary amounts of clothing, particularly for indoor activities.

Learners are informed that long hair must be tied back to prevent entanglement in apparatus and to prevent it obscuring vision. This is the learner's responsibility to ensure this is done.

Learners are told to remove or tape up jewellery in case of an accident, and it is their (the learners) responsibility to do so.

Additional clothing or tracksuits for outdoor activity is permitted as long as it complies with the school PE kit policy for a cold day, but scarves are not permitted.

Items of clothing worn for religious and spiritual reasons, such as a head scarf or turban should allow unrestricted movement without being loose and should not hinder personal safety and protection for the activity concerned.

## **6.2 Sensory aids - Spectacles and hearing aids**

The wearing of sensory aids will usually be determined by the nature of the activity (i.e. activities involving physical contact would not be appropriate).

A balanced judgement should be made as to whether wearing the item constitutes a greater or lesser risk to the wearer and to the group in those activities where physical contact is absent.

Spectacle wearers should be encouraged to secure their spectacles using appropriate tabs or bands prior to play. Parents should be asked to provide shatterproof lenses in spectacles or ideally plastic lenses whenever the participant relies on wearing spectacles during PE. It is the learners' responsibility to take care of spectacles and hearing aids if they are worn in PE

### **6.3 Footwear**

Barefoot working is recommended for activities such as gymnastics and dance but trainers will be allowed if deemed safe and/or appropriate to do so.

Learners should never participate in socks on polished surfaces.

When organising indoor activities, a situation where some learners have footwear and some are barefoot should be avoided. Appropriately studded boots are recommended for invasion games played on grass pitches. Such footwear should not be worn inside the school building, and must be put on and removed at the entrance to school buildings. The provision of appropriate footwear for outdoor activities on grass is a major issue for the school. It is essential to ensure that appropriate risk assessment is undertaken to ensure that reasonable decisions can be made about appropriate footwear and its appropriateness for the varying activities and equally variable ground conditions.

Appropriate training shoe footwear must be worn for indoor games activities in all phases of education and footwear should be clean and free from mud. It is the learner's responsibility to bring appropriate trainers with them for learning.

### **6.4 Jewellery**

All jewellery and personal effects such as watches, necklaces and body piercings must be removed for physical education and related activities.

Staff regularly remind learners that no jewellery should be worn during PE lessons but it is ultimately the learner's responsibility to remove all jewellery prior to PE lessons.

Learners are told that all valuables are their responsibility and are put in their bags in the changing rooms at their own risk.

Learners should bring valuable items to school. The school will not be held responsible for lost items. It is important that learners understand that they bring in items at their own risk. If it is felt necessary to bring in such items, we would advise that items are stored in the learner's locker prior to the PEE lesson. This includes mobile phones.

If items are handed to PE staff, the school, department and member of staff cannot accept any responsibility for the items. Learners are reminded of the school's policy on mobile phones.

If, under exceptional circumstances, jewellery cannot be removed (e.g. cultural practice or newly pierced ears), risk of injury should be reduced where it is practicable to do so through the use of micropore tape or masking tape (not sellotape or elastoplasts).

Medic-alert bracelets and necklaces will be worn by some children and it is sensible to remove these items during the period of participation. The teaching and support staff will be aware of the special circumstances relating to that child and will know how to react should difficulties arise.

Disclaimers from parents about the wearing of any item of jewellery by a learner should be declined as such indemnities have no legal status.

The duty of care remains firmly with the school on such matters.

## **6.5 Sun burn and skin damage**

The School increases learner's knowledge about the dangers of the sun and the importance of protection and all learners are encouraged to apply sun screen/block preparations and to use a non water resistant product. The sunscreen used should be SPF15 or higher in summer months.

During Physical Education where games are being played outside, care should be taken to ensure that clothing is loose fitting. Where possible, players not taking part should be sitting in some form of shade if accessible and appropriate.

## **6.6 Gum Shields**

Gum shields are essential and must be worn at all times for Rugby and Hockey, during extracurricular training and competitions. It is the responsibility of the learner and parent to provide gum shield

## **7. Activities and procedures**

### **7.1 Sporting events**

The School offers a range of sporting activities throughout the year. We endeavour to arrange matches with other local schools throughout the year and information including team lists, venues travel times and the staff contact will always be passed to the selected learners. Permission for participation is given via SOCS, Google classroom and school notices.

### **7.2 Security**

All teaching rooms, staff and store rooms are to be kept locked at all times, except when in use. It is the task of the staff member leaving such a room to see that the rooms are empty and that the door is locked. No class is allowed to be in a PE teaching area without adequate supervision.

### **7.3 Concern for others**

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

### **7.4 Staff monitoring in changing rooms**

All PE areas should be made safe for learners and staff and no learner should enter a changing area without teacher permission. Staff should be present in or just outside the changing room to monitor and ensure the safety of learners within these areas.

### **7.5 Maintenance of equipment**

Maintenance of the equipment is co-ordinated through John Harrison / Technogym. Records of the checks are kept by the Head of Department and the Premises Manager.

Maintenance will be completed on a Pre-Planned Maintenance schedule. This will be organised with the Head of Department.

PE staff at the School will visually check all equipment prior to use and damaged equipment is not used. On a termly basis, relevant equipment that is planned on being used will be checked over.

## **8. Emergency procedures**

### **8.1 Fire**

PE staff will follow the normal school procedures in case of fire or the sounding of the fire alarm.

### **8.2 Reporting procedures**

Injuries or suspected injuries to a learner or 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 can be complied with, the accident must be reported to Matron.

If RIDDOR the report then must be returned to the Premises Manager as quickly as possible, who will log on the HSE website within 10 days of the incident

## **9. Physical Education rules for learners**

The rules for learners during PE lessons are as follows.

1. Listen
2. Report any accident to your teacher immediately.
3. Ensure you have all the correct equipment and kit to participate in an activity.

4. Follow any instructions given precisely.
5. Jewellery must be removed, or in the case of single stud earrings , taped up

## **10. Staff roles and Emergency contacts**

Staff roles and/or emergency contacts - All PE staff

Overseeing health and safety in this School - Premises Manager

Overseeing health and safety in the PE department - Head of Department

Overseeing the checking of activities against the model risk assessments and recording significant findings - Head of Department

Serious accident: Ambulance service 999 Serious accident: School first-aiders / Head of School

## **11. External Coaches**

In order for external coach companies to be used, it is essential that they have satisfied requirements in terms of the roadworthiness of the buses used, first aid equipment is carried, sufficient means of onward travel should a breakdown occur, and that all drivers used for school trips have had a satisfactory DBS check.

This information is recorded and stored through the school system, to record school trips. If a new company is approached they must satisfy these requirements before any booking is made.

## **12. School sporting events procedure**

PE teacher identifies the team for a particular fixture, which should include a team captain, the team, substitutes and reserves (those who may be required should a member of the team or substitute withdraw).

Enough time should be given to allow for this information to be passed home by the learner.

A list is placed by the PE office, entered on SOCS and Google classroom with all the fixture details and MUST include:

Match date, Team, Sport, Venue, estimated time for Departure and estimated Arrival back at school, a team list and the contact name of the teacher who MUST be notified if any player is unable to play and the member of staff must have a team list with them at all times in case of an emergency.

If one of the reserves is used every effort should be made to contact the home by the learner, especially if this occurs on the day of the fixture.

Learners should regularly look at the notice board and when they see they have been selected for a match, it is THEIR responsibility to ensure all the match information is collected from the relevant

PE staff and passed onto parents/carers.

No further written confirmation from a parent/carer is required where it has already been provided through the Confidential Form on the learner's admission to the school. Where this is not recorded in SIMS then written permission needs to be obtained. Where not provided the learner will be deselected from the team. The team captain could also be used to ensure all the players have looked at the board or can be given a duplicate team list and chase up players.

**13 Evidence of Staff reading and understanding the H&S booklet:** Staff are asked to record they have read and understood the H&S booklet.

**Reviewed Spring 2024**



## **Science Department Health & Safety Policy**

### **Why this policy is needed**

Under the Health and Safety at Work 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**

- 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 students. 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.
- Staff practice must set a good example to students and be consistent with pupil laboratory rules, e.g. over the wearing of eye protection.
- 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).
- 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.
- 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. Students should not be allowed to drink from water bottles.
- 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.

- In general, students 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.
- Chemical stores must be locked by staff after use. Students 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**

- 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.
- 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.
- 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.
- 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.
- 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.
- A teacher is responsible for the health and safety of any of their 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.
- 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.

### **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. The school has H&S representatives that form the committee group which includes the science department which will cooperate with any union health & safety representative to promote health, safety and welfare and will address any matters raised 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 Headteacher. 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 every 2 years, during the Autumn 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 of 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 G238, Health and Safety Induction and Training of Science Teachers and G234, 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, Hazards, current edition]

[CLEAPSS, Laboratory Handbook, current edition]

[CLEAPSS, Recipe Cards, current edition]

[CLEAPSS, L93, Managing Ionising Radiations and Radioactive Substances, (Current version)]

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 process<sup>3</sup>.

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(Latest model). In order to assess the risks adequately, the following information is collected.

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

<sup>2</sup> Most CLEAPSS publications for secondary schools are on the CLEAPSS Website, [www.cleapss.org.uk/](http://www.cleapss.org.uk/)

<sup>3</sup> 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 G9, 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 summer 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 to the Premises Manager.

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 Supervisor (RPS), the Local Authority's Radiation Protection Officer (RPO) are identified in Appendix 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 from the Science department's admin directory for a copy.

The Radioactive Sources History (i.e., authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) is kept in 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 G214b *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 CLEAPSS 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 students 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 (latest edition)*. 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 from the Science department's admin directory

## **6.11 Electrical sockets**

Teachers are responsible to check that students 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 from the Science department's admin directory 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, main school matron/first aider for support [See Appendix 8 from the Science department's admin directory].

See the most recent edition of the *CLEAPSS Laboratory Handbook section 5*. [[See Appendix 1 from the Science department's admin directory 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

See Appendix 11 from the Science department's admin directory for a list of current names, responsibilities and contact details.

### 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.

They have 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**

- Immediate remedial procedures
- Rules for students
- Schedule for testing of apparatus
- Health and Safety Training Record
- Reporting procedures
- Management procedures
- Sharps form
- Use of radioactive sources log sheet
- Acknowledgement of Reading Safety Policy

**Head of Science**

**Reviewed Spring 2024**

## **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 students 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.

**Careers manager**

**Reviewed Spring 2024**