



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
(reviewed every 2 years)

Spring 2020
April 2022

To be monitored by the School Business Manager and the Headteacher

PART 1 STATEMENT OF INTENT / THE LAW

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

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

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

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

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

PART 2 ORGANISATION / LEADERSHIP

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

At school level duties and responsibilities have been assigned to Staff and Governors as

laid out below.

Responsibilities of the Governing Body

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

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments Health and Safety Policy and performance annually and communicated in a report to the Governing Body;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- Receiving from the Headteacher or other nominated member of staff, reports on health and safety matters and reporting to DfE, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment.

Responsibilities of the Headteacher:

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

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

The Headteacher has responsibility for:

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;

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

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

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

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

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including LA CLEAPSS, DfE, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;

- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees:

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

All employees of the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure including near misses.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.

- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3 DEPARTMENTAL HEALTH & SAFETY POLICIES

Art Department Health and Safety Policy

Policy and Procedure

Overview

Our aim is to make the art department a healthy, safe and secure learning environment in which students can work to achieve their full potential. All art staff have a copy of the department health and safety policy and are aware of the 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 Project Solver.
- Protective gloves are available to minimise the effects of allergies when handling certain materials.
- Any accidents or injuries are to be reported to the Matron.
- No eating or drinking in the art studios
- Hands should be washed after practical work

Use of clay:

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

Code of Conduct

- Listen carefully to your art teacher and follow instructions - ask if you are not sure
- Always aim to reach you 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 (November 2010) via CLEAPPS

Head of Art
 Sep 2019
 Review Aug 2021

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.
- Sewing machines are serviced each year.
- 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 eg. 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
Sep 2019
Review Aug 2021

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".
- 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 under the bench or where your teacher tells you to put it.

During the lesson you must:

1. Always know exactly what you are doing. If not, ask your teacher.
2. Always obey your teacher's instructions.
3. Always work sensibly and quietly to minimise hazards and in order that instructions can be heard.
4. Always wear safety glasses/masks/respirators, etc. when told to do so.
5. Always wear an apron or other protective clothing when necessary or when specifically told to do so.
6. Always 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

Sep 2019

Review Aug 2021

Drama Department Health and Safety Policy

A: STAFF GUIDELINES

- **Use of the Drama Space & Supervision:** Students are not allowed in any of the Drama areas unless a member of staff is present. Students should be directly supervised at all times. Please do not send small groups out to rehearse in different places where they cannot be seen.
- **Eating & Drinking:** No food/drink/sweets/gum in any of the Drama areas or lessons. Bottles of water can be used for students to hydrate during the lesson when appropriate where necessary or when a student has asked for permission.
- **Security:** Please keep all doors locked when the rooms are not in use.
- **Props & Costumes:** The Drama Store Room with all its books, props and costumes is primarily our areas for resources. Please do not allow students in there unsupervised. If students want to bring in their own props/costumes, they should check with the teacher first. Any imitation 'weapons' for example must not be brought into school under any circumstances. The props/costumes are primarily intended for school productions, GCSE, AS and A2 Exams. A lot of time, effort and money is often spent on sourcing/hiring them. If you wish to use any in your lessons, please check with the Head of Department first. Please do not allow students to help themselves without permission from other departments.
- **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.*
- ***Additional Clause:** Students are allowed to set up for **School Assemblies** or Oral Exams (**Modern Foreign Languages**) as long as they have had permission from the members of staff running these events. This is **NOT A PART OF THE DRAMA HEALTH AND SAFETY POLICY** and should appear under the School's overall policy which is held with the Premises Manager
- **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 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 canteen staff and ask for a dustpan and brush or a cloth to remove these from the teaching space. Report any rubbish left after break or/and lunch to 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; clean and tidy. 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. It is also desirable that all students change into jogging bottoms. If you have long hair, please tie it back off your face. Please put your bag and your uniform in the designated area decided by your teacher. In the Main Hall this is on the steps. Don't forget to collect your belongings from the designated area. If you do forget them, they will be given into Reception.
- **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:** If you listen to your teacher and concentrate in lesson you will always know what you are doing. If you don't understand something, don't forget to put your hand up before you ask a question.
- **Movement in lessons:** Please be aware of other students' safety during your Drama lessons. When you are devising and rehearsing your ideas you must never push, punch, hit or strike out at another student. Stage Combat is taught by your teacher and until you have been trained to do this properly and safely you are not to use it under **ANY** circumstances.
- **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.
- **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 Headteacher set to ensure that all students are safe and ready to go on and off stage. In case of an emergency the Stage Manager and the members of staff in the dressing rooms will liaise in order to ensure that any students who are unwell or have hurt themselves are attended to.

If they need to go to hospital, the member of staff on duty will call their parents and if necessary the hospital to arrange for the student to receive medical help.

- **DRESSING ROOMS:** There should be at least two members of staff to ensure that students are behaving sensibly and are safe in their dressing rooms and in the corridors leading to the stage. This applies to both the Main Hall for the Senior and Junior Productions and the Music Block for the Musicals. If a student is taken ill or hurts themselves, one member of staff will stay with the student while the other continues to maintain the safety of the students backstage.
- **TECHNICAL SUPPORT:** There must be a member of staff with the lighting and sound crew on each night of the performance. They do not need to operate the equipment, but are present to ensure the health and safety of the students. Ideally this will be the Technical Manager, but this can extend to a member of staff not connected with the Drama Department. The Stage Manager will also be in direct contact with the Technical Director and all members of Stage and Technical Crew, communicating via Headset. This ensures that if there are any problems technically, onstage or backstage that they can be communicated and dealt with by members of staff promptly.
- **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. Ideally this will be the Technical Manager, but this can extend to a member of a suitably trained staff not connected with the Drama Department. Rigging should not take place during lessons and will be done after the school day or on a weekend prior to the performance when the students can get into the space to rig without disturbing 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 **ALWAYS** be supervised authorised by a member of staff who has received the required training. At present this **ONLY** applies to Paul Marshall. The students must **ALWAYS** wear hard-hats while they are rigging and wear shoes with steel toe caps. All cables that are dropped down from the lighting rig must be done from a safe position, the most desirable position being the side of the venue or against a wall.
- **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 over-heating. Do not split power cables too many times to avoid overloading the system. Where possible use 16A connections as they have a larger capacity.

- **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.

Head of Drama
Sep 2019
Review Aug 2021

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.

Head of Music
Sep 2019
Review Aug 2021

Physical Education Department Health and Safety Policy

(Including Extra-curricular Fixtures)

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

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

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

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

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

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

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

Director of Sport does an annual audit of the condition of the sports facilities which is kept in the school office. This includes all of our outdoor and indoor areas

With regard to the teaching of any sport, each teacher should be aware of the guidelines written down in the BAALPE book, “Safety in PE.” This book is kept on clear display in the PE office. In the case of any P.E. matter going to litigation, this will be the main

reference material. It is most important that all the procedures in this publication are followed.

Director of Sport
Sep 2019
Review Aug 2021

Science Department Health & Safety Policy

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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 his/her classes taken by a trainee teacher. If the normal class teacher is absent, another science teacher must be given this responsibility by the Head of Department.
- 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 L238, Health and Safety Induction and Training of Science Teachers and L234, Induction and Training of Science Technicians, suitably customised, to identify the training needs of staff.

Particular training functions are delegated as follows (to be read in conjunction with section 8).

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

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

5. Risk assessments

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

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

[CLEAPSS2 publications generally]

[CLEAPSS, Hazards, current edition]

[CLEAPSS, Laboratory Handbook, current edition]

[CLEAPSS, Recipe Cards, current edition]

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

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

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

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

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

We encourage the development of new practical activities (including visitation and at science club) but these should be undertaken only after a prior check against model risk assessments.

For technicians' activities in and around the prep room, the model risk assessments from CLEAPSS publications are used.

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

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

6. Equipment and resources

6.1 Fume cupboards

The COSHH Regulations require the regular testing of fume cupboards with a quick check before use. Testing normally takes place each year in February. The Senior Technician has the function of seeing that this happens. The regular tests will be carried out by an external contractor using the procedure detailed in CLEAPSS guides PS48/L9b, Monitoring Fume Cupboards. The records of the tests are available for staff reference and for inspection by the Governing Body's representative or an HSE Inspector kept by the Premises Manager.

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

All users are advised to carry out a quick check that the fan in the fume cupboard is working before use.

6.2 Electrical testing

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

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

6.3 Radioactive sources

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

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

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

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

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

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

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

6.4 Pressure vessels

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

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

6.5 Animals, plants and microorganisms in schools

The hazards and controls associated with the use of animals, plants and microorganisms can be found on the 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 (2009 edition or later)*. Other disposal follows guidance in the relevant section of the *CLEAPSS Laboratory Handbook*.

6.10 Sharps

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

6.11 Electrical sockets

Teachers are responsible to check that 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 for immediate remedial procedures]

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

7.2 Spills

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

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

7.3 Injury

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

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

7.4 Reporting procedures

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

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

8.2 Duties of the Head of Science

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

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

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

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

9. Appendices available in Science Department

- 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
Sep 2019
Review Aug 2021

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
Sep 2019
Review Aug 2021

PART 4 ARRANGEMENTS

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

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

APPENDIX 1

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The 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 School Business Manager's office and reviewed on an annual basis.

Fire Instructions

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

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

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

EMERGENCY PROCEDURES

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)
- Front office staff will take 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 Pam Perrett
- 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 line will take the register which will be collected by the appropriate Pastoral Director and passed to Dave

Mitchell (identifiable in his high vis waistcoat) to whom any unexplained absences will be reported. Dave Mitchell will pass any concerning absences to the Headteacher. Matt Ewins will be responsible for collecting registers from the 6th form tutors and reporting any unexplained absences to the Headteacher.

- Form Tutors (including those covering a form that day or those who have been asked to take full or part responsibility for a form line) are responsible for the behaviour of that form throughout any fire procedures, including fire practices. Other teaching staff should 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 her 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 and report on them to the Leadership Team. Logs of drills will also be kept by the Premises Manager.
- The Headteacher or Premises Manager will telephone the Fire Service if necessary.
- The caretaking staff will test and log the fire alarm system weekly.

Fire Wardens

Fire Wardens	Area
Jackie Campbell and Karen Acosta	Admin/Accounts/Staff room
Jamie Bird and Gavin Simpson	Gym/G1/G2/G3
PE staff	Sports Hall/changing rooms
Ceri Kocian Carolyn Cerny	Arnold Lynch (downstairs)
Catherine Dennehy and Leonie Sakatis	Arnold Lynch (upstairs)
Emma Govier and Louise Nicolaides	H block
Nicos Hinallas	Science (downstairs)
Kim de Coteau and Sarah Gilham	Science (upstairs)
John Johnstone and Sara Jones	Learning Support/Religious studies
Lona Hennigan and Clare Halliday/Janet Van Thal	Admin offices downstairs and toilets near caretaking office
Henry Jeckel Anthony Jones	Brewers' Education Centre 1 ST Floor
Chris Tanner Adam Wharton	Brewers' Education Centre 2 nd Floor
Alex Macdonald	Brewers' Education Centre Ground floor

Frazer Torry and Deborah Meldrum /Library Assistant	Edinburgh Centre and Library
Katherine Bamber and Samantha George	Music including the EGH
Carol Whiter and Matt Ewins Lucy Furlong/Sharon McClean	6 th Form
Catering Manager to report to reception	Dining Hall / Canteen area

Fire wardens (who are usually full time members of staff) are appointed for each area of the school. 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 they have ensured their area is clear, Fire Wardens will then report to Pam Perrett and she will mark each warden/area off accordingly or be notified of any trapped persons needing emergency assistance from the Fire Services. She will be wearing a high vis waistcoat to ensure that the wardens can find her easily and report to her.

The wardens will then join their forms or a form line as above. Non-teaching staff will congregate behind students (see diagram below).

Fire Wardens

Fire wardens (who are full time members of staff) are appointed for each area of the school. They are responsible for ensuring that their area is vacated before evacuating the building. The fire wardens will then report to Pam Perrett or Dave Mitchell as appropriate and confirm that their area has been checked and is clear

Attendance Officer and Pastoral Team

Each morning, the Attendance Officer will print out student absences by form.

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.

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.

The 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 Pam Perrett.

If the Attendance Officer is absent from school, the Pastoral Team will distribute registers to Form Tutors.

In the event of an alarm, the First Aider will grab 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.

Dave Mitchell 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. Dave Mitchell will collect these from the Pastoral Directors KS3/4 and will be made aware of any unaccounted for children.

Matt Ewins will ensure that KS5 form tutors are lining up with their forms and keeping the students in good order, and that appropriate registers are taken.

Pam Perrett will have responsibility for checking all fire wardens are accounted for and all areas of the school are clear.

The Headteacher will be in overall charge and must be advised of any unaccounted for absences by Dave Mitchell, Pam Perrett and Matt Ewins. She will signal to all staff and students when it is safe to re-enter the building, having consulted with the Premises Manager.

Mike Jays and Matt James 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. Matt James will be at the front gate near the main entrance; Mike Jays will be posted at the playground gate.

Form staff

Any staff who were put on cover for form time should ensure that they register the form they were covering that day and line up with them accordingly. Any form tutors or those covering a form who are also fire wardens should ensure that their area is clear and report this to Pam Perrett before lining up with their forms. Other staff will help monitor / register their form until they arrive.

Caretaking staff

Since the caretaking staff will be at the control panel in the front office 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.

4. Volunteer staff (without Forms) and support staff may assist the Police to check the Sports Hall/Changing Rooms first of all. This could then be used to shelter the school whilst further checks are being made on other buildings.
5. Volunteer staff may then check the rest of the buildings with the Police. If advised that all is clear, students may return under supervision to their normal teaching rooms and lessons. If the emergency arises during break/lunch, then students, if already outside, should remain there until further notice, if possible, assembling in the Tennis Courts.
6. Await further instructions as to normal timetable.

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

Fire Drills

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

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.
- **Details of service isolation points**
- Gas - in meter cupboards
- Water - outside main gate
- Electricity - opposite Site Manager's Office

Material Safety Data Sheets for Chemicals and flammable substances. These will be kept in the Science Prep Room, as appropriate, for consultation.

Procedures in the case of a LOCKDOWN - Currently being reviewed

APPENDIX 2

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

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

Any defects on the system will be reported immediately to the maintenance company Alpha Fire Systems (01268 289990)who have a contract with the school which is tested annually by them.

Smoke and heat detectors are also 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.

Weekly, the Fire Officer checks that all fire-fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to **The Fire Protection Company 01438 241468**

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly by the premises team and annually by **M&E Solutions (0845 2301321)**.

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

MEANS OF ESCAPE

Ground staff check for any obstructions on exit routes and ensure all final exit doors are operational.

Evacuation from school procedure.

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.

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

Please 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 admin staff, are to take responsibility to ensuring the calm and safe movement of students around the school and to Pope Paul.

Led by Stephen Fry 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 following the procedures as per a fire alarm above where registers etc will be taken.

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

APPENDIX 3

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

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

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

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

The Premises team will check that any 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 0845 4647) 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.

Claire Halliday (Mon - Weds)/ Janet Van Thal(Thurs / Fri) (First Aiders) **01707 643441**
Barnet A&E **0845 111 4000**
NHS Direct **0845 4647**
School Health Department **01727 829457**

Blood Spillages

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

Administration of medicines

- [Supporting students at school with medical conditions.](#)
 - Detailed arrangements are provided in a separate policy.
- No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.
- The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the Headteacher. Records of administration will be kept in the first aid office
- All medications kept in school are securely stored in the **Front Office** with access strictly controlled.
- Where children need to have access to medication i.e. inhalers, epipens etc, it will be kept in **Reception** and clearly labelled.
- Staff will undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) as 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 named 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.

APPENDIX 4

ACCIDENT REPORTING PROCEDURES

Employees must report :

- Accidents, dangerous occurrences, and near misses must be reported to the Premises Manager
- Violent incidents and verbal abuse on the standard County Council Violent Incident Report (VIR) 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 will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE).

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) by telephone on 0345 300 9923.

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

- Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 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)

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

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

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

APPENDIX 5

PERSONAL SAFETY /LONE WORKING

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 LA and 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. (Refer to [Guidance on Personal Safety in the Health and Safety Manual](#)).
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, notify a colleague of their whereabouts and the estimated time of return.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

APPENDIX 6

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

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

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

Communication of Information

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

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

As an academy school the Governing body as the employer provides access to competent H&S advice via HCC'S H&S team, tel 01992 556478, 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 **Fire Officer** 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 7

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 **Home Counties Electrical**.

A fixed electrical installation test (fixed wire test) will be conducted by M&E Solutions 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.

Curriculum

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

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

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

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMPLY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold	Site Manager	Site Manager	Site Manager	Ladders termly Tower scaffold on erection and weekly thereafter if left in situ
Caretaking/cleaning equipment including hand tools	Site Manager	Site Manager	Site Manager	school to determine following manufacturers advice
Grounds maintenance equipment	Grounds Staff	Grounds Staff	Grounds Staff Stay Sharp	school to determine following manufacturers advice
Gas appliances (includes school catering equipment, boilers, food tech etc.)	Site Manager	Site Manager	C.E.S 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	Home Counties Ces Conte	Annually
Lifts/lifting equipment	Site Manager	Site Manager	Swallow Pickerings Lifts	Lifts annually Hoists/slings for people - 6 monthly

APPENDIX 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

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 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 chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and available for use

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

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in Managing Ionising radiations and Radioactive sources. 2013 edition.

- HCC’s Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC

APPENDIX 9

LIFTING AND HANDLING

MANUAL HANDLING OF LOADS

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

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

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

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

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

APPENDIX 10

HEALTH AND SAFETY MONITORING AND INSPECTION

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

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

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

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

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 11

ASBESTOS

An asbestos survey and management plan is in place for the school.

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 Admin Building, Dining Hall area, RE rooms, Edinburgh Centre, and Sports Hall

The School's Asbestos Authorising Officer is the Premises Manager

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 authorising officers shall ensure:

- The asbestos log is maintained and management plan kept up to date. Asbestos works (removal, new project specific surveys etc.) can be notified to the LA via asbestos@hertfordshire.gov.uk.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.
- 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.
- 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).

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

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 HCC's asbestos team asbestos@hertfordshire.gov.uk.

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

APPENDIX 12

RISK ASSESSMENTS

12.1 General Risk Assessments

The school risk assessments will be co-ordinated by the Premises Manager

All workplace activities, teaching and non teaching (e.g. caretaking), premises and one off activities have been assessed by the Premises Manager and approved by the Headteacher.

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

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

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

12.2 Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by Heads of Department in consultation with the Premises Manager following guidance contained in of the [County Health and Safety Manual](#).

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

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

12.3 Curriculum Activities

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

CLEAPSS and their publications¹ are used as sources of model risk assessment within science, art and DT.

¹ CLEAPSS www.cleapss.org.uk , secondary science should be using <http://science.cleapss.org.uk/>

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

Secondary schools

- [BS 4163:2014 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]
- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>]
- [Safe Practice in Physical Education and School Sport' Association of PE 'AfPE' <http://www.afpe.org.uk/>]

12.4 Risk Assessment for the Lake and policy on pupil safety

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

- The 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.
- Fence has now been erected around the entire lake

Premises Manager

Sep 2019

Review Aug 2021

APPENDIX 13

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/schlife/outside/offsitevisits/>

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

APPENDIX 14

WORK AT HEIGHT

Work at height activities can present a significant risk, where such activities cannot be avoided a task specific risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

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

The School's nominated person(s) responsible for work at height 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.

APPENDIX 15

DISPLAY SCREEN EQUIPMENT (DSE)

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

Significant is taken to be continuous / near continuous spells of an hour at a time e.g. admin staff, bursars etc shall have a DSE assessment carried out by their line manager.

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

APPENDIX 16

VEHICLES ON SITE

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

Gates are kept shut between 9am - 3.30pm

During events such as Parents evening, concerts, etc, the Caretakers 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.

APPENDIX 17

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by **Ian Breeze and the School Business Manager**

APPENDIX 18

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 2015²](#) applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects direct 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.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at <http://www.thegrid.org.uk/info/premises/property.shtml>

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.

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.

² 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 19

MINIBUSES / SCHOOL TRIPS

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

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

Minibus policy is in place.

APPENDIX 20

STRESS

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and HCC's management standards.

The school has participated in the National Wellbeing Programme.

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

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.

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.