



Health and Safety Policy

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Lettings and PTA Use of the Premises

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1.0 Statement of Health and Safety Policy and Intent

The Governing Body is committed to delivering high standards of Health and Safety. We will maintain the Health and Safety at work of all our staff, students and visitors and any other persons who may be affected by our work activities.

We will comply with the requirements of the Health and Safety at Work etc Act 1974 and all applicable UK legislation as well as other regulations.

We will promote a culture of continuous improvement to achieve our objectives and develop a series of targets to support the delivery of this objective.

The governors accept their collective and individual responsibilities and will:

- Make sure all personnel fully comply with our Health and Safety Policy and associated Management System throughout the school.
- Safeguard the health, safety and welfare of all staff and students whilst on the premises and provide them, as far as is reasonably practicable, with an environment that is safe and without risks to health.
- Conduct our undertakings in such a way as to ensure, so far as is reasonably practicable, that people not in our employment but who may be affected by our operations are not exposed to risks to their health and safety.
- Conduct audits and inspections on our operations in accordance with the requirements of: The Safety Management System.
- Actively involve our staff and students in matters that affect Health and Safety.
- Produce and implement a health and safety training programme that promotes the development of personnel as a key resource within the school and check that they are competent to carry out their duties.
- Carry out operations under the control of preventative and protective measures that have been specified as a result of systematic hazard identification and suitable and sufficient risk assessment.
- Bring the contents of the Health and Safety Policy to the attention of all staff and contractors.
- Promote good health amongst all and be concerned with the prevention of occupational disorders and diseases.
- When new substances, plant, machinery and equipment are introduced into the school, undertake risk assessments so as to determine the level of guidance, instruction, training and supervision that will be required in order to enable them to be used safely.
- Undertake investigations into accidents and near misses in order to establish root causes and to enable suitable and effective corrective action to be taken.
- Assess and monitor our sub-contractors and suppliers to determine that they have suitable systems and resources in place to deliver positive Health and Safety performance.

All employees, contractors and visitors have a responsibility to ensure their own Health and Safety and that of others.

The Governors have appointed **Mr R Williams as governor (for Health & Safety)** as having specific responsibility for this policy, its implementation, review and monitoring to retain its effectiveness.

The policy will be reviewed annually and revised where necessary.

Head Teacher

Signed.....Date.....

Print.....

Chair of Governors or **Designated H & S Governor**

Signed.....Date.....

Print.....

2.0 Organisation and General Responsibilities

2.1 Governing Body

The Governing Body is responsible for ensuring that:

- A Health and Safety policy is prepared, implemented and reviewed to ensure it remains valid;
- Health and Safety standards are monitored by direct involvement or by considering inspection reports;
- Actions are prioritised where resources are required;
- Health and Safety is an agenda item at Governors' meetings;
- A Governor is given specific responsibility for Health and Safety;
- The Governor with specific Health and Safety responsibilities, the Head teacher and his representative receive Health and Safety management training and are competent to deal with the Health and Safety aspects of the work;
- Assistance is obtained from specialists when in any doubt about the Health and Safety standards to apply.

2.2 Head Teacher

The Head teacher is responsible to the Governing Body for ensuring that:

- Hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant Health and Safety legislation;
- The significant findings regarding the above are recorded;
- The arrangements are monitored to ensure they are working;
- Employees are aware of what is expected of them and that they are capable of dealing with the Health and Safety requirements of their work;
- Any problems in implementing appropriate Health and Safety standards are reported to the Governing Body;
- Specialist help and assistance is obtained where necessary;
- The reports of Health and Safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, students and visitors.

2.3 Site Team

Is responsible for assisting the Head teacher and **Business Manager (HR & Site)** with the above and specifically for:

- Liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented;
- Dealing with premises matters raised in Health and Safety inspection reports completed by the Health and Safety advisors;
- Monitoring the Health and Safety standards of the school on a day to day basis, reporting any problems that cannot be rectified to the Headteacher;
- Keeping the school Health and Safety policy under review and advising when any amendments are necessary;
- Receiving Health and Safety information and guidance and circulating to the staff concerned if relevant to them;
- Receiving the Health and Safety incident / **Near Miss** Report Forms, requests for maintenance detailed in the Maintenance Book and initiating the action required;
- Liaising with the Health and Safety Consultants appointed to assist the School;
- Preparing agendas for the Health and Safety Committee meetings, attending the meetings and circulating the minutes of the matters discussed;
- Liaising with the Premises and Finance Committees with regard to Health and Safety issues;
- Monitoring Health and Safety expenditure and identifying priorities for allocation in consultation with the Health and Safety Committee;
- Presenting the accident book for review and taking the minutes for the Health and Safety Committee meetings;

2.5 The Reception Team

The reception team is responsible for :

- Ensuring that everyone coming on site has been inducted and has signed in.
- Ensuring that all contractors have read, understood and signed the asbestos register / survey.

2.6 The School visit coordinator

The school visit coordinator is responsible for coordinating the school journey and visits risk assessment information.

2.7 Heads of Department - General Responsibilities

Heads of Department are responsible to the Head teacher for ensuring that in their areas:

- Hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant Health and Safety legislation;
- Updating risk assessments for identified hazards;
- The significant findings regarding the above are recorded in their own Departmental Health and Safety Policies;
- The arrangements are monitored to ensure they are working;
- Employees are aware of what is expected of them and that they are capable of dealing with the Health and Safety requirements of their work;
- Any problems in implementing appropriate Health and Safety standards are reported to the Head teacher;
- Specialist help and assistance is obtained where necessary;
- Reporting to the Head teacher any Health and Safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the Health and Safety arrangements.
- Giving Health and Safety training to new staff as part of their induction

2.8 All Employees

Are responsible for:

- Taking reasonable care for their own Health and Safety and that of other employees and visitors who are be affected by their activities;
- Where appropriate, exercising effective supervision of students so as to minimise risks to their Health and Safety;
- Using any work equipment in accordance with the training and instructions provided;
- Co-operating as is necessary to implement the arrangements of this policy;
- Monitoring the Health and Safety standards of their own areas, ensuring that appropriate risk control measures are implemented
- Reporting to the **Site Team** any Health and Safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the Health and Safety arrangements.

2.9 Students

Students are expected:

- To exercise personal responsibility for their own Health and Safety and that of their classmates;
- To observe standards of dress and behaviour consistent with the Health and Safety of themselves and others;
- To observe the rules of the school and in particular the instructions of teachers;
- To report any Health and Safety issues immediately to a member of staff.
- Students are made aware of Health and Safety in annually held assemblies

2.10 Health and Safety Assistance

James Whelan from the Health and Safety Team at **HR Solutions** has been appointed to be the competent person as required by Regulation 7 of The Management of Health and Safety at Work Regulations 1999 and is responsible for providing Health and Safety assistance as and when requested and undertaking a site inspection each year.

The Team can be contacted via email: safety@hrsolutionsgb.com Telephone 01522 751999

3.0 Arrangements and Significant Findings of Generic Risk Assessments

3.1 General Hazards

- A high standard of housekeeping is expected to reduce the risk of accidents.
- Furniture and equipment must be kept tidy and not allowed to pile up so as to cause a toppling hazard.
- Unwanted items must be cleared out and not allowed to accumulate in such ways as to congest the working areas.
- Students' bags must not be left in walkways or areas where they create tripping hazards.
- Specific attention must be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Employees must rectify these situations where possible or report them to the **site team**.
- Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Employees must inspect these before use and report any defect to the site team.
- Employees must not use chairs, boxes or similar items and must not climb up the face of cupboards or storage racks.
- Filing cabinet drawers must not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard.
- Desk and cabinet drawers must be closed immediately after use and not left open.
- Damaged or defective furniture and equipment must be reported to the site team.
- Sharp edges, which may cause injury and/or damage to clothing, must be reported to the site team.
- All radiator spindles must be fitted with a hand wheel or cap to prevent penetration injuries.
- Heaters with hot surfaces must be fitted with guards to prevent injuries and hot water temperatures in students' areas are set to so as not to cause scalding.
- Unauthorised running is not permitted within the school premises.
- Care must be exercised when using doors, particularly those without viewing panels.
- Doors must not be opened without regard for someone coming from the opposite direction.

3.2 Guard-rails on Stairs and Landings

Falls down stairwells are a major risk to students in schools with multiple floors. To minimise the risks employees must ensure good discipline in these areas making sure that students do not run or play about on stairs or landings. The guard-rails on the stairs and landings have been checked to ensure they meet the requirements of the Workplace (Health and Safety and Welfare Regulations (at least 900mm on stairs, measured vertically from the stair nose to the top of the rail and at least 1100mm on landings, both sufficiently in-filled so that gaps do not exceed 100mm and which prevent easy climbing).

3.3 Vulnerable Glazing

The vulnerable areas of glazing have been protected with anti-shatter film to prevent serious injuries in the event of breakage. This includes all wired glass in doors/side panels and below 800mm from the floor. In addition the glazing in windows facing the playground and all glazing below 2 metres in the Sports Hall and Gymnasium have been safeguarded.

3.4 Electrical Equipment

Employees shall not attempt repairs or make modifications to electric equipment. (Any defects or malfunctions must be reported to the site team).

The fixed electrical installation in the School is inspected and tested on a 5 yearly basis by electrical contractors and any maintenance to prevent danger is carried out.

Only electrical equipment provided by the School should be used. If, unusually, staff bring in electrical equipment which has not been purchased by the school, it is checked by the site team (PA Tested) before use.

Formal visual inspections and tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger. (Not including low risk office equipment, such as computers, where the mains cables are organised to prevent damage.)

Employees are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

Annual Testing (PAT) of portable electrical appliances is carried out

It is essential that where portable electric equipment is used outdoors a residual current device (RCD) is used to reduce the risk of serious electric shock. Employees must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment, which causes the RCD to trip.

3.5 Vibration

School activities are not considered to include significant vibration risks. A basic understanding of the hazards, symptoms and controls are of use in maintaining this situation, and assuaging employee concern.

Although regular and frequent exposure to hand arm vibration (HAV) can lead to potential health effects, occasional exposure is unlikely to cause ill health.

3.6 Noise

Exposure to high levels of noise can cause permanent damage to the human hearing, in the form of noise induced hearing loss (which may be frequency dependent) or tinnitus (a ringing noise in the ears).

Noise is measured in Decibels, on a logarithmic scale. Therefore an increase of 3 Decibels would be a doubling of the sound intensity, a difference which you may not even notice.

dB (A) is an average of the noise level received, usually averaged over an 8 hour working day.

Noise exposure is normally averaged over a single working day, but for largely varying or intermittent exposure, a weekly average may be taken.

In order to control exposure to harmful noise doses, Action Levels have been set, at which differing levels of control are implemented.

The Action Levels are:

Lower Action Level = 80dB (A) with a peak sound pressure of 135dB.

Upper Action Level = 85dB (A) with a peak should pressure of 137dB.

There are also Noise Levels that must not be exceeded, and these are:

A daily or weekly exposure of 87dB (A) or a peak should pressure of 140dB.

It is the school policy to reduce noise at source, by the purchase and maintenance of equipment to keep the noise level generated as low as possible. Where this cannot be achieved engineering controls, such as acoustic damping, are employed to further reduce noise exposure. And only where the above measures are insufficient or in appropriate is personal ear protection resorted to.

Guidance

Faintest audible sounds – Approx 0 dB

Quiet Library – Approx 20 – 30 dB

Quiet Office – Approx 40 - 50 dB

Conversation – Approx 50 – 60 dB

Loud Radio – Approx 65 – 75 dB

Classroom – Approx 67 – 80 dB

Tractor Cab – Approx 80 – 85 dB

Arc Welding – Approx 87 – 97 dB

Power Drill – Approx 87 – 97 dB

Chainsaw – Approx 103 – 110 dB

As a rule of thumb; if a person has to raise their voice to be heard by another person standing 2m away (with normal hearing), then they are probably in a hazardous noise environment.

Activities/Areas where the noise is likely to be between the Lower and Upper Action Levels have been identified, and in these areas.

Persons are informed about the noise hazard and the controls to be adopted. Hearing protection is available, and provided upon request.

Areas where the noise is likely to be at or above the Upper Action Levels have been identified, and in these areas.

Hazard protection zones (where the use of hearing protection is compulsory) have been identified and appropriately signed.

Persons are informed about the noise hazard and the controls to be adopted.

Hearing protection will be worn by all persons within the hearing protection zones.

The use of hearing protection will be monitored and enforced by Heads of Department.

Health surveillance will be undertaken at the commencement of employment and annually there-after for all employees who are likely to be regularly exposed to noise at or above the upper action levels.

Instances where an individuals' noise exposure reaches the Noise Limit will prompt an investigation into reasons for the exposure, and the activity concerned will cease until the noise exposure can be brought down below the limit values.

3.7 Working at Heights

Employees are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

<http://www.hse.gov.uk/pubns/indg401.pdf>

Refer to: work at height regulations 2005 for further information.

Ladders and Step Ladders - General Rules

- Check that equipment is in good condition; do not use ladders or stepladders with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects.
- Check the ladder is clear of overhead electric cables.
- Set the ladder at the correct angle (1 out to every 4 up).
- Never climb higher than the fourth rung from the top to ensure adequate handhold.
- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1m above the stepping off point so as to provide an adequate handhold, especially for coming down.
- Move ladders and stepladders so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible. This ensures the ladder cannot slip sideways or backwards. Whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.

- Ladders must be secured or correctly footed. However where additional securing is not practicable, ladders may be used without additional securing providing that they are set at the correct angle on a firm, level, and non-slippery surface and are securely wedged in place against a wall etc. (HSE Guidance makes no mention of unsecured ladders being OK below this 3m length limit – but it does indicate that to wedge ladders firmly in place could be acceptable).
- Ladders over 3m in length must be secured. (HSE Guidance makes no mention of this 3m limitation, but suggests that all ladders should be secured or footed etc).
- Make sure that extension ladders have enough overlap to prevent collapse.
- Stand the ladder or stepladder on a firm level base and not on loose material.
- Inspect steps before use and clean the rungs if they are wet, icy or greasy.
- Make sure footwear is in good condition and free from mud or grease on the soles before climbing any ladders or steps.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position.
- Stepladders must be long enough to reach the work and provide a secure handhold. Do not stand on the top step or platform on a stepladder unless it is constructed with a secure handhold.
- Always spread stepladders to their fullest extent for stability and check retaining hinges/cords/clips are secure.
- Whenever possible, place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on stepladders should be avoided because it is less stable. Where this is unavoidable another person should support the steps to prevent them tipping.

3.8 Substances Hazardous to Health

Where possible all substances used in the School should be non-hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.

All substances must be properly labelled, stored, used and, when necessary, disposed of in accordance with the manufacturer's instructions. Employees should be aware of the requirement to assess the risks to health of any hazardous substances brought into the School to ensure the appropriate the risk control measures are devised, implemented and where appropriate, recorded.

As some hazardous substances are unavoidable, individual COSHH Risk Assessments should be carried out for the use of each hazardous substance. Some minimum control measures the COSHH assessments (This is not a COSHH Assessment) for cleaning substances and legionella bacteria are given below. The control measures for the

hazardous substances used in Science, Technology, Food Technology, and Art are covered in the relevant sections.

3.9 School Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for the general purpose cleaning in the School.

The Site Team/catering manager is responsible for ensuring that the product DATA sheets are current and available to view by all staff and Risk assessments are completed and reviewed on a regular basis.

These substances are necessary, as substitutes without these hazards are considered not to be effective.

As a minimum, the following measures are used to control the risks to health from the use of these substances:

- The substances are kept secure at all times when not in use to prevent access by students and unauthorised persons;
- The substances are only to be used as directed by the manufacturers on the containers;
- Substances shall not be mixed together. This is particularly important with bleach: toxic fumes can be generated if this is mixed with other substances;
- Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems: e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of PVC gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times;
- Accidental splashing on the skin or in the eyes needs to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances should be reported to the Head teacher and, where appropriate, to a medical practitioner;
- Where substances are transferred into smaller containers for use they are marked with their contents and appropriate hazard sign.

The above measures are considered necessary to comply with the COSHH Regulations.

3.10 Legionella Bacteria

There is a small risk of legionella bacteria developing in the domestic water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons.

A company specialising in water hygiene has been commissioned to assess the risks and the recommended remedial work has been carried out to prevent contamination and

stagnant water gathering in dead legs of pipework etc.

Once a year during the summer holidays a specialist company is contracted to clean and chlorinate the water storage tanks, pipework and shower heads etc.

In addition, the site team is responsible for ensuring that any shower heads are cleaned and the hot and cold water services are thoroughly run through prior to the school re-opening after more than 5 days closure.

Monitoring of water temperatures is carried out by Guardian.

3.11 Boiler Room

- Boiler rooms are considered to be potentially hazardous environments and the following control measures have been adopted to reduce the risks.
- The boilers are maintained annually by competent specialist contractors.
- Appropriate fire extinguishers are provided in the Boiler Room.
- Emergency isolation controls are provided in the Boiler Room.
- The Boiler Room is kept secure to prevent unauthorised access.
- Combustible materials are not stored in the Boiler Room.
- Emergency exit routes from the Boiler Room are kept free from combustibles.

3.12 Asbestos

A specialist asbestos survey has been carried out throughout the school, all asbestos containing materials identified and a report produced.

The control measures to prevent asbestos fibres being released have been taken as appropriate.

- Asbestos containing materials have been removed where necessary.
- Asbestos containing materials have been encapsulated to prevent contact.
- Asbestos containing materials have been sealed to prevent deterioration.
- Access is denied to asbestos containing materials.
- Asbestos containing materials are properly identified.

An Asbestos Management Plan has been developed which includes the following control measures.

- No building or maintenance work is carried out without prior reference to the asbestos survey report.

- All contractors and maintenance personnel etc are made aware of asbestos containing materials in and around their area of work in order that they may take the appropriate precautions. Confirmation of this notification should be recorded.
- Specialist assistance is to be obtained in all instances where asbestos containing materials are likely to be disturbed.
- The site team monitors the conduct of employees and contractors to ensure that asbestos containing materials are not disturbed.
- The condition of all exposed asbestos containing material is monitored by the site team on a regular basis and records maintained.
- If asbestos containing materials are removed or treated in any way the asbestos register is to be updated by the site team.
- Access to areas where deterioration, damage or disturbance of asbestos containing materials occurs, is prohibited.
- In areas where refurbishment, demolition or major building works are to take place, an Asbestos Refurbishment/Demolition Survey will be carried out beforehand.
- Asbestos awareness training will be completed by all relevant staff.

3.13 Fire Risk Assessment

A fire risk assessment has been carried out as required by Regulatory Reform – Fire Safety Order 2005. The significant findings are recorded separately.

All staff are to be familiar with the Fire Risk Assessment for their work area, and are to comply with the fire safety arrangements of the school.

The site team is responsible for ensuring that the maintenance requirements identified in the Fire Risk Assessment have been carried out.

Fire prevention is part of everyone's duties. In particular, attention should be paid to checking the school before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All electrical equipment that need not be left on, such as photocopiers, kettles and computers, is to be switched off. Equipment needing to be left on should be kept clear of combustible material in case of a fault developing when unattended.

Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored properly in order to reduce the risk of fire.

The escape routes and means of preventing the spread of smoke and fire are incorporated into the design of the school. These routes must be kept free from obstruction and the fire doors must not be propped open. The site team is responsible for checking the operation of the self-closing fire doors and rectifying problems.

Fire extinguishers are not to be tampered with or removed without authorisation, and are not to be obstructed.

Emergency exits, fire safety notices and fire alarm call point are not to be obstructed.

Heater inlet and outlet vents are not to be obstructed, and combustible materials are not to be placed on top of heaters or near the outlet vents.

The whole school site is designated a no-smoking area

Electrical equipment is to be inspected prior to use to ascertain so far as possible that it is safe to use and free from defects.

Windows and doors are to be secured when vacating rooms and buildings to reduce the potential for unauthorised entry and arson.

Waste skips are to be kept secure and located away from school buildings, to reduce to potential for arson.

All work requiring the use of sources of ignition is to be Risk Assessed, and the appropriate safety precautions taken.

All staff are to check their work areas immediately after use to ensure that sources of ignition are extinguished or turned off, as appropriate, prior to vacating the area.

Waste bins are to be emptied daily and combustible materials not allowed to accumulate.

Evacuation procedures have been devised and notices are posted throughout the premises showing the directions to the exits. The main assembly area is the **tennis court**.

The Site Team is responsible for organising evacuation **drills termly and are** responsible for completing the record sheet.

The Site Team are responsible for ensuring competent contractors annually service and test the fire alarms and for completing the record sheet.

The site team are responsible for testing the emergency lights every term and for completing the record sheet.

Specialist contractor's service fire extinguishers and fire blankets on an annual basis.

If a member of staff finds a fire they must:

- a) initiate the fire alarm – if not already initiated by ceiling detectors;
- b) escort individuals out of the area;
- c) ask the Main Office to ring the fire brigade (or use another phone and then tell the Main Office or The Assistant Head
- d) If staff are trained and confident to use one, then relevant fire extinguisher can be deployed to extinguish a small fire.

3.14 Manual Handling of Items and Equipment

Manual handling operations are required to an extent in most of the school's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all employees. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

Employees should not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the site team.

When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.

Special care is to be exercised where students are involved with the moving of objects e.g. moving trampolines or pianos. Employees are required to assess these operations and only allow students to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.

The manual handling of any objects which present a significant risk of injury and which cannot be avoided is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

The following operations have been assessed and, along with the minimum control measures identified below and the manual handling training that has been provided, are considered to be adequate to reduce the risks to the lowest extent reasonably practicable.

Chair and Table Moving

Measures to reduce the risk of injury:

- Using correct lifting techniques;
- Carrying no more than 3 chairs at a time;
- Using special trolley for moving stacks of chairs;
- Carrying no more than 1 table at a time (single tables);
- Obtaining assistance where the time-scale involved could lead to over-exertion.

Miscellaneous Packages and Items

Measures to reduce the risk of injury:

- Using correct lifting techniques;
- Using the trolleys and barrows provided;
- Obtaining assistance where the weight/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards etc

Measures to reduce the risk of injury:

- Using the correct lifting techniques;
- Using the trolleys and barrows provided;
- Obtaining assistance in proportion to the weight/size and distances involved;
- Wearing protective equipment such as gloves and safety footwear.

3.15 Moving and Handling Assistance for Students with Special Needs

- An assessment of the moving and handling needs of students with special needs will be carried out before the student starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors.
- The assessment will identify the moving and plan appropriate for each student.
- Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and, where appropriate, encouraging students to move themselves or by re-organising activities.
- Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable. E.g. training for employees in using the correct techniques, team lifts the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.
- The moving and handling plans will be recorded in the student's IDP.
- The assessments shall be reviewed each term or when significant changes occur.

3.16 Disabilities

The school recognises its duties with regard to providing reasonable access to the school and its facilities for disabled persons. Due to the widely differing circumstances of each disabled person, there can be no single set of provisions which will cater for all disabilities.

The requirements of each disabled person for access to the school and its facilities will be assessed individually and reasonable adjustments made to cater for them.

- Ramps have been provided where possible for disabled persons to gain access to various parts of the school
- Disabled toilet facilities have been provided.
- The edges of steps etc, changes of level and impact hazards have been highlighted to assist visually impaired persons.
- Supervision levels are individually assessed for each disabled person.
- Manual handling training and mechanical aids are provided and maintained to assist with moving mobility impaired persons.

- Emergency arrangements have been reviewed in light of the disabled persons likely to be present and where appropriate Personal Emergency Evacuation Plans (PEEP's) have been documented.

3.17 Personal Protective Equipment

Personal Protective Equipment (PPE) is all equipment, including clothing for protection against the weather, which is intended to be worn or held by individual persons at work and which protects them against one or more risks to their health and safety.

PPE is regarded as the last choice of any hierarchy of control, and should only be chosen where other methods, such as engineering controls, have been considered and disregarded.

Only PPE bearing a (CE) mark will be made available, and will be provided free of charge to employees.

Heads of Departments are to monitor and enforce the use of PPE, are responsible for enduring:-

- PPE is assessed for suitability prior to use. It should be appropriate for controlling exposure to the risks concerned, available in appropriate sizes or fully adjustable to fit the users, and is compatible with other PPE that may need to be used at the same time
- Effective storage arrangements are provided and used for PPE, which enable PPE to be stored without damage, and eliminates the potential for cross contamination.
- PPE is kept in a clean condition and manufactures guidance is followed for the maintenance requirements.
- Employees are provided with training and instruction on how to use appropriate PPE properly and safely, and informed of the reason for its use and how to identify and report defects.
- Adequate supplies of serviceable PPE are available, and damaged or ineffective PPE is withdrawn from use

3.18 Display Screen Equipment (DSE)

Computer equipment is used extensively by employees in the School Office and some teachers. These employees have been designated as 'users' under The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)

A guide has been produced to aid employers and employees alike:

<http://www.hse.gov.uk/pubns/indg36.pdf>

'Users' are provided with information and training about the risks to their health and how to minimise them.

Workstations in the Office and those used by other staff identified as 'users' have been assessed to ensure they satisfy minimum requirements and the risks are reduced to lowest level reasonably practicable.

Frequent changes of activity occur; therefore no special breaks need to be planned into work routines to prevent the onset of fatigue.

'Users' are entitled to eye tests and any special spectacles required for display screen work. Initially 'users' are to request these through the Business and Finance Director.

Work related upper limb disorders such as pain to the muscles; repetitive movements associated with intensive keyboard or mouse operations can bring about pain to ligaments and nerves of the hand and arm. Properly arranged workstations and organisational systems will minimise the risks of these disorders. Employees should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

<http://www.hse.gov.uk/radiation/nonionising/whiteboards.htm>

3.19 Smoking

Smoking or vaping is not permitted on the school site, in any school vehicle or in any vehicle in which more than a single employee is travelling during the course of their employment. This is to prevent unwanted exposure to environmental tobacco smoke, which is a health hazard, and to minimise the risk of fire.

Appropriate signage is displayed in all school vehicles

3.20 Contractors' Activities

Construction and maintenance work involves major hazards and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The School has a duty to ensure the Health and Safety of students, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on the Local Education Authority approved list, or can show in some other way, they are competent to carry out their work in accordance with the relevant statutory provisions will be selected for work on the premises.

The Site Team is to identify to the contractors, those hazards and controls already in place at the school, and obtain from them information regarding the hazards and controls which they will be bringing to the school, such that adequate control measures can be implemented and effective contractor/school segregation maintained.

Before work commences the site team must ensure that arrangements to control the risks are implemented by the contractors to protect students, employees and visitors. The site team shall then monitor the contractor's activities to ensure the arrangements are adequate. Any situation where the control measures are insufficient must be immediately discussed with the contractors.

The Construction (Design and Management) Regulations 2015 (CDM 2015) will apply to all construction projects. Additionally a project is notifiable if the construction work on a construction site is scheduled to (a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project, or (b) exceed 500 person days. In these cases the Head teacher or delegated employee is responsible for seeking specialist advice regarding what must be done to comply with these Regulations. James at HR Solutions is also a CDM Advisor.

Contractors should provide their own risk assessment for checking and agreement by the Site Team and the academy's health and safety advisor.

3.21 First Aid Arrangements

The First Aid Coordinator (**Ian Taylor**) is a qualified first aider. In addition to this it is the policy of the school to train as many staff as possible in emergency first aid so as there is always cover for the most likely times that injuries occur and for absences/school trips etc. Certified first aiders are available on request.

The First Aid Coordinator is responsible for ensuring that first aid training is repeated every three years.

First aid boxes stocked with the recommended contents are located at appropriate points throughout the school. A member of the reception staff has been nominated to check the contents on a termly basis and replacing any items used. All employees should familiarise themselves with the location of these so that in the event of an injury or acute illness these can be located quickly.

First aid boxes are to be taken on school journeys, and the person in charge is appointed to be responsible for the first aid box and for taking charge of the situation i.e. calling assistance if a serious injury or illness occurs.

Employees should administer first aid treatment in accordance with their training and always err on the side of caution by referring students for further medical attention as set out below or when in doubt.

Head Injuries

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing or which change the behaviour of the student should be referred immediately for further medical attention. Slight knocks to students who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter for any non-significant head bumps, which show no signs or only slight reddening.

Other Injuries

Broken bones may sometimes not be obvious in children. Any injury, which results in continued pain or changed mobility, should be referred immediately for further medical advice.

Infection Control

Aids and hepatitis B viruses are a risk to employees involved in the provision of first aid. The universal precautions for cleaning up body fluid spills detailed in the HPA Poster 'Guidance on infection control in schools and other childcare settings' Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the Staff room.

3.22 Pregnancy and Work

Employees who become pregnant shall inform the Head teacher so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Advice on pregnancy and work is given in the HPA Poster 'Guidance on infection control in schools and other childcare settings' Department of Health poster 'Guidance on infection control in schools and nurseries'. This poster is displayed in the Staff room.

3.23 Young Persons Working or On Work Experience in the School.

If young person's come to the School to work or go elsewhere on work experience, special Regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory school age. They require that a specific risk assessment should be carried out to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced employee who is responsible for ensuring the appropriate measures are taken to protect their Health and Safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are informed as described above, a copy of this policy shall be forwarded to them with the confirmation letter.

The transport arrangements for the young person on the way to work experience are the responsibility of the parents/guardians and students as set out in the school issued document signed by parents.

3.24 Students on Work Experience

When students go to work experience the same Regulations as above apply. These require that employers who provide the work experience to carry out a specific risk assessment to identify any measures that are required to reduce the risks because of student's immaturity, inexperience and lack of awareness. Findings of the pre-placement assessment carried out by the Work Experience Co-Coordinator and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the student. The work experience co-ordinator will maintain contact with the pupil throughout the placement, and debrief them afterwards.

The Work Experience Co-ordinator is responsible for ensuring that employers providing work experience placements are suitable and have arrangements, which ensure that:

- students are properly prepared and briefed on the hazards of the workplace and the risk control measures before they start work;
- students are effectively supervised to ensure the appropriate risk control measure are taken;
- The findings of the risk assessments and the protective/preventive measures to be taken are communicated to the person having parental responsibility for the student.
- Failures in attendance are to be reported to the school.

The assessment of suitable work experience providers will be through a centrally co-ordinated scheme or be undertaken individually by the Work Experience Co-ordinator in accordance with the DfES guidance publication 'Work Experience: A guide for schools' The DfES publications 'Work Experience: A guide for employers' will be forwarded to employers who are assessed individually by the Work Experience Co-ordinator.

3.25 School Security

The main reception entrance is monitored at all times to prevent unauthorised access.

Many exit doors are locked from the outside to prevent unauthorised access but these can be readily opened from the inside in case of emergency.

A security fence with locked gates restricts access to the front of the school, access from the front is via reception only.

All visitors are required to report to Main Reception on arrival.

The names of all visitors, their time of arrival and departure is recorded and a badge/lanyard issued for identification while on the school site.

Unknown persons on the school site not wearing a visitor's badge/lanyard are to be asked what they are doing and if they require assistance. In some cases it may not be appropriate for a lone employee to make this approach. In these cases, the Head teacher is to be informed and, if necessary, the police called for assistance.

CCTV is used to monitor various areas of the school

3.26 Violence at Work

The School seeks to minimise employee vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from students or parents and further action such as exclusion/banning/prosecution will be considered.

The following steps should be followed:

- Employees who have any qualms about parental interviews should arrange for a colleague to be present;

- Employees should not become confrontational even if provoked. They should offer to arrange another meeting with senior colleagues and close the interview;
- Do not hold meetings with parents in isolated classrooms and have clear objectives and a set time scale;
- Do not make home visits alone;
- If verbally or physically abused, leave or call for assistance immediately;
- Employees should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Head teacher. This will enable incidents to be monitored, investigated, and appropriate action taken;
- A register is kept of those who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised;
- Employees who suffer violence at work will be sympathetically treated and a variety of support systems are available.

3.27 Educational Visits

Employees should note that students face far higher risks on school visits than they do in the school. The hazards of all visits must be identified and appropriate risk control measures built into the arrangements. A summary of these must be recorded for all visits undertaken. This will include, for residential and/or hazardous visits, an application to approve a visit being made to the local authority using the EVOLVE procedure, together with the completion of an in-house Application for Approval of an Educational Visit. For all other visits this same form must be completed and submitted but an EVOLVE application is not required. Policy guidelines have been produced and the DfES document 'Health and Safety of Students on Educational Visits' is used as a guide for the risk control arrangements. For farm visits specialist guidance is available from the HPA, the DoH and the DoE.

Farm visits pose a risk of infection and the precautions detailed in the HPA Poster 'Guidance on infection control in schools and other childcare settings' Department of Health poster 'Guidance on infection control in schools and nurseries' and the DOE's memo on this subject must be followed. This poster is displayed in the Staff room.

3.28 Medicines and Infection Control

The storage and provision arrangements for students' medicines are set out in a separate locked cupboard with the School Medicines Policy.

Students who are unwell with an infectious disease should not be at school and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the HPA Poster 'Guidance on infection control in schools and other childcare settings' Department of Health poster 'Guidance on infection control in schools and nurseries'. This poster is displayed in the Staff room.

3.29 Injury / Disease / Dangerous Occurrence Reporting / Near Miss

The receptionists will record minor injuries to employees and students in the accident book.

The PA to the head is responsible for carrying out the statutory reporting to the HSE for "major" and "over 7 day" absence injuries as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. (Not counting the day on which the accident happened)

Incapacitation means that the worker is absent or is unable to do work they would reasonably be expected to do as part of their normal work (for a period in excess of 7 days). The accident must be reported within 15 days of the accident

Further information: <http://www.hse.gov.uk/pubns/indg453.pdf>

It is recommended that the form is completed online:

<http://www.hse.gov.uk/riddor/report.htm>

These forms must be used to notify the Health and Safety Executive (HSE) of any 'Major' injuries to employees, students or visitors and any 'Over 7 day absence' injuries to staff.

'Major' injuries to students and visitors are those which require them being taken directly to hospital. This only applies to injuries, which arise in connection with work, either through a premises fault or through work organisation, such as lack of care, and sporting injuries that occur during an organised sporting activity.

'Major' injuries to employees are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.'

All 'Major' injuries must be notified to the HSE immediately by telephone, followed with an online report form within 10 days. Incident Contact Centre telephone number - 0845 3009923.

'Over 7 day' absence injuries to employees do not require telephone notification but the F2508 form must arrive at the HSE within 15 days of the injury.

Further guidance can be found at:

<http://www.hse.gov.uk/riddor/do-i-need-to-report.htm>

You must also report some incidents, which do not result in injury, to the HSE. These are known as 'Dangerous Occurrences' and are only those, which are specified by the Regulations. These mainly consist of large incidents in the construction and manufacturing sectors but some such as a fire or electrical short circuit, which disrupts activities for more than 24 hours or the failure of a lift, will apply.

Certain diseases are also reportable and the full list of reportable diseases is available from the HSE website.

The Health and Safety Team (01522 751999) shall be contacted if in doubt about these reporting procedures.

A near miss is an event which does not cause harm but has the potential to cause injury or ill health, a narrowly avoided accident or other incident.

A simple system for reporting near-miss incidents is a very important way of identifying problem areas. This will help you highlight some of the less obvious hazards in a workplace, or identify areas where a problem is developing.

Some models suggest that for every accident there are approximately ninety near-misses.

If there is a good reporting system in place, the hazard could be dealt with before someone is injured.

It can be difficult to get staff to report near-misses or minor slip accidents, as they are often seen as funny or embarrassing occurrences (until someone is hurt). It is important to create a culture which encourages reporting of these accidents.

All staff are to complete a near miss form when they identify something with the potential to cause harm. Completed forms are to be sent to the site team for corrective action.

3.30 Statutory Notices

The Head teacher is responsible for ensuring that a 'Health and Safety Law' poster is displayed in the offices where employees can read it.

In the case of a foundation school the Head teacher shall also ensure that a current copy of the employer's liability insurance certificate is displayed where employees can see it.

3.31 Health and Safety Representatives and Consultation

The role of trade union appointed Health and Safety representatives is recognised and encouraged. No Trade union representative has been appointed.

The Site Team has been appointed as a Health and Safety representative and will be consulted during the preparation and review of the Health and Safety policy of the school to enable effective co-operation in the promotion and development of the Health and Safety arrangements.

If a trade union representative were to be appointed, facilities and time off from normal duties will be provided so that they can carry out the functions of a Health and Safety representative as detailed in the Safety Representatives and Safety Committee Regulations 1977.

3.32 Employee Induction Procedures

The capabilities of all new employees with regard to their own Health and Safety and that of students in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's Health and Safety arrangements, particularly:

- Evacuation procedures;
- First aid and injury reporting arrangements;
- Any other relevant emergency procedure.

3.33 Managing Sickness Absence and Return to Work

It is the school policy to help employees to return to work following sickness absence.

Managing sickness absence and return to work will help retain valuable staff, reduce unnecessary overheads and potentially avoid expensive employee replacement costs. A significant enhancement can also be expected in employee relationships.

All sickness absence will be monitored and recorded by the Line Manager of the sick employee, who will liaise between the sick employee and the School, and will act on behalf of, and with the advice of, the Head Teacher and School Governors.

Employees are required to inform the Cover Manager why they are absent from work, and of any significant developments in their condition that affects their time of return to work or the tasks they will be capable of performing once returned.

The Head of Department will maintain contact with the sick employee to ensure that the following criteria, as a minimum, are met.

Less than 3 days sickness absence.

When the employee returns to work, welcome them back and discuss their absence.

For Absence over 4 Days

Keep in touch with the employee

When the employee returns to work, conduct a return to work interview

If necessary

Identify any barriers that may prevent return to work – these may
Not need a medical solution.

Obtain expert advice – occupational health adviser, rehabilitation providers

Put together a plan of action and make reasonable adjustments to help the employee to return to work, including seeking advice if necessary, and agree these with the employee and others involved.

Note - The employer has duties under Health and Safety Legislation, the Equality Act and Employment Law, which all have to be considered before final decisions, are reached

3.34 Occupational Health Service

Specialist Occupational Health advisors have been contracted to provide the following:

- Pre-employment screening via the use of a health declaration form and follow up medical examinations, where necessary.
- A management referral system for employees with long term ill health or sickness absence.
- Advice and guidance on ill health/medical issues for employees and students.

3.35 Site Management

The site manager(s) are responsible for:

- Monitoring the work of the cleaners to ensure that Health and Safety procedures are being followed;
- Checking the operation of self-closing fire doors;
- The maintenance of fixtures and fittings i.e. replacing light bulbs, tubes and broken door handles etc.;
- Keeping the boiler house and plant rooms clean, tidy and free from accumulations of combustible materials and flammable liquids;
- Ensuring that boiler house ventilators are kept free of obstruction;
- Operating the boilers and plant in accordance with the manufacturer's advice and for ensuring the relevant instruction notices are posted;
- Isolating the electricity supply before changing light bulbs or tubes or carrying out any maintenance or repairs on equipment;
- Ensuring appropriate personal protective equipment e.g. PVC gloves when handling fuel oil, safety shoes when moving heavy items, respirators when involved in dusty work, eye protection when hammering, chiselling or drilling etc. are used by staff.
- Ensuring all cleaning substances are stored in accordance with the manufacturer's advice and in a locked area at all times when not in use;
- Disposing of any obsolete cleaning materials in accordance with the manufacturer's advice;
- Ensuring that the cleaning substances are used in accordance with the manufacturer's advice and, where there are significant risks to health, following the control measures detailed in the COSHH risk assessments;
- Ensuring that there is a routine inspection of access equipment such as ladders, stepladders, tower scaffold etc.;
- Ensuring that all access equipment is suitable for the work involved and is used in accordance with the manufacturer's advice;

- Obtaining assistance to foot ladders and steady steps when climbing more than 8 rungs high;
- Not approaching the edge of flat roofs nearer than 2 metres (except at ladder access point where this must be at least more than 1 metre above the roof);
- Ensuring that the hot and cold water services are run/flushed prior to the school re-opening after more than 5 days closure.

3.36 Physical Education, Sport and Play Activities

Most injuries to students occur during these activities.

General rules for break times

A sufficient number of employees will be available to supervise break times and will be positioned where they can see all students.

Staff should watch for and control over-enthusiastic behaviour. In particular running and ball games shall only take place in the designated areas. Running and ball games are prohibited in the 'Quiet' areas..

The retrieval of balls from neighbouring gardens by climbing fences or entering without specific permission is prohibited.

Staff should not carry hot drinks whilst on break time supervision duties.

General rules for sport and physical education

It is the policy of the school to follow the guidance in the document 'Safe practice in PE and Sport' and the guidance from the relevant national governing body for the activity concerned.

Only suitably qualified employees are to supervise physical education. Teaching staff and supply staff covering PE should only teach low risk sporting activities such as Tennis, Badminton, Rounders, Cricket and Field running activities. All cover work set should be simple and safe activities appropriate to the groups skill level.

Only teachers of Physical Education or staff with Coaching Qualifications should teach high risk sporting activities such as Gymnastics, Trampolining, contact Rugby, and contact Soccer, Hockey and Field throwing activities.

Particular attention should be paid to the following:

- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played;
- Ensure students are involved in activities appropriate to developing their existing abilities;
- Employees should position themselves where they can see all students;
- Appropriate school kit should be worn at all times. Loose and floppy clothing should be

tucked into shorts during trampolining and gymnastics lessons, and if the teacher believes it to be dangerous during any other activity

- Long hair should be tied back;
- All jewellery and items around ears, wrists and necks must be removed
- Sports areas and pitches should be checked before activities start, making sure there are no dangerous objects around the side of the Sports Hall/Gymnasium on any of the outside areas being used;
- Ensure all equipment is safely set up before using;
- Check equipment for signs of wear/defect regularly;
- Limit the number of students using any one piece of apparatus;
- Set up apparatus with adequate spacing between each item;
- If students are involved in moving equipment, make sure this is done using the correct techniques with enough students to ensure that they do not have to struggle;
- Portable or free standing apparatus being used should be at least two metres from any wall;
- Students shall be supervised at all time in the Sports Hall/Gymnasium;
- Make sure that equipment is put away safely.

3.37 Vehicles on the Premises

Vehicles manoeuvring around the premises particularly reversing in restricted areas are a major risk and can cause serious, even fatal, injuries. Special care is necessary to ensure that students are kept away from the vehicles on the School premises. In particular:

- Students shall not be allowed on the playing field whilst mowing takes place;
- Pedestrians must use the separate routes provided;
- Delivery and contractors' vehicles must be prevented from entering the premises at the beginning of the school day (7.30-8.30), at break time (10.30 – 11.00) at the end of the school day (3.40-4.00) and at school lunch times (12.30- 1.30).
- When deliveries are made to the rear they park outside the canteen area. All other deliveries are made to the front of the building and park in the designated yellow hatched area.
- Bus discharge and pick up arrangements are planned to avoid students having to cross any road.

- The Site Team and his team are responsible for ensuring that the school mini-buses are adequately serviced. The names of the drivers are documented and new drivers have to pass a driving test in house.
- Routine checks of drivers licences are carried out by the premises team.
- A risk assessment has been carried out to identify the arrangements for pedestrian and vehicle segregation.

3.38 Science

A separate Health and Safety policy has been produced for science, which is based on the CLEAPSS School Science Service Model Science Health and Safety Policy L223.

The implementation of the above policy and the control measures detailed in the publications below are adequate to control the risks to health.

Each Science Laboratory and Preparation Room is provided with the following items, all of which are kept from obstruction are clearly labelled as required.

- Emergency Electrical Isolation Control
- Gas Isolation control
- Residual Current Device (RCD) protected electrical sockets
- Appropriate fire extinguishers. Sand as an extinguishing agent for some specialist fires.
- A fire blanket
- Emergency eyewash facilities

Access is available to a telephone to call for assistance if required. Preparation rooms and chemical stores are kept secure when members of staff are not present- to prevent unauthorised access

Good practices outlined in the publications listed below should be used to develop risk assessments and safe working procedures for science experiments.

(Was the following publications are used to determine the measures necessary to control the risks)

CLEAPSS, Hazards

CLEAPSS, Laboratory Handbook

ASE, Safeguards in the School Laboratory

ASE, Topics in Safety

Project work involving hazardous substances, not covered by these publications will be individually risk assessed by the Head of Department, and safe work procedures produced to ensure the risks are adequately controlled.

(Employees will individually assess project work involving hazardous substances not covered by these publications and the proposals modified or rejected as necessary to ensure the risks are adequately controlled.)

Radioactive Sources

Local radiation safety rules have been drawn up in accordance with the CLEAPSS model.

The Head of Physics is designated as the Radiation Protection Supervisor (RPS), and is responsible for ensuring the local rules are followed to control the risks.

A competent Radiation Adviser (RPA) has been formally appointed, to oversee and monitor the radiation protection arrangements of the school, and provide specialist advice as necessary.

Records are kept regarding the history of each source, any tests made to confirm that they are not leaking and a usage log.

Radioactive sources are securely stored in a properly labelled fireproof metal container. Highly flammable substances are not to be stored in the same room as the radioactive sources, and the radioactive sources are not to be stored close to a place where anyone works habitually.

Radiation Safety Rules must be complied with.

3.39 Technology

Good practices outlined in the publications listed below should be used to develop risk assessments and safe working procedures for Technology work in Secondary Schools.

- BS 4163 Code of Practice for Health and Safety in Workshops of Schools and Similar Establishments.
- Model Risk Assessments for Technology in Secondary Schools (CLEAPSS Publications)
- DATA (Design And Technology Association) publications on Health and Safety in Schools

In particular the following measures have been implemented:

- Guarding of dangerous parts of machinery in accordance with BS4163;
- Restricting the use of machinery to appropriately trained employees and students;
- The provision and use of suitable protective equipment where the risks cannot be adequately controlled at source i.e. eye protection, face shields, gloves and aprons etc.;
- Machinery producing hazardous noise levels has been identified and information and suitable hearing protection has been provided;
- Emergency stops are fitted to all fixed machine tools (foot operated on pedestal drills as specified by BS4163);

- A central isolation point has been provided for the electricity supplies to all fixed machine tools again in accordance with BS4163;
- Local exhaust ventilation equipment has been provided to control exposures to wood dust and fumes from hot processes;
- For all soldering operations lead-free and rosin-free flux are used, and adequate ventilation maintained;
- Health and Safety information and instructions are incorporated into the lesson plans and into the teaching process;
- Close supervision is exercised over students' behaviour;
- Cleaning and tidying up is carried out daily and unwanted items are disposed of at regular intervals;
- Routine maintenance and inspection of all hand and power tools is carried out;
- RCD protection is provided for all electrical wall sockets.
- The workshop equipment in the staff workshop is isolated with all key controlled machines when no members of staff are present, to prevent unauthorised use. The staff workshop area has a sign to prevent students entering this area, to prevent access to dangerous machinery. There is a double fire door in this room and it is necessary to keep the area around it clear. There is no door into this area to be secured from students, however they are not allowed into this area and keys must not be left in dangerous machines.
- The issue and use of sharp hand tools is strictly controlled, and all are positively accounted for after each use;
- Sharp hand tools are secured when not in use, and no member of staff is present

The Head of Technology is responsible for reviewing the risk assessments annually or when circumstance change, and ensuring the following:

- Checking of the presence and condition of machinery guards before use;
- Isolation of all fixed machine tools when not in use;
- Checking of the operation of all emergency stops on a half-termly basis;
- Checking of the operation of the electrical isolation point on a half termly basis;
- Checking of the operation of RCD sockets on a half termly basis;
- Keeping of appropriate records.

3.40 Food Technology

The following measures are taken to control the risks:

- Unsupervised access to the Food Technology area is prevented;
- Secure storage and use of kitchen knives;
- Health and Safety briefing sessions for students and close supervision to ensure the rules are followed;
- Siting of cookers to minimise risk of pans being knocked;
- Pans positioned on cookers so that handles do not protrude;
- Routine maintenance contracts on all cookers;
- RCD protection is provided for all electrical supplies;
- Routine inspection and testing of all electrical equipment;
- All Food Technology teachers have attended the Basic Food Hygiene Course.

3.41 Art

The guidance in the publication 'A Guide to Safe Practice in Art and Design' is used as a basis for the risk control measures.'

Some inks and paints are oil based but are otherwise non-hazardous.

Suitable stepladders are provided for putting up displays and working at heights. Employees and students shall not stand on desks and chairs.

Clay is purchased in small quantities to minimise the manual handling risks.

The dust levels from dry clay residues are minimised by wet cleaning methods and good general ventilation.

The pugmill and potters wheels are guarded to prevent access to the dangerous parts. The on/off switches are splash proof because these tend to be operated with wet hands and an RCD is fitted into the supply circuit to minimise the risk of serious electric shock.

The kiln is in a separate room to protect from student interference whilst firing. The kiln doors are interlocked to prevent contact with the live heating elements. Ventilation arrangements have been provided to take away the hot gases and a red light is positioned in the corridor to indicate when the kiln is firing.

Only ready mixed liquid glazes are used, these are stored securely and good hygiene precautions are used to control exposures.

3.42 Dance Drama and Music

The following measures are taken to control the risks:

- Suitable access equipment is provided for adjusting and replacing the stage lights and other work at heights. i.e. step ladders and mobile scaffold tower; Refer to INDG401(rev2) Pub.01/14
- ***The mobile tower scaffold must ONLY be erected and used by persons trained to do so and hold a PASMA certificate.***
- The mobile tower scaffold complies with the requirements of **The work at height regulations 2005** ;
- All stage lights are fitted with security chains;
- Hoist ropes for stage lighting beams and backdrops are inspected annually by specialist engineers;
- Stage materials and equipment are stored securely to prevent falls;
- A rope is used to lower lights to the ground from the mobile tower scaffold;
- Students are closely supervised;
- Routine inspection and tests of electric equipment such as lights, distribution panels and dimmer boards are carried out;
- RCD protection for electrical sockets used for equipment on the stage and for all sockets, which are used to supply students' own equipment, amplifiers etc.;
- Low voltage electric organs are used to minimise the risks of electric shock.
- Students are made aware of Health and Safety rules at the start of year seven and are constantly reminded of safe practice
- For dance - hair must be tied back, jewellery removed, correct clothing and footwear worn

- For dance – the floor must be clean and the room must be free from hazards and kept at an appropriate temperature

3.43 School Productions

In addition to the above the following measures are taken to control the risks:

- Adequate precautions are taken to prevent falls from scenery constructions and from the edge of the stage;
- Stage access stairs are kept in good condition and securely fixed;
- Scenery and materials are stored securely to prevent falls;
- All non-essential combustible materials are removed from backstage;
- Combustibles beneath the stage are kept well clear of lights and electrical equipment;
- Curtains and scenery on the stage are kept well clear of lights;
- All exits from the Hall are kept clear and unlocked;
- Emergency lights are tested to ensure they work properly;
- Emergency exits are clearly signed;
- A public entertainment licence has been obtained for any production which is open to members of the public, the conditions set by this licence in terms of the numbers of people, seating layout, gangway widths and exit routes are complied with;
- Fire extinguishers are provided back stage for combustible materials and electrical fires;
- Well-lit routes are provided for pedestrians from car parks;
- Stewards wearing high visibility vests are appointed to direct and control vehicles on the premises;
- Arrangements are made for the provision of first aid in case of injury or acute ill health and a telephone is available for calling the emergency services;
- Chairs for the audience are kept clean and in good condition;
- The hall floor surface is maintained so as not to be unduly slippery;
- An employee who has attended the Basic Food Hygiene Certificate course supervises food hygiene arrangements.

3.44 Swimming

Swimming is recognised as a particularly hazardous sporting/recreational activity, in that fatalities can occur very quickly without adequate controls. HSG 179 (3rd edition 2003) Document 'Managing Health and Safety in Swimming Pools' has been followed in developing safe operating procedures at the swimming pool.

The following minimum control measures are taken to control risks.

- Adequate levels of supervision are maintained at all times that the pool is occupied
- All lifeguards are properly trained and hold appropriate certification
- Adequate life-saving/floatation devices are available at poolside
- Adequate signage is posted to indicate water depths
- The floor surface around the pool is of a non-slip type and is maintained clean and free from obstructions

- Chlorine levels in the pool are monitored daily before anyone is allowed into the pool
- Un-programmed diving from the poolside is not permitted
- It has been confirmed that the swimming pool maintenance and operation regime are in accordance with the HSE Document managing health & safety in swimming pools.

3.45 Statutory Engineering Inspections

The equipment for controlling exposures to hazardous substances, e.g. fume cupboards in Science areas and local exhaust ventilation equipment (LEV) in Technology Areas, is thoroughly examined at least every 14 months by engineers from the Insurance Company.

Schemes of examination have been drawn up for the air receivers associated with compressors in the Technology Areas. (Those where the working pressure in bars multiplied the volume in litres is less than 250 bar-litres are exempt). Engineers from Insurance Company thoroughly examine these every 12 months in accordance with these schemes.

In all the above cases the reports from examinations are reviewed by the relevant Department Head who will initiate any necessary action to prevent danger.

3.46 Working Alone

Some activities involve special risks and shall not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below:

- Working at heights of more than 2 metres (from floor to feet position);
- Moving and handling tasks where assistance is required to minimise the risk of injury;
- Work in roof spaces;
- Work below the ground such as inspection pits, pipe ducts excavations;
- Work involving exposure to un-insulated, live, mains voltage conductors, such as when fault finding on electrical equipment;
- Work involving the use of high risk, hand fed machinery such as circular saws and planers;
- Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.

These activities require specific risk control measures, which are detailed in individual risk assessments.

Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors, which provide emergency escape, can be readily opened from the inside). A telephone must be readily available. In addition everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if you are overdue and raise the alarm if there is no reply.

3.47 Working Time

The School recognises that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 (*Amended 2009*) is seen as the way to minimise these risks. Normal school arrangements usually ensure that employees receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some employees, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any employee whose workload dictates they are required to work excessive hours should raise this with the Head teacher.

3.48 Work Related Stress

Stress is the reaction people have to excessive pressures or other types of demands placed on them. Contributing factors to harmful levels of stress include work overload/under load, the working environment, working relationships (e.g. bullying or harassment), changes taking place, poor communication and organisational style. Prolonged work-related stress can lead to physical ill health.

The following minimum control measures have been implemented:

- An open and understanding management style is practiced.
- Fair and consistent treatment is provided for staff.
- Two way communications takes place, especially in times of change.
- Support and counselling facilities are available where appropriate.
- Staff are encouraged to report any work situation causing intense or sustained levels of work related stress.
- Individual risk assessments are carried out for any member of staff reporting the symptoms of work related stress.

3.49 Critical Incidents

Critical Incidents are considered to be major emergency situations. These emergencies could develop slowly from minor incidents with staff interacting where appropriate or they may escalate very quickly before coming to anyone's notice (the difference being such as the difference between an intruder who gradually turns violent and a bomb that explodes without warning). They may also occur at unpredictable times or when the most appropriate member of staff to deal with them is absent.

A Critical Incidents Policy has been developed under a separate cover to assist staff with

dealing effectively with such emergencies.

There is little point in waiting for an incident to occur before becoming familiar with the contents of this document, as time (or someone else to take responsibility) may not then be available. Staff should therefore familiarise themselves with it during the induction process and act accordingly when the need arises.

A critical incidents policy has been compiled and the arrangements for dealing with reasonably foreseeable incidents are documented. Key personnel have been nominated to perform specific roles during incidents, appropriate resources provided and contact details documented. A copy is located within our internal T-drive under policies.

3.50 Monitoring and Review

In order to ensure that the Health & Safety arrangements of the school remain effective and that the Health & Safety policy remains valid a scheme of monitoring and review has been implemented.

The following summarises the content of this process:

Monitoring

- The Health & Safety advisor for the school will carry out regular health and safety inspections of the school on behalf of the Head Teacher and Board of Governors. These inspections may be targeted at specific areas at the request of the school. A report will be produced from these inspections and the information provided to the Staff and Governors of the Health and Safety Committee.
- The Heads of Departments will carry out regular health and safety inspections of their areas of authority on behalf of the Head teacher to identify health and safety improvements or failings. Notes should be taken during these inspections.
- **The Site Team** will carry out regular health and safety inspections of the shared areas on behalf of the Head teacher to identify health and safety improvements or failings. Notes should be taken during these inspections.
- **The Site Team** will carry out a weekly inspection of the School Site prior to opening **on Monday's** in order to remove any obvious hazards before the students arrive.
- Individual teachers are responsible for ensuring that their classroom is safe to teach in prior to use in order to remove any obvious hazards before the students arrive.
- Head of Departments will monitor their staff and take appropriate action to ensure that they are complying with the requirements of the school health and safety policy, risk assessments and safe systems of work.
- Staff will monitor students at all material times and take appropriate action to ensure that they are not putting themselves or others at risk by their acts or omissions.

Review

- The Staff and Governors of the Health and Safety Committee meet regularly, to identify health and safety issues and areas for improvement. This meeting is to include a review of items from the Health and Safety Inspection carried out by HR Solutions (GB) Ltd (Health and safety section) and a review of the school health and safety policy. These meetings are to be recorded in minutes.
- The Head of Departments are to meet regularly with their staff to identify health and safety issues and areas for improvement within their sphere of influence and a review of the school health and safety arrangements. Notes should be taken at these meetings.

4.0 Lettings and PTA use of the Premises

4.1 Lettings

The school will ensure that:

- Hirers are provided with the relevant sections of the School's Health and Safety Policy
- Means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe.
- Fire escape routes are clearly marked and exit doors unlocked.
- Hirers of the building are briefed about the location of the telephone, fire escape routes and fire alarms.
- Notices regarding emergency procedures are prominently displayed.
- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
- Arrangements are made for checking the security and condition of the premises and equipment used both before use and after vacation by the hirer.

The School has a responsibility to ensure that activities carried out on its premises are carried out without risks to health and safety. Letting applications must indicate the activities to be carried out and any equipment and substances that will be brought onto the premises and include the significant findings of the risk assessments for these activities.

Hirer's will ensure that:

- The risks from their activities are assessed and suitable measures are in place to eliminate or control these risks.
- The significant findings of these risk assessments are recorded and made available to the school with the letting application.
- They comply with the relevant parts of the School's Health and Safety Policy and any specific measures identified as necessary by the school.
- They have their own Public Liability Insurance, Employers Liability and cover for all possessions whilst occupying or using the school's facilities.
- They provide their own first aid cover

4.2 The P T A - Use of the School Premises

The PTA will ensure that:

- The risks from their activities are assessed and suitable measures are in place to eliminate or control these risks.
- They comply with the relevant parts of the School’s Health and Safety Policy and any specific measure identified as necessary by the school.
- They have their own public liability insurance to cover their activities.

**Giles Academy
Health and Safety Policy**

I confirm that I have received, read and understand the content of the Health and Safety Policy.

Signed.....

Name in Capitals.....

Department.....

