



Health & Safety Policy

School Mission Statement:

***“Learning and growing in
the light of the gospel”***

WITHIN THE POLICY:

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General Statement of Policy

The Head Teacher and Governors of Grace Dieu Manor School (the School) are committed to providing a safe and healthy working and learning environment for all staff, pupils, visitors and members of the public. The School accepts its duties under the Health and Safety at Work etc. Act 1974 and all other applicable legislation. In order to comply with these requirements, the School will;

- provide adequate control of the health and safety risks arising from its activities;
- develop and implement safe systems of work;
- ensure staff receive adequate training and instruction and are competent to do their tasks;
- provide and adequately maintain work equipment;
- ensure the safe use and handling of substances;
- prevent accidents and cases of work-related ill health; and
- consult with staff on matters affecting their health and safety.

The School will provide adequate resources to ensure these aims are achieved so far as is reasonably practicable within the framework of the School's organisational structure and in accordance with the Grace Dieu Manor School Health and Safety Policy detailed herein.

The Health and Safety Policy will be reviewed and modified as necessary in light of new legislation and other changing circumstances.

The School expects all staff to comply with all legal obligations and to take reasonable care of their own health and safety and those affected by their actions. It is the responsibility of each member of staff to familiarise themselves with the Health and Safety Policy and comply with all procedures and systems contained therein.

This statement of intent has been formally adopted by the Governing Body, in consultation with the Head Teacher, and will be reviewed annually.

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Head Teacher
Grace Dieu Manor School

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signature

.....date

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Chair of Governors
Grace Dieu Manor School

.....
signature

.....date

I Introduction

General

- 1.1 Grace Dieu Manor School (“the School”) is committed to providing a working environment and conducting its activities in such a manner as to ensure, so far as reasonably practicable, the health, safety and welfare of all its employees and any other persons who may be affected by its undertaking including pupils, contractors and members of the public.
- 1.2 This general Health and Safety Policy (“the Policy”) provides a framework for the organisation of health and safety within the School. It reflects the School’s intention to be a responsible employer and provider of educational services and is designed to ensure its moral obligations and those imposed by the Health & Safety at Work Act 1974 and all other applicable health and safety legislation are met.

Policy aims

- 1.3 Through the operation of this Policy, the School aims:
- to ensure compliance with legal obligations regarding the health and safety of all staff, pupils and visitors to the School;
 - to provide a healthy and safe environment at the School and on off-site visits;
 - to minimise the potential for injury and damage to property;
 - to implement the general aims of the School;
 - to help pupils develop increasing responsibility for their own and other's safety;
 - to maintain and drive a positive safety culture among all staff and pupils throughout the School; and
 - to encourage the reporting of health and safety concerns.

Scope

- 1.4 This Policy applies to all staff (including employees, fixed-term, part-time, temporary and voluntary staff), pupils and visitors at the School.

Legal aspects

- 1.5 This Policy is issued in accordance with the Health and Safety at Work Act 1974 and other health and safety regulations and pursuant to the standards to which independent schools will be inspected under Part 10 of the Education Act 2011, the Education (Independent Schools Standards) (England) Regulations 2014, the School Premises (England) Regulations 2012 and DFE guidance Health and safety: advice for schools (DFE-00035-2014).

Responsibilities

- 1.6 Ultimate responsibility for the effective implementation of the Policy rests with the Head Teacher and Board of Governors. However everyone has a personal responsibility and it is expected that those given duties to implement the Policy will discharge them diligently, allowing the School to continue to be a safe and healthy place in which to work.

Acknowledgement

- 1.7 The School will ensure that all employees have access to the Policy and be asked to acknowledge they have read and understand the contents. This Policy will be updated electronically and a hard copy of this Policy will be maintained by the General Manager and each Head of Department and Services.

IMPORTANT

Any person who is in doubt about the Policy requirements and/or has suggestions for the improvement of standards in health and safety working practices should contact the General Manager or Head Teacher.

2 Organisation and responsibilities

This part sets out the organisation and responsibilities of health and safety within the School.

Board of Governors

2.1 The Board of Governors shall:

- provide strategic health and safety planning and periodic review of health and safety performance;
- demonstrate leadership from the top and championing health & safety;
- receive reports on health and safety matters from the Senior Management Team and act upon recommendations;
- provide adequate resources for the implementation of the attached arrangements contained in the Policy; and
- monitor and evaluate the effectiveness of the Policy on an annual basis.

Head Teacher

2.2 The Head Teacher shall:

- bring the contents of the Policy to the attention of all members of staff;
- make arrangements for the effective implementation, review and monitoring of the Policy;
- ensure the School fulfils all its statutory obligations;
- ensure arrangements are in place for the effective control of risks involving School activities, equipment, substances and the working environment;
- ensure that the School has emergency planning arrangements in place;
- identify and arrange for training of all staff including induction and refresher training;
- appoint one or more competent persons to assist and advise upon health and safety statutory obligations in accordance with the Management of Health and Safety at Work Regulations 1999;
- consult with safety representatives and members of staff on the implementation and review of the Policy and any procedures contained herein;
- seek specialist advice on health and safety which the School may not feel competent to deal with; and
- promote high standards and a positive health and safety culture within the School.

General Manager

2.3 The General Manager shall:

- undertake the role of competent person in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999;
- act as a focal point on health and safety matters providing competent health and safety assistance;
- advise the School of relevant changes in health and safety legislation and the implications;
- ensure staff produce suitable and sufficient risk assessments and safe systems of work;
- co-ordinate systematic health and safety inspections of the School premises;

- take responsibility for the reporting of injuries, diseases and dangerous occurrences in accordance with statutory requirements and where necessary assist with accident investigations;
- help identify and implement appropriate training to all staff;
- ensure sufficient numbers of key personnel including fire wardens and first aiders are appointed;
- ensure safe plant, equipment and processes are maintained as required by statutory provisions;
- ensure contractors and visitors to the School are properly inducted on health and safety matters;
- convene the health and safety committee at the requisite intervals; and
- maintain and review the Policy and disseminate to all staff.

Department Heads or Class Teachers

2.4 The Departments Heads shall:

- ensure that the requirements of the Policy and legal requirements specific to their sphere of activity are implemented and monitored;
- formulate a Department Health and Safety Policy which reflects the effective control of risks in their environment;
- ensure that risk assessments are carried out within their department and reviewed;
- ensure that all equipment is maintained in a safe condition;
- report at least annually, to the Head Teacher aspects of the implementation of the Policy; and
- promote high standards and a positive health and safety culture within the School.

Senior Management Team

2.5 The Senior Management Team shall:

- oversee the School's health and safety management arrangements ensuring that the requirements of the Policy are managed under the normal methods of delegated powers.

Teachers

2.6 All teachers shall:

- exercise personal care and responsibility towards themselves and others, and co-operate in the execution of the Policy;
- be responsible for health & safety matters within their own class;
- compile risk assessments for on and off site activities and visits and implement identified control measures;
- ensure that all pupils under their supervision work in a safe and responsible manner and are aware of all necessary precautions and procedures;
- ensure the correct and safe handling, storage, and transport of machinery & substances;
- only use equipment or machinery that they are competent to use or have been trained to use;
- ensure all personal protective equipment is properly worn, maintained and stored;
- report all health and safety concerns to the General Manager; and
- suggest ways of eliminating hazards and improving standards of health and safety;

Employees

2.7 All employees shall:

- work in a safe and responsible manner and exercise personal care and responsibility towards themselves and others;
- ensure they have read and understand risk assessments and where appropriate devise safe systems of work to provide protection from health and safety risks;
- work in accordance with any training and instruction given to them at all times;
- not intentionally misuse anything provided in the interests of health, safety and welfare;
- undertake visual checks of work equipment before use;
- report any faults, incidents, suspicious occurrences or near misses and;
- suggest ways of eliminating hazards and improving standards of health and safety;

IMPORTANT

Any member of staff, regardless of position, who is found to be deliberately or consistently negligent in the performance of their duty with relation to the Policy may be subject to disciplinary action.

First aiders

2.8 All first aiders shall:

- provide first aid assistance in accordance with their training;
- ensure first aid equipment is readily available and replenished where necessary; and
- ensure all accidents are entered in the accident book.

Fire marshalls and wardens

2.9 All fire marshalls and wardens shall:

- ensure the proactive and reactive control measures identified in the fire risk assessment as falling under their control are put into effect and;
- assist and supervise the effective evacuation of the premises in the event of an emergency.
- make suggestions to the General Manager any ways in which the school can improve any measures relating to fire safety.

Pupils

2.10 All pupils are expected to work in a safe and responsible manner and exercise personal care and responsibility towards themselves and others.

2.11 In the event that any pupil(s) is deliberately or consistently negligent with respect to the safety of themselves or others, the Head Teacher and Governors of the School shall, at their discretion, carry out a full risk assessment to ascertain the action required to minimise the risk. The findings of the risk assessment may lead to the exclusion of that pupil(s) from further participation in the area to which the risk applies.

Consultation with employees

The Health & Safety Committee

2.11 Employees have a legal right to be consulted about health & safety matters and can make significant contributions towards achieving safe conditions at work. The School operates an 'open door' policy and encourages its employees to raise issues direct with the General Manager.

2.12 The School will convene a formal health and safety meeting every term comprising the following representatives, or at the very least, a meeting of key persons bringing to the table the points raised by those listed below:

- Head Teacher – Mrs M Kewell
- General Manager – Mr David Small
- Deputy Head – Mrs A Tallett
- Head of Pre-Prep/Nursery Manager – Mrs N Dexter
- Head of Maintenance – Mr R Blaza
- Head of Grounds and Health and Safety Representative – Mr A Bell
- Catering Manager – Mr C Dawson
- Head Housekeeper - Mrs Jill Allen
- SENDCO – Mrs S Taylor
- Science coordinator –Mrs E McDermott
- School Nurse – Mrs Kim Alderman
- Head of Sport – Mrs H Blencoe
- Governor – Mr Phil Fantham

The aim is to encourage implementation of health and safety arrangements and bring to light deficiencies in health and safety which arise, with a view to resolving them and to review measures taken to ensure the health & safety of employees.

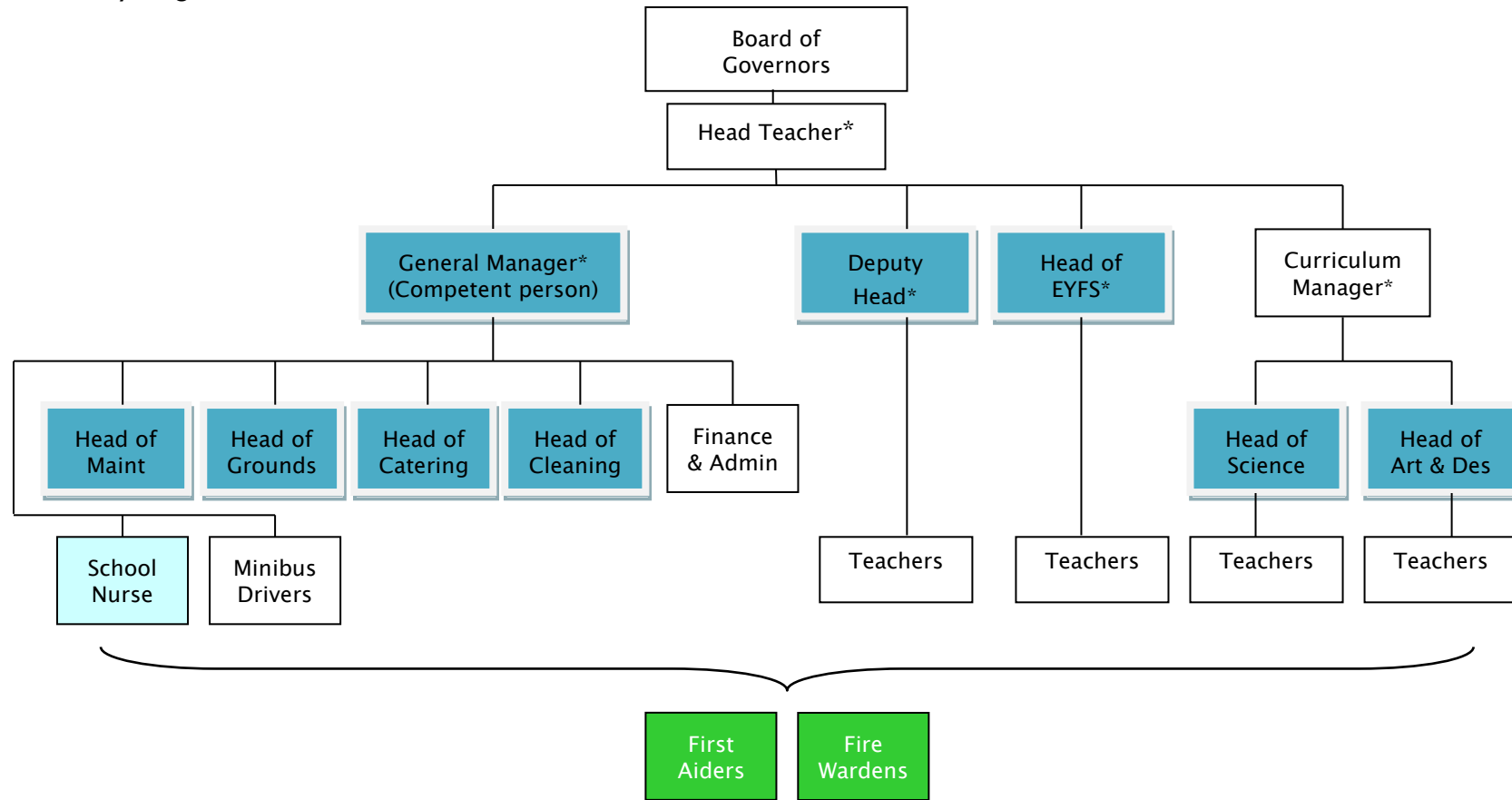
The Health & Safety Committee meets each term and the General Manager will report to the Governors. Minutes of the H&S Committee meetings will be made available to all Staff and Committee representatives will feed action points back to their areas or support staff teams.

Weekly meetings

2.13 A meeting involving the following representatives will be convened by the General Manager every week:-

- Head of Maintenance
- Head of Grounds and H/S Representative
- Head of Housekeeping
- Catering Manager
- School Nurse

Health and Safety Organisation Structure



= Representatives of the Health and Safety Committee
 * = denotes Senior Management Team

Designated persons of responsibility for health and safety

Name	Contact No	Designation/area of responsibility
Margaret Kewell		Head Teacher
Mr David Small		Competent person for health and safety
Mrs Angela Tallett		Deputy Head
Mrs Nicola Dexter		Head of Pre Preparatory
Mrs Elizabeth McDermott		Science Coordinator
Mrs Sara Taylor		SENDCO
Mr Andrew Bell		Head of Grounds & H/S Representative
Mr Rob Blaza		Head of Maintenance
Mr Colin Dawson		Head of Catering
Mrs Jill Allen		Head of Cleaning
Miss Helen Blencoe		Physical Education
Mrs Caroline Harvey		Finance and administration
Mrs Kim Alderman		First aid
Mrs Kim Alderman		Medication
Mrs Angela Tallett		Care & Welfare
Mr Colin Dawson		Catering
Miss Helen Blencoe		Swimming
Mrs Nicola Dexter		Visits/activity holidays
Mrs Faye Burley		Information Communication Technology
Mr David Small/Rob Blaza		Fire

3 Training and information

Induction training

- 3.1 New staff will receive induction training on health and safety matters. This will be arranged by the General Manager and Headmistress and include the following:
- details of the health and safety policy
 - common hazards and risk assessments;
 - fire safety including emergency action and;
 - accidents and first aid procedure.
- 3.2 The General Manager will also identify all risk assessments that are relevant to the work to be undertaken by the new starter and ask that they read and understand them before signing to acknowledge receipt of this information.
- 3.3 The School will ensure that all staff receive relevant training with respect to any equipment, machinery and procedures before commencing work.

Ongoing training

- 3.4 Ongoing training will be identified, arranged and monitored by the Head of Department with assistance from the General Manager.
- 3.5 In situations of change, the School will ensure employees have sufficient knowledge, skills, and information to carry out their work safely. Examples include when transferring to new duties, taking on new responsibilities, the introduction of new technology, machinery or equipment or changes in risk control measures and systems of work. This list is not exhaustive.

Records of training

- 3.6 The School will maintain records detailing all aspects of health and safety training courses, certificates and qualifications awarded to staff during their employ with the School.

Information

- 3.7 All Heads of Department will maintain a hard copy of the Policy and bring this to the attention of their staff and display on appropriate noticeboards. It is the responsibility of each Head of Department to ensure that all employees have read, understood and sign the relevant policy and are aware of the procedures to be carried out.
- 3.8 The General Manager will maintain an electronic (current) version of the Policy and notify Heads of Department when changes are made.
- 3.9 The School will provide information on relevant health and safety on a noticeboard and display the HSE poster – ‘Health and Safety Law Poster ‘What you need to know’.

Safety Signs

- 3.10 The School makes use of different types of warning signs and symbols which are colour coded as follows:

Prohibition (red and white)	DO NOT DO	e.g. ‘No smoking’
Mandatory (blue and white)	YOU MUST DO!	e.g. ‘Wear eye protection’
Warning (yellow and black)	TAKE CARE!	e.g. ‘Hot Water’
Information (green and white)	INFORMATION	e.g. ‘Emergency escape routes’

4 Risk assessments

Legislation

- 4.1 The School will carry out risk assessments in accordance with the Management of Health & Safety at Work Regulations 1999 and other relevant legislation, The purpose of these assessments is to identify any significant hazard and to ensure that the risk is, where possible, controlled to minimise the potential of injury to employees or any one else who could be affected by the School’s undertakings.

Responsibility

4.2 The Head Teacher is responsible for ensuring that all departments carry out risk assessments. Departments shall ensure that they maintain a record of significant findings and review on a regular basis.

Principles

4.3 The following steps to conducting a risk assessment will be applied:

- Identify the hazard;
- Identify the staff or others that might be affected by that hazard;
- Quantify the risk;
- Ensure adequate controls are in place;
- Where necessary action further controls;
- Periodically review to maintain controls for the purpose of risk assessment and;
- Make a record of significant findings.

Competence

4.4 Risk assessments shall be carried out by a risk assessment team and include at least one competent person, i.e. someone who has sufficient training, knowledge, understanding and experience of the area, activity, equipment or substance being assessed. The School shall ensure sufficient competent persons are in post for this purpose.

Generic Risk Assessments

4.5 The School has produced a series of Generic Risk Assessments (GRA's) designed to cover situations where the hazards and risk are considered the same irrespective of the location, task or equipment.

4.6 Every Head of Department shall, in consultation with other members of staff, consider the controls identified in the GRA's and ensure they adequately cover the risks. These generic risk assessments have been produced to assist Departments with risk assessment, and provide a basis for Subject Co-Ordinator's to consider their specific circumstances.

4.7 Some GRA assessments may not be relevant to the Department, others may need customising to suit the specific location and/or work activity and others may not need changing at all. If the GRA is not appropriate it must be adapted to the detail of the Department's own work situations and extended as is necessary to cover hazards and risks not referred to in the GRA.

Specific Risk Assessments

4.8 Specific risk assessments relate to individual persons, e.g. staff member or young person/pupil, or a specific, one off activity. Assessments relating to individuals should be held on that person's file. The School also carries out Specific risk assessments including:

- Manual Handling Operations;
- Control of Substances Hazardous to Health;
- Pregnancy;
- Display Screen Equipment
- Young Persons; and
- Special needs assessments (disability issues)

These shall be maintained in hard copy by the General Manager and each Head of Department

Offsite assessments

- 4.9 The School will risk assess all visits outside of School premises. These assessments will be approved by the Head of Pre-Prep and if required, the Head Teacher.

Acknowledgment

- 4.10 Each Head of Department is responsible for bringing to the attention of all employees the findings of GRAs and SSRAs. Staff will be required to read, understand and acknowledge this information.

Record retention

- 4.11 Risk assessments will be reviewed every year or following any significant change to ensure that they are still appropriate. Each Head of Department will ensure this requirement is met.
- 4.12 Departments shall ensure that they maintain a hard copy record of all significant findings. Electronic copies shall also be held by the General Manager.

5. Arrangements for carrying out the Policy

This section describes how the School will implement the Policy to secure the health, safety and welfare of employees, pupils and others. Where appropriate attention is drawn in bold to the relevant statutory provision that exists and must be complied with.

Accidents

- 5.1 All accidents must be reported immediately to the Head Teacher and the General Manager recorded in the approved Accident Book (BI510) within 24 hours of occurrence. The accident book is located in:

Term time: **Medical Department.** Holiday periods: **General Manager's office.**

- 5.2 All accidents will be investigated and preventative action taken where required. Depending upon the circumstances and complexity of the incident a full written accident report may be produced.
- 5.3 The General Manager shall ensure all incidents reportable under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** are reported to the appropriate Enforcing Authority. All incidents must be reported to the General Manager as soon as possible to ensure any requirement to report is satisfied.

Near Misses

- 5.4 The School supports the reporting of near misses as a positive benefit to the management of health and safety risk. Any reporting of near misses will be received positively and should be reported verbally to the General Manager for investigation.

First Aid

- 5.5 The Head Teacher will, through the nominated person responsible for first aid ensure that the requirements of the **Health and Safety (First Aid) Regulations 1981** are met. The responsible person is: **Mrs Kim Alderman**.
- 5.6 The School will ensure
- sufficient numbers of qualified first aiders or their deputies are available at all times;
 - sufficient numbers of first aid boxes are deployed across the School and fully stocked and replenished with approved items only; and
 - information and notices on emergency procedures, the location of first aid facilities and contact details of staff qualified to deliver first aid are displayed.
- 5.7 The School has produced a '**First Aid Policy**' on the procedures for managing and administering prescription and non prescription medication both in School and during outside visits.

Illness and unfitness for work.

- 5.8 The School expects its staff to work only when they are able to do so safely. If a health problem occurs then the School will act sympathetically, and in a way that will not cause increased risk. If there is any known danger of seizures or blackouts then the individual should seek medical advice and let the School know in order that appropriate measures can be taken.

Return to work

- 5.9 Staff returning to work following a period of absence that may be attributable to a work related incident must notify the General Manager so that the circumstances can be investigated. Staff must also inform the Head Teacher or General Manager if, for any reason they believe they cannot undertake/resume their normal duties.

Drugs and alcohol

- 5.10 The use of drugs or alcohol can significantly affect an individual's ability to work safely. Drugs and alcohol affect a person's ability to identify hazards and impair judgement when interacting with hazards. This can lead to significant risks being created which affect not only the drug/alcohol user, but also their work colleagues and others.
- 5.11 It is the policy of the School that no-one known to be or suspected of being under the influence of alcohol and/or drugs will be allowed to work. Anyone found to have reported for work while under the influence of alcohol or drugs may be subject to disciplinary action.

Fire Precautions

- 5.12 The Head Teacher is ultimately responsible for the safety of persons arising from the risks of fire and has produced a '**Fire Safety Policy**'.
- 5.13 The school will ensure a detailed Fire Risk Assessment of the School accordance with the **Regulatory Reform (Fire Safety) Order 2005** is undertaken by a competent person. This shall be maintained by the General Manager.

5.14 The Head Teacher will ensure:

- the control measures identified in the fire risk assessment are implemented;
- a written emergency evacuation procedure is available and is practiced during term times;
- fire action notices are displayed at all call points;
- there is an adequate means of escape in the event of a fire;
- escape routes are kept clear,
- sufficient numbers of persons nominated to co-ordinate the evacuation are appointed; and
- sufficient fire fighting appliances are available and properly maintained and;
- all members of staff shall receive adequate and appropriate training and instruction in relation to fire safety.

5.15 Smoking is prohibited on School premises.

Fire alarm system

5.16 The School will arrange for the weekly testing of the fire alarm sounders. The fire extinguishers will be tested annually by an approved company, in accordance with agreed procedures and a record of such tests will be kept in the Fire Safety log. The School will also arrange for monthly visual inspection of all equipment.

Fire extinguishers

5.17 Suitable fire extinguishers are located around the School and are inspected every six months. Fire extinguishers are for use only when it is safe to do so or the route to safety is impeded by the fire.

Emergency evacuation procedures

5.18 The School has developed an '**Emergency Action Plan**' that provides further detail on what to do if you discover a fire and how to evacuate safely to the designated assembly points. Each Department shall maintain a copy of the plan and bring it to the attention of all staff and pupils.

Evacuating people with special needs

5.19 The School will ensure appropriate arrangements are in place for the safe evacuation of any persons who are unable to evacuate the School unassisted.

Workplace Stress

5.20 It is the policy of the School to minimise the potential for all employees to suffer from stress, and to support them if circumstances arise which cause them to experience stress.

5.21 Communication is the key issue to identifying and resolving stress and any member of staff who feels that they are under stress for whatever reason are encouraged to approach their line manager. Such referrals will be treated in the strictest confidence.

5.22 The School recognises the possibility and will help staff who may require support in the form of professional counselling in order to help them in resolving a personal issue that may impact on their working life and affect their performance.

5.23 The School has a '**Stress Policy**' that will provides further information.

Loneworking

- 5.24 The School will make an assessment of the risks arising to staff who are loneworking to ensure that all relevant hazards have been identified and appropriate controls chosen. It is the responsibility of the Head of Department to identify loneworking risks and implement effective control measures.
- 5.25 The School will ensure that control measures are in place so that contact can be made in the event of an emergency. Any member of staff engaged in lone-working should discuss the risk and preventive control measures with the School.

Workplace violence

- 5.26 Violence at work has been defined as “*any incident in which the person is abused, threatened or assaulted in circumstances relating to their work*”. The School will not tolerate violent behaviour and all instances will be investigated. In cases of actual physical abuse or property damage the matter will be referred to the police for investigation.
- 5.27 Any employee who has been subject to violent or abusive behaviour during the course of their employment will be offered legal advice and representation and counselling as appropriate.
- 5.28 Staff also have a responsibility to take reasonable steps to ensure that they do not place themselves, or others, at risk of harm. Staff must raise any concerns or instances of violence with the Head Teacher or General Manager

Visitors and Security

- 5.29 All visitors must report to the School Reception on arrival and sign the visitors’ book whereupon they will be issued with a visitor pass which must be worn at all times. Visitors must also sign out before leaving the premises.
- 5.30 Every visitor will be expected to comply with the School’s procedures and are not permitted into classrooms/workshops/laboratories unless a member of staff is present.
- 5.31 Every visitor will be provided with information pertaining to health, safety and fire procedures.

Contractors

- 5.32 Every outside contractor performing work in the School must accept the full responsibility for complying with the provisions of the Health and Safety at Work, etc., Act, as well as the School’s policies and procedures. The School recognises its responsibilities when engaging contractors to undertake work on their behalf and it will:
- select a suitable contractor and sub-contractor;
 - agree risk assessments and safe systems of work (SSoW) for the contracted work;
 - provide employees, and others who may be affected by work activities, with information, instruction and training;
 - co-operate and co-ordinate with the contractor;
 - consult with the workforce; and
 - manage, supervise and monitor work activities of contractors.

- 5.33 The School will ensure that any contractors are competent and carry the necessary qualifications and certification. Where appropriate, relevant risk assessments and method statements shall be provided by the contractor to the Head Teacher and or Head of Department in control before they are allowed to begin work.
- 5.34 Prior to commencing work the School shall relay details of any hazards and risks arising from its own undertaking to the contractor and explain the emergency evacuation procedure. Certain work will require a 'permit to work' for which the General Manager will advise.
- 5.35 In the event that any member of staff has concerns regarding the competence or standard of work being undertaken by a contractor, they can refuse to allow further work to be carried out, and must report their concerns to the General Manager.

Manual Handling

- 5.36 Manual handling covers lifting, pushing, pulling, carrying or moving. It is the School's policy to comply with the **Manual Handling Operations Regulations 1992** and to ensure, as far as reasonably practicable, that injuries to staff are avoided when carrying out manual handling tasks at work.
- 5.37 If manual handling cannot be avoided, staff shall ensure that mechanical means (such as trolleys) are utilised wherever possible in preference to materials being handled manually.
- 5.38 Staff who undertake manual handling as a significant part of their work will be risk assessed by their Head of Department in compliance with the requirements of the Regulations. Where a manual handling task is identified which is not fully captured by a generic assessment, the Head of Department will complete a site- specific assessment.
- 5.39 The School will ensure that all staff receive training in correct manual handling techniques and they will be made aware of all manual handling assessments relating to the tasks they are undertaking.

Slips, trips and falls

- 5.40 Slips, trips and falls are the most common of accidents in the working environment. The School's policy is to reduce the likelihood and severity of accidents caused by slips trips and falls by providing safe access throughout the workplace and ensuring good standards of housekeeping.
- 5.41 In accordance with the **Workplace (Health, Safety and Welfare) Regulations 1992** the School will ensure the working environment is kept tidy and free of slip and trip hazards. Staff must also ensure they remain attentive to hazards inside and out including;
- loose carpeting and tiles and spillages;
 - holes, undulations and damaged walkways;
 - wet or contaminated floors;
 - telephone cables and electrical leads lying across the floor;
 - boxes and packaging and other deliveries; and
 - items of furniture including tables and chairs that present trip hazards and obstructions.

- 5.42 Spillages must be cleared up immediately. Each Department shall maintain appropriate materials allowing the safe demarcation of the area and equipment to clear the spillage. The School shall provide appropriate personal protective equipment to attend to spillages.

Housekeeping

- 5.43 The School buildings and surrounds will be kept clear of obstructions. Common areas including stairs, corridors, cloakrooms and exits etc., will be kept clear of obstructions (including electrical cables).
- 5.44 Materials, equipment and any other items will be kept in appropriate storage areas. Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff, pupils or visitors.
- 5.45 Teachers will be alert on a daily basis to the aforementioned and report any hazards to the General Manager.

Construction projects

- 5.50 The School recognises that the **Construction (Design & Management) Regulations 2015** will apply to many building and civil engineering projects undertaken on site and complies fully with all requirements of the Regulations.
- 5.51 As a Client on CDM projects the School will:
- Report any CDM project to the Health and Safety Executive (HSE);
 - check competence and resources of all appointees;
 - ensure there are suitable management arrangements for the project welfare facilities;
 - allow sufficient time and resources for all stages;
 - provide pre-construction information to designers and contractors;
 - appoint a principal designer
 - appoint principal contractor; and
 - complete the health and safety file

- 5.52 The School will ensure that the construction phase does not start unless there are suitable welfare facilities and a construction phase plan is in place.

- 5.53 The School will retain and provide access to the health and safety file for future reference.

Cleaning and General Maintenance

- 5.54 Cleaning of the classrooms, social areas, toilets, washing facilities and corridors is carried out by the school cleaners. Any problems with cleaning standards should be referred to the General Manager's Office immediately.
- 5.55 Before any cleaning or maintenance work is undertaken by staff a full risk assessment must be carried out and appropriate control measures put into operation.
- 5.56 Staff who are required to clean body fluids, clinical waste or hazardous substances should always wear Personal Protective Equipment and dispose of all materials in accordance with current school policy.

Electrical safety

- 5.57 It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or pupil within the School.
- 5.58 Staff are expected to make a simple visual inspection of any electrical appliance before use and report any equipment that is showing signs of defect. Problems to look out for include, but are not limited to:
- outer cable damage;
 - sparks coming from device or socket;
 - live conductors exposed and;
 - scorch marks at the plug.
- 5.59 In accordance with the **Electricity at Work Regulations 1989** and the **IEE Wiring Regulations** the School will ensure that all installations, tools and equipment are maintained in good order and subject to regular inspection and testing as appropriate by a competent person. Where a defect is found, they will ensure that it is repaired or removed from use immediately.
- 5.60 Portable equipment will be tested and inspected annually and a certificate (sticker) affixed to the appliance to demonstrate that it has been tested. A record will be kept by maintenance. Personal mains-powered electrical equipment must not be brought to school, unless it has been subjected to the same tests as school equipment.
- 5.61 The Maintenance Department will arrange for the major fixed wiring circuits to be checked every 5 years.

Work Equipment & machinery

- 5.62 All machinery and items of equipment will be maintained in good working order and comply with the requirements of the **Provision and Use of Work Equipment Regulations 1998** and the **Lifting Operations and Lifting Equipment Regulations 1998** where applicable.
- 5.63 Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented at the requisite intervals to ensure it remains fit for use.
- 5.64 Each item will be marked with a unique identification number or identified by a manufacturer's serial number and the Head of Department shall ensure that it is recorded in the equipment register for the purpose of periodic inspection and where appropriate statutory certification.
- 5.65 The School will ensure that staff are trained in the use of work equipment and the safety precautions to be taken.
- 5.66 Staff must adhere to company rules and risk assessments regarding the safe operation of work equipment and any instructions provided by the suppliers.
- 5.62 Staff are responsible for using the equipment safely, ensuring that the item is kept in good working order and shall report to the General Manager any problems found with

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

- 5.63 The School will implement a procurement policy to ensure that new equipment complies with **the Supply of Machinery (Safety) Regulations 2008**, current legislation and best practices

Purchases and Gifts

- 5.64 All new purchases or gifts will be considered in terms of them presenting a hazard to pupils and staff. The School will ensure that all relevant health and safety information is provided including that required under;

- Health and Safety at Work Etc Act 1974;
- CLP-Regulation (EC) No. 1272/2008and;
- Supply of Machinery (Safety) Regulations 2008.

Hazardous Substances

- 5.65 In accordance with the **Control of Substances Hazardous to Health Regulations 2002** (COSHH) the School will, in the first instance, attempt to eliminate harmful substances from the workplace as is reasonably practicable.

- 5.66 Where this is not possible a COSHH risk assessment will be undertaken and the hierarchy of risk reduction measures applied;

- reduction of risk at source;
- isolation;
- management control; and
- personal protective equipment.

- 5.67 The School shall maintain an inventory of Safety Data Sheets for hazardous chemicals provided by suppliers in accordance with **the CLP-Regulation (EC) No 1272/2008**and ensure that a COSHH assessment is made of any substance that could be harmful.

- 5.68 Each Head of Department is responsible for COSHH and ensuring that an up to date inventory and risk assessments 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;
- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available, these are adapted to suit specific use of material on site);
- all chemicals are appropriately and securely stored out of the reach of pupils;
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers); and
- suitable personal protective equipment (PPE) has been identified and available for use.

- 5.67 The School will ensure all staff will receive appropriate training in the handling and use of hazardous substances. Staff using a harmful substance must ensure that they:
- read labels and follow instructions for proper use, storage and disposal of substances;
 - use any personal protective equipment provided and in the proper manner (e.g. gloves);
 - always wash hands after using hazardous substances and before eating or drinking, answering the phone or using the toilet and;
 - report any problems or concerns to their manager.
- 5.68 The School has produced a document titled '**Hazardous and Dangerous Substances Policy**' which provides further information.

Asbestos

- 5.69 The School acknowledges the health hazards arising from exposure to asbestos and the statutory requirements of the **Control of Asbestos Regulations 2012** and will implement a management plan for its effective control.
- 5.70 The School will identify the details and location of any asbestos containing materials in their premises and bring to the attention of its employees and others (i.e. contractors) who may disturb it for the purpose of protecting them from exposure. Such information will be in the form of an asbestos register and include information on known or assumed asbestos containing materials and also positive identification of areas that do not contain asbestos.
- 5.71 The asbestos register is held by Head of Maintenance and will be made available prior to **any** work commencing on the fabric of the building or fixed equipment.
- 5.72 Drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air. Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head of Maintenance.
- 5.73 Any damage to materials known or suspected to contain asbestos should be reported to the Head of Maintenance and the General Manager for action.

IMPORTANT

Any work likely to disturb asbestos containing materials must not be undertaken until positive clearance has been obtained by the Head of Maintenance and the General Manager

Legionella

- 5.74 The School acknowledges the health hazards arising from the proliferation of legionella bacterium and will ensure it satisfies the statutory requirements of the Control of Substances Hazardous to Health Regulations 2002.
- 5.75 The school will ensure the following as part of its legionella management system:
- Complete a legionella specific risk assessment
 - Appoint a competent person 'responsible' person to manage legionella.
 - Identify means by which they will control legionella proliferation by ensuring water temperatures are kept colder than 20°C and warmer than 45°C.
 - Ensuring all dead legs are removed and non-frequently used outlets (such as showers) are flushed and/or disinfected regularly.
 - Create a written scheme which will identify what control measures are in place and when tasks are to be completed.
 - Keep a logbook of all results of control measure tasks.
- 5.76 The head of maintenance will be responsible for management of the legionella on School premises.

Personal protective equipment

- 5.77 The School will endeavour to minimise risk to its employees without having to rely on Personal protective equipment (PPE) for protection, but accept that in some instances this will be unavoidable. The School will comply with the provisions of the **Personal Protective Equipment Regulations 1992**.
- 5.78 Where this is the case PPE shall be issued only after it has been positively assessed as being suitable for coping with the hazard. All PPE will be of a type approved for the purpose and conform to the relevant British or European standards.
- 5.79 The School will ensure all staff are suitably trained in the effective use, maintenance and storage of PPE. Records of the issue and maintenance of all PPE will be kept and its use monitored as part of the ongoing risk assessment process.
- 5.80 It is the responsibility of staff and pupils to wear such PPE as required, to wear it in the proper manner and report any defects immediately.

Eye Protection

- 5.81 Staff and pupils must wear appropriate eye protection as determined by the risk assessment and when involved in any of the following activities;
- using or dispensing liquids which could cause injury;
 - when breaking, cutting, dressing, carving stone, metal and glass;
 - any process involving the production of fine particles; and
 - any work that involves the use of sharp pointed materials.

Gloves

- 5.82 Suitable hand protection will be provided and must be worn whenever the risk assessment indicates.

Protective Clothing

- 5.83 Appropriate protective clothing will be worn for activities that could lead to entanglement, be subject to harmful liquid spillages or high temperatures including naked flames.
- 5.84 During food based activities aprons/overalls will be water resistant and of a 'wipe down' material. All aprons and overalls will be cleaned regularly.
- 5.85 The School will assess all activities for the purpose of identifying those staff who shall be required to wear protective shoes.

Display Screen Equipment

- 5.86 In accordance with the **Health and Safety (Display Screen Equipment) Regulations 1992** 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, General Managers etc. shall have a Display Screen Equipment (DSE) assessment carried out by their line manager.
- 5.87 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).

Food Safety

- 5.88 The School will make all staff aware of the provisions of food safety legislation including the **Food Safety Act 1990** and **The Food Safety (General Food Hygiene) Regulations 1995**. Any food safety hazards are identified and controlled.
- 5.89 In accordance with Food Hygiene regulations all catering activities will have a HACCAPs (Hazard Analysis and Critical Control Points) analysis to identify critical controls.
- 5.90 Appropriate food safety precautions will be taken when food is prepared or stored. Depending on the food on offer these will include:
- adequate storage and washing facilities are available;
 - that food handlers undergo appropriate food hygiene training and;
 - suitable equipment and protective clothing are available.
- 5.91 Cool storage temperatures will be monitored. Staff undertaking food based work with pupils should be mindful of the difficulties associated with the storage of completed work. Cold holding temperatures will be maintained at 5 degrees.
- 5.92 The School has produced a '**School Food Safety Policy**' which is maintained by the Head of Catering

Waste Disposal

- 5.93 The School will ensure that all waste produced will be disposed of in accordance with the requirements of the **Environmental Protection Act 1990 (Duty of Care)** to a licensed waste disposal site via a registered carrier.
- 5.94 Heads of Department shall formulate their own waste policies for the treatment of normal and hazardous waste.

- 5.95 Food waste shall be placed in polythene bags and sealed. The bags will then be deposited in designated lockable bins. Electrical waste will be disposed of in accordance with the **Waste Electrical and Electronic Equipment (WEEE) Regulations 2013**.
- 5.96 Large amounts of Hazardous Waste such as chemicals used in laboratories, swimming pools or for cleaning etc., will be removed by a specialist contractor who will require the School to sign a 'Duty of Care' consignment Note to state that the waste will be disposed of in a properly managed way.
- 5.97 All sharps instruments; broken glassware etc shall be deposited in special sharps containers and labelled appropriately prior to disposal.

Work at height, falls and falling objects

- 5.98 Working at height can present a significant risk including the risk of falls and/or falling objects. Where such activities cannot be avoided a risk assessment will be conducted in accordance with the **Work at Height Regulations 2005** to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.
- 5.99 The Schools shall ensure:
- all work at height is properly planned and organised;
 - the use of access equipment is restricted to authorised users;
 - all those involved in work at height are trained and competent to do so;
 - the risks from working at height are assessed and appropriate equipment selected;
 - a register of access equipment is maintained and all equipment is regularly inspected and maintained; and
 - any risks from fragile surfaces is properly controlled.
- 5.100 When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs, tables etc.

Welfare facilities

- 5.101 The School will meet the requirements of the **Workplace (Health, Safety and Welfare) Regulations 1992** and ensure that the following is provided at all times:
- suitable and sufficient toilets and wash hand basins;
 - hot and cold running water;
 - suitable soaps and hand drying facilities;
 - suitable means for the disposal of sanitary dressings; and
 - an adequate supply of wholesome drinking water.
- 5.102 The School will also provide facilities to eat food and a rest room/area. These facilities will be suitably lit and ventilated and kept clean and in a useable condition.
- 5.103 The School will provide a reasonably comfortable working environment ensuring that indoor temperatures are at least 16 degrees Celsius unless much of the work involves severe physical effort in which case the temperature shall be at least 13 degrees Celsius.

Thermal work wear will be provided where necessary for staff engaged in work activities outdoors.

5.104 Smoking is not permitted on School premises.

Gas Appliances

5.105 The School shall arrange an annual inspection of all gas installations and equipment must be carried out by a Gas Safe (*formerly CORGI*) registered engineer (e.g. gas boiler, flue, portable heaters). A certificate will be issued confirming that everything is satisfactory or what remedial actions are necessary, if any.

5.106 In the event of a gas leak, you should turn off the gas, extinguish all naked flames and open the windows. Do not turn light switches on or off.

Report any gas leaks must be immediately reported to
The General Manager or Head of Maintenance

Young workers & work experience

5.107 In accordance with the **Management of Health and Safety at Work Regulations 1992** the School will carry out an individual written assessment of the risks to young persons (under 18 years old) before they start work taking into account their lack of experience and training.

5.108 The School has produced a **'Young Persons Policy'** that provides further detail, particularly in relation to work experience individuals.

5.109 The School recognises that it has a duty to those undertaking work experience at all times. The School will carry out a full risk assessment and take all reasonable steps to ensure the health, safety and welfare of each placement.

New and expectant mothers

5.110 The School recognises its duty to take particular account of the risks to new and expectant mothers in their work activities in accordance with the **Management of Health and Safety at Work Regulations 1992**. This applies to pregnant women, women who have just given birth and women who are breast-feeding.

5.111 New and expectant mothers have a duty to protect themselves. Once the School receives written notification of pregnancy a written health and safety risk assessment will be completed by the General Manager and reviewed at the frequency determined.

Homeworking

5.112 The School will undertake a risk assessment for any member of staff who homeworks. The assessment will identify any possible hazards to staff, and other members of the household whilst homeworking.

Workplace transport

5.113 The School recognises that vehicular movement is causative of many major and fatal injuries in the workplace. Throughout the School day, certain vehicles may have cause to enter the premises including;

- coaches/buses;
- staff cars;
- visitors vehicles;
- contractors vehicles;
- delivery/collection vehicles; and
- emergency Services.

5.114 Any interface between pedestrians and moving vehicles (including reversing vehicles) will either be eliminated or appropriate measures put in place to ensure safety. Such activities will be risk assessed and appropriate control measures put in place.

5.115 All staff and visiting drivers will be expected to adhere to the 10mph speed limit within the School grounds. Parking will only be allowed in designated areas unless specific instruction has been issued by an authorised representative of the School.

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

Driving in connection with work

5.117 No member of staff driving on School business will be expected to travel an excessive distance or to travel for an excessive time. Where necessary, support will always be given to sensible journey planning and for the costs of overnight accommodation.

5.118 Staff shall provide a current copy of their Driving Licence and vehicle insurance documentation, which clearly states that the vehicle is insured for 'business purposes' at commencement of post where appropriate, and annually thereafter, for inclusion in their personnel file.

5.119 Staff using their own vehicles in connection with School business must ensure that the vehicle is roadworthy before each journey.

5.120 It is the Policy of the School that hand held mobile phones must not be used for School business while the user is driving. Mobile phones used while driving increase the risk of accidents and the use of hand held mobile phones while driving is a criminal offence. The School has produced a '**Driving at Work**' Policy that provides further detail on occupational road risk.

Minibuses

5.121 The School shall ensure that the school minibus complies in every respect, with all legal transport and health and safety requirements. Access to the minibus keys are restricted to authorised users.

5.122 The law requires that a minibus must:

- obtain a valid road tax licence be correctly licensed;
- be adequately insured;
- be well maintained; and
- have a valid MOT certificate (if more than one year old).

5.123 The School will ensure all drivers:

- are at least 25yrs of age;
- hold D1 on their license;
- have successfully completed an approved course of training;
- have no endorsements in last three years; (except for minor offences i.e. parking etc); and medically fit.

5.124 The licences of all drivers shall be checked to ensure that they are permitted to drive a minibus. A copy is retained on file and the check repeated every 12 months.

5.125 Before each journey all drivers must make a full vehicle check as detailed in the log and report any faults to the General Manager. All drivers are aware that no journey shall take place if any faults that might affect the vehicle's or passengers' safety are found.

5.126 During the journey the following rules apply:

- pupils must not occupy the front seats;
- seat belts must be worn at all times;
- gangways must not be obstructed and luggage must be stowed away;
- where possible two members of staff should accompany pupils; and
- Frequent breaks shall be taken at least every four hours

5.127 The School will ensure that the minibus carries, at all times, a fire extinguisher and a suitably equipped first aid box.

5.128 The Driver will ensure that the minibus is securely parked and the keys held securely.

Performances and events

5.129 Wherever such activities take place the School shall ensure all reasonably practicable measures are taken to ensure the safety of pupils, staff and audiences. This applies to all dramatic activities within the School.

5.130 The Head Teacher shall appoint one member of staff to take charge of the event. The person appointed must familiarise themselves with the equipment provided, rooms or area(s) used and the likely risks involved.

5.131 Risk assessment procedures should be used prior to any new activities are undertaken and appropriate control measures implemented.

Off-site visits

5.132 All off-site visits including outdoor and adventurous activities will be planned following guidance contained in the School's **'Educational Visits Policy'**.

5.133 The Educational Visits Policy requires an application for approval for an off site visit to be submitted together with a risk assessment for all activities (including travel) to be undertaken by the pupils and staff.

5.134 For some activities the School will require staff to have received certain training and hold formal qualifications. These will be checked and verified before any visit takes place.

Outdoor play equipment

5.135 The school playground provides opportunities for pupils to engage in active play in addition to experiencing quiet and environmental areas.

5.136 A risk assessment for each piece of play equipment will be drawn up to determine its safe use and levels of supervision.

5.137 The School will alert pupils to the need to recognise faulty equipment and report it immediately. Pupils will be reminded to respect the needs of others whilst using the facility.

5.138 All apparatus and equipment will be kept in good working order and inspected on a daily basis. A log of these inspections shall be held on file. A comprehensive inspection will be made annually.

5.139 Safe surfaces which are impact absorbent shall meet the appropriate BS EN Standards and will be installed below and around equipment from which pupils could fall.

5.140 All new outdoor play equipment must be designed, constructed, installed and maintained in accordance with current European standards.

6. Physical Education Health and Safety Policy

Introduction

6.1 The Physical Education (PE) Department, whilst following the general guidelines and procedures contained in the overall School Policy require additional procedures to ensure the health and safety of staff and pupils. This policy shall be reviewed annually.

6.2 It is the responsibility of the Head Teacher to ensure that this policy together with the overall School Policy are brought to the attention of all staff and complied with at all times. The nominated person with responsibility for ensuring the PE policy is maintained and properly implemented is: **Miss Helen Blencoe**

6.3 Hazards in PE can be reduced through effective management, i.e. by balancing appropriate challenge and acceptable risk. Staff and others in positions of responsibility have a *duty of care* for those in their charge to ensure that planning and implementation include recognition of safety as an important element.

Guidance

6.4 Comprehensive guidance and advice for schools and outdoor education groups is to be found in the following publication: 'Safe Practice in Physical Education and School Sport' published by the Association of Physical Education (formerly BAALPE)

Risk assessment

- 6.5 The School will produce and maintain a risk assessment for each activity and/or location where PE takes place. All staff working in PE and school sport should be made aware of these findings and be involved in their review.

General health and safety issues in PE

- 6.6 It is essential that good practice is followed and demonstrated by staff whilst participating or coaching pupils in various sports or games. All pupils shall be made aware of the principles of safe practice, the type and range of hazards that may be present and procedures to be adopted in the event of an emergency.
- 6.7 The attributes, fitness, skill and experience of any pupil shall be assessed to determine their suitability to participate in PE. No pupil will be required to perform tasks that are beyond their abilities such that injury or other harm may result.

Class sizes in physical education

- 6.8 In determining the size of teaching groups in physical education, staff need to take account of;
- nature of the activity
 - age, experience and developmental stage of pupil/students
 - requirements of National Curriculum

Indoor activities

- 6.9 Indoor PE activities will be carefully planned having regard to the surrounding environment including space, temperature, lighting and the number of participants.
- 6.10 Indoor areas will be kept in a clean and tidy manner. Facilities to safely store clothing, bags etc shall be provided.
- 6.11 Floors should be of a suitable non slip surface and kept dry and free from obstructions. Wooden floors (i.e. gymnasium) will be checked on a regular basis for damage and splinters.
- 6.12 Lights shall be either guarded or impact resistant.

Outdoor activities

- 6.13 Due regard to weather conditions and their effect upon the safety of the activity and its participants will be a factor in all outdoor games and sports.
- 6.14 Outdoor games shall only be played on suitable surfaces and these shall be inspected before commencement. Special attention shall be made to ensure the absence of tripping hazards, broken glass, or other sharp objects which could cause injury.
- 6.15 The member of staff responsible for the activity shall cease the activity if any doubt exists over the ability of the participant(s) to take part safely.
- 6.16 The strenuous and physical contact nature of some sports means that safety must be given paramount importance. Staff shall have a good up to date working knowledge of the game. It is advisable for teachers/coaches/referees to attend regular in-service training to ensure safety.

Off site activities

- 6.17 Many sports activities are conducted away from the School including competitions, outward bound excursions and others requiring special facilities.
- 6.18 The School shall require the 'event' organiser to provide details of its own risk assessment and the control measures in place.
- 6.19 The School will ensure that the School Health and Safety Policy is adhered to and that any facilities and equipment provided by others for use by the department meets all relevant safety standards.
- 6.20 Before any pupil is allowed to take part permission must be sought from the parent/guardian.
- 6.21 No pupil or member of staff will be permitted to take part in any water sport unless they are a competent swimmer.

Swimming

- 6.22 The department has produced detailed a policy entitled '**Safety in our Swimming Pool**' which sets out the organisation and arrangements for ensuring the users safety.
- 6.23 The Policy provides information on:
- pool and poolside inspection;
 - all maintenance, dosing and other checks;
 - observers - Staff to pupil ratio should be at least 1:20;
 - emergency procedures; and
 - life saving equipment

Training and supervision

- 6.24 The Head of Department will ensure staff have the necessary training, skills, knowledge, understanding and expertise to effectively and safely plan, deliver and evaluate a programme of PE to pupils in methods approved through accepted good practice.
- 6.25 The Head of Department will ensure staff receive suitable training with respect to any new activities, equipment or procedures brought into the department.
- 6.26 The Head of Department shall check on the level of initial training of staff involved in teaching PE and recognise that it is unwise for staff to teach in areas where they lack the appropriate experience and expertise, particularly where there are safety implications.
- 6.27 Where there are specific National Governing Body Certificates available for certain sports or activities, teachers planning or supervising these activities should be certificated as appropriate. Examples of such activities include swimming, gymnastics, trampolining, contact sports and aspects of outdoor and adventurous activities.

Manual handling and storage of equipment

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

Apparatus handling by pupils

- 6.29 It is an integral part of the subject to involve pupils in apparatus handling. However this must be carried out in such a way as to reduce risk to pupils as far as is reasonably practicable. The School will inform pupils how to handle equipment safely according to their age and strength.

Inspection of equipment

- 6.30 All PE facilities (sports halls, multi-gyms swimming pools etc.) and equipment shall be inspected regularly. The School will make arrangements with competent contractors to inspect PE equipment at least annually.
- 6.31 Staff shall carry out pre-use visual checks of equipment to identify obvious defects, this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.
- 6.32 It is the responsibility of everyone in the PE department to inform the Head of Department of any hazards, e.g. defects to equipment, so that appropriate action can be taken. If the teacher in charge considers a defect to be a significant threat to health and safety, the equipment must be taken out of use until the defect has been remedied. Such equipment should also be labelled indicating that it is faulty and must not be used.
- 6.33 Anybody found to be deliberately misusing or abusing such equipment will be subject to disciplinary action.

First Aid

- 6.34 Each location where PE takes place shall be supplied with emergency first aid equipment. The School shall ensure suitable numbers of trained first aiders available.
- 6.35 Procedures to address the needs of injured pupils and the remainder of the group should be anticipated, in particular on visits away from school premises. For off site activities a travelling first aid kit and clear, effective procedures for contacting the emergency services is considered to be the minimum requirement.

Incident Reporting

- 6.36 Any injuries to staff arising out of PE or school sports activities and those to pupils resulting in significant injury / first aid attention should be reported to the Head Teacher. Managing accidents should be included in PE risk assessments.

Clothing and Footwear

- 6.37 Clothing appropriate to the activity must be worn. For indoor activities (dance, gymnastics etc.) it may be inappropriate to play in stocking feet because they do not grip the floor. Bare foot work is acceptable when floor conditions are suitable otherwise soft soled plimsolls provide the best alternative.
- 6.38 Jewellery, i.e. watches, rings, earrings, bracelets, necklaces etc should not be worn whilst participating in PE lessons. Pupils should be consistently reminded of these requirements and a check carried out to ensure compliance before activity begins.
- 6.39 Some pupils may need to wear personal effects such as glasses or hearing aids. In these circumstances, the member of staff should determine whether it is more hazardous for them to actively participate wearing such items, both in terms of their own safety and that of the other pupils.
- 6.40 Taping over ear studs is sometimes used to make the situation safe. However staff should be confident that this strategy will be effective. Teachers must not remove or replace earrings. They cannot be responsible for the consequences of removing or replacing earrings. Parents cannot transfer this responsibility to teachers.

Personal protective equipment

- 6.41 Many sports require the use of certain PPE to prevent injury. All such equipment used within the School must conform to the relevant British or EC standard.
- 6.42 The department shall ensure that all PPE is made available and kept in good order.
- 6.43 Staff shall be responsible for instructing their pupils in the correct method of use and care and shall supervise and enforce its use as necessary.
- 6.44 Staff shall issue and check returns of PPE as appropriate.

Hygiene and welfare

- 6.45 Appropriate changing and washing facilities shall be made available where necessary. Such facilities will be properly segregated for male and female pupils.
- 6.46 These facilities will be regularly cleaned and maintained. Hot water temperatures will be thermostatically controlled down to 43 degrees C maximum.

Emergency procedures

- 6.47 The Department emergency procedures will reflect and enhance the School's emergency procedures policy.

7. **Science Department Health and Safety Policy**

Introduction

- 7.1 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.
- 7.2 This Policy is maintained by the Science Department and it is the responsibility of the Head of Science Department to ensure it is made available to all new members of staff. A reference copy for consultation by staff and for inspection by visiting HSE inspectors is maintained by the Head of Department and a copy has been lodged with the General Manager.

Responsibilities

- 7.3 The School 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 within this department has been delegated by the School to the General Manager. Within the Science Department, this task is further delegated to the Head of Science Department who has the particular function of maintaining this policy document.
- 7.4 It is the responsibility of the Head of Department to ensure that both policies are adhered to at all times.
- 7.5 It is the duty of all members of the science staff, i.e., teachers, staff who work in the department:
- 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.
- 7.6 This policy shall be reviewed annually.

Communications

- 7.7 It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the Head of Science with the assistance of subject specialists. In this department, all staff are issued with this policy. A reference copy is kept in the Science Department Handbook together with any Appendices.
- 7.8 Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing as well as being attached to the reference copy of this policy.

Monitoring and checking

- 7.9 The School expects the Science Department to monitor the implementation of this policy. Records of monitoring and checks are kept by the Head of Department.

Training policy

- 7.10 The Head of Department shall ensure that all staff within the department are appropriately trained. Further training shall be identified on an ongoing basis.
- 7.11 Records of the training received by members of the science staff are kept in the General Manager's office.

Risk assessments

- 7.12 The Department acknowledges its duty to carry out risk assessments before any hazardous activity takes place. Because it is impracticable for the School to write risk assessments for each of the many activities in school science, the School follows the recommendation of the Health and Safety Executive to adopt published 'model' or 'general' risk assessments which school the science department adapts to their local circumstances.
- 7.13 The School has produced model (general) risk assessments. 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 lesson plan.
- 7.14 If a model risk assessment for a particular operation involving hazards does not exist a special risk assessment is to be made with 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; and
 - any other relevant details, eg, high voltages, heavy masses, etc.
- 7.15 Staff should only deviate from the model assessment after authority is given by the Head of Science.

Equipment safety

- 7.16 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) 1998. 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.
- 7.17 The use of all equipment shall be restricted to those users who have received special training.
- 7.18 Any user who discovers a hazardous defect in an item of equipment must report it to the Head of Department and General Manager.

Fume cupboards

- 7.19 The Department shall ensure that fume cupboards are maintained and inspected at least every 14 months as required as a statutory requirement under the Control of Substances Hazardous to Health Regulations 2002
- 7.20 Regular tests will be carried out by a competent technician using a suitable air-flow meter. The records of the tests are available for staff reference and for inspection by the employer's representative or an HSE Inspector.

Electrical testing

- 7.21 All portable electrical equipment to be inspected and tested regularly with a record of such tests and inspections maintained in the Department. All staff have been trained to carry out a quick visual inspection before using mains-powered equipment.

Pressure vessels

- 7.22 Autoclaves, pressure cookers and model steam engines need periodic inspection under the Pressure Systems Safety Regulations 2000. Such examinations are carried out by a competent person contracted by the School's insurance company who uses a written scheme of examination which shall be retained by the School.

Personal protective equipment

- 7.23 The School delegates to the institution the duty to provide all necessary items of PPE including eye protection, gloves and laboratory coats etc to the Head of Science Department.
- 7.24 Laboratory coats are supplied and laundered by the School.
- 7.25 The department shall make eye protection available for pupils and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields to be used whenever the risk assessment requires them.
- 7.26 Goggles or face shields to chemical-splash standard are worn whenever there is a risk to the eyes.

Use of chemicals

- 7.27 The use, handling and storage of all chemicals and hazardous substances will be subject to the Control of Substances Hazardous to Health Regulations 2002 and subject to risk assessment.
- 7.28 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 2002 (DSEAR) is given to the Head of Department.
- 7.29 The Department shall ensure that chemicals are clearly identified in accordance with the **the CLP-Regulation (EC) No 1272/2008**.
- 7.30 All chemicals shall be stored securely to ensure the risks of fire, explosion and spillage are minimised, and a spill kit shall be available and properly replenished.
- 7.31 Hazardous activities involving chemicals to be restricted to those who have received special training.

7.32 No chemicals or hazardous substances shall be used unsupervised by pupils where there is a risk of harm identified in any CoSHH assessments.

7.33 Offers of gifts of chemicals are not accepted.

Animals, plants and microorganisms in schools

7.34 The hazards associated with the use of animals, plants and microorganisms shall be the subject of a specific risk assessment.

7.35 Any living animals kept on School premises for educational purposes shall be securely kept and handled by pupils only under supervision of a member of staff.

Waste disposal

7.36 Waste chemicals and equipment are disposed of in an environmentally-responsible manner in accordance with relevant legislation.

Manual handling

7.37 All regular operations involving lifting or carrying equipment, pushing trolleys, etc will be assessed to see if any may give rise to risks of injury (Manual Handling Operations Regulations) by the department.

Work at height

7.38 Fragile or heavy items must not be stored above head height. When displaying other items at high level or fetching or replacing items stored at high level, step ladders or kick stools are to be used. Staff must never climb onto laboratory stools or benches.

Laboratories

Security

7.39 Access to laboratories and preparation rooms will be controlled. All laboratories, preparation rooms and store rooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty and that the door is locked.

7.40 No class is allowed to be in a laboratory without supervision by a qualified science teacher, familiar with the departmental safety procedures.

7.41 In every case an inspection of the laboratory should be made at the end of each working day.

Application of heat

7.42 Before any procedure involving heat, flames, or exothermic reaction takes place all potentially flammable and combustible materials and chemicals etc not directly required will be removed from the area.

7.43 All flame- producing equipment and gas supplies etc shall be maintained in good order and checked on a regular basis for damage or leaks.

7.44 Suitable fire-fighting equipment shall be readily accessible.

7.45 Following each laboratory session involving the application of heat the member of staff supervising the session shall ensure that all equipment is switched off or extinguished and that no hot or smouldering articles remain.

7.46 When using laboratory glassware requiring the application of heat the department shall ensure its suitability and condition to withstand likely temperatures.

Fire

7.47 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. This training is supported by regular drills arranged by the Head of Department.

Spills

7.48 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.

7.49 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.

Injury

7.50 Science staff will follow the normal school procedures in cases that require first aid. Science staff are trained to carry out immediate remedial measures (eg, eye rinsing), while waiting for first aiders, after the accidents which occur in science.

Reporting procedures

7.51 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.

Emergency procedures

7.52 The Department's emergency procedures will reflect and enhance the School's emergency procedures policy.

7.53 The Department has produced a series of rules for teachers and pupils to follow in laboratories.

Laboratory rules

All teachers and support staff

1. Teachers and support staff have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties: to be familiar with this health and safety policy, its updates, the texts to which it refers and any Appendices. They must cooperate with the employer's instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific health & safety duties. They have a duty to report to local management any failure of equipment that has a health & safety function.
2. Staff practice must set a good example to pupils and be consistent with pupil laboratory rules, e.g., over the wearing of eye protection.
3. Staff must be familiar with emergency drills and with the location in each science room of: the escape route; fire-fighting equipment; [the water tap with tubing for eye washing] / [eye wash station]; the main gas cock; the main electricity switch and the nearest spill kit.
4. Laboratories must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out. In general, all gas taps should be completely turned off and all mains-operated apparatus switched off. [At the end of the day, if practicable, gas should also be turned off at the laboratory main gas cock and electricity at the laboratory main switch.]
5. Eating, drinking and the application of cosmetics should not take place in laboratories, storage areas or preparation rooms unless an area in which it is safe to do so has been created. Pupils should not be allowed to drink from water bottles.
6. When staff are alone in the science department, nothing should be done which could lead to an accident requiring remedial measures. A teacher or technician must assess risks very carefully before conducting any practical operation in such circumstances.
7. In general, pupils must 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, e.g., an experienced member of staff in an adjacent room.
8. Science laboratories, preparation rooms and stores must be locked by staff when not in use. [Special arrangements must be made if access is required to a fire-escape route.] Pupils must never be allowed into preparation rooms [unless 100% supervision can be guaranteed]. [Laboratories must only be used by teachers who are not scientists for teaching or registration after they have received special training] / [or if the laboratories have been specially cleared.] Laboratories must be available for teacher-supervised club activities only by special arrangement.

Teachers

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

Students and pupils.

Laboratory Rules

The biggest danger in the lab is **YOU!** You are at risk when you don't understand the hazards or you are careless, or both. The person most likely to suffer from your mistakes is **YOU!** Report any accident or breakage to your teacher.

1. Only enter a lab when told to do so by a teacher. Never rush about or throw things in the lab. Keep your bench and floor area clear, with bags and coats well out of the way.
2. Follow instructions precisely; check bottle labels carefully and keep tops on bottles except when pouring liquids from them; only touch or use equipment and materials when told to do so by a teacher; never remove anything from the lab without permission.
3. Wear eye protection when told to do so and keep it on from the very start until all practical work is finished and cleared away.
4. When using naked flames (eg, Bunsen or spirit burners or candles), make sure that ties, hair, baggy clothing etc are tied back or tucked away.
5. Always stand up when working with hazardous substances or when heating things so you can quickly move out of the way if you need to.
6. Never taste anything or put anything in your mouth in the laboratory. If you get something in your mouth, spit it out at once and wash your mouth out with lots of water. Tell your teacher.
7. Always wash your hands carefully after handling chemicals, microbes or animal and plant material.
8. If you are burnt or a chemical splashes on your skin, wash the affected part at once with lots of water. Tell your teacher.
9. Never put waste solids in the sink. Put them in the bin unless your teacher instructs you otherwise.
10. Wipe up all small spills and report bigger ones to your teacher.

8. Design and Technology General Policy

Introduction

8.1 The Design and Technology department (D&T), whilst following the general guidelines and procedures contained in the overall School Policy, will require additional procedures to ensure the health and safety of staff and pupils at all times. It is the responsibility of the Head of the D&T department to ensure that both policies are adhered to at all times.

Guidance

8.2 Comprehensive guidance and advice for schools and outdoor education groups is to be found in British Standard 4163: 2014 – “Health and Safety for Design and Technology in Schools and Similar Establishments – Code of Practice”.

Responsibilities

8.3 The School 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 within this department has been delegated by the School to the General Manager. Within the D&T department, this task is further delegated to the Head of the D&T department who has the particular function of maintaining this policy document.

8.4 It is the responsibility of the Head of Design and Technology to ensure that both policies are adhered to at all times.

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

8.6 It is the duty of all members of the D&T department, i.e., teachers, staff who work in the department:

- 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.

8.7 This policy is will be reviewed annually.

Communications

8.8 It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the Head of the D&T department with the assistance of subject specialists.

8.9 In this department, all staff are issued with this policy. A reference copy is kept in the D&T Department Handbook together with any Appendices.

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

Monitoring and checking

8.11 The School expects the D&T department to monitor the implementation of this policy. Records of monitoring and checks are kept by the Head of D&T

Training policy

8.12 The Head of Department shall ensure that all staff within the department are appropriately trained. Further training shall be identified on an ongoing basis.

8.13 Records of the training received by members of the science staff are kept in the Safety Check File.

Risk assessments

8.14 The Department acknowledges its duty to carry out risk assessments before any hazardous activity takes place. Because it is impracticable for the School to write risk assessments for each of the many activities in school science, the School follows the recommendation of the Health and Safety Executive to adopt published 'model' or 'general' risk assessments which school science departments adapt to their local circumstances.

8.15 The School has produced model (general) risk assessments. 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 lesson plan.

8.16 If a model risk assessment for a particular operation involving hazards does not exist a special risk assessment is to be made with 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.

8.17 Staff should only deviate from the model assessment after authority is given by the Head of Department

Machinery and work equipment safety

8.18 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.

- 8.19 The use of all equipment shall be restricted to those users who have received special training. Pupils are not permitted to operate machinery unless competent to do so and under close supervision by a member of staff.
- 8.20 Any user who discovers a hazardous defect in an item of equipment must report it to the Head of Department. The item should be clearly labelled 'out of order' and where appropriate isolated from its power supply to prevent accidental usage.
- 8.21 All machinery shall have operational safety devices installed, such as emergency stop switches, guard devices and fitted with interlocking devices (where appropriate) so that no contact with any dangerous moving parts is possible.
- 8.22 All equipment shall be marked with a unique identification number allowing period inspections to be reconciled with documented records.
- 8.23 Pressurised plant and equipment shall be tested in accordance with the Pressure Systems Safety Regulations 2000.
- 8.24 Lifting equipment, accessories and apparatus equipment shall be tested in accordance with the Lifting Operations and Lifting Equipment Regulation 1998.
- 8.25 All statutory examination and inspections shall be carried out by the competent persons employed by the School's insurance company who uses a written scheme of examination to ascertain the frequency of examinations. Records of examinations are kept in the Safety File.
- 8.26 All machinery including woodworking machinery shall include a safety checklist attached to our located near the machine in question. The safety checks will be performed prior to use of the machinery.

Electrical testing

- 8.27 All portable electrical equipment to be inspected and tested regularly with a record of such tests and inspections maintained in the Department. All staff have been trained to carry out a quick visual inspection before using mains-powered equipment.

Pressure vessels

- 8.28 Autoclaves, pressure cookers and model steam engines need periodic inspection under the Pressure Systems Safety Regulations 2000. Such examinations are carried out by the competent person employed by the School's insurance company who uses a written scheme of examination to ascertain the frequency of examinations. Records of examinations are kept in the Safety File.

Personal protective equipment

- 8.29 The School delegates the duty to provide eye protection, ear defenders, gloves and other personal protective equipment to the D&T Department. Such equipment shall conform to the relevant European and/or British standards and be suitable for the risk it is designed to control.
- 8.30 The department shall make eye protection available for pupils and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields to be used whenever the risk assessment requires them.

- 8.31 Goggles or face shields to chemical-splash standard are worn whenever there is a risk to the eyes.
- 8.32 Pupils and staff shall wear protective clothing when working with paint, glue, modelling clay, or any other 'messy' substances.

Dangerous substances

- 8.33 The use, handling and storage of all chemicals and hazardous substances will be subject to the Control of Substances Hazardous to Health Regulations 2002 and subject to risk assessment.
- 8.34 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 Head of Department.
- 8.35 The Department shall ensure that chemicals are clearly identified in accordance with the Chemical (Hazard Information and Packaging) Regulations 1993.
- 8.36 All chemicals shall be stored securely to ensure the risks of fire, explosion and spillage are minimised, and a spill kit shall be available and properly replenished.
- 8.37 Hazardous activities involving chemicals restricted to those who have received special training.
- 8.38 No chemicals and hazardous substances shall be used unsupervised by pupils where there is a risk of harm identified in any CoSHH assessments.
- 8.39 The department shall ensure that where practicable technological and engineering measures are used to control risks presented by hazardous materials.

Lighting, heating & ventilation

- 8.40 Adequate levels of *Lighting, heating & ventilation shall be provided in classrooms and in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992*.. Appropriate ventilation and extraction systems shall be used to reduce exposure to dust and chemical fumes. Such devices also control the risk of fire or explosion. Woodworking equipment is connected to a vacuum system at the point of sawing or cutting to evacuate the majority of the dust. Filtered ventilation is used in areas where solvents, stains or other wood treatments are used. Workers also use respirator systems to further prevent exposure.

Waste disposal

- 8.41 Waste chemicals and equipment are disposed of in an environmentally-responsible manner in accordance with the Environmental Protection Act 1990 (Duty of Care) and other relevant legislation through a licensed waste disposal site via a registered carrier.

Manual handling

- 8.42 All regular operations involving lifting or carrying equipment, pushing trolleys, etc will be assessed to see if any may give rise to risks of injury (Manual Handling Operations Regulations) by the department.

Work at height

8.43 Fragile items must not be stored above head height. When displaying other items at high level or fetching or replacing items stored at high level, step ladders or kick stools are to be used. Staff must never climb onto laboratory stools or benches.

Application of heat

8.44 Before any procedure involving heat, flames, or exothermic reaction takes place all potentially flammable and combustible materials and chemicals etc not directly required will be removed from the area.

8.45 All flame- producing equipment and gas supplies etc shall be maintained in good order and checked on a regular basis for damage or leaks.

8.46 Suitable fire-fighting equipment shall be readily accessible.

8.47 Following each laboratory session involving the application of heat the member of staff supervising the session shall ensure that all equipment is switched off or extinguished and that no hot or smouldering articles remain.

8.48 When using laboratory glassware requiring the application of heat the department shall ensure its suitability and condition to withstand likely temperatures.

Fire

8.49 Design and Technology staff will follow the normal school procedures in case of major fires. All Design and Technology staff are trained to deal with minor bench fires, clothing fires and hair fires. This training is supported by regular drills arranged by the Head of Department.

Spills

8.50 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.

8.51 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.

Injury

8.52 The D&T department will follow the normal school procedures in cases that require first aid. Staff are trained to carry out immediate remedial measures (eg, eye rinsing), while waiting for first aiders, after the accidents which occur in Science or Design Technology.

Reporting procedures

8.53 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.

8.54 All equipment should be stored safely and returned to its correct storage place after use. Hacksaws should be turned inwards. Knife blades should be retracted before they are put away.

8.55 When buying wood to use in school, ensure it is bought from an educational supplier. Some woods are treated and can be harmful to children. 'Donated' wood should not be accepted unless the source has been investigated.

Glue Guns

8.56 When using glue guns, the children should be well supervised. Younger children, on their own, should not use the guns.

8.57 Designate an area for using the glue gun. Only one child should be in the area using the gun at any one time. Keep all the other children well away.

8.58 The item being glued should be left for a few minutes to cool. If a child should burn him/herself, the wound should be run under the cold tap for several minutes. If there is any doubt about the severity of the burn, the designated First Aider or the School Matron should be consulted.

Food Technology

8.59 The School recognises the importance of cooking and baking as part of the Technology Curriculum but is aware that certain children are allergic to various foodstuffs. Basic hygiene practices shall be observed, such as the children washing their hands before handling foodstuffs and tying back long hair. The area to be used is wiped clean with after the cooking/baking has taken place.

8.60 All staff and pupils will be made aware of:

- the effect of food poisoning;
- the ways and conditions that bacteria multiplies;
- the ways of preventing food poisoning and contamination;
- pest control; and
- effective cleaning methods;

8.61 Classroom organisation is of the utmost importance for Food Technology lessons. All necessary equipment and ingredients should be in the immediate vicinity and prepared beforehand, ready for use.

8.62 The class teacher should exercise vigilant supervision of children when they use any potentially dangerous equipment.

Inspection and audit

8.62 The Head of Department will ensure that all safe working practices and procedures are adhered to and that all relevant statutory requirements are complied with by making arrangements for regular inspections and audits.

8.63 Any actions/recommendations shall be implemented following consultation with safety representatives, staff and nominated competent persons.

Information sheets

8.64 In support of the Generic and Specific risk assessments the School has provided further information and best practice relating to health and safety in its 'Top Tips and information sheets.

The **Grace Dieu Manor School** will undertake to administer medication to pupils only upon receipt of the relevant completed form signed by the pupil's parent or guardian.

To : Head teacher of **Grace Dieu Manor School**

From : Parent/Guardian of(name of pupil)

Date :

The above named pupil has been diagnosed as suffering from:

.....
(name of illness)

He/she is considered fit for school but required the following prescribed medicine/s to be administered during school/college time

.....
.....

The prescribed dosage ofshould be given at (time)
with effect from (date)to (date)*..... (*delete if long term medication)

I undertake to keep the school informed of any changes to the above medication and/or its administration. I also undertake to supply the school with any adequate supply of in date (fresh) medication.

I understand that:

all staff are acting voluntarily in administering medicines:

all staff maintain the right to refuse to carry out the administration of medication if they so desire:

the school cannot undertake to monitor the use of inhalers carried by children;

the school is not responsible for the loss of, or damage to any medication referred to in this or any subsequent documentation.

Signed

Name of Parent/Guardian(block capitals please)

On behalf of (name of pupil)

Address

.....

Telephone No. Home Work.....

Medical Incidents

All medical incidents such as fainting and epileptic seizure will be recorded. In all cases parents/guardians will be informed and asked to collect their child.

The person responsible for First Aid must ensure that all pupils are cared for in an appropriate fashion. This will involve the continuous observation of the pupil while awaiting the arrival of the parent/guardian.

<p>Grace Dieu Manor School</p> <p>Medical Incident</p> <p>Name of pupil</p> <p>Date Time Place</p> <p>Nature of Incident</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Signed Position</p>
--

Emergency Information – Pupils

Grace Dieu Manor School

Emergency Information – Pupils (CONFIDENTIAL)

Name

.....

Address

.....

.....

.....

Name of Parent/Guardian

.....

Daytime telephone number

.....

Night time telephone number

.....

Known regular medication

.....

Known allergies

.....

.....

Name and address of Doctor and/or Medical Practice

.....

.....

Date

Completed by

Emergency Information – Staff

Grace Dieu Manor School

Emergency Information – Staff (CONFIDENTIAL)

Name

Address
.....
.....

Next of kin/spouse/partner

Next of kin/spouse/partner
daytime telephone number

Home telephone number

Known regular medication

Known allergies

Date Completed by

DISPLAY SCREEN EQUIPMENT (DSE) POLICY

9.1. General statement

It is our policy that all computer users (display screen users) will be assessed once they commence employment with us. This will help us determine whether or not they can be classified as “users” for the purposes of current legal requirements. This assessment will be carried out by completing a self-administered Display Screen Equipment (DSE) questionnaire. This will then determine whether or not any further action is required. If so, a further assessment will be carried out by *(insert name of assessor or job holder)*.

9.2. Legal position

The law relating to the use of DSE, such as computers, is covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (the DSE Regulations). These regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout. We have also incorporated the amendments made to these regulations in 2002.

9.3. Definition of “user”

The Guidance to the DSE regulations defines a “user” as someone who uses a computer for “continuous spells of an hour or more at a time” on a “more or less daily” basis. Taking this into consideration, we have decided that the following job roles will qualify as users under these regulations: Administration Staff, ICT staff, Headmistress’s Secretary, Reception Staff and General Manager. If your job role does not appear here, then you are not considered to be a user.

9.4. Procedures

In order to comply with the DSE regulations, we have introduced some procedures which are to be followed by all staff. These are as follows:

- all new employees who are required to use computers as part of their job role will be given a self-assessment DSE questionnaire to complete within 4 weeks of starting work with us. It is the duty of the General Manager to provide this to all new starters
- all existing employees should have completed a questionnaire. However, should a member of staff change workstations or become a DSE user for the first time, then another one should be completed. This should be done shortly after the change in location or job role. Whilst care has been taken to ensure that the questionnaire is self-explanatory any queries can be referred to your manager
- where the questionnaire identifies problems, such as glare, it is the responsibility of the individual’s manager to ensure that these are rectified

- staff are actively encouraged to rotate their job tasks in order to spend at least five minutes in every hour away from the computer screen. This time should be spent engaged in work duties such as telephone calls and general office administration. If any employee feels that their workload does not permit adequate breaks, this should be brought to the attention of the individual's manager
- where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.

9.5. Employee duties

Employees are expected to complete a self-assessment DSE questionnaire in a timely manner. They are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of their manager as soon as possible.

9.6. Eye tests

Any employee who has been designated as a DSE user has the right to request an eye test. This will be organised through an optician. However, it is the employee's responsibility to make arrangements to have the eye test carried out. Following the initial eye test, the frequency of any follow-up tests will be decided solely by the optician.

MACHINERY SAFETY POLICY

10.1. General statement

It is our policy to provide a safe working environment for our employees at all times. To help us do this, we have introduced a policy to cover the purchase and safe use of any machinery that will be used on our premises. This will apply to used machinery as well as new.

10.2. The legal position

Our legal duties concerning the provision of machinery are covered by the Provision and Use of Work Equipment Regulations 1998 (PUWER). These Regulations require that any equipment which we provide for use at work is as follows:

- suitable for its intended use
- can be used safely
- maintained in a safe condition
- inspected as necessary
- only used by operators who have received adequate information, instruction training
- contains safety messages as appropriate

Since July 2005, we also need to consider the implications of the Control of Vibration at Work Regulations 2005 on our activities. This is because we are required to specifically assess the risks of vibration which may arise from the use of particular machinery and electrical hand tools. In order to comply, it is our policy that a risk assessment will be undertaken for all activities where vibration is present. Where it is identified, all reasonable steps will be taken in order to reduce it. Where this is not possible, the assessment will record the reasons why.

10.3. Purchasing procedures

In order to achieve these objectives, we have introduced a policy to be followed by all managers with purchasing authority. The first stage is to draw up a full specification of the machine. This will include installation details, access issues, size, vibration levels, weight of machine (to ensure that the floor can take the weight), power requirements and information on dust/fume extraction systems. In addition to this, the following requirements will apply to the purchase of both new and used equipment. Where necessary, it should be read and used in conjunction with our Purchasing Machinery Safety Checklist. The requirements can be summarised as follows:

- a well known and reputable supplier must always be used
- where the same item is available from more than one supplier, quotes must be obtained
- if equipment is purchased outside of the UK, written confirmation is required from the supplier that its specification (including any accessories) conforms to the requirements of PUWER
- only use a supplier who can provide a full set of operating instructions. If a foreign supplier is used, then the instructions should be made available in English.
- A complete set of basic routine maintenance instructions should be included.

10.4. Safe use of machinery

Before any item of machinery is introduced for the first time, we will carry out a risk assessment. The purpose of this is to identify whether there are any particular hazards associated with its use in our workplace. For example, these could involve space constraints or noise levels. If it isn't reasonably practicable to reduce or eliminate these, then the risk assessment will describe to staff how these hazards will be dealt with, e.g. by the use of hearing protection. Any risk assessment findings will be communicated to staff.

10.5. Employee training

As part of our duty to maintain safe systems of work, only trained employees will be allowed to operate machinery. This training may be provided by a number of sources including our suppliers, as well as training on the job by our own staff. All records of staff training will be kept on individual employees' personnel files. In addition, we will maintain a register of trained users, which can be updated as necessary.

10.6. Maintenance

All machinery will be subject to maintenance and inspection, as necessary, for its continued safe operation. Where appropriate, this will be carried out under a service contract. Records of any maintenance and routine repairs will be kept for at least three years. Copies of these records can be found at the following location (*insert details*). A sufficient budget will be made available to ensure the safe maintenance of any machinery. Should any employee experience a problem between routine maintenance, they should complete an Unsafe Machinery/Equipment Report Form.

School Food Safety Policy

11.1 Introduction

This document constitutes Grace Dieu School's Food Safety Policy Statement.

The policy requires that all food supplied to or delivered within and by the School is produced, stored, handled and transported to the highest standards of hygiene to meet the requirements of the Food Safety Act 1990, the food Safety (General Food Hygiene) Regulations 1995, and the Food Safety (Temperature Control) Regulations) 1995.

This policy sets down the framework for food preparation and supply to and within the School. Any member of staff not complying with its requirements will take on a personal liability for any consequences arising from those actions. It applies to all workplaces and food supplied by retail and catering outlets to customers in School premises. It also applies to private functions associated with the School

This Policy does not apply to food brought onto School premises for own consumption.

The active implementation of this Policy shall take into consideration the School's legal obligations with respect to disability discrimination, race relations and health and safety.

11.2 Definitions

HACCAPs (Hazard Analysis and Critical Control Points)

Food Hygiene regulations require all catering operations to carry out hazard analysis and identify critical controls. HACCP systems have been adopted by the School's Catering Services to meet this legislative requirement, and form the basis of food safety at the School.

Food Safety Codes of Practice

The Food Standards Agency (FSA) produce a series of documents called Codes of Practice, under the Food Safety Act 1990, giving details of how to ensure compliance with legislation. Follow the links below to view:-

<http://www.food.gov.uk/multimedia/pdfs/codesofpractice.pdf>

www.food.gov.uk/multimedia/pdfs/safetyaw.pdf

The School will follow and implement the provisions of these codes that apply to them.

Food Hygiene

All food handlers must possess a Foundation Certificate in Food Hygiene and Safety. Basic Food Hygiene training is ESSENTIAL for everyone who handles food.

Private Functions

This is any event on School premises, which may be organised by an individual member of the School, or by an external body through school procedures. The food supplied to these functions can be either prepared by School's catering services or by external catering providers.

11.3 Roles and responsibilities

Governing Body

The School Governing Body is responsible for ensuring that appropriate resources will be available to allow this policy to be complied with.

The following have specific responsibility under the Food Safety Policy

The Headteacher

- Has ultimate responsibility on behalf of the Governing Body to ensure, as far as is reasonably practicable, that the requirements of the food safety legislations are complied with.

The Catering Manager

- Shall have an overarching management role for all food preparation and service activities undertaken by the School and will ensure that effective measures are taken to maintain the highest standards of food hygiene practices.
- Shall ensure that HACCP monitoring is undertaken and that relevant and up to date HACCP documentation is maintained for activities within each area. Shall review HACCP assessments on a two-year cycle as a minimum.
- Has responsibility to oversee the standards of food hygiene to ensure that legislative compliance is maintained.
- Shall implement the Schools Food Safety Codes of Practice throughout his/her areas of responsibility and ensure it is adhered to.
- Shall ensure that standards are monitored continually and audited independently at least once a year.
- Shall ensure that all staff are trained within the parameters in this Codes of Practice.
- Shall ensure that all food suppliers comply with relevant food safety legislation. This will include obtaining where necessary, relevant audit information from suppliers to provide evidence that hygiene and operating practices are satisfactory throughout the supply chain.
- Shall ensure that all equipment, premises and services are maintained and repaired to the standards necessary to ensure legislative compliance.
- Shall ensure that HACCP monitoring is undertaken and that relevant and up to date HACCP documentation is maintained for activities within each area.
- Shall maintain compliance with this policy in all areas under their control, by ensuring that staff are trained adequately, by monitoring food safety standards, by managing the control systems, and by keeping adequate records to evidence due diligence.

- Shall ensure that all staff are aware of their responsibilities and establish contingency staffing procedures to maintain standards when those who would routinely undertake responsibility duties are unavailable.
- All Food Handlers shall carry out their work in accordance with the standards of performance stipulated in the Food Safety Codes of Practice and Standard Operating Procedures.

Other Responsibilities

- Any person, including staff, students and outside vendors, supplying food for consumption on School premises, must comply with the requirements of this policy and all relevant legislations.

11.4 Arrangements

Food supplied by the School

The Catering Manager has responsibility for ensuring that the School Food Safety Codes of Practice relevant to their areas of operation are kept up to date, are implemented and that staff have ready access to the relevant Food Safety Codes of Practice for work they undertake.

Food supplied by outside vendors

The Finance Manager shall maintain the list of approved suppliers to the School. Only suppliers approved by the General Manager can be used. The list will include external hospitality suppliers, such as those who deliver buffets to the School.

Inspection of food premises

The Governing Body and Head Teacher reserve the right to carry out regular inspections of its premises where food is prepared.

11.5 Monitoring

The Catering Manager is responsible for the general management of the Food Safety Policy. A report will be produced on an annual basis by the Manager for the Head Teacher to present to the Governing Body. This report will show how the Policy is being complied with, and provide information on actions taken to deal with any food related incidents.

Driving at Work Policy

12.1. General statement

It is our policy to take all reasonable steps to manage the health and safety of those staff who drive on School business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on work-related driving, but details what we expect from our employees; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from own-car drivers, as well as basic guidelines on driver health.

12.2. Legal position

We have a duty under the Health and Safety at Work etc. Act 1974 (HSWA) to take steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, we will take steps to set up safe systems of work in order to control and manage any risks, which cannot be eliminated. These will be identified by the carrying out of a suitable and sufficient risk assessment as required by the Management of Health and Safety at Work Regulations 1999 (as amended). Where applicable, this policy is also based on relevant provisions of the Road Traffic Act 1991.

12.3. Procedures

In order to comply with our legal duties, we have introduced a set of procedures. These are to be followed by staff at all times and are as follows:

- where a fleet or company vehicle is provided, employees must always report any suspected vehicle defects to (*insert name of manager here*). In the event that a defect is suspected, staff should never take a risk and attempt to drive a vehicle
- if an employee uses their own vehicle, they will be required to maintain it in a roadworthy condition
- before embarking on a long journey, employees should always carry out basic checks, e.g. to check oil, water levels and tyre pressure
- staff should follow any advice given on route-planning. They should also ensure that sufficient breaks are built-in to prevent fatigue and allow for any bad weather or traffic congestion, etc.
- hand-held mobile phones should never be used whilst driving and calls should only be made or taken when it's safe to do so. The use of hand-held devices is illegal and if convicted carries three penalty points and a fine.
- Although not illegal the use of hand free devices is discouraged as this can lead to distraction which in turn causes accidents.
- staff should always drive within speed limits and according to the prevailing weather conditions
- before driving, staff should familiarise themselves with the procedure to follow in the event of a breakdown.

12.4. Documentation

In order for us to comply with our legal duties, we will require those using their own vehicles to produce basic documentation. Where this is necessary, *(insert details of manager here)* should take responsibility for checking the following on an annual basis:

- the employee's driving licence
- if the car is more than three years old, the current MOT certificate
- insurance documents.

12.5. Employee duties

Section 7 of the HSWA also places a responsibility on employees to assist us in complying with our legal duties. They are also required to be mindful of their own health and safety and that of others who may be affected by their activities. To this end, employees are expected to follow the procedures laid down in this policy and to:

- keep their insurance up-to-date if using their own vehicle
- make available copies of the above documents annually when requested to do so
- inform the designated manager of any changes in circumstances, e.g. penalty points or new vehicle
- to have regular eye tests and to ensure that any necessary glasses for driving are worn
- to read any updates that we may periodically issue on road safety matters. These will include information on good practice as well as forthcoming legal changes which affect those who drive for work.

12.6. Ill-health and driving

Employees are responsible for ensuring that they are physically fit to drive. Should this change, their line manager must be informed as soon as possible. Drivers should also remember that some prescription drugs can cause drowsiness and affect the ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving; even short distances. As research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise us of any family history of DVT, or if they have ever experienced problems with blood clotting. Where this is the case, we will refer them to their GP in order to ensure that they are able to drive safely.

12.7 Rest breaks

The Driver should ensure they take break when driving long distances. It is recommended that a break is taken at least every 3 hours of driving.

13. Monitoring and Review

13.1 Introduction

The School undertakes to monitor its health and safety performance through a combination of reactive and proactive measures.

13.2 Reactive monitoring

The School will investigate all accidents reported and recorded in the Accident Book. Actions will be identified to prevent reoccurrence and assigned to persons for necessary action. Details of all RIDDOR reportable injuries will be available from the General Manager.

All staff are encouraged to notify the General Manager of any Health and Safety matters requiring attention. The Accident/Near Miss report Form is provided for this purpose.

13.3 Proactive monitoring

The School will monitor its activities to ensure compliance with its policies and procedures. To achieve this the Head Teacher delegates responsibility to Heads of Department to institute a programme of proactive monitoring to include inspections of the workplace every month.

The School will undertake an annual audit of its workplace and associated activities.

Risk assessments will be reviewed every 12 months or sooner if there is a significant change.

13.4 Annual Health and Safety report

The General Manager will provide a report on Health and Safety performance at the end of the calendar year to the Head Teacher and Board of Trustees.

(Reviewed MK August 2017)