



Windsor Academy Trust

Policy: Health and Safety	
Responsible Committee:	People and Culture Committee
Date approved by the Board of Directors:	19th September 2024
Implementation date:	September 2024
Next review date:	September 2025

WINDSOR ACADEMY TRUST

STATEMENT OF HEALTH AND SAFETY

The Board of Directors of Windsor Academy Trust (WAT) will strive to achieve the highest standards of health safety and wellbeing consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and all other related Acts, Orders and Regulations and relevant common law duties.

We are committed to:

- Providing a safe and healthy learning, working and visiting environment for all on our premises, with safe access. Ensuring adequate emergency procedures are implemented, particularly in relation to fire, asbestos or other significant incidents.
- Preventing accidents and work related ill health.
- Ensuring safe working methods and providing safe working equipment.
- Making arrangements for the safe use, handling, storage and transport of articles and substances.
- Providing effective health and safety information, instruction, training and supervision.
- Ensuring adequate welfare facilities exist throughout the organisation.
- Providing competent health and safety advice, support and resources, as required, so far as is reasonably practicable.
- Assessing and controlling risks from curriculum and non-curriculum activities.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- Working with stakeholders to ensure that health and safety provision is appropriate.

At WAT health and safety is everyone's responsibility. We expect all staff and stakeholders to play their part in recognising, supporting and reinforcing our health, safety and welfare commitments.

This policy will be brought to the attention of all members of staff. A copy is to be displayed on health and safety notice boards. Details of the local establishment's management organisation for health and safety and arrangements for implementing the policy are to be found in this document. A reference copy of the full document is to be kept in the academy and must be readily available.

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

Sir Thomas Boughey Academy

STATEMENT OF HEALTH AND SAFETY

As an academy within Windsor Academy Trust (WAT), we will adopt a planned and systematic approach to the local implementation of the WAT health and safety management standards through this statement of intent and we will:

- Plan for health and safety within our academy improvement planning activity.
- Ensure relevant safety actions are included during the staff appraisal process.
- Develop and maintain local arrangements and procedures that interpret the requirements of relevant legislation.
- Review with the WAT Compliance Officer all progress against our plans and take appropriate action.
- Provide an environment in which academy staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- Assess and control risks to all academy staff.
- Monitor accident trends throughout the academy to further inform the health and safety aspects of the academy improvement plan.
- Monitor our performance against plans.
- Copy this statement to all staff members or place prominently in an area accessible to all.

Signed:
(Headteacher)



Date: 4th October 2024

Health and Safety Policy Statement

1. Introduction

- 1.1 The Academy trust Handbook reminds trusts about their obligations regarding safeguarding, health and safety and estates management and that trust boards should follow the Department's "Health and Safety: responsibilities for and duties for schools", as well as "Health and Safety Executive (HSE) guidance for Education".
- 1.2 Windsor Academy Trust (WAT) is committed to protecting the health, safety and wellbeing of all its pupils/students; employees; contractors; partners and visitors and any other users of its premises. WAT will strive to achieve the highest standards consistent with its responsibilities under the Health and Safety at Work Act 1974 and all other related statutory legislation and regulations.
- 1.3 WAT will fulfil its moral and statutory responsibilities for health, safety and wellbeing by ensuring that robust policies, structures, systems, procedures and practices are in place, underpinned by a culture where health and safety is everyone's responsibility. WAT expects that all staff and stakeholders will play their part in delivering, supporting and reinforcing its health, safety and wellbeing commitments.

1.4 WAT is committed to:

- **Preventing** accidents and work related ill health by managing the health and safety risks in the workplace.
- **Protecting** the health, safety and welfare of all persons using WAT premises. Maintaining safe and healthy working conditions, providing safe and appropriate equipment and ensuring the safe storage and use of equipment and materials.
- **Protecting** the health, safety and wellbeing of staff, pupils/students and other supervising adults participating in off-site visits.
- **Responding** effectively to incidents by implementing effective control measures and emergency procedures.
- **Equipping and training** all employees, managers and leaders to ensure that they are competent to carry out their work and in discharging their responsibilities.
- **Engaging and consulting** with employees and recognised Trade Union representatives on day-to-day health and safety matters to enable them to be proactive in the management of safety processes and procedures.
- **Embedding awareness** of health, safety and safeguarding as an integral part of WAT's culture.
- **Measuring, monitoring and reviewing performance**, gathering evidence to provide assurance in demonstrating compliance with legal and statutory requirements and to ensure continuous development and improvement.

2. Purpose

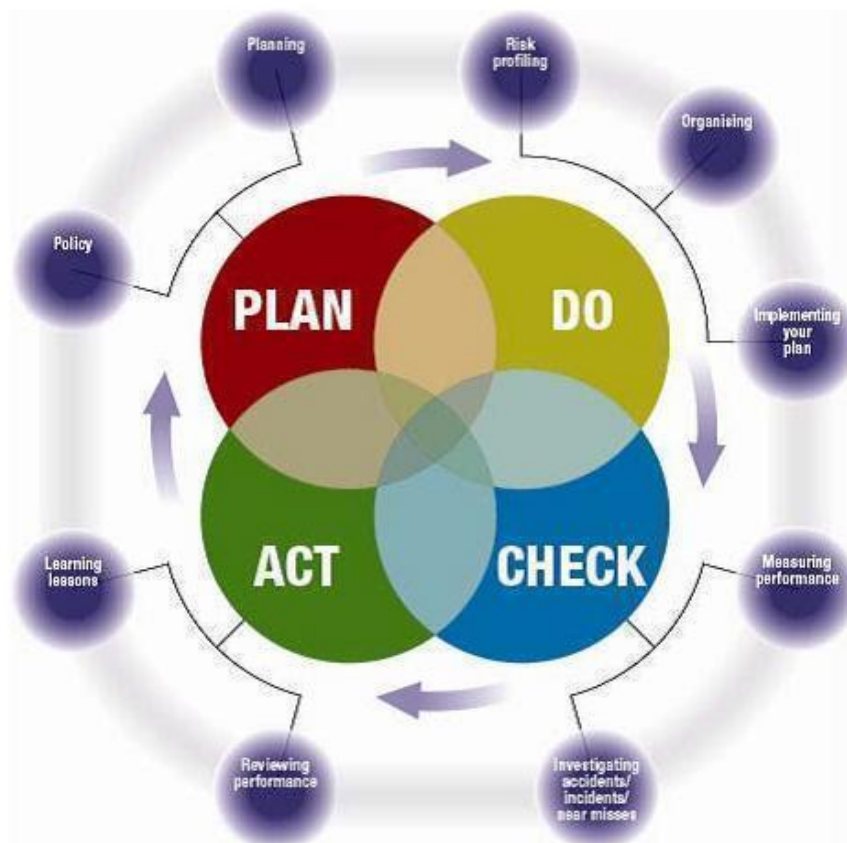
2.1 The purpose of the Health and Safety policy is to ensure that:

- Effective structures, systems, procedures and arrangements are developed and implemented in relation to health and safety, including fire, asbestos or other significant incidents.
- Roles, responsibilities and accountabilities for health and safety are identified and implemented.
- Safe systems of work are effective and safe working equipment is provided.
- Risks are identified and effective controls are in place to manage these.

3. Management of Health and Safety – Plan, Do, Check, Act

3.1 WAT recognises that managing health and safety requires a sustained and systematic approach and will adopt the Health and Safety Executive (HSE) model of good practice, which contains the steps Plan, Do, Check, Act. This cyclical approach helps to ensure that policies, structures, systems, procedures and practices are aligned to the culture, treating health and safety management as an integral, rather than as a stand-alone system.

3.2 The HSE model has been reproduced and is illustrated as follows:



3.3 In adopting this approach WAT will ensure that:

PLAN

- **POLICY** - Appropriate written statements of policy and procedure on health and safety are in place, and that there are effective arrangements for implementation.
- **PLANNING** - There are effective plans in place for the management of health and safety activity and that any additional funding requirements to address health and safety issues are identified through annual capital allocations whilst ensuring contingency plans are in place in the event of an emergency.

DO

- **RISK PROFILING** - Risks to employees, pupils/students, contractors, and any other people who could be affected by WAT activities are assessed and recorded.
- **ORGANISING** - organisational structures, systems and controls that are monitored and reviewed as an outcome of risk assessment.
- **ORGANISING** - Consultation takes place with employees about the risks at work and current preventative and protective measures.
- **IMPLEMENTING PLANS** - There is access to competent health and safety information, advice and guidance about the risks in the workplace and the control measures.
- **IMPLEMENTING PLANS** - Instruction and training is available for employees in how to deal with the risks and ensuring there is adequate and appropriate supervision in place. Staff will continually develop their own competence through health and safety induction and refresher training and specific training where necessary.

CHECK

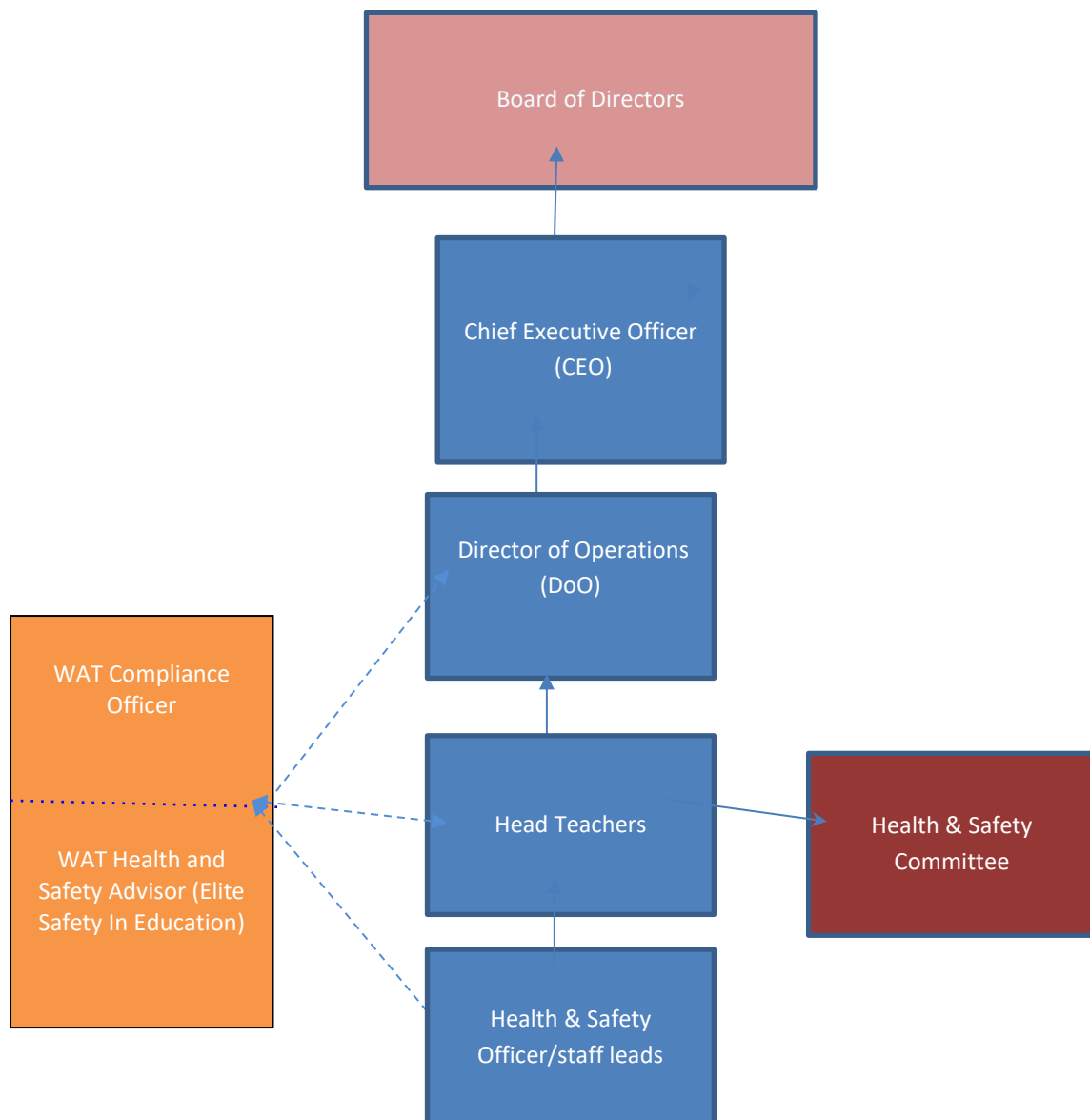
- **MEASURING PERFORMANCE** - Ensure compliance with legal and statutory requirements and monitoring and reviewing all Health and Safety arrangements.
- **INVESTIGATING ACCIDENTS/INCIDENTS** - Investigations take place to identify any trends and to monitor performance of policies, procedures and systems.

ACT

- **REVIEWING PERFORMANCE** - Performance and compliance is regularly reviewed with updates provided.
- **LEARNING LESSONS** - Learning takes place from findings from investigations to inform further developments.

4. Governance of Health and Safety

4.1 The following diagram outlines the structural arrangements for the governance of health and safety across WAT, specific duties and responsibilities are detailed further in this document.



Board of Directors

4.2 The WAT Board of Directors (BoD) is ultimately accountable and responsible for the health and safety of employees, pupils/students and other individuals whilst on WAT premises and in all places where they might be affected by its operations.

4.3 The BoD holds responsibility and liability in relation to health and safety across the following areas:

- Health and safety management
- Risk assessment
- Legionella
- Asbestos management duty of care main “duty holders” for all arrangements as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012
- Fire safety
- First aid
- The Construction Design & Management (CDM) Regulations

4.4 The BoD will have overall responsibility for:

- Any directions issued in the arrangements concerning the health and safety of persons on WAT premises or taking part in WAT activities elsewhere.
- Ensuring that there is access for all its employees, LAB members and Directors, to relevant information, guidance, advice, support and training. This will be provided through specialist consultancy support as the “competent person”.
- Ensuring that there are established arrangements for the provision of health, safety and welfare standards expected in WAT premises.

4.5 The CEO will provide Health and Safety updates to the BoD as appropriate.

4.6 As a result of an audit, inspection, or concern/s raised with WAT, the BoD will direct health and safety improvements to WAT policies, procedures, systems and any other arrangements that are non-compliant with legislation.

WAT Central Team

4.7 For the central team and central locations, responsibilities for health and safety are with the Chief Executive and the executive team who may delegate responsibilities as appropriate.

WAT Compliance Officer

4.8 The Compliance Officer, under the direction of the Director of Operations, is responsible for ensuring that appropriate checks and suitable arrangements are in place at the academies in accordance with WAT’s Health and Safety and Child Protection and Safeguarding Policies. The Compliance Officer is required to promote the well-being of children and young people in terms of their:

- Physical and mental health and emotional well-being.
- Protection from harm and neglect.
- Education, training and recreation.
- Contribution they make to society.
- Social and economic well-being.

4.9 The Compliance Officer has a duty to monitor and report health and safety matters and accept the duty for the way in which health and safety issues are addressed.

4.10 The Compliance Officer is a “duty holder” for the purposes of asbestos management in each academy as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012, and has a duty to scrutinise local asbestos management arrangements and via

the Director of Operations and Executive team report into the Board of Directors.

- 4.11 The Compliance Officer has a delegated duty to establish and review additional local procedures, organisation and arrangements of particular health and safety matters. The content of all procedures, organisations and arrangements must comply with this policy and are subject to review by the WAT Health and Safety Advisor. They must include, as a minimum, provision for:
- Fire and evacuation.
 - Emergency resilience/continuity plans and procedures.
 - First aid arrangements.
 - Lone working.
 - Violence at work.
 - Lettings and hiring of services and equipment (if applicable).
- 4.12 The Compliance Officer must establish measures for the local implementation of this policy, organisation and arrangements, with regard to, but not limited to:
- Housekeeping and safe disposal of waste.
 - Occupational health provision.
 - Educational visits and transport.
 - Work experience (if applicable).
 - Local rules regarding radiation (if applicable).
- 4.13 The Compliance Officer must scrutinise the local arrangements for the:
- Effective management of asbestos materials in the academies and ensure that emergency measures are in place to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of Asbestos Containing Material (ACM) and provide feedback to the DoO.
 - Effective evacuation of premises in the event of a fire. This will include the provisions contained in the academy's local Fire Evacuation Plan and the effectiveness of the practical application of that plan.

Headteacher

- 4.15 Headteachers have overall responsibility for the day to day management of health and safety in each academy even if they choose to delegate any of the duties. They are required to manage and address health and safety matters within their financial allocations. Any areas that cannot be addressed locally requiring the allocation of funds will need to be raised with the CEO/ DoO.
- 4.16 The Headteacher may:
- Delegate any, or all, of the duties.
 - Designate a person as the academy's designated Health and Safety Officer.
 - Appoint an Education Visit Coordinator (EVC) as a competent person to oversee all arrangements for educational visits and journeys.
 - Appoint a competent person to oversee any work experience arrangements if applicable.
- 4.17 The specific health and safety duties attached to any appointments must be recorded

in writing and the Headteacher must ensure that the person appointed to carry out those duties is competent. "Competent" can be defined as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical and mental ability, can also affect someone's competence.

4.18 The Headteacher is a "duty holder" for the purposes of asbestos management in each academy as set out in Regulation 4(1) of the Control of Asbestos Regulations 2012. It is their duty to ensure that there are appropriate local asbestos organisation and arrangements within the academy. This includes the delegated duty to make sure that as far as reasonably practicable no one can come to any harm from asbestos on academy premises and to ensure that the emergency measures, provided in the arrangements, to evacuate the affected areas in the event of accidental or unforeseen damage to, or discovery of, ACM, are carried out.

4.19 If any part of the academy premises was constructed before 2000 the Headteacher must ensure that an asbestos survey has been completed. If ACM is discovered an asbestos register must be put in place, a risk assessment completed, and an Asbestos Management Plan (AMP) developed. If this role is delegated to another member of staff, that person must be named in the AMP and their particular asbestos management duties recorded.

4.20 Matters requiring particular consideration by the Headteacher will include:

People - ensuring that:

- There are adequate staffing levels for safe supervision of pupils/students and staff, both while at the academy and for any external activities.
- There is effective liaison and monitoring of the activities of contractors (including catering, cleaning and grounds staff), visitors and others on the site to ensure that any risks to the health and safety of staff, pupils/students and others are kept to a minimum.
- All employees are provided with appropriate and adequate health and safety training and equipment consistent with their roles and that this is included in induction programmes.
- Consultation with Trades Union Health and Safety Representatives and Representatives of Employee Safety takes place as appropriate.
- Appropriate health and safety information and WAT announcements are communicated to academy staff, LAB members, Trade Union Health and Safety Representatives, visitors and contractors.

Systems, Processes & Procedures –ensuring that:

- The correct procedure is followed for the reporting, recording, investigation and follow-up of accidents, incidents of violence and near misses.
- Detailed local arrangements are formulated and regularly reviewed outlining the action to be taken in an emergency (including unplanned damage, disturbance or discovery of asbestos containing materials) and ensuring that all involved are informed of the arrangements. These arrangements will also be reviewed by the Health and Safety Advisors.

- Arrangements are in place for termly evacuation drills and weekly fire alarm tests and any other related inspections, ensuring records are up to date and accurately recorded.

Facilities and Equipment –ensuring that:

- There is periodic testing of equipment, in relation to statutory maximum time intervals, or where this is not defined, through effective risk assessment.
- There is adequate provision of first aid materials and fire-fighting equipment.
- The Compliance Officer and the Director of Operations (DoO) are informed about any defect in the state of repair of the building, or its surrounds, or services, which is identified as being noncompliant and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- Arrangements are in place for the repair, replacement and/or safe disposal of any item of furniture or equipment which has been identified as unsafe.
- There is assigned responsibility for the maintenance of the premises and the provision of adequate welfare facilities for all pupils/students and employees.
- If a source of ionising radiation exists on academy premises, the Headteacher must appoint a trained and competent Radiation Protection Supervisor to carry out radiation protection duties.

Risk Assessments - ensuring that:

- There is an adequate system for the undertaking of suitable and sufficient risk assessment in complying with the requirements of the Management Regulations 1999 and other Regulations that require specific risk assessments to be completed.
- Risk assessments are undertaken throughout the academy and control measures are implemented, and assessments are monitored and reviewed appropriately.
- All systems are used properly and follow the principles of “Plan, Do, Check, Act” as contained in “Managing for Health and Safety” guidance produced by the HSE as outlined in section 3 of this policy.

Audit and Review –ensuring that:

- A termly health and safety audit/inspection and periodic health and safety checks take place, (ensuring all areas of the academy and all activities are covered in an appropriate schedule and accurate records are maintained.)

4.21 Health and Safety Committee

Health and safety matters will be discussed locally. The terms of reference for the academy’s Health and Safety Committee (or included in other meetings) are:

- To assist in the regular reviews and monitoring of the implementation of the Health and Safety policy and arrangements throughout the academy.
- To review safety measures and to advise the Headteacher of any necessary changes to those measures.
- To advise on arrangements for the dissemination of information on health and safety matters to all staff and pupils/students.
- To receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher to any necessary preventative/remedial action.
- To receive reports from WAT Health and Safety Representatives and external health and safety agencies.
- To advise on arrangements to protect the health, safety and welfare of staff, pupils and visitors to WAT and to review these as necessary.
- To receive audit and monitoring reports and advise the Headteacher of any necessary preventative and/or remedial action arising from those reports.

5. Health and Safety Advisor

5.1 WAT will work in partnership with its Health and Safety Advisor and other specialists who will provide active support to ensure that appropriate procedures and controls are in place for the management of risk and compliance with legal and statutory requirements including the documentation and completion of records. WAT's Health and Safety Advisor will carry out the duties and responsibilities as the "Appointed Competent Person" to periodically review health and safety management and arrangements to provide assurance and advice on health and safety across WAT in a number of areas including:

- Electrical Issues.
- Management and removal of Asbestos.
- Consideration of reasonable adjustments under the Equality Act for people with disabilities.
- Health and safety legal and technical advice for more complex cases.

6. Reviewing Performance - Reporting Arrangements

6.1 The academy performance will be reviewed termly by the academy leadership team and reported to the Compliance Officer. (Updates will be provided to the BoD of any matters warranting specific attention, particularly those matters that have wider implications for WAT.)

6.2 Active monitoring will include workplace inspections in accordance with the academy's local arrangements and the Headteacher will review, report and monitor accidents, near misses and hazards reports in accordance with local arrangements and will report relevant findings to the Compliance Officer.

6.3 Indicators used for monitoring and reviewing health and safety performance will include the:

- identification of areas where risk controls are inadequate or absent,

- achievement of specific health and safety objectives, and,
 - an analysis of accident and ill-health data.
- 6.4 Academy health and safety planning will be part of the academy's improvement planning process. Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.
- 6.5 Robust audit and review shall reduce the likelihood of an undesirable impact on:
- health, safety or welfare of individuals or groups;
 - the environment;
 - finances; and/or
 - the reputation of WAT.
- 6.6 Actions arising from audits and inspections will be incorporated within the academy action plan with appropriate target dates for completion. This will ensure that all academies are sufficiently resilient when responding to changing circumstances. Assurance updates across WAT will inform the effectiveness of control measures that are in place to mitigate health and safety risks on the WAT risk register as these are continually reviewed by the BoD.
- 6.7 WAT executive and the Compliance Officer will be made aware of any incidents carrying a major risk to health and safety or any enforcement action taken against academies/other sites by the HSE, the Environment Agency, the Fire Authority, Local Authority Environmental Health officers and of the response provided in respect of such incidents or enforcement action. The BoD will also be updated as appropriate.
- 6.8 WAT's Health and Safety Advisor, working in partnership with WAT will investigate and liaise with the Health and Safety Executive (HSE) during incidents, issues or enquiries.

7. Local Arrangements

- 7.1 In discharging this policy, each academy will develop and document their local procedures suitably customised and tailored to meet the needs of their own local circumstances and arrangements. Such arrangements will be supported and informed by WAT's Health Safety Advisor and other specialist advisors. These arrangements will ensure that the commitment and intent outlined in this policy is delivered. The local arrangements are outlined and held by each academy. (Academies to refer to the last page of this document). A reference copy of the full document is to be kept in the academy/central team premises and must be readily available.

8. Additional Information

- 8.1 Further details regarding responsibilities for Health and Safety within Academies/WAT premises and further guidance notes and procedures are outlined in separate appendices to this policy document.

9 Communication

- 9.1 This policy statement must be brought to the attention of all members of staff. A copy is to be displayed on health and safety notice boards.

10. Policy Review

- 10.1 This policy and local arrangements will be reviewed regularly and as a minimum annually, in accordance with DfE requirements.

APPENDICES

(Guidance and Local Procedures)

Appendix 1

Responsibilities for Health and Safety within Academies/WAT Premises (Roles and Responsibilities for Information)

Appendix 2

Arrangements for Health, Safety and Welfare – (guidance)

Appendix 3

Local procedures and information

Appendix 1

1. Responsibilities for Health and Safety within Academies/WAT Premises

1.1 This document details the organisation and arrangements required to maintain and continuously improve WAT's health and safety management systems.

2. Site Manager/Caretaker and Site Staff

2.1 The Site Manager/Caretaker are responsible for looking after the premises. Their responsibilities include:

- Maintaining an understanding of the health and safety policy arrangements and the responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements.
- Overseeing contractors working on the premises, and ensuring that hazard information has been exchanged and suitable risk control measures implemented.
- Ensuring adequate security arrangements are maintained.
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided.
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.
- Ensuring that plant and equipment is adequately maintained.
- Arranging for the regular testing and maintenance of electrical equipment.
- Maintaining accurate records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
- Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise.
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations.

3. Fire Safety Officer (Appointed Person)

3.1 The appointed person will be the 'responsible person' who has the authority and powers of sanction to ensure that standards of fire safety are maintained. The main duties of the responsible person include, but are not limited to:

- Managing the academy/workplace to minimise the incidence of fire (fire prevention); e.g. good housekeeping and security.
- Ensuring that current, suitable and sufficient, fire risk assessment has been carried out, or reviewed, in the academy/workplace.
- Producing, or reviewing, a current Emergency Fire Plan, inclusive of a Fire Evacuation Plan.
- Ensuring that all persons entering WAT premises have had induction training on emergency evacuation procedure in the event of a fire.
- Ensuring that all staff have received adequate fire and evacuation training consistent with their role.
- Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance.
- Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly.
- Ensuring that fire detection and protection systems are maintained and tested and proper records are kept.
- Ensuring close down procedures are followed.
- Establishing and maintaining effective communication with the local fire service and providing the required information and assistance to the fire authority to allow for effective discharge of their duties.

4. First Aid Coordinator

4.1 Responsible for the management of situations in the academy/workplace relating to injured or ill persons who need medical assistance rests with the First Aid Coordinator. The First Aid Coordinator is also required to take charge of the equipment and facilities provided for first aid in the academy/workplace and in addition ensure that:

- First aid facilities are maintained in a proper effective condition, and that
- First aid boxes are checked, and the contents maintained in a suitable condition.

5. Radiation Protection Supervisor (where applicable)

5.1 The appointed person has the authority and powers of sanction to ensure that standards of radiation protection are maintained locally. The main duties of the Radiation Protection Supervisor include:

- Adhering to the local rules established by the radiation employer.
- Supervising sources of ionising radiation on the site, including effective security and protection.
- Implementing such monitoring measures as are necessary to provide sufficient monitoring of radiation exposure.
- Completing suitable and sufficient risk assessments of activities, in relation to the use of sources of ionising radiation and ensuring effective control measures are in place prior to activities being undertaken.
- Ensuring that provisions specific to women and young people are in place and strictly adhered to.
- Producing a Radiation Emergency Plan and liaising with the Fire Safety Officer on the provision of information for emergency services in the event of an emergency.
- Ensuring that their knowledge of core competency in radiation protection is maintained and keeping abreast of any changes to relevant legislation, codes of practice, or guidance.
- How to access help and advice from the appointed Radiation Protection Advisor and other appropriate sources, e.g. HSE, etc.

6. Asbestos Manager (Site Staff where applicable)

6.1 The Asbestos Manager is responsible to the Headteacher for ensuring local compliance with all asbestos related legislation and the management of asbestos within the premises.

6.2 The main duties of the Asbestos Manager include a duty to:

- Inform relevant staff and contractors of the location, extent and condition of asbestos on the premises.
- Arrange for the regular inspection of asbestos containing materials, as required by the asbestos management plan.
- Ensure that suitable and sufficient asbestos training and information is provided to all staff and that suitable and effective Personal Protective Equipment (PPE) is provided where required.
- Maintain accurate records and update asbestos related documents as and when required, or as and when necessary and to maintain the local asbestos management plan.
- Maintain emergency arrangements for the evacuation of affected areas in the event of unplanned damage or disturbance of known or newly discovered Asbestos Containing Material (ACM).
- Arrange for the safe control, survey, repair, maintenance, or removal of ACM in the affected area in the event of unplanned damage or disturbance of known, or

newly discovered, ACM.

7. Education Visits Coordinator

7.1 The Educational Visits Coordinator (EVC) is responsible to the Headteacher for ensuring that:

- The academy procedures for educational visits are implemented.
- All academy visits comply with all regulations in every respect.
- Off-site activities are properly planned and supervised, and that the pupils' safety is paramount.
- The competency of all supervising staff and volunteers is checked.
- There is careful planning and preparation of the trip to include a suitable and sufficient assessment of the risks and benefits of all activities.
- Full details of all overseas or high risk adventurous educational visits are notified to the WAT executive for prior approval at least one month before the visit is due to commence.
- Staff involved in educational visits are fully aware of their responsibilities regarding the off-site policy and have access to it.

7.2 All staff involved in educational visits should follow the Educational Visits Policy and procedures.

8. Work Experience Coordinator (where applicable)

8.1 The Work Experience Coordinator is responsible to the Headteacher for the provision of safe work experience placements. This includes liaising with any external bodies appointed to organise the practical arrangements.

8.2 The duties of the Work Experience Coordinator include, but are not limited to:

- Liaising closely with the Headteacher to decide the appropriate process for organising work experience placements, including the use of external bodies.
- Ensuring that all placements are risk assessed (by the employer) and risk assessments are completed for members of staff that visit such employers during the work placements. These assessments should include safeguarding and lone working arrangements.

- Pupils and parents are provided with all relevant information regarding work experience placements, including risk assessments.
- Employers providing placements have full relevant information regarding pupils/students undertaking a placement with them, including details of additional educational or special needs. Where possible, pupils/students are visited during their placement.

9. Trade Union Health and Safety Representatives

- 9.1 Health and safety regulations provide for the appointment of trade union appointed safety representatives from amongst those employees who are members of a recognised trade union. Similarly, provision is in place for employees who are not members of a recognised trade union, or where their trade union is not represented by a safety representative, to elect Representatives of Employee Safety to represent them.
- 9.2 Trade Union Health and Safety Representatives and Representatives of Employee Safety are afforded the right to paid release from duties to discharge their functions. The same right is extended by WAT to Representatives of Employee Safety.
- 9.3 Where Trade Union Health and Safety Representatives and Representatives of Employee Safety are timetabled regarding their employment duties Headteachers must ensure that when formulating the academy staff timetable they take regard of the current Recognition and Procedural Agreement with WAT. This agreement will be reviewed regularly by WAT with recognised trades unions.
- 9.4 Trade Union Health and Safety Representatives and Representatives of Employee Safety have the following duties:
- To represent the employees in consultations with the employer.
 - To investigate with WAT potential hazards and dangerous occurrences at the workplace and to examine the causes of accidents at the workplace.
 - To investigate with WAT, complaints by any employee he/she represents relating to that employee's health, safety or welfare at work and to inform WAT.
 - To make representations to the employer on matters arising out of potential hazards and dangerous occurrences or complaints relating to health and safety by any employee he/she represents.
 - To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace.
 - To carry out health and safety inspections.
 - To represent the employees, he/she was appointed, or elected, to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority.

- To receive information from inspectors.
- To attend meetings of safety committees where he/she attends in his capacity as a safety representative in connection with any of the above functions.
- Where appropriate, to attend as an adviser at WAT Joint Consultative Committee (JCC) meetings.
- Trade Union Health and Safety Representatives and Representatives of Employee Safety have functions and not duties, or responsibilities, in respect of their roles as representatives.

10. Class Teachers

10.1 Staff timetabled to be in charge of classes have the following responsibility to assist the Headteacher to:

- Follow safe working procedures personally.
- Ensure the safety of pupils in classrooms and other areas of the academy whilst in their charge.
- Be aware of and to adopt safety measures within their teaching areas.
- Request special safe working procedures, protective clothing, guards, etc., where necessary and ensure they are used.
- Make recommendations to the Headteacher regarding the safety of equipment or tools, in particular any equipment or machinery, which is potentially dangerous.
- Be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.

11. All employees with management or staff supervisory responsibilities

11.1 All managers and supervisors are responsible to the Headteacher, via their line manager, for ensuring the application of this policy to all activities undertaken within their area of management responsibility. They will also have responsibilities for ensuring that all relevant parts of this policy are observed and implemented by all employees they supervise in their respective workplaces.

11.2 In particular, staff holding such positions of responsibility will ensure that:

- Suitable and sufficient risk assessments are undertaken within their areas of responsibility that control measures are implemented, and those assessments are monitored and reviewed.
- Appropriate safe working practices and procedures exist (safe systems of work) within their areas of responsibility and that these are brought to the attention of everyone concerned.

- All accidents and incidents (including near misses) occurring within their areas of responsibility are promptly reported and recorded using the appropriate system.
- All reported accidents and incidents within their areas of responsibility are fully investigated with a view to preventing a recurrence and the findings passed to WAT consultants for review.
- All staff within their areas of responsibility are aware of their specific roles in case of fire and/or emergency.
- Any equipment/appliance which has been identified as being unsafe and which is in need of repair has been removed from use and reported to the Headteacher.
- The levels of class and staff supervision are adequate at all times.
- Daily housekeeping health and safety checks are carried out (in conjunction with other members of staff) within their areas of responsibility and report or rectify any issues as appropriate.
- They maintain, or have access to, an up to date library of sector specific relevant health and safety guidance from suitable sources, e.g. HSE, WAT, DfE, CLEAPSS, DATA, afPE etc., and that all colleagues they supervise are aware of and make use of such guidance.
- They identify specific staff health and safety training needs and arrange for training to be completed so far as is reasonably practicable.
- They consult with appropriate staff on any matters, which may affect their health or safety whilst at work.
- They carry out departmental induction training including any specific information and training that may be necessary because of activities, which are peculiar to a department.
- Levels of first aid provision are in place for the activities being undertaken.
- They resolve local health and safety issues, within their competency, within their department, or seek further advice or assistance where necessary.
- All pupils are given the necessary health and safety information and instruction in line with guidance prior to commencing activities, which may involve some risk.
- They consult the WAT Safety Consultant/Advisors, or other appropriate bodies (including Trade Union Health and Safety Representatives and Representatives of Employee Safety), when additional assistance becomes necessary.

12. All employees with teaching or pupil supervisory responsibilities

12.1 Teachers and pupil/student supervisors are responsible for the health and safety of all pupils/students under their control. Teachers and pupils/student supervisors shall:

- Ensure effective supervision by only permitting activities to be undertaken by pupils/students after carrying out a risk assessment if there are real risks associated with the activity. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will need to be considered.

- Be familiar with this policy and any local policies, rules and arrangements, which may apply specifically to a department concerned.
- Ensure that safety instruction is given to all pupils/students prior to commencing activities which may involve some risks.
- Know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.
- Ensure that pupils/students follow academy safety rules and that protective equipment is worn where appropriate.
- Ensure that all personal protective equipment is suitable and in good condition prior to issue.
- Ensure safety devices e.g. machinery guards are in good condition and are used.
- Report any defective equipment to their line manager/Headteacher.
- Under the direction of management, assist in the investigation of all accidents, incidents, near misses (in conjunction with relevant staff involved).
- Propose for consideration by their manager or supervisor any improvements which they consider would improve health or safety standards within a department.
- Ensure that an agreed adequate level of supervision is provided and that appropriate health and safety arrangements, including a suitable and sufficient risk assessment, exist prior to taking academy parties off site on educational visits and that this information is shared with the WAT Safety Consultancy.

13. All Employees (including Temporary Employees)

13.1 All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons.
- Cooperate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.
- Know the location and condition of any asbestos containing materials identified in the asbestos register and know what to do should these be damaged, disturbed, or if they discover new or potential asbestos containing materials.

- Take part in health and safety training, provided by the employer, that the employer considers necessary to maintain the employee's health and safety.
- Make use of all necessary personal protective equipment provided for safety or health reasons.
- Where necessary, make use of all control measures made available to them, e.g. fume cupboards, etc.
- Follow all relevant safe practices and local rules.
- Report any unsafe practices to their manager or Headteacher

13.2 Where in the presence of pupils/students, as a 'reasonable person', ensure pupils/students follow safe practices and observe all academy safety rules, and as far as is reasonably practicable ensure that pupils:

- Follow all instructions issued by any member of staff in the case of an emergency, or a risk to safety.
- Do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.;
- Are encouraged to inform any member of staff of any situation, which may affect their safety.

14. All Pupils/Students

14.1 Are expected to follow their respective academy Behaviour Policy in order to maintain a safe environment for all. Instances of unsafe conduct or behaviour should be managed effectively by academies in accordance with their Behaviour Policy.

14.2 Pupils/students in accordance with their age and aptitude are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress including the wearing of jewellery consistent with safety and or hygiene.
- Comply with the Health & Safety policy and procedures of WAT and in particular the instructions of staff given in an emergency.
- Not to wilfully misuse, neglect or interfere with items provided for their health and safety.

Appendix 2

Arrangements for Health, Safety and Welfare

- 1.1 Each academy has a duty to develop suitable and sufficient local arrangements and procedures to ensure compliance with, and to complement the WAT Health and Safety Policy. Appropriate, local arrangements will also be developed for staff and visitors to other WAT premises.
- 1.2 The following arrangements are put in place to establish, monitor and review measures needed to meet health and safety legal compliance and the required health and safety standards in all WAT premises.

2. Accidents and Incidents

- 2.1 To avoid misunderstanding an accident and incident is defined as follows:

Accident: -"any unplanned event that results in personnel injury or damage to property, plant or equipment.

Incident: -"an unplanned event which does not cause injury or damage but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short- circuits.

- 2.2 In the event of an accident, all local emergency procedures appropriate to that accident must be put into action, including, but not limited to:
 - Ensuring, where possible, that the scene of the accident is as safe as is reasonably practicable and poses no substantial risk to others.
 - Where possible, providing first aid, by a first-aider, to any person who is injured, obtaining further medical aid where appropriate.
 - Recording all accidents on the 'Every' Incident Dashboard as soon as possible.
 - Reporting all incidents to the Headteacher, or the person delegated with the duty of managing accidents and incidents, as soon as possible and ensuring that a record is kept of the incident.
- 2.3 In order to comply with Regulation 5 of The Management of Health and Safety at Work Regulations 1999, it is important that adverse events are properly investigated. An 'adverse event' is an accident (an event that results in an injury or ill health), or incident (a near miss, or undesired circumstance). All adverse events and associated investigation must be recorded.
- 2.4 The level of investigation should be determined by the potential consequences of the adverse event and the likelihood of it reoccurring.
- 2.5 Investigations should be:
 - Carried out jointly by a manager, nominated by the Headteacher/senior manager and a Health and Safety Representative (if one has been appointed) or any member of an investigation team requested.
 - Conducted using the guidance and methodology contained in the HSE publication HSG245 "Investigating accidents and incidents".

2.6 All documents relating to any accident or incident investigation must be retained for a period of five years on WAT property and disposed of in accordance with confidential waste arrangements. These documents should be uploaded to the Every System and linked to the associated incident.

3. Animals

3.1 Where livestock and other farm animals or birds are kept on academy premises, arrangements should be put in place to make suitable and sufficient risk assessment of the risks to those people coming into contact with such animals or birds.

3.2 In all cases where animals or birds are kept on site suitable and sufficient control measures must be put in place to control the risk of transfer of infection from E. coli O157.

3.3 Local arrangements must also be put in place for the proper health and welfare of any animals or birds that are kept. These arrangements must include, but are not limited to:

- The regular provision of clean water and suitable food.
- Suitable accommodation in a low stress environment.
- Adequate room to move and provision to address individual animal/bird welfare needs.
- Competent management of all animals or birds.
- Provision for weekends and holidays.
- Provision for veterinary and other expert assistance.

3.4 Animals or birds must not be kept where they are unable to fully comply with legislation regarding the health and safety of persons in contact with those animals or birds, or where they are unable to meet acceptable standards of animal health and welfare.

4. Asbestos Management

4.1 In compliance with Regulation 4 of the Control of Asbestos Regulations 2012, where premises were built before the year 2000, Headteachers must ensure that the following obligations are carried out by a competent person, or persons:

- Take reasonable steps to find materials in premises likely to contain asbestos and to check their condition.
- Presume that materials contain asbestos unless there is strong evidence to suppose they do not.
- Make a written record of the location and condition of asbestos and presumed asbestos-containing materials (ACM), keep the record up to date and ensure that a copy is available for on request to all visitors to the site (the Asbestos Risk Register).
- Assess the risk of the likelihood of anyone being exposed to these materials (the Asbestos Risk Assessment).

4.2 A plan will be prepared to manage that risk (the Asbestos Management Plan) and put it

into effect to ensure that:

- Any material known or presumed to contain asbestos is kept in a good state of repair.
 - Any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed.

 - Local emergency procedures are in place to address the unplanned damage or disturbance, or new discovery of asbestos including procedures for evacuation and subsequent control, survey, repair, maintenance or removal of the affected material.
- 4.3 Information on the location and condition of the material is given to anyone potentially at risk including all staff working in the affected area/s Headteachers and those persons who have delegated duties in relation to asbestos management must ensure that the legal requirements of licensed and non-licensed asbestos work are strictly adhered to.
- 4.4 General procedure in the event of accidental damage to, or discovery of, Asbestos Containing Material (ACM):
- 4.5 If, despite taking every precaution, ACM are discovered during the course of work, or known ACM are damaged, the following actions must be taken:
- Stop all work immediately.
 - Turn off any fans/computers/extractors.
 - Shut all windows.
 - Evacuate the local area promptly, but orderly, i.e. the room where the damaged/discovered ACM is located leaving all bags/coats etc. in the room.
 - Shut all doors.
 - Prevent anyone entering or re-entering the area.
 - Keep the room occupants together in another vacant room nearby.
 - Report the problem as soon as possible to the Academy/central team.
 - Arrange for the careful removal of any clothing contaminated with dust or debris and place in a plastic bag.
 - Where ACM is found to be damaged, deteriorated or newly discovered the competent person must take steps to arrange for assessment of the situation and consequential management in conjunction with WAT if required.
 - Unless the incident is very minor the matter is to be reported to the HSE.

5. Confined Spaces

- 5.1 No work shall be carried out in a confined space, as defined in Regulation 1(2) of The Confined Spaces Regulations 1997, by WAT employees without strict adherence to the provisions of those regulations and the corresponding HSE Approved Code of Practice, "*L101 Safe work in confined spaces. Confined Spaces Regulations 1997*".

6. Consultation

- 6.1 To enable consultation with employees, WAT will have proper consultation with the recognised representatives of staff on matters of health and safety through WAT's Joint Consultative Committee (JCC). Recognised trades unions will undertake the appointment of Union Safety Representatives in line with their internal procedures.

7. Contractors

- 7.1 Anyone entering WAT premises, for the purpose of carrying out work, or who provides a good or a service, specialised or otherwise, for the client, owner or occupier must be regarded as a "contractor" - to whom duties are owed and who, in turn, owes duties in respect of health and safety.

- Contractors therefore include building, construction and maintenance workers, caterers, window cleaners, agency staff, equipment repairers, delivery drivers, service staff and consultants. In this policy the term Contractor, includes all subcontractors and their employees.
- By virtue of the hazardous nature of construction-related contracting compared with general consultancy work, this policy tends to concentrate on those higher risk areas, however many of the principles still apply to other areas of lower risk.
- When children, young persons, or other vulnerable persons are present on the premises contractors without a valid DBS check must never be left unaccompanied whilst on site.
- Each academy must comply with the requirements of the Construction Design and Management Regulations, when they apply and ensure that the necessary arrangements are in place.
- Each academy must ensure the proper vetting and selection of contractors regardless of what work they may be required to carry out. It is important to ensure checks are made to ensure that contractors are properly qualified, have the necessary skills to carry out the work and are competent in assessing risks and applying effective health and safety practices.
- Academies must make themselves familiar with how to manage and work with contractors throughout the project. This includes the planning stage, standards and arrangements, while working on site and on work completion.
- All contractors must receive Health and Safety Induction training from the academy/site concerned before being allowed to work on site. This will constitute familiarisation of the site layout within the area of their work, including; access and egress, the location of all relevant health and safety items (e.g. fire exits), all local arrangements. A copy of this Health and Safety Policy and relevant local policies and supporting procedures will be made available if requested by the contractor.
- The local Asbestos Risk Register shall be brought to the attention of a contractor with regard to the arrangements contained in the Academy's Asbestos Management Plan and where appropriate a permit to work issued.
- No contractor may undertake maintenance or construction work without having signed the register and received a relevant permit from the duty holder.

8. Control of Substances Hazardous to Health

- 8.1 All substances representing a potential hazard due to their storage, handling, use or disposal will be assessed to identify the level of risk. Safety data sheets should be used to provide a basis for the risk assessment regarding particular products. The safety data sheet is not a risk assessment in itself.
- 8.2 The substances and the corresponding process in which they are used must have a written assessment carried out detailing the control measures to be used and any residual risks.
- 8.3 All employees who may be exposed to effects of the substances must sign the relevant assessment indicating their acknowledgement of the controls and residual risks.
- 8.4 Several chemicals in regular use in science can present major problems if spilled. Where appropriate, academies must provide equipment and adopt working practices for pupils/students, teachers and technicians that minimise the risk of a spill occurring in the first place, but must also make provision for dealing quickly, safely and efficiently with any spills that do occur. This provision should form part of the risk assessment for the whole activity.
- 8.5 Academies and staff responsible for other premises must take suitable precautions to prevent or control the risk of exposure to legionella, including, but not limited to:
- Ensuring that a suitable and sufficient risk assessment is carried out by a competent person.
 - Establishing any potential risks and implementing measures to either eliminate or control those risks.
 - Ensuring that a competent person is appointed to manage the health and safety risks from legionella, including the control measures.
- 8.6 If an academy decides to employ contractors to carry out water treatment or other work, it is still the responsibility of the appointed competent person to ensure that the treatment is carried out to the required standard.
- 8.7 Academies must record any significant findings, including any groups of employees identified by it as being particularly at risk from legionella and the steps taken to prevent or control risks. Records should include details about:
- The person or people responsible for conducting the risk assessment, managing, and implementing the written scheme.
 - Any significant findings of the risk assessment.
 - The written control scheme and its implementation.
 - The results of any inspection, test or check carried out, and the dates.
 - Details about the state of operation of the system, i.e. in use/not in use.
- 8.8 Records regarding legionella management should be retained for at least five years.
- 8.9 If an academy has a case of legionella and an employee who has worked on hot water systems is likely to be contaminated with legionella, the academy must report this under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

9. Dangerous Substances and Explosive Atmospheres

- 9.1 Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding and dust/fumes from foodstuffs, etc.
- 9.2 In order to control the risks associated with these substances, academies must find out what dangerous substances are in the academy and assess what the fire and explosion risks are. If there are none, or the risks are negligible, no further action need be taken.
- 9.3 Where dangerous substances are identified academies must:
- Put control measures in place to either remove those risks or, where this is not possible, control them effectively.
 - Put controls in place to reduce the effects of any incidents involving dangerous substances.
 - Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances.
 - Make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances.
 - Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.
- 9.4 It is likely that a number of dangerous substances may be present in academies, but that most would not be in the quantities or conditions that may result in a fire or explosion. However, staff should be aware of the use of volatile substances in science, paints and coatings in technology, or art, the use of LPG in heating/cooking systems, the use of oils and fats in kitchens and the proximity of such substances to sources of ignition.
- 9.5 Many academies will have Local Exhaust Ventilation (LEV) equipment used to extract dust, fumes and other substances from science laboratories, workshops and kitchens. In order to reduce the likelihood of fire and explosion all LEV systems must be inspected and tested at least every 14 months.

10. Educational Visits

- 10.1 WAT encourages academies to arrange a wide range of “out-of-school “activities, which can include visits to museums, trips to the countryside, or taking part in challenging and adventurous activities, as it recognises the benefit of learning away from the academy.
- 10.2 Academies should ensure that they have arrangements in place to allow for the adequate planning and management of educational visits and seek approval where required.
- 10.3 Academies should strike the right balance which means that:
- The academy and staff focus on real risks when planning trips.

- Those running trips understand their roles, are supported, and are competent to lead or take part in them.
- The real risks are managed during the trip.
- Learning opportunities are experienced to the full.
- In light of the Covid-19 pandemic, financial risks must be considered when planning trips and visits, with particular attention paid to cancellation costs and insurance cover.
- Where the Trip or visit takes place overseas, it is essential that Foreign and Commonwealth Office Guidance is sought and followed prior to any bookings being made..

10.4 Striking the right balance does not mean that:

- Every aspect is set out in copious paperwork that acts as a security blanket for those organising the trip.
- Detailed risk assessment and recording procedures aimed at higher- risk adventure activities are used when planning lower-risk academy trips.
- Mistakes and accidents will not happen.
- All risks must be eliminated.

10.5 Academies need to ensure that the precautions proposed are proportionate to the risks involved, and that their recording system is easy to use. They should also take account of the assessments and procedures of any other organisations involved and ensure that communications with others are clear.

10.6 The academy's arrangements for trips should ensure that:

- Risk assessment focuses attention on real risks, not risks that are trivial and fanciful.
- Proportionate systems are in place so that trips presenting lower- risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed.
- Those planning the trips are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more.
- Staff running academy trips should clearly communicate information about the planned activities to colleagues and pupils/students (and parents, where appropriate). This should explain what the precautions are and why they are necessary, to help ensure that everyone focuses on the important issues.

10.7 It is important that those running academy trips act responsibly by:

- Putting sensible precautions in place and making sure these work in practice.

- Knowing when and how to apply contingency plans where they are necessary.
- Heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

10.8 Academies should refer to the WAT Educational Visits Policy for further information.

11. Electricity

11.1 With particular regard to The Electricity at Work Regulations 1989, WAT will ensure that the following arrangements are in place so far as it is reasonably practicable to do so:

- Safe electrical systems are installed on premises that are under the control of WAT.
- Suitable protective equipment is to be installed to reduce the risk of electric shock, excess current, or fire.
- Account must be taken regarding the environment that electrical systems are to be installed or used in and any external power supply must be rated accordingly.
- A suitable earth must be provided for the electrical system and used where appropriate.
- A means of isolating electrical systems must be provided and suitable precautions must be in place to ensure that circuits and equipment can be made dead, particularly prior to maintenance or repair work taking place.
- Academies are expected to ensure that all electrical works carried out should comply with these arrangements and in particular should ensure that:
- Persons working on electrical systems, or equipment, must be competent to do so, in order to prevent danger and injury.
- Work activities that involve electrical systems are to be completed safely, with a safe system of work established where any activities that present a real risk are undertaken.
- Testing and inspection of fixed installations must be completed every five years. Portable Appliance Testing (PAT) must be completed with regard to a current risk assessment and in line with HSE guidance.

11.2 Guidance on the requirements for inspection and testing is:

- All portable electrical equipment that is used by pupils must be inspected and PAT tested annually.
- Equipment that is rarely moved and not used by pupils (office computers, printers, copiers, etc.) must be inspected and PAT tested at least every five years.
- Equipment that may be frequently moved or equipment that is used in harsh environments (vacuum cleaners, power tools, soldering irons, etc.) must be PAT tested annually, with more frequent inspections.
- Records of electrical testing and inspection must be accurately maintained.
- Overloading of plugs and sockets must be avoided as it can lead to fires. The use of adaptors is not permitted and only one plug is allowed per socket. Where extension leads are used the electrical capacity of the circuit must be considered before use.
- Incident Management Plan
- Key Contact Information

- Threat Response Plans

12. Emergency Planning and Procedures

12.1 Academies/central teams must complete a Business Continuity Plan. The content of the plan must include the following:

- Key Documents

12.2 Please refer to the Emergency & Business Continuity Policy Statement and Plan for further information.

12.3 Academies/central teams must ensure that emergency planning procedures are tested and practiced ensuring that plans are robust and fit for purpose.

13. Equipment at Work

13.1 All academies must ensure that the content of The Provision and Use of Work Equipment Regulations 1998 (PUWER) are adhered to in respect of the equipment resourced by, and used in, the academy, in that it must be:

- Suitable for its intended use.
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.
- Suitable and sufficient risk assessment must be completed for the use of equipment and machinery where there is a risk to the health and safety of the operator, or other people.

13.2 Academies must comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992, in that they should initially consider which WAT employees are Display Screen Equipment (DSE) “users” and then put in place the following arrangements:

- The identification WAT employees who are Display Screen Equipment (DSE) “users” will be supported with full DSE assessments by each Academy. A list of identified users will be kept with the assessments. The assessment of DSE work stations extends to include those that may be “off-site” for the management of working from home.
- Where individual risk assessments identify adjustments or adaptations to control risks those adjustments or adaptations should be provided by the academy where it is reasonably practicable to do so.
- Identified users of DSE are entitled to regular eye tests carried out by a competent person. The academy will reimburse the individuals for these expenses in accordance with current procedures within the academy.
- Lifts and Lifting Equipment are specialised equipment and should be subject to regular examination and maintenance programmes, consistent with the type and use of the equipment concerned. These are as follows.

13.3 Examination should be as part of a written scheme of examination as follows:

- When the equipment is new, on commissioning.
- Lifting equipment such as cranes, hoists, roller shutter doors, etc.: Annual examination.
- Equipment for lifting people such as passenger lifts, scissor lifts, cherry pickers, etc.:

6 monthly examinations.

- Other (ancillary) equipment such as slings, shackles, strops, etc.: 6 monthly examinations.
- Immediately for all lifting equipment that has been subject to 'exceptional circumstances' in its use.

13.4 All mobile lifting equipment must be visually checked before use. All users of specialised lifting equipment must be trained in its use before being allowed to use it.

13.5 All users must ensure that they comply with the requirements of the Work at Height Regulations 2005 (as amended) and associated guidance.

13.6 It is recommended that where academies have lifts or lifting equipment they appoint a suitably competent contractor to maintain the equipment and crucially a different contractor to examine it. All examination records must be kept for the life of the equipment.

13.7 Personal Protective Equipment (PPE) is subject to the requirements of The Personal Protective Equipment Regulations 2002 and Academies have duties regarding its supply, use, storage, maintenance and management.

13.8 All PPE required to carry out any task will be identified from appropriate risk assessments (COSHH, DSE, Manual Handling, etc.). Only when all other forms of controlling the risks have been considered should PPE be used to reduce risk. Such PPE will then be:

- Identified as being suitable for the task.
- Supplied to WAT employees or pupils by the academy free of charge.
- Fitted correctly to ensure effectiveness.
- Used by the operator as intended by the manufacturer.
- Stored in a suitable and safe condition when not in use.
- Maintained and inspected to ensure its continued suitability for use.
- Replaced if deemed unsuitable for use.

13.9 The academy will ensure suitable training is given for the use of PPE as required ensuring the correct use of the designated equipment.

13.10 WAT employees should be aware that declining to use PPE that they have been trained to use without having a valid reason, may result in disciplinary action being taken.

13.11 Pressure systems are subject to the requirements of the Pressure Systems Safety Regulations 2000 (PSSR) and deal with any plant or equipment that uses a "Relevant Fluid" and require mandatory periodic inspection with regard to the following:

13.12 A relevant fluid is:

- A gas with a pressure >0.5 bar.
- Steam at any pressure.

13.13 Academies must arrange that pressure systems that use a relevant fluid are inspected within the maximum periods, as follows:

- Air pressure systems - 26 months (normally 24 months)
- Air steam boilers and boilers >100°C - 14 months (normally 12 months)
- Refrigeration and air conditioning systems - 48 months
- Steam generation equipment (autoclaves etc.) - 14 months (normally 12 months)
- Steam receiving plant - 26 months (normally 24 months)
- Other pressure systems 12 – 120 months Dependent on vessel type, contents and application.

14. Fire and Evacuation

14.1 With regard to, and in compliance with, The Regulatory Reform (Fire Safety) Order (RRO) 2005, as occupiers academies/central teams are to put in place a local fire and evacuation policy and based on a fire risk assessment of local conditions a fire evacuation procedure must be devised and implemented.

14.2 Academies must ensure that they liaise with local emergency services with regard to arranging any necessary contacts, particularly fire-fighting, rescue work, first-aid and emergency medical care.

14.3 In an emergency situation, the following information needs to be made available to the relevant accident and emergency services as required by articles 15 and 16 of the RRO as follows.

14.4 All procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons including:

- Details of relevant work hazards and hazard identification arrangements; and Specific hazards likely to arise at the time of an accident, incident or emergency;
- What suitable warning and other communication systems are established to enable an appropriate response, including remedial actions and rescue operations, to be made immediately when such an event occurs.
- Where the risk assessment indicates it is necessary, what escape facilities are provided and maintained to ensure that, in the event of danger, relevant persons can leave endangered places promptly and safely.
- The location/s of where such information is displayed at the premises.

14.5 In addition to the local scrutiny of academy and other WAT premises for fire safety, WAT will satisfy itself that general fire safety precautions, fire safety arrangements and fire evacuation procedures are maintained to an acceptable standard.

15. First Aid

- 15.1 With regard to, and in compliance with, The Health and safety (First-Aid) Regulations 1981 (as amended) academies are to put in place a local first-aid policy and effective procedures based on an assessment of local need. Suitable arrangements will also be in place for other WAT sites.
- 15.2 Academies will need to assess numbers of first-aid personnel, training needs, equipment, accommodation and recording and reporting arrangements.
- 15.3 All staff must be informed of the first-aid arrangements in their locality: the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the academy's first-aid needs.
- 15.4 Academies must have an appointed trained Mental Health First Aider.

16. Gas Safety

- 16.1 In order to ensure gas safety academies must ensure that they comply with the provisions of the following regulations:
- Pipelines Safety Regulations 1996 (PSR)
 - Gas Safety Installation and Use Regulations 1998 (GSIUR)
 - Provision and Use of Work Equipment Regulations 1998 (PUWER)
- 16.2 In order to ensure compliance academies must:
- Ensure that the gas supply and associated distribution pipework is examined every 5 years as a minimum, or sooner as the result of a risk assessment, and as part of that examination all pipework and associated fittings are fit for purpose and safe for use,
 - All gas pipework is identified and appropriately labelled.
 - The pipework and fittings are undamaged (by physical damage or corrosion) and fit for purpose.
 - Any pipework, or fitting, that is damaged, or not fit for purpose, is isolated wherever possible, pending repair/replacement.
 - Ensure that an annual gas safety check is carried out on each gas appliance/installation/flue.
 - Ensure that gas fittings and flues are maintained in a safe condition. Gas appliances must be serviced in accordance with the manufacturer's instructions, or annually if these are unavailable.
 - Keep the record of all safety checks for a minimum of 2 years following the check.
- 16.3 Academies must ensure that all work completed on any part of the gas system is done so by a competent, qualified and "Gas Safe" registered person.

16.4 Academies must ensure that proper checks are carried out to ensure the current status of the person concerned with regard to the “Gas Safe” register. Academies are alerted to the fact that accepting a “Gas Safe” identity/registration document alone may not be sufficient to verify compliance.

17. Health and Hygiene

17.1 Employees must follow manufacturers’ instructions printed on containers or packages and wear any protective equipment advised. Staff should consult their manager/supervisor where doubt exists.

17.2 To reduce the likelihood of possible infection/disease staff should take the following precautions:

- Always wash hands before eating.
- Barrier creams can help minimise infection, use where appropriate.
- Seek first aid immediately for cuts and abrasions and report all cases of suspected work-related illness.
- Unwanted food is not left lying around to encourage vermin (rats, mice, pigeons, etc.) and to report any evidence of them.

17.3 All academies are to undergo food hygiene inspections under the national Food Hygiene Rating Scheme. The frequency of inspection will be determined by the academy’s local authority. Inspections should not normally exceed three years in frequency.

17.4 Academies (and any contractors) are required to achieve a minimum Food Hygiene Rating of 3 “Generally Satisfactory”. Where this rating is not achieved local remedial measures must be put in place, in consultation with the Local Authority and as directed by the academy, to ensure the improvement to the quality of food hygiene in the areas identified.

18. Letting Facilities

- 18.1 Where academies let, or hire out premises, services or equipment there will be local arrangements in place for the premises, services or equipment offered. And will take into consideration all health, safety and welfare provision associated with the let or hire. The responsibilities for provision must be made clear before a contract is entered into.
- 18.2 The provision must include, but is not limited to, the following health and safety matters:
- A safe means of access and egress for the use of the hirers, and that all equipment made available to and used by the hirers is safe to use.
 - Fire escape routes and exits that are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
 - Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures should be prominently displayed;
 - Hirers of any equipment or facility provided are familiar with its safe use and, if necessary, briefed accordingly;

19. Lone Working

- 19.1 In order to comply with Section 2 of the Health and Safety at Work etc. Act 1974 and Regulation 3 of The management of Health and Safety at Work Regulations 1999 it is important to ensure, so far as is reasonably practicable, the health and safety of employees who are required to work alone.
- 19.2 To achieve this requirement local lone working procedures will be in place to provide suitable and sufficient local health and safety provision for lone working.
- 19.3 The arrangements will include the control measures identified as a result of risk assessment of the particular lone working circumstances within the establishment including travel to and from work, where that travel has significant hazards that cannot be otherwise avoided.

20. Manual Handling

- 20.1 In order to comply with the requirements of The Manual Handling Operations Regulations 1992 (as amended) all tasks requiring any lifting, twisting, pulling or other movement of materials or objects from one place to another, where there is the potential of a risk of injury, must be risk assessed.
- 20.2 The vast majority of such manual handling tasks will be risk assessed within the overall risk assessment for that task. Where specific hazards are observed e.g. where the weight to be lifted exceeds 25kg, or where the distance of relocation is significant, or where the number of repetitive tasks is high, the tasks will be assessed formally in detail. Appropriate tools to carry out detailed manual handling risk assessments should be used.
- 20.3 All WAT employees who undertake tasks involving manual handling must be made aware of the risks to their health and safety in completing such tasks and be adequately trained to adopt the appropriate control measures to reduce the risk of injury.

21. Noise and Vibration at Work

21.1 Academies have a duty to ensure that the effect of noise in the workplace is managed to effective levels. This issue is often underestimated within educational settings and is often likely to affect employees to a greater extent than pupils/students, as teachers and support staff are sometimes working for extended periods in noisy areas. Areas of particular concern are as follows:

- Music departments
- Indoor physical education
- Technology departments
- Grounds maintenance

21.2 It is important for academies to identify persons who use machinery or equipment that may cause harm through vibration. Examples of such equipment are as follows:

- Floor polishers
- Mowers
- Grinders
- Polishers
- Drills
- Sanders
- Hand held saws
- Leaf blowers
- Grass cutters

21.3 Where noise levels are at, or near, 80dB (A) (between the noise of a vacuum cleaner and a blender) for extended periods, or there is extended use of vibrating equipment a noise and/or vibration survey must be completed, or commissioned, by academies and where a hazard is apparent a risk assessment must be completed and control measures must be put in place to eliminate or reduce those risks.

22. Occupational Health

22.1 Provision is in place for staff to access occupational health services. These include provision for, but not restricted to:

- Pre-employment health checks.
- Health surveillance (where identified by risk assessment).
- Substance abuse support.
- New and expectant mothers.
- Medical referrals, including work related stress support.

23. Alcohol and Drugs

23.1 The possession or use of illegal drugs or substances is prohibited to all WAT employees and contractors on premises operated by the Trust.

- No one may consume alcohol on WAT premises, unless this has been agreed by the Headteacher/senior manager of the premises concerned.
- Personnel who have been prescribed drugs that may affect their ability to work safely must inform their manager immediately.

- Any person found to be under the influence of an illegal substance, or alcohol, during working hours shall be required to leave the premises in a safe manner and may be subject to disciplinary action.
- Smoking is not allowed on any WAT premises including electronic vaping devices or other forms of smoking.

23.2 Health surveillance can be a legal requirement in a range of health and safety related matters, as a risk management control. WAT employees may be subject to health surveillance measures when this control is indicated as a result of risk assessment. This includes the management of residual risks in the following areas:

- Noise
- Night work
- Ionising radiation
- Vibration
- Asbestos
- Solvents
- Dusts
- Fumes
- Biological agents
- Lead
- Compressed air

24. New and Expectant Mothers

24.1 A risk assessment must be carried out locally for new and expectant mothers to consider the working conditions, physical, biological and chemical hazards, and the tasks undertaken by the pregnant women or nursing mothers. Particular attention should be paid to hazards such as ionising radiation, lead, mercury and pesticides.

24.2 Where required, additional or different control measures must be implemented by an academy, such as temporarily adjusting working conditions and/or hours of work. If necessary, the employee may need to undertake suitable alternative duties in order to mitigate any risks. It is sensible to agree on the timing and flexibility of rest breaks with the employee.

24.5 Suitable and appropriate rest facilities and rest breaks will be provided for pregnant women or nursing mothers to enable them to rest.

24.6 Should a problem arise which needs further clarification, a medical referral will be made to an independent medical advisor selected by WAT. Where this becomes necessary, the right of an employee to access any medical report is protected under the Access to Medical Reports Act 1988.

25. Radiation (ionising and non-ionising)

25.1 Sources of ionising radiation must be managed in academies in accordance with the requirements of The Ionising Radiations Regulations 1999 and other relevant legislation.

25.2 In complying with statutory legislation and the formulation of local rules regarding the management of sources of ionising radiation academies must pay particular attention to

the content of CLEAPSS publication, "L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges, 2019".

- 25.3 If lasers are used for entertainment, theatre or public exhibition purposes they must consider the guidance to be found in the HSE publication, "HSG65 The radiation safety of lasers used for display purposes" in planning and managing the event.
- 25.4 When using projectors and laser pointers safe systems of work should be established for teachers and pupils/students and instruction provided on their adoption so that:
- Staring directly into the projector beam is avoided at all times.
 - Standing in the beam, whilst facing the projector, is minimised. Users, especially pupils/students, should try to keep their backs to the beam as much as possible.
 - The use of a stick or laser pointer to avoid the need for the user to enter the projector beam is recommended.
 - Pupils/students are adequately supervised when they are asked to point out something on the screen.
- 25.5 Academies must develop procedures for protecting staff and pupils from the effect of prolonged exposure to sunlight.

26. Recording and Reporting Arrangements

- 26.1 There is a legal duty under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain work- related accidents, industrial diseases and dangerous occurrences to the HSE. In short, these are:
- Work-related accidents which cause death;
 - Work-related accidents which cause certain serious injuries (reportable injuries);
 - Work-related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days
 - Diagnosed cases of certain industrial diseases;
 - Certain 'dangerous occurrences' (incidents with the potential to cause harm).
 - Work-related accidents involving visitors or pupils must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.
- 26.2 There is also a requirement under RIDDOR to maintain a record of any work- related accidents which cause an employee to be away from work or unable to perform their normal work duties for more than seven consecutive days.
- 26.3 Academies must ensure that there are written procedures in place, which have been communicated to all staff, to report and record all accidents, diseases and dangerous incidents, in order to be fully compliant with RIDDOR.
- 26.4 For minor injuries, academies must use an accident book with tear out strips for children (if can be seen by unauthorised persons) or use an accident form.
- 26.5 The HSE Accident book BI 510 is recommended for this purpose. A designated person should be appointed for the safe storage of completed accident reports.

26.6 For serious incidents to staff, visitors, contractors and pupils the WAT accident/incident form must be completed and sent to the Health and Safety Advisors.

26.7 The academies are responsible for informing RIDDOR where applicable.

27. Risk Assessment

27.1 In order to comply with The Management of Health and Safety at Work Regulations 1999 (and other legislation) suitable and sufficient risk assessments must be completed and recorded with regard to the risks to the health and safety of WAT employees at work and persons not in WAT employment arising out of, or in connection with, the conduct by WAT regarding their undertaking.

27.2 Risk assessment should be completed where potential hazards have been identified with regard to, but not exclusively confined to:

- Processes and procedures
- Equipment and materials
- Premises
- Specialist matters

27.3 All risk assessments must be completed by a competent person. For the purposes of risk assessment, "competent" can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform the task safely. Where there is no competent person/s within an academy to carry out routine risk assessments, provision for suitable training of staff must be put in place.

27.4 For routine risk assessments the "5 steps to risk assessment" model provided by the HSE should be followed.

27.5 For specialist risk assessments academies should follow a hierarchy for provision:

- Use an in house competent person to carry out the risk assessment or the nominated contractor employed through WAT in the first instance.
- Where no such person is employed at the academy or through the central WAT team, consideration should be given to providing appropriate training to a suitable existing employee in order to establish competence, based on a need/cost analysis and advice should be sought.
- Where the need for a specialist risk assessment is urgent or the cost of training an existing employee to a competent standard is disproportionate to the need, external risk assessment provision may need to be sought.

28. Safe Systems of Work

28.1 Part of the employer's general duty is to provide systems of work that are, as far as is reasonably practicable, safe and without risks to health. Safe systems of work must be identified through the risk assessment process.

28.2 Individual academies are responsible for ensuring that the components of a system are in place locally that include:

- Co-ordination of the work of different departments and activities.
- Training, instruction and supervision.
- Layout of plant and equipment.

- The method of using particular machines and of carrying out particular processes.
- The instruction of trainees and inexperienced employees in particular tasks beyond their normal experience.
- The sequence in which the work is to be carried out.
- The provision of warnings, notices, and the issue of special instructions in particular cases.
- The procedure for introducing changes into normally accepted routines and practices, including explanations of why the changes are necessary.
- A contingency plan to deal with foreseeable emergencies.
- An auditing or monitoring regime to ensure the system is working safely.
- General conditions of the workplace.

28.3 Academies are expected to manage hazards with at least the same degree of attention and with at least the same allocation of resources and priorities as they manage all other management functions such as, quality, human resources and budgetary matters.

28.4 Academies should be aware that the principle of establishing and maintaining 'safe systems of work' is keenly regarded by enforcing authorities as a direct reflection of managerial competence and commitment.

29. Security

29.1 Each academy/site has the responsibility for ensuring that suitable and sufficient local arrangements are in place to prevent unauthorised access to its premises at all times, so far as is reasonably practicable.

29.2 From time to time access to specific areas within WAT sites may be restricted to authorised staff only, as identified by the assessments of particular hazards. Such restrictions must be clearly marked.

29.3 All visitors to WAT premises are required to sign in at reception. On the first visit to WAT premises a visitor will be made aware of the local emergency arrangements and of any alarm testing schedule. If the identity of the visitor is unclear the visitor must be asked for proof of identity before being allowed to enter WAT premises.

29.4 Visitors must always be accompanied unless there are no children or vulnerable people on site at the time of the visit, or the visitor has been verified by the appropriate DBS check.

29.5 Unauthorised visitors should be asked to leave the premises, but staff must be aware that they should not place themselves at risk in doing so. Assistance from local police should be sought if there is any concern regarding safety.

29.6 Academies must have a lock-down policy in place and hold regular (annual) practice lockdowns.

30. Slips and Trips

30.1 Accident statistics show that approximately a third of all staff injuries in academies result from slips, trips and falls. Even more significant is that about 80% of all serious injuries to staff are caused in this way. Therefore particular attention must be paid to adopting effective preventative measures to reduce occurrences of slips and trips.

30.2 In order to reduce risk the following measures must be put in place:

- Local cleaning, housekeeping and repair arrangements should be in place to ensure a clean, orderly, well maintained and uncluttered workplace. These measures should identify particular responsibilities and procedures.
- Local arrangements for the safe movement of people around WAT premises should be established and these should be communicated to staff and pupils/students. These measures should include provision for inclement weather and snow and ice.
- Disposal of waste materials must be proactive and in accordance with the requirements of the local authority. Particular attention must be given to the safe disposal of hazardous waste.
- Appropriate training on slips and trips should be included within staff training requirements and preventative measures appropriately communicated to pupils/students (reporting spills and trip hazards, etc.)

31. Stress Management

31.1 At times employees could be under levels of stress, either from the effects of their home life, from their duties at work, or a combination of both. It is important to follow some key points to manage the levels of work-related stress of WAT employees, as follows;

- Line managers and senior managers should ensure that employees are able to cope with the demands of their jobs.
- Employees should be able to have a say about the way they do their work wherever possible.
- Adequate information and support should be provided from colleagues and superiors.
- Employees must never be subjected to unacceptable behaviours, e.g. bullying and harassment.
- Managers and supervisors should ensure that employees understand their role and responsibilities.
- Employees must be actively engaged when there is organisational change that may affect them.
- Systems are to be in place locally to effectively respond to any individual concerns regarding any of the above matters.
- Managers and supervisors should be familiar with the signs of stress and should look out for these in their teams and workers.

31.2 Suitable and sufficient provision will be in place for the management of work-related stress related illness. Where in doubt follow the principles of the HSE "*Management Standards for work related stress*". Information, advice and guidance are available from staff with responsibility for human resources management.

32. Supervision at Work

32.1 an adequate and appropriate level of supervision should be provided for all employees, in that:

- Managers and supervisors must know what is expected from them in terms of health and safety. They need to understand their responsibilities in the application of the WAT Policy and local procedures. Managers and supervisors may need training in the specific hazards of particular processes and how the academy expects the risks to be controlled.
- New or inexperienced people are very likely to need more supervision than others. Academies will ensure that employees know how to raise concerns and managers/supervisors are familiar with the possible problems due to unfamiliarity, inexperience and communication difficulties.
- Managers and supervisors need to ensure that employees in their charge understand risks associated with the work environment and measures to control them.
- Managers and supervisors will need to make sure the control measures to protect against risk are up to date and are being properly used, maintained and monitored.
- Arrangements must be in place to check the work of contractors is being done safely and as agreed.

32.2 Under the Management of Health and Safety at Work Regulations 1999, there is a duty to ensure that young people (Under 18) employed by WAT are not exposed to risk due to:

- Lack of experience;
- Being unaware of existing or potential risks and/or lack of maturity.

32.3 With regard to young people employed by WAT it is important to consider:

- The layout of the workplace;
- The physical, biological and chemical agents they will be exposed to;
- How they will handle work equipment;
- How the work and processes are organised;
- The extent of health and safety training needed;
- Risks from particular agents, processes and work.

32.4 These considerations should be straightforward in low-risk areas, for example in an office. In higher-risk areas the risks are likely to be greater and will need more attention to ensure that they are properly controlled.

33. Training and Information

33.1 WAT is required to ensure that suitable and sufficient health and safety training has been undertaken by all staff consistent with the needs of their role.

- 33.2 Individual staff health and safety training needs must be assessed by a line manager on appointment of the member of staff and then annually as a minimum. Where employees have significant changes to their role, or they change role, this assessment must be carried out at the time of the change. All training relating to health and safety will be recorded and signed by the individual as a record that such training was completed
- 33.3 All new employees will receive Health and Safety Induction training. This will include familiarisation of their premises layout, including the location of all relevant health and safety items (e.g. fire exits), WAT policy and all local arrangements.
- 33.4 If a member of staff declines to take part in health and safety training required for their role (in all cases induction health and safety training) the reason/s for declining the training must be provided by the employee. In such cases the matter should be investigated. Employees should be aware that declining health and safety training without having a valid reason may result in disciplinary action being taken.
- 33.5 Comprehensible and relevant information regarding health and safety compliance and best practice should be available and periodic health and safety advice and updates should be published and distributed.
- 33.6 WAT employees should be provided with comprehensible and relevant information on the risks to their health and safety identified by any risk assessment, including, but not limited to:
- Any preventive and protective measures in place.
 - The procedures to be followed in the event of serious and imminent danger.
 - The measures for fire-fighting in the workplace.
 - The identity of those persons responsible for the evacuation from the premises.
- 33.7 Each academy/central team must take all reasonable steps to inform any other employers concerned of the risks to their employees' health and safety arising out of or in connection with conduct by the academy/central team.

34. Transport and Vehicle Management

- 34.1 Local arrangements must be in place for the safe use of transport. Measures that should be in place include:
- Designated drivers for minibuses, who hold the appropriate full driving licence and who have completed appropriate minibus driver safety training.
 - Arrangements for the management of servicing, maintenance, cleaning, insurance and, where required, MOT of all vehicles.
 - Procedures for the safe use of vehicles.
- 34.2 Academies have the responsibility to risk assess local requirements relating to traffic/pedestrian safety and separation.
- 34.3 WAT employees are strictly forbidden from driving a vehicle on WAT business whilst under the influence of alcohol or drugs.
- 34.4 WAT employees are strictly forbidden from using hand-held mobile phones or similar devices whilst driving a vehicle on WAT business.

35. Welfare

35.1 With particular regard to The Workplace (Health, Safety and Welfare) Regulations 1992, there is a duty to ensure the following provision so far as it is reasonably practicable to do so:

Welfare Facilities:

- Suitable and sufficient toilets and hand basins, with soap and towels or a hand-dryer.
- Safe drinking water.
- A place to store clothing, where required, (and somewhere to change if special clothing is worn for work).
- Somewhere to rest and eat meals.

Health Issues:

- Good ventilation – a supply of fresh, clean air drawn from outside, or a ventilation system.
- A reasonable working temperature
- Lighting suitable for the work being carried out.
- Enough room space and suitable workstations and seating.
- A clean workplace with appropriate waste containers.

36. Safety Issues

- Properly maintained premises and work equipment.
- Floors and traffic routes kept free from obstruction.
- Windows that can be opened and also cleaned safely.
- Transparent (e.g. glass) doors or walls that are protected or made of safety material.

37. Work Experience Safety

37.1 Academies that provide work experience as part of their work related learning curriculum must ensure that adequate measures are in place to manage that provision. Academies may choose to self-manage such provision, or work in partnership with a provider. Whichever is the arrangement academies should ensure that either they, or their provider, are taking into account the guidance provided and sharing the relevant information.

38. Working at Height

38.1 WAT has a duty to manage work at height, in accordance with The Work at Height Regulations 2005, which requires all parts of WAT to follow the hierarchy of controls; avoid, prevent arrest:

- Consider if the work can be done safely from the ground. Fall restraints and safety netting should only be considered as a last resort if other safety equipment cannot be used.
- Risk assess work at height. Assess the risks, take precautions, and issue clear method statements for everyone who will work at height.
- Roof work must have planned safe access, to prevent falls from edges and openings.
- When considering fragile surfaces the hierarchy of controls for working on or near fragile surfaces is; avoid, control, communicate, co-operate.

- Consider when it's appropriate to use ladders and the three key safety issues; position, condition, safe use (no job longer than 30 minutes).
- For using tower scaffolds; select the right tower for the job; erect, use, move and dismantle the tower safely, ensure that it is stable, inspect it regularly, and prevent falls.

Appendix 3 – Local Arrangements

Accident Reporting Procedures

In accordance with the LAB accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant One Drive forms.

Incidents which require hospital treatment, near miss incidents and staff accidents must be reported on Every.

The Assistant Headteacher is responsible for completing the F2508 (RIDDOR) forms for more serious injuries and for carrying out the statutory reporting procedures for 'major' and 'over 7 day' absence injuries as required by the current Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

- The first aid incident on Arbor is to be used to record all minor incidents to students; incidents which require first aid are also to be recorded on Arbor, any more significant incidents must also be reported to the Assistant Headteacher and in their absence a member of the senior leadership team.
- To create a medical event in Arbor Education software, follow these steps: - Go to the student's profile and navigate to the Medical section. - Click +Add and select Medical Event. - Choose the Type from the drop-down box. If you can't find the one you need, select Other. - Add a description, start and end date, and time. - You can also upload an attachment, like a scanned hospital appointment letter. - If you need to edit the event, click on it in the Medical section, then click More information. Make your changes and click Save Changes.
 - School accident reports will be monitored for trends and a report made to the Local Advisory Board, as necessary.
 - The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Staff are alerted to the fact that only a small proportion of accidents result in harm to people and the severity of injury is a poor indicator of risk. It is important to consider the potential rather than the actual outcome and to report minor injuries and 'near misses' where appropriate.

How to contact a First Aider:

- Student Services – ext 1491 / 1405 / 1492
- Main reception – ext 1447
- or by reporting in person to any of the above.
- Arbor alert Patrol, First Aid, this will then send an alert to the member of staff on Patrol.
- Use of the radio system to request a first aider to a specific location.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR
- Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring.

The school will still be responsible for recording all work related incidents which as a result has caused the persons to be away from school for 3 days or more.

Art & Design

The School is committed to teaching all practical subjects in a safe way. This policy outlines the processes and procedures for ensuring safe working in Art and Design. Any activity taking place in practical rooms should comply with the recommendations of B.S.4163 2014.

Teaching staff are responsible for the maintenance of safe working conditions. They should anticipate potentially dangerous situations and act to prevent them from developing.

Staff should set an example in maintaining safe working and discipline within the classroom. Work needs to be well planned in order to prevent accidents.

Students must obey the school and classroom rules at all times and behave with thought and care when using materials and equipment.

COSHH

Substances used in the workplace should be assessed with reference to the Control of Substances Hazardous to Health.

Risk Assessment

All practical activities must be assessed for risk, and safety measures used to keep the risks low.

All risk assessment must be carried out BEFORE a practical activity is undertaken and the effectiveness of the risk assessment must be regularly monitored; if any new activities are to be undertaken, it is essential that a full risk assessment is carried out beforehand. The activity must NOT be undertaken until the risk assessment has been completed and recorded.

Risk assessment should form part of lesson planning if any dangerous substances are to be used. Alternatives to hazardous substances should be sought. Suppliers of substances covered by COSHH regulations will supply details in order to assist risk assessments.

Room Safety

- All practical rooms must be locked when not in use
- Unsupervised students must not be allowed in hazardous rooms
- Staff are expected to leave workrooms in a safe condition;
- When starting practical lessons, staff should check that rooms are clear, all thoroughfares and room exits are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken
- Fire doors must be unlocked and clear only authorised staff are permitted to switch on the electricity and gas mains isolators. Students may not switch on these – not even under supervision;
- Students must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly
- Only one person may operate a machine or piece of equipment at a time.
- A specialist room may only be used for other curriculum activities if the person supervising the students understands room hazards in the room and can prevent them.
- Supply or cover teachers must be given information on the room hazards; this could be a laminated A4 sheet for the room explaining the location and operation of main services such as electrical isolators, any local hazards, and where help can be obtained. Cover teachers must not supervise practical work unless they are competent and experienced in the practical subject and understand the relevant safety procedures.

Safety Signs, Notices and Displays

Each workroom must have a set of safety rules and the fire procedure displayed clearly

Cautionary notices and signs must be displayed where appropriate.

Clothing

Protective clothing such as aprons or overalls must be used in any 'messy' practical work, or where hazardous materials are being used

Do not use nylon or other plastic protective clothing in high-temperature work

People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts.

Eye Protection and Guards

Eye protection must be used if there is any significant risk of eye injury in the work being carried out or observed. Do not overlook the risk when working with stretched materials; Eye protection must conform to **BS EN166**. Select the type of eye protection suitable for the practical work;

Eye protectors must be kept clean and scratch free. They must be periodically washed in a mild household disinfectant.

First Aid

Each practical room must have easy access to a first-aid kit.

Storage

- Storage must be kept well organised and tidy. Large items should not be stored high, and proper stepladders or similar must be available for reaching high shelves safely
- Standing on benches, chairs, tables etc. is not permitted
- Sharp tools and utensils must be stored so that accidental contact with the sharp part is unlikely and they must be securely locked when not in use
- All materials which are hazardous, for example they may be toxic, flammable or corrosive, must be clearly labelled. The labelling must state the material and the nature of the hazard(s)
- Keep all working quantities of these materials to a minimum
- Access to hazardous materials must be restricted to authorised staff only
- All hazardous materials must be stored away from direct access by students
- Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom.

Shelving

Make regular checks to ensure that shelving is in a safe condition.

Shelves must not be overloaded and heavy materials must not be stored high up.

Ensure that the shelf space is used sensibly with no items stacked precariously.

Proper stepladders must be provided for access to shelving beyond easy reach from the floor.

Maintenance, Inspection and Testing of Equipment

Health & Safety law requires that equipment and machinery is maintained in a safe condition. To achieve this, equipment must be maintained, inspected and, where necessary, tested.

There are 3 levels of inspection, maintenance and testing of equipment which must be carried out. These are:

- A visual check by staff of equipment prior to its use or on a daily basis.
- A more formal visual inspection which should be carried out termly by staff. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.
- Formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually, or for LEV equipment, every 14 months.

Training Records and Certification

All practical work must be supervised by a suitably qualified teacher

It is every teacher's responsibility to ensure that his or her knowledge of Health & Safety is current.

Any perceived training needs should be discussed with the Head of Department and Faculty Director.

Asbestos

The asbestos register is held in the Site Manager's office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The School's Asbestos monitoring person/s will be the Site Manager/Site Staff. Refresher training is required 3 yearly.

The school shall ensure:

- The asbestos log is maintained and that any changes are acted upon.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials on site will be carried out and recorded in the asbestos log.

Please note that even 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 Site Manager

Release of Asbestos Containing Materials

In the event of accidental release of known or suspected asbestos fibres, the area must be evacuated immediately and if possible sealed to prevent unauthorised access. A sign should be displayed to inform persons to stay out of the area.

The Site Manager (or in his absence the Headteacher) must be contacted immediately who will contact the relevant agencies (asbestos registered contractors) to arrange for a sample to be taken and relevant remedial works carried out.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the Site Manager.

Contractors

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

All contractors must report to the school office/reception where they will be asked to sign the visitors' book/electronic system and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Contractors must provide proof of Disclosure & Barring Checks.

The Site Manager/Site Team are responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work.

The Site Manager is responsible for agreeing a system of work with the contractors to meet Health and Safety standards and for monitoring the progress of work generally to ensure the agreed protective measures are in place.

All contractors will be made aware of the asbestos register.

Before any contractor undertakes hot works, a permit must be completed with site staff and all the precautions observed – if not the contractor will not be allowed to work on site.

School managed projects

Where the school undertakes projects directly the Local Advisory Board would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the Site Manager who will ensure that consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM¹ regulations will apply.

To ensure contractor competency the school will use recommended contractors.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

¹ CDM refers to the Construction (Design and Management) Regulations 2007 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition 2 specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed. In such instances it is recommended that an agent be used to work on the school's behalf.

Design & Technology Health & Safety policy

The school is committed to teaching all practical subjects in a safe way. This Policy outlines the processes and procedures for ensuring safe working in Design and Technology.

Any activity that takes place within the workshop situation will comply with the recommendations of BS.4163: 2007.

General Considerations

All occupants of a workshop and similar rooms are in a potentially hazardous environment and must therefore be fully trained and instructed on Health and Safety matters.

It is the **Teaching Staff and Design Technology Technician**, however, who carries the overall responsibility for the maintenance of safe working environment. They should anticipate potentially dangerous conditions and act before they can develop. Their example in the handling of tools and equipment, wearing protective clothing and maintaining general workshop discipline will encourage a sense of responsibility in the students and an understanding of the importance of planning work in order to prevent accidents. In short, Staff must see themselves as a role model for the students and act accordingly at all times.

Every pupil, on first entering a workshop (and at intervals thereafter), must be instructed on the rules of behavior including such matters as:

- Avoiding pranks, carrying and handling tools, tidiness, and the necessity for quiet and orderly movement.
- Not to stand too near other students operating machines, never to operate machines unless told to do so and the purpose of guards, controls and protective clothing.
- There should be appropriate warning notices on relevant machinery and the school learning plan should be prominently displayed in practical rooms.

All courses must continue to highlight the elements of safety involved, with particular attention being paid to: General Health and Safety. (B.S.4163: Page 28)

Before staff can instruct a student on any machine or workshop process he/she must be experienced in the use of the machine or process and understand the dangers likely to arise in practice.

Only staff qualified under the Provision and Use of Work Equipment (PUWER) 1998 is permitted to use the circular saw, the Planer/Thicknesser, Millers, and Grind Stones

Students; having being instructed in the safe and appropriate use of the machinery below; may use (with permission from teacher):

- Wood turning lathes (Non-composite materials only)
- Centre lathes (Engineering)
- Pillar drills
- Jig saw

- Brazing Heat equipment

Students are not allowed to pour molten fluids and must be supervised at all times where activities of this nature take place.

Close and constant supervision is vital if accidents are to be prevented and should the teacher be required to leave the workshop he/she must ensure every machine is switched off and the master ignition key removed until his/her return.

- No teaching group should be so large as to be a risk to the Health and Safety of the group or staff involved.
- Certain machinery is fitted with guards and other safety devices. These are part of the machine and must be used correctly. Guards must be secured so that they cannot be removed without a tool or some other device. No machine must be operated if the necessary guards are missing, broken or out of position.
- The protection of eyes is of paramount importance and therefore a special warning notice should be fitted to each machine or in areas where protection is to be used.
- No unauthorised adjustment, modification or adaptation may be made to any item of machinery or equipment without reference to the manufacturers, the Head of Department and the Head Teacher.
- All activities undertaken within the department are to consider Health and Safety and appropriate information recorded in the schemes of work. Reference to the BS.4163: 2007 may also be useful.

COSHH

Control of Substances Hazardous to Health (2002)

- Substances used in the workplace must be assessed with reference to **COSHH** and be stored in a locked metal cupboard.
- A risk assessment should be carried out in the normal course of lesson planning, which takes place in the academic year prior to lessons being delivered either by the writing of new modules or by the review of existing modules. Such risks should be identified on the Department's Lesson Planning Sheets.
- Alternatives to the hazardous substance should be sought and used if possible.
- Chemicals used in the workplace can be assessed with reference to HAZCARDS available from CLEAPSS.
- Suppliers of substances covered by COSHH regulations will supply details in order to assist risk assessment.
- A central record of identified substances should be maintained and updated. It is the responsibility of all department staff to co-operate in this process and assist with the identification and assessment of such substances.

RISK ASSESSMENT

All practical activities must be assessed for risk, and safety measures used to keep the risks low.

All subjects will use the relevant Model Risk Assessments provided by CLEAPSS. Where significant, these MRAs will be adapted by the individual subject leaders to take account of the local circumstances of the school.

All risk assessment must be carried out BEFORE a practical activity is undertaken and the effectiveness of the risk assessment must be regularly monitored; if any new activities are to be undertaken, it is essential that a full risk assessment is carried out beforehand. If a model risk assessment does not exist the subject leader should contact the CLEAPSS helpline. The activity must NOT be undertaken until the risk assessment has been completed and recorded.

The BS 4163:2007 Health and safety for design and technology in schools and similar establishments – Code of practice contains a helpful framework to use when assessing group sizes: 'Risk assessments should be carried out to determine the appropriate number of students in the work area. The risk assessment should take the following factors into account:

- The size and layout of the work area;
- The size and number of items of furniture and equipment in the work area;
- The type of activities carried out in the work area;
- The age and abilities of the students;
- The competence and experience of the teacher;
- The extent of technician or other appropriate support;
- Whether learners with special needs are present;
- Whether there are students whose first language is not English;
- The behaviour of the students.'

Safety Signs, Notices and Displays

Each workroom must have a set of safety rules and the fire procedure displayed clearly. Cautionary notices and signs must be displayed where appropriate.

Clothing

Protective clothing such as aprons or overalls must be used in any 'messy' practical work, or where hazardous materials are being used.

Do not use nylon or other plastic protective clothing in high-temperature work.

People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts.

Eye Protection and Guards

Eye protection must be used if there is any significant risk of eye injury in the work being carried out or observed. Do not overlook the risk when working with stretched materials.

Eye protection must conform to **BS EN166**. Select the type of eye protection suitable for the practical work.

Eye protectors must be kept clean and scratch free. They must be periodically washed in a mild household disinfectant.

First Aid

Each practical room must have easy access to a first-aid kit.

Chemicals used in Design & Technology

Certain chemicals are presently in general use within Design & Technology. All members of staff should be aware of the very real hazards that exist in relation to these chemicals.

If any new chemical is borrowed from another department then the following should be undertaken:

- Read the relevant HAZCARDS available from CLEAPSS.
- Make a Risk Assessment and signify that you are aware of the dangers.
- Give 24 hours' notice of your intention to use the chemical (at the latest by afternoon break of the day before you intend to use).

Sharps

Sharps must be collected using suitable equipment i.e. gloves, handheld brush and pan and placed inside a suitable container. The container should be emptied on a regular basis to prevent overflowing of sharp materials.

Food technology:

Storage

- Food should be stored appropriately, either in cupboards, refrigerators or freezers, according to the labels on the food.
- Food should be wrapped and kept according to the sell-by date.
- Food should not be left out in school unless it is in use of for a display (it must not be allowed to grow mould unless in a closed container).

Preparation

- Wash hands beforehand.
- Don't lick fingers while cooking.
- Ensure that equipment is clean and tables sterilised before use.
- Cooked foods must be kept separate from raw foods.

Cooking

- Students must be supervised at all times.
- The correct temperature must be used for cooking.
- Correct Health and Safety procedures and correct equipment must be used when handling hot food.
- Food or boiling liquids cooking on the hob must not be left unattended.
- Cool foods quickly unless the recipe says otherwise.

Cleaning up

- Washing up must be carried out safely (no sharp knives to be placed in the sinks)
- All food rubbish must be put in black plastic sacks and tied up.
- Cookers must be cleaned after use.
- Tables should be sterilised.

Eating the food or transporting it elsewhere

- Food should be put in a clean container with a lid.
- Food should not be left out in school uncovered.
- Students must inform the teacher if they are intolerant or allergic to certain foods or ingredients.

Student Rules for Working in Design & Technology Rooms

The biggest danger in the D&T room 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, spillage or breakage to your teacher.

1. Only enter a D&T room when told to do so by a teacher. Never rush about or throw things in a D&T room. Keep your work area and floor area clear, with bags and coats well out of the way.
2. Follow instructions precisely; only touch or use tools, equipment, machines and materials when told to do so by a teacher; never remove anything from any D&T room without permission.
3. Wear eye protection when told to do so and keep it on until you have finished the work that needs the eye protection.
4. When using naked flames (e.g., gas torches in workshops, gas cookers in food rooms), make sure that ties, hair, baggy clothing etc. are tied back or tucked away.
5. Always stand up when doing practical work in food technology or in workshops so you can quickly move out of the way if you need to.
6. Always wash your hands carefully before starting work in food technology and after the end of lessons in all areas.
7. If you are scalded, burnt or a chemical splashes on your skin, wash the affected part at once with lots of water. Tell your teacher, also report any cuts or abrasions.
8. Report all spillage of any substance to your teacher.

Display Screen Equipment (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

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

The Health and Safety (Display Screen Equipment) Regulations 1992 apply and where staff use display screen equipment for a significant part of their normal work.

Staff that meet the criteria given in the guidance of the above regulations are defined as 'users'. The school is responsible for arranging the following to comply with the Regulations:

- Health and Safety training for 'users'.
- Assessment of workstations.
- Planning work to include breaks or changes of activity.
- Eye tests and the provision of special spectacles where these are required for display screen equipment work

Health and Safety and Computers:

Students should not be connecting or disconnecting electrical equipment without adequate supervision.

Staff should be aware of the dangers of epilepsy with flickering computer screens and make every effort to know of students who have experienced any problems (this information should be in their medical records). In addition, they should look out for any reaction within their lessons.

Food and drink should not be consumed by students near the computers.

Students should be reminded, whenever relevant, of the dangers of too many hours in front of a monitor.

Bags should be kept away from the computers to avoid damage.

Any problems with the equipment should be reported to the class teacher who should isolate the equipment and report the problem to the ICT Manager.

All electrical equipment is visually checked prior to use and a programme of PAT testing undertaken.

All equipment must conform to Health and Safety Standards. In view of the fact that our students spend comparatively little time at a computer screen, we are not affected by the latest rulings on antiglare screen.

SEN students and computers

Some SEN students may be provided with individual equipment (identified on SEN Target student list). Teaching staff should liaise with the SEN department, when this is so, and ascertain the arrangements that have been set up with the student for printing etc.

Where a student has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the student. Possible problems may be upstairs room, pressing several keys simultaneously etc.

Staff should be aware that a poor performance academically does not necessarily imply a poor performance on the computers. Every student has the same right to access and

development. Furthermore, a student who has a problem with presentation can be highly motivated by obtaining a computer printout.

Gifted students are unlikely to be totally satisfied with school equipment, particularly as they are likely to have superior equipment at home. Staff should be sensitive to this and build on it by allowing students to produce work on the computer at home, without, of course, allowing those students without computers to feel inferior in any way. Gifted students should be identified on the SEN Target Student list.

Educational Visits

Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The LAB and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our student's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all students at all times. Within these limits we seek to make our visits available to all students, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

Aims

The aim of our off-site visits is to:

- Enhance curricular and recreational opportunities for our students
- Provide a wider range of experiences for our students than could be provided on the school site alone.
- Promote the independence of our students as learners to enable them to grow and to develop in new learning environments.
- Include all Years in short excursions and longer residential visits.
- The visits are carefully planned to enable our children to progress in skills and knowledge of the curriculum and of life skills.

Residential activities

Students in the school will have the opportunity to take part in a residential visit.

How visits may be authorised

A competent appointed group leader will be responsible for running the activity. This will normally be a teacher employed at the school.

The school's educational visits co-ordinator will be involved in the planning and management of all off-site visits.

S/he will:

- ensure that risk assessments are completed well in advance as agreed with the EVC.
- support the Headteacher and governing body in their decisions on approval
- organise related staff training
- verify that all accompanying adults, including private car drivers, have had satisfactory disclosure and barring checks, and use approved coach companies.
- make sure that all necessary permissions and medical forms are obtained
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility)

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by OEAP. All off-site activities must take place in accordance with the guidance given.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Headteacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, the Headteacher must authorise and the Trust must be informed via email.

It is our policy that all students should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the students. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Headteacher/EVC will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult for every 15-20 students in Year 7 onwards

However, these are **minimum** requirements, and may **not** provide adequate supervision in all cases. In regards to visits abroad minimum requirements must be 2 adults.

A risk assessment must also cover transport to and from the venue.

A copy of the completed risk assessment will be given to the headteacher (residential trips), the educational visits co-ordinator and all adults supervising the trip.

Transport

The costing of off-site activities should include any of the following that apply:

- transport
- entrance fees
- insurance
- provision of any special resources or equipment
- costs related to adult helpers
- any refreshments the school has opted to pay for

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business insurance) of each driver covers such journeys and double-checking that each driver has been subject to the normal security checks.

The school makes a charge to parents if their children are transported by means of transport provided by the school. The charge covers the expenses of the journey only; we do not make any profit from this.

Communication with parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

For visits taking place within the school day, a one-off permission slip will be sent out to parents/guardians on entry of starting at school.

Funding for off-site activities is provided mainly by parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No student may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

The timetable for the payment of contributions should allow for the Headteacher making a decision about the financial viability of the activity in reasonable time.

Further health and safety considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a group leaves school the Cover Manager should be provided with a list of everyone, students and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual student is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Headteacher the possibility of excluding that student from the activity.

More detailed guidance on procedures and requirements can be obtained from OEAP (Outdoor Education Advisors Panel) www.oeap.info/

Group Leaders' planning

Group leaders must read thoroughly the appropriate guidance for off-site activities: www.oeap.info/

They should consult OEAP documentation detailing procedures and requirements, including guidance on Emergency Planning and must have a visit plan.

Visit plan

The visit plan for intended educational visits must include the following:

- risk assessment
- report on preliminary visit
- applications for approval of visit
- general information
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- travel schedule
- accommodation plan (if applicable)
- full plan of activities
- fire precautions and evacuation procedures
- intended arrangements for supervision
- insurance arrangements for all members of the group
- emergency contacts and procedures
- general communications information
- guidance for party leaders
- guidance for the emergency contact and Headteacher
- medical questionnaire returns

- first-aid boxes

APPENDIX 8

Fire Evacuation & other Emergency Procedures

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Site Manager's office and reviewed on an annual basis.

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.

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 Site Manager, after consultation with the Headteacher is responsible for organising evacuation practices each term and for completing the record sheet.

Fire Instructions

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

A whole School Assembly is delivered in the Autumn Term to make all students and staff aware of the fire evacuation procedure. Students are given time in tutor time to practice evacuating the building. The Fire Evacuation Procedure is shared throughout the academic year so tutors can refresh students.

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

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are in place for emergencies that may occur during school hours, after school hours and include lock down procedures and bomb threat procedures. These are available in the staff handbook.

These procedures will be reviewed at least annually.

Fire Drills

Fire drills will be undertaken termly, and a record kept in the fire log book.

Fire Fighting

Under no circumstances should anyone attempt to tackle a fire, evacuation of the buildings is paramount to all persons on the site.

Ensure the alarm is raised BEFORE attempting to tackle a fire. (Site Staff Only)

Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.

Fire Evacuation Procedures

Introduction

Should it be necessary to evacuate the school on grounds of health and safety, staff are asked to ensure that they, and the students under their care, adhere to the following

procedures. To help reinforce these expectations, the school holds a termly practice drill. As well as being familiar with the procedures, staff and students need to know the exit routes for the teaching spaces they use as indicated in the emergency exit maps found in all rooms. The following has been written in anticipation of emergency bells ringing during lesson time. Should the bells ring before or after school or during break or lunchtimes, similar procedures are to be adopted unless indicated by senior staff. In essence there are three stages: evacuation and assembly; registration and activity; and dismissal.

Evacuation and Assembly

- If a continuous bell sounds, this indicates a possible fire:
 1. Students leave bags in rooms
 2. Windows and doors are closed
 3. Staff ensure an orderly exit
- In the event of another type of danger e.g. a bomb see the **Bomb Threat Procedure**. The key difference between fire evacuation and bomb threat evacuation is:
 1. Students take bags out with them
 2. Windows and doors are left open
 3. There may be a staged evacuation
 4. Rooms and circulation areas may be checked during the evacuation for any unusual and suspicious objects
 5. We assemble on the Year 7, 8 and 9 yards.

Specialist and Support staff

- Staff take their Ipad with them.
- The receptionist will stay at the front of school to oversee any visitors
- EMO brings out the signing in and out book. iPad.
- Specialist and support staff assemble as indicated on Appendix A with the exception of the site management staff who will be identifying the source of the alarm and assessing the risk.

Students and tutor teams, including assigned teachers

- Staff accompany and supervise their teaching groups to the assembly area using the exit route as indicated in the emergency exit map found in each room and assemble as indicated on Appendix A.
- Staff who are hosting visitors, including visiting students and any collegiate students, are responsible for ensuring that they accompany them to the assembly area where the visitors assemble as indicated on Appendix A.
- Supply staff are deemed visitors so assemble as indicated on Appendix A.
- DGR/LSO will have an up-to-date paper register and will distribute these to Form Tutors as they arrive on the Yard.
- Students line up in silence, in alphabetical order, facing the fence.
- Year 7 and 8 Form Tutors on the Year 7 Yard complete paper register swiftly and accurately and return to PWA.
- Year 9, 10 and 11 Form tutors on the Year 8 and 9 Yard return completed registers to MKE.
- Once PWA has all seven Year 7 and 8 registers completed and MKE has all fourteen Year 9, 10 and 11 registers completed, these will be returned to DGR.

- DGR will run a Fire Register on Class Charts to cross reference registers and confirm with JHI once all the students are accounted for.
-

Reset Centre

- Students who are working in the re-set centre will form two lines on the Year 8 Yard: one will be Reset and one Isolation. Registers will be taken by SSI/JFR and once completed will be issued to DGR.

Senior Leadership Team

- Assemble as indicated on Appendix A.

Registration & Activity

Specialist and Support Staff

- Specialist and support team members report to the area at the back of the DT block.
- SEND report to KMO
- Technicians report to LHO
- Cover team and any visiting supply staff report to KHU
- Kitchen staff report to the Catering Manager
- Cleaning staff report to LHO
- Team leaders report any unexplained absentees to RPO.
- around the rear of the building to ensure security and radio GB to register .

Students & Year Teams

- Tutors oversee the overall behaviour of their group supported by assigned teachers.
- Students line up in silence, in alphabetical order, facing the fence.
- Year 7 and 8 Form Tutors on the Year 7 Yard complete paper register swiftly and accurately and return to PWA.
- Year 9, 10 and 11 Form tutors on the Year 8 and 9 Yard return completed registers to MKE.
- Once PWA has all seven Year 7 and 8 registers completed and MKE has all fourteen Year 9, 10 and 11 registers completed, these will be returned to DGR.
- DGR will run a Fire Register on Arbor to cross reference registers and confirm with JHI once all the students are accounted for.
- The Assistant Headteacher (RPO) collates the information and report all present or any unexplained absence to JHI then move between relevant year groups to help with supervision.
- DGR collates the information and reports all present or any unexplained absence to RPO.

Senior Leadership Team

- Senior staff report to JHI then proceed to their other duties.
- JHI records any unexplained absence of senior staff.
- JHI reports any unexplained absentee list to RPO.
- KNU stations himself at the front of the school to await the arrival of the emergency services.

Note

- In exceptional circumstances where it is confirmed that there has been a false activation the Head teacher or designated SLT member may decide to allow staff and students back into school without the registers being taken.
- Students and staff must all still follow the fire evacuation procedures and assemble on the Year 7, 8/9 yards.
- JHI will make this decision and will inform RPO
- RPO will inform SLT, HoY and Form Tutors.
- Form tutors will then dismiss their tutor groups.
- LSO will inform support staff
- This will only be done in exceptional circumstances and once all students and staff are at the assembly point

Dismissal

- When JHI hears from TSI the outcome of the site managers' search, she informs RPO.
- If it is safe for students and staff to return to the building the following occurs.
 - When given the all clear by JHI the following staff return to school: Cover supervisors and supply staff; admin; kitchen; student support and all technicians. Teaching assistants and lunch supervisors will station themselves as directed to ensure an orderly return to the building ie keeping students to designated pathways.
 - When given the all clear JHI / EMO will provide feedback to each year in turn on the manner in which they assembled and co-operated with registration and will dismiss the year group a tutor group at a time.
 - The tutor groups return to the building in a quiet and orderly fashion accompanied by their tutors.
 - Once a tutor group has departed, the form tutors will also depart.
- If it is unsafe for students and staff to return to the building then decisions will be taken in the light of circumstances and the advice received from the emergency services.

Please note

- It is essential that orderly conduct should be ensured by all during the evacuation, assembly, registration and dismissal. As such, all staff are asked to supervise the students in a manner that ensures order whilst not creating unnecessary anxiety or stress.

Inspection/Maintenance of Emergency Equipment

Testing of the fire alarm system

Fire alarm call points will be tested weekly in rotation by the site staff and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor/ electrical engineer.

A fire alarm maintenance contract is in place and the system will be tested periodically.

Inspection of Fire Fighting Equipment

An approved competent contractor undertakes an annual maintenance service of all fire-fighting equipment.

Weekly checks are carried out to ensure that all fire -fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the approved contractor.

Emergency Lighting

These systems will be checked for operation monthly by the Site Staff and annually by an approved contractor and records sent to the School.

Green Door Release Boxes

These will be tested regularly by the Site Team

Emergency Red Pull Cords

These will be tested regularly by the Site Team

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

Means of Escape

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

First Aid & Medication

A first aid box stocked with the contents recommended in the Approved Code of Practice to the Health and Safety (First Aid) Regulations is kept in the Student Services office.

Additional first aid boxes are available in various locations throughout the School.

Student Services Admin Staff are responsible for ensuring that the contents of the first aid box are replaced as necessary and for ensuring that first aid training is repeated every 3 years.

First aid boxes are to be taken on school trips, 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.

First Aiders:

The school has sufficient numbers of first aiders (includes Initial First Aid at Work and Emergency First Aid).

Drivers (who transport students) will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to hospital:

If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Location of First Aid Boxes:

Please see the First Aid Kit Location Map.

Administration of medicines

All medication will be administered to students in accordance with the DfE document

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

The only medication kept and administered within school are those prescribed specifically for a student at the request of the parent/guardian and with the consent of the Headteacher.

Records of administration of medicines will be kept by the Student Services Admin Staff. No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

All medications kept in school are securely stored in the medical room.

Where students need to have access to emergency medication, i.e. asthma inhalers, epi-pen etc., it will be kept with them at all times.

Health Care Plans

Health care plans are in place for those students with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually and written precautions/procedures made available to staff. Staff undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

Flammable & Hazardous Substances

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

Within curriculum areas (in particular Science and DT) the heads of departments are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the school's nominated person responsible for substances hazardous to health are responsible for ensuring compliance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH), i.e.

- Identifying hazardous substances.
- Assessing the risks to health.
- Devising and implementing adequate control measures and communicating these to the persons involved before use.
- Recording sufficient information to justify the conclusion that the risks to health are adequately controlled.

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

Radioactive Sources

The school follows CLEAPSS guidance L93 in Managing Ionising Radiations and Radioactive sources.

- CLEAPSS provide the Radiation Protection Adviser. (RPA)
- Member of staff in charge of radioactive sources (RPS) is the Science Assistant Faculty Director and is responsible for ensuring all records pertaining to radioactive sources are maintained.

General Hazards

Workplace accommodation standards are regulated by the Workplace (Health, Safety and Welfare) regulations 1999. It is the policy of the school to comply with the standards for cleanliness, overcrowding, temperature, ventilation and lighting that are detailed in these Regulations and Approved Code of Practice. In particular staff shall ensure that areas are not overcrowded and that furniture and equipment is arranged to allow unobstructed passage to all areas and exit doors.

Under no circumstances should staff use tables, chairs or any other item of furniture to stand on to work at height. If a stepping stool or step ladders have been provided they must be inspected before each time they are used. A fully detailed risk assessment must also be completed and agreed with the H&S group.

Ladders are not to be used without a fully completed risk assessment which has been agreed. Ladders are stored with the site staff and may only be used if that person has received the relevant training.

STUDENTS MUST NOT BE ASKED TO WORK AT HEIGHT UNDER ANY CIRCUMSTANCES.

In general, heavy items should be stored at waist level to reduce the risk of injury from falling and handling. Filing cabinet drawers shall not be overloaded and staff must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported immediately via the correct channels. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

Running is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Students' bags are not to be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Site Manager.

No knives or similar item are allowed on site for whatever reason. Any student who is suspected of carrying such articles must be dealt with immediately.

Disposal of Waste Materials.

All waste material that could cause harm to any member of staff, student or other persons should be properly packaged to prevent injury and disposed of (i.e. all glass should be wrapped in newspaper and securely taped).

Hazardous materials such as chemicals require specialist disposal (Site Staff should be contacted).

Health & Safety Information & Training Consultation

The school Local Advisory Board meets once a term and discuss health, safety and welfare issues affecting staff, students or visitors as part of the agenda. Action points from meetings are brought forward for review by school management.

The Health and Safety Law poster is displayed within the school

Staffordshire County Council provides competent health and safety advice for our school.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by Faculty Directors, the Site manager or Deputy Headteacher.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

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

Training records are held by the HR Manager and staff enter details into Sisra Observe. The Deputy Headteacher (LSO) is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The SLT will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the SLT / Heads of Departments attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Health & Safety Monitoring and Inspection

A general inspection of the site will be undertaken by the Site Manager and Staffordshire County Council.

Monitoring inspections of individual departments will be carried out by heads of departments or nominated staff.

The person(s) undertaking such inspections will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed on the action plan will rest with various heads of departments and the Site Manager (where applicable)

A named Local Advisory Board member will be involved / undertake an inspection on an annual basis and report back to both the relevant sub-committee and full Local Advisory Board meetings. This Local Advisory Board member monitoring will also cover management systems in addition to inspecting the premises.

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

Induction Procedures

All new Staff to the School will be required to be involved in an induction process. This will cover a large number of topics and the school's relevant policies and procedures. This will include:-

- Employers H&S statement.
- Risk Assessment – reporting and recording process.
- Security and personnel protection – internal communication.
- Discipline of pupils.
- Care and control of pupils
- Child protection issues – identification of SENCO.
- Off-site activities – risk assessment required.
- Administration of medication.
- First Aid – identification of first-aiders, position of first aid kits.
- Dealing with drug related incidents
- Fire safety and fire drill.
- Emergency procedures
- Accident reporting (RIDDOR and other in house requirements)
- Identification of H&S representatives and committee structure.
- Environmental concerns – heating, lighting, furniture etc.
- Cleaning, reporting failures and inadequacies.
- Good housekeeping – tidy workspaces etc.
- Use and safety of PE equipment.
- Work experience.
- Use of personnel protective clothing.
- Disability, sex and race discrimination policies.
- Safe Handling.
- Stress.
- Sickness and absence policy.
- Employee facilities including toilets, medical room and drinking water.

- Safety signs.
- Equipment instructions – generally made available on or near equipment.
- Safe routes to school.

Infection Control

This policy has been written following guidance from Public Health England guidance on infection control and winter readiness.

Aim and objectives

This policy aims to provide the school community with guidance when preparing for, and in the event of an outbreak of an infection such as pandemic influenza or any contagious illness.

Principles

The school recognises that infections such as influenza pandemics are not new. No-one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community.

We recognise the need to be prepared. Infections are likely to spread particularly rapidly in schools and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. However we will strive to remain open unless advised otherwise. Good pastoral care includes promoting healthy living and good hand hygiene. School staff will give pupils positive messages about health and well-being through lessons and through conversations with pupils.

Planning and preparing

In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would direct their parents to report to their GP and inform Public Health England. During an outbreak of an infectious illness such as pandemic influenza the school will seek to operate as normally as possible but will plan for higher levels of staff absence.

The decision on whether school should remain open or close will be based on medical evidence.

This will be discussed with the Health Protection Agency and the Government.

It is likely that school will remain open but we recognise the fact that both the illness itself and the caring responsibilities of staff will impact staff absence levels.

The school will close if we cannot provide adequate supervision for the children.

Infection control

Infections are usually spread from person to person by close contact, for example

Infected people can pass a virus to others through large droplets when coughing, sneezing.

Through direct contact with an infected person: for example if you shake or hold their hand and then touch your own mouth, eyes, nose without first washing your hands. Or even talking at a close distance.

Viruses can also survive longer on hard and soft surfaces.

Staff and children are given the following advice about how to reduce the risk of passing on infections to others:

Wash hands regularly, particularly after coughing, sneezing or blowing your nose.

Minimise contact between your hands and mouth/nose

Cover your nose and mouth when coughing and sneezing or in crook of elbow.

Do not attend school if you have an infectious illness.

These messages are promoted through posters around the school, in assemblies and through Personal and Social Education lessons.

HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS

Minimise sources of contamination

We will ensure staff have received training or competent in food handling.

We store food that requires refrigeration, covered and dated within a refrigerator at a temperature of 5°C or below

We wash hands before and handling foods

Food is brought from reputable sources and used by recommended date.

To control the spread of infection

We ensure good handwashing procedures (toilet, handling animals, soil food)

Children encouraged to wipe and blow their own noses and dispose of soiled tissues in waste bins.

We wear protective clothing when dealing with accidents and incidents.

Personal protective equipment (PPE)

Disposable non-powdered vinyl or latex-free CE-marked gloves, face coverings (if advised) and disposable plastic aprons are worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing) by all staff.

Cleaning of the environment

Cleaning throughout the school is frequent and thorough including the cleaning of all toys and equipment in class. Cleaning of the environment, cleaning equipment such as buckets are colour coded and cleaned and replaced as needed. Cleaning contracts are monitored regularly and ensure cleaners have access to PPE.

Cleaning of blood and body fluid spillages

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately (with staff wearing PPE). When spillages occur, they are cleaned using a product that combines both a detergent and a disinfectant to be effective against bacteria and viruses and suitable for the surfaces used on. Mops are never used for cleaning up blood and body fluid spillages – disposable paper towels are used and waste is disposed in secure bins along with nappies.

Vulnerable children

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

The school will have been made aware of such children.

These children are particularly vulnerable to chickenpox, measles or parvovirus B19 and, if exposed to either of these, the school will contact the parent/carer and inform them promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.

Female staff – pregnancy

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated according to PHE guidelines by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace. Some specific risks are:

Chicken Pox can affect the pregnancy if a woman has not already had the infection.

Report exposure to midwife and GP at any stage of exposure.

The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

German Measles (rubella). If a pregnant woman comes into contact with German Measles she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.

Slapped Cheek Disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

This advice also applies to pregnant students.

In school we follow the guidelines set by the Health Protection Agency, regarding the recommended period of time that pupils should be absent from school. Detailed information about many conditions is available at <http://www.hpa.org.uk/>

It is important to note that the school are unable to authorise absence on medical grounds or illness for conditions where the guidelines state that no period of absence is recommended; e.g. head lice.

Legionella

The school complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A legionella water risk assessment of the school has been completed by a competent contractor.

The Site Manager is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control log book. The Site Manager/site team will be responsible for undertaking basic operational controls in lieu of a Legionella water risk assessment being conducted.

This will include:

- Identifying and flushing rarely used outlets on a regular basis and after school holiday periods.
- Disinfecting/descaling showers, or other areas where water droplets are formed at least termly.
- Regular Temperature checks
- Inspection & Testing of TMV's
- Weekly testing of outlets that are chlorinated by the chemical disinfection system on site for safe levels of chlorine within MCWS.

Lettings/Shared use of premises

Lettings are managed by the Headteacher following guidance laid down by LAB.

Prior to any agreement for letting out of the school premises/equipment a written contract detailing the terms and conditions must be signed by the hirer.

Information will be given to the hirers regarding the emergency procedures.

The hirer is responsible for ensuring they have sufficient first aid arrangements in place.

Lifting & Handling

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

Significant manual handling operations are required as part of the site staff duties.

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

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

Staff shall 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 Manager.

Staff shall use the trolleys and barrows provided for the movement of televisions, projectors, and boxes of books and paper.

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

Moving and Handling

All staff who move and handle students have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

All moving and handling of students has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

Chair and Table Moving

Measures to reduce the risk of injury:

- Using correct lifting techniques.
- Carrying no more than 3 chairs at a time.
- Moving no more than 1 table at a time (single tables).
- Obtaining assistance where the timescale involved could lead to over-exertion.

MISCELLANEOUS PACKAGES AND ITEMS

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

FURNITURE, LOCKERS, DISPLAY BOARDS ETC.

Measures to reduce the risk of injury

- Using 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.

Lone Working

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hour's activities - cleaning, maintenance, etc.

Lone working is undesirable but in some circumstances it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Head Teacher to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by the Head Teacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Controls

Staff should seek the permission of the Head Teacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a colleague.

A staff member must seek permission to work alone and contact the Head Teacher by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Head Teacher the member of staff must ideally contact another member of staff or a family member as the default position.

Good practice would be to liaise with other staff during school holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the school premises. At weekends and during school holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified then the policy will be reviewed. The staff attendance log in must be maintained.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock the outer doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head Teacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Head Teacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Head Teacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The School respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Head Teacher any aspect of work related risks.

The Head Teacher will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

Minibus

Drivers' eligibility and authorisation

A list will be retained of approved school minibus drivers. Those wishing to be added to this list must:

- Be approved by the Headteacher or Deputy Headteacher
- Be aged 21 or over
- Have held a full driving licence for at least two years
- Observe the requirements of the Highway Code at all times.
- Have undertaken a driver assessment to measure their ability to drive school minibuses

It is essential that prospective drivers have undertaken a driver assessment conducted by a competent person. Prior to taking the assessment, drivers must not carry any students as passengers.

Vehicle Use

Vehicle use will be restricted for the purpose of education and welfare of students of Academy Transformation Trust.

Policy for the use of the school vehicles

- School vehicles can only be driven by school authorised drivers who have undertaken a minibus driver assessment.
- Seat belts must be worn at all times. It is the responsibility of the driver to ensure all passengers are wearing seat belts.
- All journeys are risk assessed
- For trips involving two or more mini buses, all vehicles should remain in convoy and the drivers must have access to communication systems.
- The seating capacity of the bus must not be exceeded.
- All drivers have a responsibility for the safety of their passengers.
- Any driver involved in an accident, no matter how minor, must report to the Head Teacher or person in charge of minibuses on return from the journey. Drivers must not admit liability for an accident, whatever the circumstances.
- The use of mobile phones is strictly prohibited whilst driving (including hands free)
- Smoking is prohibited in school vehicles.
- Drivers **must not** drink alcohol, or be under the influence of alcohol, when in charge of school vehicles. Drivers **must not** drink alcohol for a minimum period of six hours prior to taking charge of a school vehicle.
- Drivers should never drive after taking illegal drugs or if under the influence of drugs

- Drivers must not drive if ill, or affected by medicines
- Drivers are advised to take at least a ten-minute break after every two hours continuous driving and a 45 minute break after 4 – 5 hours driving.
- In the case of mechanical problems, staff should not attempt repairs but must contact the appropriate breakdown service. (Refer to contact information in guidance sheets held in glove-box)
- It is the driver's responsibility to ensure all aisles and emergency exits are clear at all times.
- Do not allow boisterous or unruly behaviour.

Vehicle Accident Procedure

Any accidents, incidents or damage involving a vehicle must be reported to the Head Teacher, Business Manager or Site Manager.

In the event of an accident:

- ensure the safety of passengers
- do not admit liability of any kind
- take the name and address of all people involved
- take registration number and insurance details of all other vehicles involved
- take the name and address of any witness's present
- ask to see driving licence or other corroboration, if possible
- give your own name and school address
- note damage to your own and other vehicles
- note condition of other vehicles including tyres, lights, any previous damage, general condition, etc.
- if camera facilities are available take photographs

Police Involvement

Call the police if:

- anyone is injured
- you believe that an offence has been committed
- the party involved refuses to give name and address, or has left the scene of the accident
- vehicle(s) are causing an obstruction or hazard or are in an unsafe condition
- any facts are in dispute

Vehicle Breakdown Procedure

In the event of a breakdown:

- turn on the hazard warning lights and use the hazard triangle provided, unless parked in a safe position
- ensure the safety of passengers.
- assess the breakdown, report to the school office and/or telephone the breakdown service, as appropriate (refer to used handbook kept in the glove-box)

Petroleum spirit must not be transported in people carriers or minibuses.

The school will abide by the Road Traffic (Carriage of Dangerous Substances in Packages, etc.)

Pre-Journey Minibus Checklist

This form **must** be completed each time before a vehicle is used.

VEHICLE REGISTRATION NO.	Date:
Bodywork - Damage, No dangerous parts	
Tyres - Check for wear cuts/bulges and pressures	
Wheels - Security of wheel nuts (visual)	
Doors open and close properly	
Fuel top up if necessary	
Windscreen clean and undamaged	
Wipers undamaged / washers working	
Horn	
Brakes - Check brake pedal when vehicle is stationary and moving	
Handbrake	
Fire extinguisher in place	
First aid box	
Warning triangle in place	
Journey Planning – check your route	
Pick Hammer in place (beginning and end of each journey)	
All litter and belongings removed from bus	
I have read and understand the Guidance for the safe use of school vehicles	Sign *
Name/Initials of person making checks	*
If you identify problems with any of the above immediately contact: Estates office	
When the inspection sheet is completed please return it to: Main Office	

Mobile Phones

Aim

To inform all members of our School community about the appropriate use of mobile phones and to outline the procedures and processes of this policy.

Staff

During teaching time, while on outside duty and during meetings, mobile phones ideally will be switched off or put on 'silent'.

Except in urgent or exceptional situations, mobile phone use is not permitted during the school day, while on outside duty and during meetings. These situations must be agreed in advance by the headteacher or a member of the SLT, should the headteacher be unavailable.

Should staff need to take photographs whilst on the school site, they should seek the headteacher's approval in advance and must utilise the school's own equipment. The I pads should not be used for personal communication of social networking sites during teaching time.

Disciplinary measures can and will be taken, should staff be deemed to have used social networking sites inappropriately. Contravening The Data Protection Act, bringing the School into disrepute, disclosing information about the school and/or its' personnel constitute inappropriate use.

Students

The headteacher and LAB of our Academy recognises that many children and their families own a mobile phone. We also recognise that some parents/guardians may request that their children bring a mobile phone to the school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the use of mobile phones or mobile technologies must comply with the rules displayed throughout the School.

In general, students should not bring valuable items to the school, as they can be easily lost or stolen.

Students remain responsible for all their personal effects whilst in the school. When students enter the school grounds the school takes no responsibility for mobile phones. As such, mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure their child is reached quickly and assisted in any appropriate way.

Sanctions

For those students who fail to follow the above guidelines, the following sanctions may be applied:

Confiscation of the mobile phone (handed back at the end of the day).

Communication with parents/guardians regarding mobile phone use when at the school.

Inappropriate Use

Generally, a mobile phone will be deemed to be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school
- threatens or is likely to threaten the safety or well-being of any person; or is in breach of any law
- distracts from the performance of duties

Inappropriate use of mobile phones will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

Related Technology

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, Ipods and similar devices.

Parents/Performances and Events

The School actively promotes the taking of photos and videos. However, on occasions, it may not be possible for these to be taken when the performance is taking place, for a variety of reasons. The headteacher will inform parents prior to the performance if this is to be the case. Parents will still have the opportunity to take photos and videos of their child/children after the performance.

Parents will be reminded that photographs and videos of other students must not be posted on social networking sites without permission.

Exemptions

Exemptions of this policy can only be approved by the headteacher and then only in exceptional circumstances.

New & Expectant Mothers

Introduction

All the normal rules relating to risk assessment apply for expectant and new mothers though, because certain hazards present more significant risks for this group, the law requires employers to follow a slightly stricter regime of preventative or precautionary measures. The table below briefly summarises the main points. The same general principles apply in relation to students who are expectant or new mothers and, though the employer's legal duties do not specifically apply in such situations, our policy is that risks must be assessed. Appropriate precautions must be taken to protect people to whom we owe a duty of care.

The majority of simple risks are already covered by advice based on generic risk assessments. However, there are circumstances in which the school must always undertake specific risk assessments; for example when a member of staff notifies the school that she is pregnant. The school will produce a risk assessment specific to her. The law requires that adjustments are made to an employee's work and/or environment where these are necessary to ensure that the woman and the baby remain healthy and safe. These adjustments may have to be varied as a pregnancy progresses as the woman's capabilities and tolerances are likely to change. Remember that, even after giving birth, certain risks may still need to be controlled to ensure the safety of the new mother and, if she is breastfeeding, the safety of her baby.

In certain cases it may be necessary to move the member of staff to alternative work or, in extreme cases, grant paid leave. If an employer fails to protect the health and safety of their pregnant workers, it is automatically considered to be sex discrimination.

Some risks (some chemicals, physical risks such as radioactive substances and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some occupations (school lab technicians, for example) give the school as much notice as possible so that adjustment can be made.

Heads of Departments/Line Managers must ensure they explain the matter to their female staff of childbearing age. It is important also not to exaggerate the risks, which are generally quite low in the school setting, to avoid creating unnecessary anxiety. The school will consult the [CLEAPSS](#) guidance for more specific advice on these issues.

Responsibilities

Risks to employed expectant and new mothers must be adequately assessed and controlled. Heads of departments will be responsible for carrying out risk assessments.

Physical Education

Safety in Physical Education & School Sport

Introduction

Safe practice in physical education should be an integral feature of all aspects and in all phases of education, from the very early years of playgroup and reception through to adult, further and higher education.

Teachers 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.

Young people should learn about the principles of safety as applied to themselves and to the care and well-being of others. This should be a planned and intentional aspect of the curriculum.

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 (formally BAALPE)

<http://www.afpe.org.uk/>

ISBN 1 902523 68 7

Duty of care

In loco parentis forms the basis for duty of care which all teachers must operate when they have children in their care. This applies to all activities within the school curriculum, to extra-curricular activities during or outside normal school hours and whether undertaken on or away from school premises.

Risk assessment

Hazards in PE are reduced through effective management, i.e. by balancing appropriate challenge and acceptable risk. The school has created and maintained a risk assessment for each PE work area.

Significant hazards and their control measures should also be included in “schemes of work” as appropriate.

The School ensures that stringent checks, including Criminal Records Bureau (CRB) checks, are made before allowing any unsupervised access to children.

Refer to;

‘Guidelines for Local Education Authorities, Schools and Colleges’ in the use of ‘Adults other than Teachers in Physical Education and Sport Programmes’, BAALPE.

Class sizes in physical education

In determining the size of teaching groups in physical education, Headteachers and teachers take into account of the;

- Nature of the activity
- Age, experience and developmental stage of student/students
- Requirements of National Curriculum

General Health & Safety Issues in PE

Manual handling and storage of equipment

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 students

It is an integral part of the subject to involve students in apparatus handling, particularly in gymnastics and trampolining. However this must be carried out in such a way as to reduce risk to students as far as is reasonably practicable. The school has arrangements in place to enable students to learn how to handle equipment safely according to their age and strength.

BAALPE guidance, pages 196 and 199 refer.

Inspection of equipment

All PE facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment is inspected regularly. The school makes arrangements with competent contractors to inspect PE equipment at least annually.

PE department staff 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.

Games posts are kept in good condition, lighter portable posts secured to prevent them falling over free standing posts secured and all posts checked regularly.

Hazards and equipment defects

It is the responsibility of everyone in the PE department to inform the teacher in charge 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.

First aid

The school have suitable numbers of trained first aiders available. A travelling first aid kit and clear, effective procedures for contacting the emergency services is in place.

There are procedures to address the needs of injured students and the remainder of the group if anticipated, in particular on visits away from school premises.

Incident reporting

Any injuries to staff arising out of PE or school sports activities and those to students resulting in significant injury/first aid attention should be reported immediately.

It should be noted that accidents and incidents that happen in relation to curriculum sports activities and result in students being killed or taken to hospital for treatment are also reportable to the Health and Safety Executive (HSE).

In these circumstances the teacher should complete both an F2508 and an Incident Report Form.

Clothing and footwear

This must be appropriate to the activity.

For indoor activities (dance, gymnastics etc.) it is not acceptable to work in stocking feet because they do not grip the floor. Bare foot work is acceptable when floor conditions are suitable, i.e. smooth, clean and without splinters. If the condition of the floor does not allow bare feet, then soft soled plimsolls provide the best alternative.

Wherever possible clothing allowing freedom of movement should be worn, appropriate to the activity.

Personal effects (Jewellery etc.)

Jewellery, i.e. watches, rings, earrings, bracelets, necklaces etc. (including jewellery worn through the ears, nose, eyebrows, lips and other exposed areas of the body) should not be worn whilst participating in PE lessons.

In addition belts with metal buckles should not be worn and long hair should be secured as appropriate to the activity. Students should be consistently reminded of these requirements and a check carried out to ensure compliance before activity begins. The school includes a section in the prospectus outlining the school policy on this issue. When ears, etc. are newly pierced, studs and rings cannot be removed for a period of around four to six weeks while the piercing heals. In such cases AFPE guidance should be followed, i.e.:

- All personal effects should be removed; if they cannot be removed, the adult in charge should take action to make the situation safe (e.g. adjust the activity for the individual student or group); if the situation cannot be made safe, the individual student should not actively participate.
- Some students may need to wear personal effects such as glasses or hearing aids. In these circumstances, the adult in charge 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 students.

Taping over ear studs is sometimes used to make the situation safe. However, the adult in charge 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.

Specialist activities

Athletics

Athletics embraces a range of tasks, activities and events for the teaching of/coaching children in secondary school. Guidelines for secondary physical education specialists covering the use of equipment, landing areas and facilities can be found in AFPE guidance.

Gymnastics

The essence of gymnastics is the development of skilled movement under control, on the floor and using apparatus. A child, who learns to lift correctly, carry, assemble and check apparatus in the gymnasium or hall, is acquiring fundamental knowledge about safe practice which will translate in a general way to safe and competent movement in the wider environment.

A variety of different forms of gymnastics have been developed, however they are largely divided into two groups;

Thematic approaches in which tasks are set to which varied individual responses are made and for which support is not generally applicable. (With this approach a teacher will give help and encouragement where appropriate)

A formal approach where provision of support in some activities is essential. (This approach should only be used by the teacher/coach with the relevant knowledge and skills and where appropriate the governing body award)

Rugby

The strenuous and physical contact nature of rugby means that safety must be given paramount importance. Teachers have a good up to date working knowledge of the game.

Trampolining

All teachers of trampolining are knowledgeable on fundamental skills and techniques, including the assembly and dismantling of equipment. Teachers must hold a British Gymnastics trampoline award/ qualification as a minimum and keep themselves apprised of new developments through relevant in-service training.

When not in use trampolines should be secured (e.g. chained and padlocked) to prevent unauthorised use or removed from the area.

Clothing

For all physical activities students must be suitably dressed to ensure their safety at all times.

For example when using climbing equipment hazards can arise from - unfastened coats, woollen gloves, scarves, ties, etc.

Appropriate footwear must be worn. Hazards arise from - slippery soles, open toed and sling back sandals, heels and untied laces, etc.

Premises & Work Equipment

Statutory inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors or site staff according to timescales specified by regulations/guidance available. Records of such monitoring will be kept by the Site Manager.

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

All staff are required to report any problems found with plant/ equipment to the Site Manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Curriculum areas

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

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required and carried out by site staff or an external contractor.

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

Major wiring circuits will be checked annually. Swimming pool plant equipment will be checked 3 yearly for the Leisure Centre and 5 yearly across the whole site.

Risk Assessments (General)

The school risk assessments (for all activities, teaching and non-teaching and premises) will be advised by Staffordshire County Council and the school.

The risk assessments are held centrally in a shared work area, and a hard copy will be kept in the Site Manager's office.

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

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/student are held on that person's file and will be undertaken by the relevant line manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant heads of department or subject teachers using the relevant codes of practice and model risk assessments developed by national bodies.

The school has a subscription to CLEAPSS (through the LA) in science and DT their publications² can be used as sources of model risk assessment.

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

BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice

L222 CLEAPPS Guidance

National Society for Education in Art & Design (NSEAD)

<http://www.nsead.org/hsg/index.aspx>

Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'

<http://www.afpe.org.uk/>

² CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk
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School Catering

The school catering staff are employed by Taylor Shaw.

The Catering Manager is responsible for the overall management and operation of the school's catering services ensuring a high quality and professional service is provided to students and staff.

Health & Safety Induction of staff

All staff including temporary staff will receive a full health & Safety induction of procedures within the catering department.

They will be required to complete the induction booklet with the catering manager/catering supervisor.

Staff will be given information on hygiene procedures and useful definitions.

Risk Assessments/Method Statements

Risk assessments and Method Statements have been produced for medium to high risk work activities.

New staff and temporary staff will sign and date the risk assessments and method statements once they have been shown/directed on the safe working method.

Food Safety

Deliveries

All deliveries received will be documented and recorded

Science

Introduction

This Science Department Health and Safety Policy should be read in conjunction with the school's general Health and Safety Policy and the arrangements for implementing that policy in this school. The purpose of this document is to record the arrangements made in the Science Department to implement the policy in accordance with any Code of Practice or Guidance issued by the employer.

This document is maintained by the Science Department. It is kept available for consultation by Science staff and for inspection by visiting HSE inspectors or a representative of the employer. A copy of this document has been placed in the school prep room and another passed to the employer for endorsement.

This document recognises the right of any or every trade union in the workplace to elect health and safety representatives for their members and their right to require a safety committee to be set up in the school. The Science Department will cooperate with any union health and safety representative to promote health, safety and welfare and will address any matters raised by or through such a representative in a manner appropriate to the level of risk.

General Aims

It is the duty of all Science staff, i.e. teachers, staff who work in the department occasionally, technicians and other support staff to:

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

Duties and Functions/Tasks

The employer, has the ultimate duty to ensure the health and safety of employees and others on the site. The task of overseeing health and safety on this site has been delegated by the employer to the Head Teacher.

Within the Science Department, this task is further delegated to the Head of Science who has the particular function of maintaining this policy document. See Appendix 1 for the names of the staff members currently with these functions.

Risk Assessments

Every employer is required under various regulations to supply employees with a Risk Assessment before any hazardous activity takes place. (Hazardous activities, common in Science departments, are listed in the publications described in Appendix 2.) Because it is impracticable for the employer to write risk assessments for each of the many activities in school Science, this employer follows the HSE recommendation to adopt published 'model' or 'general' risk assessments, which school Science departments adapt to their local circumstances. See Appendix 2 for the list of publications adopted by this employer.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special assessment is obtained, following the employer's instructions,

³ Risk assessments are required by the *Control of Substances Hazardous to Health Regulations 2002*, the *Management of Health & Safety at Work Regulations 1999* and others.
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from CLEAPSS. In order to assess the risks adequately, the following information is collected:

- Details of the proposed activity
- The age and ability of the persons likely to do it
- Details of the room used, i.e., length, width and height, availability of services and whether or not the ventilation rate is good or poor
- Any substances possibly hazardous to health with concentrations of solutions
- The quantities of substances hazardous to health likely to be used;
- Class size
- Any other relevant details, e.g. high voltages, heavy masses, etc.

Since the scheme of work has been checked against the model risk assessments, staff should not deviate from it, unless their proposed activities have been agreed with the Head of Science. **NEED TO CHECK CLEAPSS SHEETS IF DEVIATING!**

Staff should also ensure that they undertake a risk assessment for every lesson making use of the agreed risk assessment grid:

Risk Assessment Grid

	Activity	Materials and Procedures	Group Size and Venue	Group Dynamics
1	Practical activity within the experience of the individual	Physical, Chemical and Electrical hazards within the everyday experience of that particular age group and ability range	Small group with adequate working area.	Well behaved, mature group
2	Outside the everyday experience of the individual but tasks have familiar aspects	Physical, Chemical and Electrical hazards similar to those encountered in the day-to-day routines of the particular age group and ability range	Large group with adequate working area	Generally well behaved. Most of group have a mature attitude
3.	Outside the everyday experience of the individual, sufficient training/ demonstration given	Physical, Chemical and Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, COSHH and Electricity at work regulations, but are not specifically mentioned in the Hazcards or laboratory manuals	Small group with restricted working area	Group requires strict classroom management. Will act appropriately when reminded/cautioned

4	Outside the everyday experience of the individual, training given for certain aspects only	Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, COSHH and Electricity at work regulations and are mentioned specifically in either the Hazcards or laboratory manuals	Large group with restricted working area	Group with many discipline problems. Some members lack maturity and respond slowly the warnings and sanctions
5	Outside the everyday experience of the individual, no training given or the individual is not able to retain satisfactorily instructions/information given	Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, and are mentioned specifically in either the Hazcards or Laboratory manuals and have a high level of associated risk e.g. concentrated acids, heating to high temperatures	Insufficient work space. Room too small for the group size, and/or not furnished appropriately	Badly behaved, immature group

- Select the descriptor that matches the lesson being planned for each category.
- Add the values of each descriptor to give a Risk Assessment total.
- Refer to table below for decision.

Low Risk 4 – 6	Medium Risk 7 - 12	High Risk 13 - 16	Caution 17 – 20
The possibility and nature of an accident occurring are not substantially different to those encountered in everyday experience.	The hazards encountered are outside the groups' experience but adopting principles of safe practice should bring them to an acceptable level.	Individuals in a group may need special handling. Extra emphasis must be placed on classroom management and safety protocol.	Would this be safer as a demonstration? Could the same point be taught another way? There could be serious consequences if an accident results.

Equipment and Resources

Fume Cupboards

The COSHH Regulations require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. Site Team has the job of seeing that this happens. Copies of completed forms are kept in the filing cabinet, available for staff reference and for inspection by the employer's representative or an HSE Inspector. All users should check fume cupboard is functioning properly before use.

Electrical Testing

To meet the requirements of the Electricity at Work Regulations 1989, this employer requires portable electrical equipment to be inspected and tested regularly. The Site

Manager will oversee that this has been completed in conjunction with the Senior Technician within Science.

The data is stored and is available for staff reference and for inspection by the employer's representative or an HSE Inspector.

All staff should visually inspect any electrical equipment before use.

Radioactive Sources

The school's Radiation Protection Supervisor (RPS) is identified in Appendix 1 +14. This school follows the provisions of AM 1/92. The use of ionising radiations in education establishments in England and Wales. The Local Rules for the use of ionising radiations (Appendix 5) have been drawn up in consultation with the RPA and it is a function of the RPS to see that they are adhered to.

The History of the Radioactive Sources (i.e., authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) is kept in the radioactive sources file and kept up to date by the Senior Technician. The Use Log (showing the times that sources are removed from and returned to their store) is kept in the prep room.

Pressure Vessels

Autoclaves, pressure cookers and model steam engines need periodic inspection under the Pressure Systems and Transportable Gas Containers Regulations 1989. In accordance with this employer's Code of Practice, the examination is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by [HSB](#). Records of examinations are stored with the Site Manager.

Animals, Plants and Microorganisms in Schools

The hazards associated with the use of animals, plants and microorganisms are discussed in texts listed in Appendix 2, which also give advice on controlling them. This advice will be followed and any queries referred to the Biology lead teacher (see Appendix 1).

Equipment Safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the Provision and Use of Work Equipment Regulations 1992). Equipment listed by specialist educational equipment suppliers is taken to meet these Regulations but all other equipment, especially gifts, is treated with caution and carefully assessed. Advice on safety and suitability is sought from CLEAPSS through publications and directly. Equipment restricted to those users who have received or are receiving special training (see Appendix 6 + 8) is labelled accordingly. Any user who discovers a hazardous defect in an item of equipment must report it to the Senior Technician.

Personal Protective Equipment

The employer accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them (Personal Protective Equipment at Work Regulations 1992). Prescription safety spectacles are to be ordered from any optician and the employer will meet the extra cost of the safety features. Laboratory coats are supplied by the employer and laundered by the school.

The employer expects eye protection to be available for pupils and visitors. Goggles or face shields to chemical splash standard are worn whenever there is a risk to the eyes. The condition of the eye protection is checked regularly (see Section 8 - Monitoring and Appendix 13).

Chemicals

Offers of gifts of chemicals are viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included. The task of arranging safe storage of chemicals, including highly flammable liquids, is given to the Senior Technician who will see that labels are readable and that a spill kit is to hand and properly replenished. See Appendix 1 for the name of the staff member currently with this function. Hazardous activities involving chemicals restricted to those who have received or are receiving special training (see Section 6 - Training Policy and Appendix 6) are identified as part of the risk assessment.

Manual Handling

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 1992). Manual-handling operations will be assessed by individual staff before attempting them. Problems will be reported to the Head Teacher.

New and Expectant Mothers Taking Part in School Science

Please refer to the CLEAPSS sheet PS13. All science staff issued with this document.

Security

Access to laboratories and preparation rooms will be controlled to comply with the Management of Health & Safety at Work Regulations 1999. All preparation rooms and store rooms are to be kept locked at all times except when in use. All laboratories which are left open are cleared of all hazards, including shutting-off all services when supervision by a qualified Science teacher comes to an end. No class is allowed to carry out practical work in a laboratory without supervision by a qualified Science teacher, familiar with the departmental safety procedures. In the unusual circumstance of any non-Science staff being required to lead practical work, adequate training in laboratory rules will be provided.

Concern for Others

All Science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed. Notice and permission required if entering chemical storage areas.

Outdoor Activities

When planning any field trips etc., staff must consult one or more of the following: employer's code of practice, CLEAPSS Laboratory Handbook, Managing Out-of-classroom Activities, Geographical Association.

Local Code of Practice

Staff will follow instructions from the employer, whether temporary or long term as expressed in the employer's Code of Practice.

Emergency Procedures

Fire

Science staff will follow the normal school procedures in case of major fires. This is supported by regular drills arranged by the school. The Site Manager is the staff member currently responsible for this.

Spills

Spills of any volume 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. Advice on dealing with spills is given in the CLEAPSS Laboratory Handbook. Absorbed spills should be transferred to a bucket and taken to the prep room for appropriate treatment.

Major spills are those involving the escape of toxic gases and vapors or of flammable gases and vapours in significant concentrations. (Small volumes can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures (see Appendix 9). See Appendix 1 for the body currently with this function.

Injury

Science staff will follow the normal school procedures in cases which require first aid (see Appendix 10). They will carry out immediate remedial measures whilst waiting for first aiders after any accident that occurs in Science. See Appendix 8 and the CLEAPSS Laboratory Handbook. See Appendix 1 for the name of the person responsible for coordinating training in remedial measures.

Reporting Procedures

Dangerous occurrences, injuries or suspected injuries to a pupil or a member of staff and instances of damage or theft will be reported using the standard school procedures. See Appendix 10.

Science Department Rules

The Guidelines for Science Staff are contained in Appendix 11 and the Rules for Pupils in Appendix 12.

Training Policy

The person with the task of seeing that training is provided is the Head of Science. Particular training functions are delegated as follows:

- Induction of newly appointed technicians – Senior Technician (R Keeling)
- Safety aspects of the work of NQTs – Head of Science
- Safety of students on teaching practice - Head of Science + supervising class teacher.
- Safety of non-Science teachers using laboratories – Head of Science
- Manual handling for all staff using laboratories – Head Teacher
- Safe procedures for cleaners – Cleaning contractor/ Site Manager
- Training in the use of specialist equipment, chemicals or procedures - safety training of non-Science support staff – N/A as non-specialists would not be required to undertake such tasks.

Communications

It is acknowledged that communication of safety information is of the greatest importance and is the job of the Head of Science with help from the Science Technician. All staff have access to this Policy via the ICT network. The main copy is kept in the prep room. Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing e.g. by Science Department.

Laboratory technicians can be contacted at all times by emailing.

Monitoring

The employer expects the Science department to monitor the implementation of this policy. Laboratories, store rooms and preparation areas are checked on a regular basis by the Senior Technician. Any issues are raised with the Head of Science and relevant action is taken e.g. problem resolved or referred to the SLT Link.

Appendices to the Health and Safety Policy

Appendix 1 - Names of staff with particular functions

The task of overseeing health and safety on this site is given to the Assistant Headteacher. Within the Science department, this task is further delegated to the Head of science faculty.

The subject specialists for consultation over safety matters are:

- Biology – Mr P Warriner
- Chemistry – Mr P Warriner
- Physics – Miss G Slaney
- The Technician is Miss G Slaney
- The person trained to do portable appliance testing is the Site Team
- The person in charge of chemical storage is Miss G Slaney
- The person in charge of manual handling is Head Teacher
- The person with the task of arranging drills on fires etc. is the Assistant Headteacher
- The trained first aiders are:
 - SON, RSI, MKE, LGI, COR, STA, KMA, KHU, PWA, LSO, TSM, JDF, DGR, RPO, HMC, GSL, JDA, LHO, LTR, KCL, CHE.

Appendix 2 - Publications to be used as model risk assessments

The school has endorsed the use of the following publications as sources of model (general) risk assessments:

- CLEAPSS, Hazcards, CLEAPSS, latest edition
- CLEAPSS, Laboratory Handbook, CLEAPSS, latest edition
- ASE – General information

This information is stored in the prep room above cupboard J.

Appendix 3 - Monitoring fume cupboards: guidance notes and forms

The records of the tests performed by RS design and technology

Appendix 4 - Notes and schedule for the examination and testing of portable mains-operated equipment

This employer requires school staff to inspect and test portable electrical equipment used in the Science Department. Items which suffer lots of wear/abuse should be tested more frequently than once per year. Items which are never moved or used only rarely can be tested less frequently. The records of the tests are stored with the D&T technician and site manager.

Appendix 5 - Local rules for ionising radiations

This employer's RPA has agreed Local Rules for the use of ionising radiations. These are stored with the RPS who should be consulted before the sources are taken out.

Appendix 6 - Equipment or activities restricted to those users who have received or are receiving special training

This employer permits the following activities to be carried out only by persons who have received appropriate (in-house) training.

- Chemical reactions with particular hazards: i.e., using alkali metals, phosphorus, and Thermit reaction, the reduction of copper oxide with hydrogen or magnesium.
- Demonstrations involving an air rifle or pistol.
- Equipment supplying or using high voltages: e.g. all mains-powered equipment, HT power supplies, high-voltage electrophoresis apparatus, power line demonstration.

- Equipment with hot or moving parts: e.g. hotplates/fractional horsepower motors.
- High pressures: e.g. pressure cookers, autoclaves, steam engines/compressed-air systems.
- Human physiology equipment: e.g. sphygmomanometers/spirometers.
- Technician tasks, e.g. diluting strong acids, handling strong alkalis, clearing up spills, disposal of residues, glass handling, fitting mains plugs + regular inspections of electrical equipment, microbiology: preparation tasks + disposal procedures.
- Use of microorganisms

Appendix 7 - Local instructions from the employer

There are currently no local instructions attached.

Appendix 8 - Remedial measures for Science staff

What Science Staff should do while waiting for first aid
The First Aid Regulations do not necessarily require there to be a qualified first aider among Science staff, yet this is clearly desirable. Nevertheless, all staff have a duty to carry out remedial measures immediately while waiting for first aid or professional medical treatment. The following advice covers common laboratory accidents and is intended as a supplement to any local guidance on dealing with non-laboratory events, e.g. epileptic fits.
Chemical splashes in the eye - Immediately wash the eye under running water from a tap for at least 10 minutes and for much longer in the case of alkalis. The flow should be slow and eyelids should be held back. Afterwards, the casualty should be taken to hospital (with irrigation continuing during the journey for an alkali in the eye).Rubber tubing provided in the first aid box
Chemical splashes on the skin - Wash the skin for 5 minutes or until all traces of the chemical have disappeared. Remove clothing as necessary. If the chemical adheres to the skin, wash with soap.
Chemicals in the mouth, perhaps swallowed - Do no more than wash out the casualty's mouth. After any treatment by the first aider, the casualty should be taken to hospital.
Burns - Cool under gently running water until first aid arrives.
Toxic gas - Sit the casualty down in the fresh air.
Hair on fire - Smother with a cloth.
Clothing on fire - Smother by pushing the casualty to the ground, flames on top. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.
Electric shock - Taking care for your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves. If casualty is unconscious, check that airways are clear and begin artificial ventilation if necessary.

Severe cuts - Lower the casualty to the floor and raise the wound as high as possible. Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Protect yourself from contamination by blood. Leave any embedded large bodies and press round them.

Appendix 9 - Emergency procedures

If a major spill of a fuming substance occurs, the staff will ask the fire service to deal with it, warning it that breathing apparatus will be needed.

Emergency	Body	Telephone number
Serious accident		
Chemical spill	CLEAPSS	

Appendix 10 - School injury reporting procedure

Following an injury, so that the Regulations (RIDDOR) can be complied with, the incident must be recorded and then forwarded to Head of Science and Site Manager. The Head of Science will notify the Deputy Headteacher and Head Teacher.

Appendix 11 - Guidelines for Science staff

- Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties: to be familiar with this health and safety policy, its updates, appendices and the safety texts it refers to. They must observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific safety duties. They have a duty to report any failure of equipment, which has a safety function.
- Staff practice must set a good example to pupils and be consistent with pupil laboratory rules, e.g. over the wearing of eye protection.
- Staff must be familiar with emergency drills and familiar with the location of: the escape route, fire-fighting equipment, the nearest first-aid box, eye wash station, gas cock and the spill kit.
- 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
- Eating, drinking, smoking and the application of cosmetics should not take place in laboratories, preparation rooms or storage areas.
- A teacher or technician must assess the risks very carefully before conducting any practical operation in the laboratory when alone in the Science department. Nothing should be done which could lead to an accident needing a remedial measure. (See Appendix 8.)

- In general, pupils must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks, 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.
- Science laboratories, preparation rooms and stores should be locked by the staff when not in use, unless so doing hinders an essential fire escape route. They should be available for teacher-supervised club activities only by special arrangement.
- All SHARPS must be in a cupboard in a locked Prep Room; a sharps check form is required when SHARPS are requested.

Responsibilities of Teachers

- At the beginning of each school year, teachers must make sure that their classes have copies of the pupil rules and issue them if necessary. They should be stuck in the exercise book.
- Teachers must enforce the pupil laboratory rules, reminding pupils of them often enough for them to be familiar. With new pupils, time should be spent explaining them, with appropriate demonstrations.
- Lesson preparation should be adequate and include checking on risk assessments and the safety precautions required. Time should be allowed for consulting more senior colleagues where there is any doubt and to try out experiments, particularly those involving hazard. Teachers should explain precautions to pupils as part of their health and safety education.
- Open-ended investigations must be so organised that the teacher can assess any risks and lay down precautions before any hazards are met.
- If, because of large class size or indiscipline, safety cannot be maintained during certain practical work, the work should be modified or abandoned. This should be reported to the Head of Science.
- A teacher is responsible for the safety of any of his/her classes taken by a student teacher.

Appendix 12 - Rules for pupils during Science lessons

ALWAYS:

- Line up quietly and keep the corridor clear.
- Wear safety goggles when performing experiments.
- Tie back long hair and secure loose clothing.
- Keep bench tops and floors clear.
- Ask your teacher if you are not sure what to do.
- Carry out your teachers instructions straight away.
- Report accidents and breakages to your teacher.
- Use the bins for rubbish.
- Wash hands after practical work involving chemicals, plants or animals.
- Broken glass to be placed in the glass bin provided

NEVER:

- Enter the laboratory without permission.
- Interfere with equipment or chemicals, electrical sockets, gas taps or water taps.
- Put anything in your mouth in the lab. (No chewing, eating or drinking!)
- Take anything out of the laboratory without permission.
- Rush or run about.

All class rooms must have lab rules on display.

Appendix 13 - Safety checklists

The procedures used for monitoring the implementation of this policy are as follows:

- Departmental meetings - safety is a regular item on the agenda for meetings of the Science department staff.
- Lesson observation - opportunities are made for formal and informal lesson monitoring by senior staff.
- Informal talk - both colleagues and pupils draw attention to failings informally.
- Records - the Safety Check List and resource requisitions reveal inadequacies.

Appendix 14 – Local rules for use of radioactive sources

- No Radioactive materials are stored on site. Records of disposal from 2022 and an updated CLEAPSS Form 1 have been logged and forwarded to the RPA Phil Davies (phil.davies@entrust-ed.co.uk) and the radiation database has been amended.

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Site Staff

General responsibilities

- The maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces.
- Deal with any stray animals that come onto the school grounds and contact the local authorities as required.
- Erecting temporary warning notices on any floors that become slippery from cleaning operations, leaks or spills etc.
- The maintenance of fixtures and fittings, i.e. replacing light bulbs, tubes and broken door handles etc.
- Reporting faults to the Site Manager which can't be dealt with immediately.
- Carrying out any necessary testing of fire alarm and emergency lighting batteries and testing the operation of any automatic emergency boiler fuel cut off devices.
- Keeping storage areas tidy and ensuring that any highly flammable liquid, e.g. petrol is stored in safe areas.
- 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.
- Putting warning notices on isolated switches and equipment.
- Wearing appropriate personal protective equipment e.g. PVC gloves when handling fuel oil, safety shoes at all times, respirators when involved in dusty work, eye protection when hammering, chiselling or drilling etc.
- Storing all cleaning substances in accordance with the manufacturer's advice and where there are significant risks to health, following the control measures detailed in the COSHH assessments.
- The 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).
- Cleaning any shower heads and running hot and cold-water services prior to the school re-opening after more than 5 days closure.

Stress/Wellbeing

The school and Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

- Regular Performance Management Reviews
- Mentoring for all staff
- Open door policy of Headteacher and Heads of Departments
- Mentoring of new staff.

Vehicles on Site

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

Carpark spaces are available for staff and spaces are available for disabled parking.

The maximum speed limit entering the school is 5 miles per hour.

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

The main vehicle access gate incorporates a designated pedestrian walkway for students, staff and visitors.

If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

Work at Height

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

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

The school's nominated person responsible for work at height is the Site Manager.

The nominated person 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.
- Any risks from fragile surfaces are properly controlled.
- No work at height is permitted when lone working on the school site

Students will not be permitted to use ladders/stepladders. Students can use kick stools but they must be under direct supervision and a risk assessment should be carried out prior to use.

Contractors will not be permitted to use any of the school's work equipment.

Work Experience

The Curriculum leader for work related learning and careers is responsible for managing and coordinating work related learning.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable. (If academies do not use the LA's preferred suppliers, pre-placement health and safety assessments must be carried out by competent people and supporting documentation completed.)
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent/carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

Appendix A:

On exiting the building, the following staff will take responsibility for checking the areas detailed below:

CHE: Medical Room and responsible for Anna H

CWI: Maths/English corridor

VSH: Rooms 8 and 9

LMI: Room 16, the new hall, meeting room

RHE: Rooms 20, 21, 22, 23 & 24

AMO: Rooms 25, 26 and 27

AFA: Rooms 10, 11 and 12

JDF: the LRC, Room 14 and 15

COR: Rooms 28 and 29

MKE: Room 18 and the Den

PE Staff: Sports Hall and changing rooms

Pastoral team: all rooms in re-set

RPO will confirm with JHI that the building is empty of all students, staff and visitors.

Site Plan of Assembly Points:

Lining up

Field

Year 8 & 9 Yard

11LRB	9CWI
11GSL	9SRG
11LMI	9KQA
11COR	
10LGI	9JDE
10SON	
10RHE	
10KAD	JFR-Students from Isolation
	SSI-Students from Re-Set

Year 7 Yard

- AFA
- 8LTA
- 8KCL
- HGO
- 7LTR
- 7ADI

Non-Teaching Staff, non-FT's & Visitors to register here.

School Building