

Ridgeway Education Trust



Ridgeway Education Trust
Excellence through Partnership

Long Wittenham CE Primary School



PRIMARY SCHOOL HEALTH AND SAFETY POLICY and PROCEDURES 2024/25

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1. INTRODUCTION

This Health and Safety Policy has been prepared by the Ridgeway Education Trust (RET) as required by the Health and Safety at Work etc. Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

The Ridgeway Education Trust is committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated, they will be minimised using physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Board in our Annual Report.

Please refer to the Ridgeway Education Trust Policy Statement in conjunction with this policy.

POLICY REVIEW

This Health and Safety Policy will be reviewed annually by Ridgeway Education Trust in conjunction with our nominated responsible person.

As each review is completed it will be signed off by the RET Chief Operating Officer.

Review Date	Signed on behalf of Ridgeway Education Trust	Confirmed
		

DOCUMENT CONTROL

The electronic copy of the Health and Safety Policy will remain under the control of RET Chief Operating Officer. Any amendments made to the policy will be provided for each of the controlled copies to ensure all controlled copies in circulation remain up to date.

If uncontrolled copies of the policy are printed either in whole or part, or if uncontrolled electronic copies are issued, then these will be clearly marked as an 'UNCONTROLLED COPY'.

AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the school or our students we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by
18/10/2024	6	Arrangements	Updated flowchart	Lisa Robinson
07/04/2025	10	Smartlog Guides	Added guides for risk assessment and accident reporting	Lisa Robinson

LEGISLATION

Full copies of the legislation are available on the Office of Public Sector Information web page (www.Opsi.gov.uk) and also via the HSE Legislation website [here](#)

GUIDANCE

Guidance on a number of health and safety issues can be accessed via the HSE Guidance webpage [here](#) which we hope you will find useful as a quick reference source.

Should you require further advice or assistance then remember that advice on any health and safety matter can be offered by the RET Facilities Manager.

FORMS

Relevant forms and templates that may be utilised can be accessed by logging onto the Smart-log Webpage [here](#)

2. ORGANISATION FOR HEALTH AND SAFETY

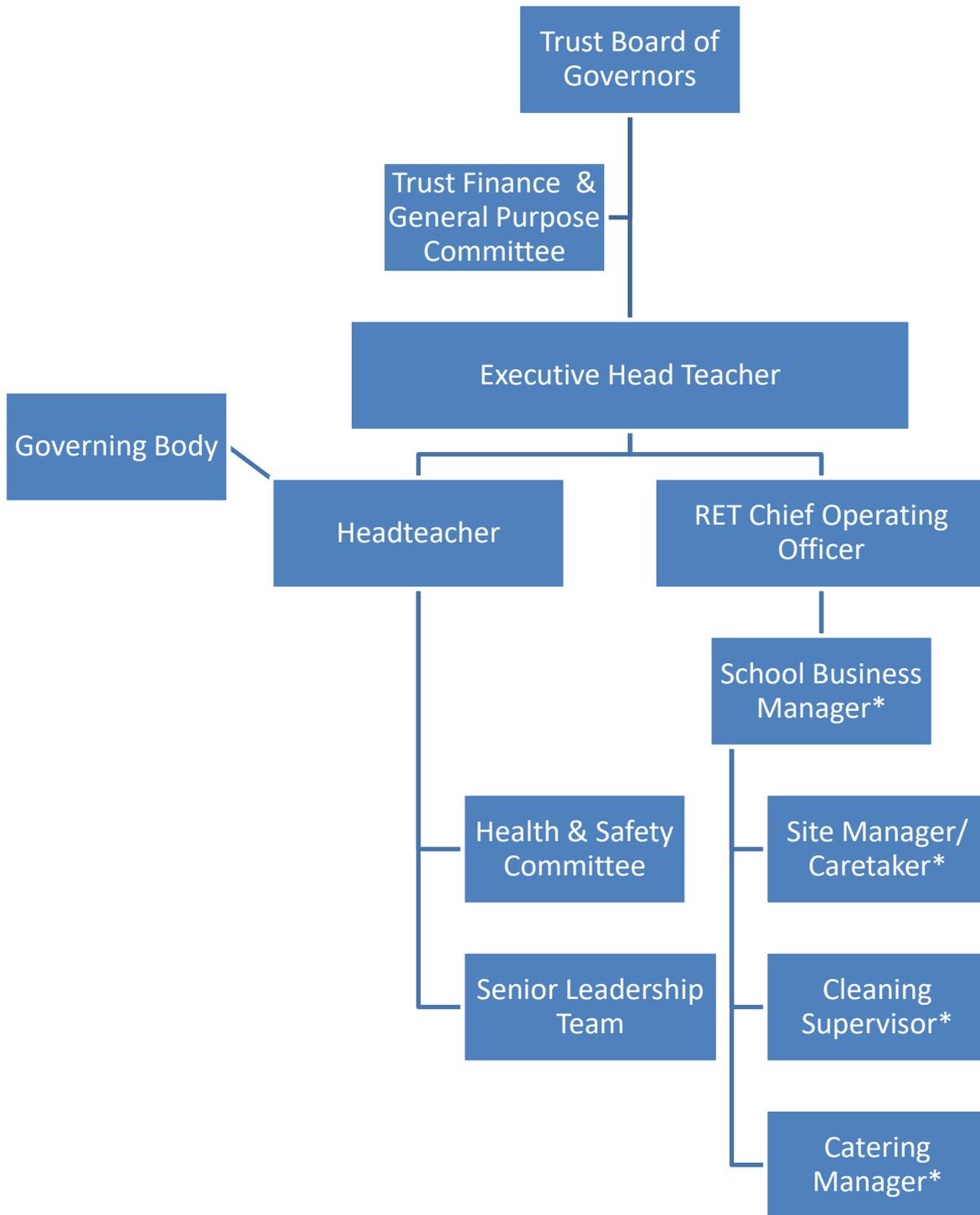
The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

- **RET Trustees, specifically Finance and General Purpose Committee**
- **Local Governing Body**
- **RET CEO**
- **Headteacher**
- **RET Chief Operating Officer**
- **School Business Manager (where appropriate)**
- **Caretaker**

Organisation Chart for the Management of Health and Safety



* Where appropriate role exists

3. HEALTH AND SAFETY RESPONSIBILITIES

The Trustees, Governors, Headteachers, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and pupils must be aware of their own and others personal safety in any of the schools' activities, both on and off site. Safesmart ([Health & Safety Compliance Software | Safesmart](#)) act as the Competent person and provide help and support to the Trust and the Schools for all Health and Safety matters.

RET Board of Trustees

The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupils and/or visitors. The Board of Trustees' responsibilities are to:

- Ensure that each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for the Trust.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the Trust.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the Trust Health and Safety Policy statement.
- Provide strategic direction in health and safety matters.
- Ensure that Trust suppliers and contractors have been appropriately vetted for health and safety standards.
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
- Ensure there is an effective business continuity and emergency plan in place.
- Confirm there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments.
- Ensure effective safeguarding of children is in place across the Trust.
- Ensure that adequate resources are committed to the management of health and safety.

Local Governing Body

Governors have responsibility for monitoring of health and safety standards and for ensuring or assessing relevant resource requirements, including:

- Inspection of reports on health and safety.
- Ensuring health and safety actions are taken and prioritising resources.

Headteacher

The Headteacher has overall responsibility for ensuring compliance with Health and Safety legislation in the day to day running of the school but delegates the responsibility for implementation to the School Business Manager where appropriate.

The Headteacher will ensure that:

- The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- A health and safety plan of continuous improvement is created and the Directorship monitor progress against agreed targets.

- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- Senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met.
- A positive health and safety culture is promoted and that senior management develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel.
- A system of communication and consultation with employees is established.
- Effective training programmes have been put into place.
- An annual report on the safety performance of the school is presented to the Board.

RET Chief Operating Officer

The Operational Services Lead has day to day managerial responsibilities for Health and Safety and will ensure that guidance and policy are adhered to.

The Operational Services Lead will

- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the academy.
- Work in conjunction with the Operational Services Lead on the below responsibilities
- Consider the impact of Health and Safety in all strategic and operational decision making.
- Implement ways in reducing the likelihood of people being harmed by RET activities.
- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Ensure that the Trust and its constituent academies have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises.
- Agree a programme of Health and Safety inspections.
- Ensure the development and implementation of the overall health and safety strategic plan.
- Ensuring all staff receive adequate health and safety training.
- Be the point of contact with the Trust's appointed Health & Safety consultant and ensure that the arrangement is fit for purpose and represents good value for money.

School Business Manager (where delegated)

School Business Manager as the responsible person for health and safety at the school and will ensure that:

- The Local governing body, the Headteacher and the Health and Safety Committee are advised of relevant changes in health and safety legislation, codes of practice and Department for Education standards
- Risk assessment requirements are co-ordinated and the implementation of any action required is monitored
- Risk assessments are reviewed regularly and any changes are brought to the attention of staff who may be affected.
- Regular Health and Safety Committee meetings are held where health and safety issues can be raised and discussed.
- Provide advice on health and safety training requirements.

- Reporting of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities.
- Assist with investigating and recording accident investigations.
- Contact with external organisations such as the emergency services is co-ordinated.
- Health assessment requirements are identified and advised to management.
- Welfare facilities provided are maintained in a satisfactory state.
- Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Health and Safety notices are displayed.
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- All relevant safety documents including DfE Guides, etc. are maintained and made available to all employees.

School Business Manager cont'd with support from Caretaker

- School buildings and plant are maintained in accordance with the Health and Safety Policy
- Records of servicing and maintenance are retained and kept up to date.
- Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Safe systems of work are developed and implemented.
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported.
- Risk assessments are completed, recorded and regularly reviewed.
- They communicate with staff on health and safety issues relating to building maintenance and the work of contractors.
- They encourage staff to report hazards and raise health and safety concerns.
- Statutory examinations are planned, completed and recorded.
- Any safety issues that cannot be dealt with are referred to the Chief Operating Officer for action.
- Welfare facilities provided are maintained in a satisfactory state.
- Agreed safety standards are maintained, particularly those relating to housekeeping.
- The schedule of statutory examinations of plant, equipment and vehicles is maintained.
- Premises, plant, equipment and school vehicles are maintained in a safe condition.
- Adequate arrangements are in place to ensure the security of the school, the staff, visitors and pupils.
- Adequate arrangements for fire and first aid are established.

Kitchen Manager (employed or external)

The Kitchen Manager will ensure that in their areas of control:

- They actively lead the implementation of our Health and Safety Policy and that of the management company, where appropriate.
- They supervise their staff to ensure that they work safely.
- Safe systems of work are developed and implemented.
- Risk assessments are completed, recorded and regularly reviewed.
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported.
- They communicate and consult with staff on Health and Safety issues.
- They encourage staff to report hazards and raise Health and Safety concerns.
- Relevant training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented.

- Catering equipment is maintained in a safe condition.
- Statutory inspections are planned, completed and recorded.
- Personal protective equipment is provided, staff instructed in its use and that records are kept.
- Adequate arrangements for fire and first aid are established.
- Any safety issues that cannot be dealt with are referred to the School Business Manager/ Headteacher for action.
- Welfare facilities provided are maintained in a satisfactory state.
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- Health surveillance is carried out and records are kept.
- Agreed safety standards are maintained particularly those relating to housekeeping.
- Health and Safety rules are followed by all.
- High standards of food safety are maintained.

Site Manager/Caretaker (where delegated)

The Caretaker will ensure that in their areas of control:

- They implement this Health and Safety Policy.
- They supervise their staff to ensure that they work safely.
- They communicate and consult with staff on health and safety issues.
- Health and safety rules are followed by all.
- They encourage staff to report hazards and raise health and safety concerns.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff.
- Any safety issues that cannot be dealt with are referred to the School Business Manager/ Headteacher for action.
- Relevant safety training for staff is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner.
- Safe systems of work are developed and implemented.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported.
- Personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement.
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- Health and safety rules are followed by all.

All Staff

All employees must:

- Take reasonable care of their own safety.
- Take reasonable care of the safety of others affected by their actions.
- Observe the safety rules.
- Comply with this Health and Safety Policy.
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Dress sensibly and safely for their particular working environment or occupation.
- Conduct themselves in an orderly manner in the work place and refrain from any antics or pranks.
- Use all safety equipment and/or protective clothing as directed.

- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- All relevant safety documents including CLEAPSS, DfES Guides, etc. are maintained and made available to all employees.
- Maintain all equipment in good condition and report defects to their supervisor.
- Report any safety hazard or malfunction of any item of plant or equipment to their supervisor.
- Report all accidents, incidents or near misses in a timely manner.
- Attend as requested any Health and Safety training course.
- Observe all laid down procedures for processes, materials and substances used.
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Students

All pupils must:-

- Co-operate with Teachers and school staff on Health and Safety matters.
- Not interfere with anything provided to safeguard their own Health and Safety.
- Take reasonable care of their own Health and Safety; and report all Health and Safety concerns to a member of staff.

Contractors

All contractors must:

- Take reasonable care of their own safety.
- Take reasonable care of the safety of pupils, school staff and others affected by their actions.
- Observe the safety rules of the school.
- Submit their health and safety policy and relevant risk assessments to the school for approval.
- Comply with and accept this Health and Safety policy if they do not have one
- Dress appropriately, sensibly and safely when on school premises and for the task being undertaken.
- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks.
- Use all safety equipment and/or protective clothing as required by the school and as indicated in the risk assessment for the task.
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- Maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate.
- Report any safety hazard or malfunction of any item of plant or equipment to their supervisor.
- Report all incidents accidents or near misses to their supervisor and to the school whether an injury is sustained or not.
- Ensure that their employees only use equipment for which they have been trained.
- Attend as requested any health and safety training course.
- Observe all agreed procedures for processes, materials and substances used.
- Observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes.
- Provide adequate first aid arrangements unless otherwise agreed with the school.

Visitors

- All visitors are required to sign in at reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the schools.
- Hirers of the School premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.
- Whilst on School sites, all visitors and contractors must wear a visitor's badge.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the reception or off the site, as appropriate.
- If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone.

Health and Safety Committee

The Health and Safety Committee is the consultative body of the school for health and safety.

The H&S Committees' work, must focus on providing assurances to the Headteacher, local governing body and the Trust Board that all risks are being adequately identified and managed. The committee will pay particular regard to:

- Advising on the appropriateness and adequacy of the school's Health and Safety organisation, arrangements and safe systems of work.
- Reviewing the performance in relation to health and safety at work and assist in the formulation of school Health and Safety related policies.
- Receiving and scrutinizing the results of inspections carried out.
- Promoting co-operation between staff, management and pupils in instigating, developing and carrying out measures to ensure health and safety at work.

The work of the committee shall include the following functions:

- Promoting co-operation between management and employees on matters of health, safety and welfare at work.
- Studying accident and absence statistics in order that unsafe conditions, acts and practices can be identified, and consideration given to the formulation of policies and guidance to eliminate the hazard and/or to reduce the risk.
- Assisting in the development of safety guidance, risk assessments and safe systems of work.
- Monitoring the effective implementation of the Health and Safety Policy.
- Oversight of Health and Safety regulations, ensuring incorporation into school policies and guidance.
- Monitoring the effectiveness of the safety content of employee training.
- Developing policies and arrangements that will safeguard the health and safety of persons other than employees, such as pupils, visitors and contractors.
- Participating in period joint inspections.
- Monitoring action taken following trade union, management or external site inspections.

4. HEALTH AND SAFETY RULES

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of Health and Safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner, follow guidance through training and adhere to verbal instructions given by Management.

General

- It is the duty of all employees to co-operate with the Trustees and Local Governing Body in fulfilling our legal obligations in relation to Health and Safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify management of any unsafe activity, item or situation.

Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke or vape on School sites.

Hazard / Warning Signs and Notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, corridors, classrooms and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials using the facilities provided.
- Employees must clear up any spillage or liquids in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- Employees must use all items of protective clothing/equipment provided as instructed.

- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any firefighting equipment provided.
- Employees must report any use of firefighting equipment to their supervisor.

Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment, they must report the incident to their Supervisor.
- All incidents/accidents or near misses, must be reported.
- Employees must ensure that any accident or injury treatment is properly recorded on the on-line accident and incident reporting tool.
- Employees must notify management of any incident in which damage is caused to property.

Health

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

School Transport

- Drivers must carry out prescribed checks of vehicles prior to use and in conjunction with the laid down checking procedure.
- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Employees must not carry unauthorised passengers or unauthorised loads.
- Employees must not use vehicles for unauthorised purposes.
- Employees must not load vehicles above the stated capacity.
- Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.
- Employees must not drive whilst using a mobile phone or any other electronic device.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of safety rules.
- Unauthorised removal or interference with any guard or protective device.

- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.

5. ARRANGEMENT SUMMARY

Risk Assessments

Risk assessments will be undertaken by:

Classroom:	Teachers
Maintenance:	School Business Manager / Headteacher
Cleaning:	Rapid Clean
Educational Visit:	Education Visit Coordinator & Teachers
Fire:	School Business Manager / Headteacher / H&S Consultant
Students	Headteacher/Assistant Headteacher
Staff (including pregnancy/maternity)	Headteacher
Events	Headteacher & Teachers

See RET Risk Assessment Procedure for guidance on what is expected when creating a risk assessment and the procedure to follow.

Consultation with Employees

Health & Safety Committee Representatives are:

Operational Service Lead, H&S Governor, Union Representative when active
--

Minutes of meetings are available to view at:

School shared drive

Building, Plant and Equipment Maintenance

The person responsible for the maintenance of plant and equipment is:

School Business Manager

Asbestos

Duty Holder	RET Chief Operating Officer
Person with day-to-day operational responsibility for managing asbestos on site?	School Business Manager
Person responsible for undertaking the annual visual re inspection and updates to the asbestos register for the site?	School Business Manager/Maintenance Lead

The asbestos register is located:

Main Office

Safe Handling and Use of Substances

The person responsible for identifying hazardous substances and obtaining Data Sheets, completed COSHH Risk Assessments is:

<p>Maintenance: Headteacher/School Business Manager</p> <p>Cleaning: Rapid Clean</p> <p>Catering: OCC Catering</p>

Competency for Tasks

Induction training is the responsibility of: School Business Manager

First Aid and Accidents

List of First Aiders are displayed in the office.

First Aid Boxes can be found at:

Location: school office, staff room

The First Aid Book (record of first aid given):

With first aid box in staff room

Spillage kits can be found at:

Location: cupboard by disabled toilet

The person responsible for replenishing spillage kits is:

Business Manager

The person responsible for RIDDOR notifications is:

RET Chief Operating Officer / Headteacher

Fire

Escape routes and exits are checked by:

Caretaker/Business Manager

Alarms are tested weekly by:

Caretaker/Business Manager

Fire drills are carried out every term and details are recorded in the Fire folder in:

School office (recorded on I Am Compliant

Educational Visits

The person responsible for co-ordinating educational visits is:

Educational visits coordinator

Contractors and Safety

The person responsible for approving contractors who work within the Schools:

School Business Manager

Work Experience

The person responsible for co-ordinating students on Work Experience is:

Headteacher

6. ARRANGEMENTS

Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee, pupil, visitor or contractor has an accident, near miss or dangerous occurrence on the school's premises.

Employees who develop a work-related illness must also report via these procedures.

Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

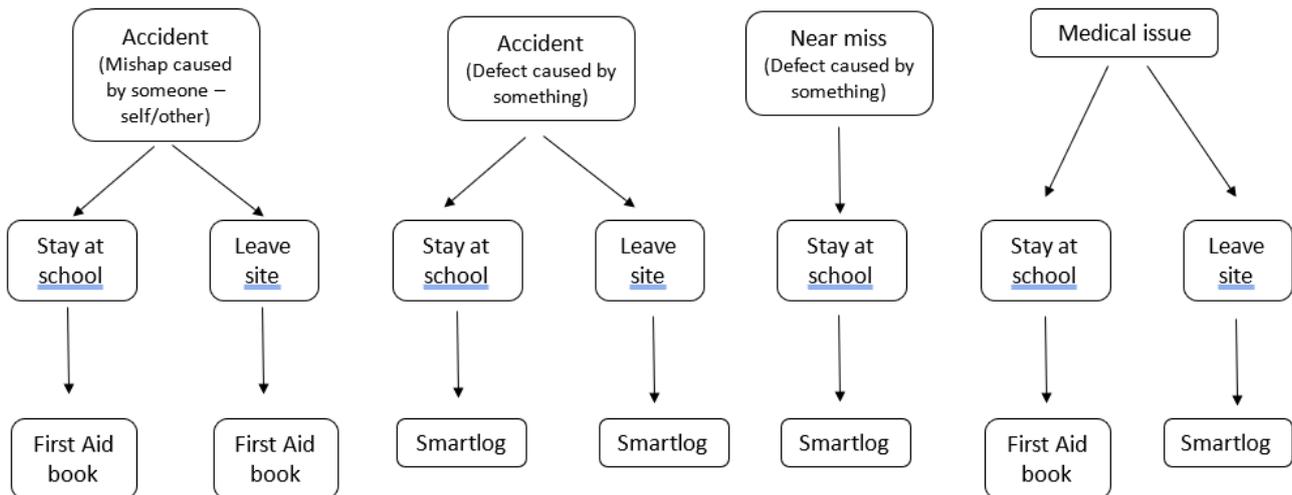
A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is illness that is contracted by an employee through the course of work as a result of activities carried out by the school.

Accident reporting

Accidents should be reported following this flowchart:

Flowchart for Accident Reporting/Recording



Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Major injuries including the following reportable events must be reported by the quickest means practicable, usually the telephone:

- death
- major injury (includes any fracture (other than to fingers, thumbs or toes), amputation, dislocation, loss of sight, eye injury, electric shock leading to hospitalisation)
- hospitalisation of a non-employee as a result of a work activity

Incapacitation for work of a person for more than 7 consecutive days as a result of an injury caused by an accident at work must be notified within 10 working days.

To calculate whether the absence classifies as 'over 7-day's':

- Exclude the day of the incident if they went home or did not return to work on the day.
- Include weekends, bank holidays and weekdays (whether the person would normally work on them or not).

For example: if a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc but this is still only 6 days; however if their next day of work is the Monday it would count as 9 days and would be reportable.

Non-Consensual Violence

Major or over 7 day injuries to people at work arising from non-consensual violence are notifiable.

Reporting of accidents involving pupils or visitors

If a pupil or visitor has an accident this must be reported if:

- The person involved is killed or taken to hospital; and
- The accident arises out of or in connection with a work activity

Examples of 'in connection with a work activity' are:

- Work organisation – supervision of a field trip.
- Plant or substances – lifts, machinery, experiments.
- Condition of premises, playgrounds, play or PE equipment.
- Sports activities as part of the curriculum where there is death or hospitalisation.
- Playground accidents due the condition of the premises or inadequate supervision.

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the Headteacher/School Business Manager or RET Chief Operating Officer

Contact details for the Health and Safety Executive are:

Tel: 0845 300 9923 (Monday to Friday 8:30am to 5:00pm)

Website: www.hse.gov.uk

The completed report form should be kept with other accident records and documents on the accident investigation.

Forms are kept to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Asbestos

The school will protect employees, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed. External contractors will be required to confirm that they have looked at the Asbestos register and recognise if there is asbestos in their area of work.

This will be achieved by minimising exposure through:

- the management of asbestos-containing materials in school premises by

- **Assessment** - The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.
 - The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
 - **A Register** - A register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.
 - **Access to Asbestos-containing Materials** - Access to asbestos-containing materials in the premises will be controlled to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
 - **Monitoring and Maintenance** - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.
- the management of work in school premises that may contain asbestos
 - **Training and Information** - Employees who may come into contact with asbestos containing materials (ACM's) through the course of their work will receive adequate training and information such that they can recognise potential ACM's and know what precautions to take.

Asbestos-related Emergencies

Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, pupils and others.

Arrangements for Controlling Work on Asbestos

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

Selection and Control of Contractors to Work on Asbestos-containing Materials

When contractors are engaged to work on school premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a health and safety problem related to work with asbestos, the school will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- inform the Headteacher/School Business Manager
- in the case of an accident or emergency, respond quickly to ensure effective treatment.

Contractors

When working on school premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- viewing the contractor’s own safety policy, risk assessments, method statements, permits to work, etc as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for viewing of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to the Headteacher/School Business Manager immediately.

Communication and Consultation

It is a legal requirement for the school to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective, we will:

- establish effective lines of communication via the Health and Safety Committee
- involve and consult with employees through:
 - individual conversations
 - notice boards
 - internal publications (inclusion in Staff Bulletins)
 - staff meetings
 - health and safety meetings
- display the 'Health and Safety Law – What You Should Know' poster
- consult with employees when changes to activities, equipment, work methods etc. are to be introduced that may affect their health and safety

Communication, information and training

The Headteacher is responsible for ensuring that all staff are made aware of this policy and ensuring that the procedures are followed, providing suitable training or directing new staff to an appropriate member of staff, and for recording the dates and content of any training given.

Trainee teachers who are following a recognised teacher training course should be supervised by a qualified teacher at all times when they are engaged in practical work. Such trainees may use machines and may show pupils how to use machines as part of the lessons that they are teaching provided that appropriate supervision is maintained. This supervision may be progressively reduced, depending on the competence of the individual trainee teacher. In such instances a specific risk assessment of the situation should be carried out, and the degree of supervision needed discussed with the Headteacher.

We recommend schools follow CLEAPSS guidance via their website.

Monitoring and checking

Equipment and machines will be checked in accordance with current guidelines and records kept.

Risk Assessments

The school follows the recommendation of the Health and Safety Executive to adopt published 'model' or 'general' risk assessments which the Headteacher adapts to the school curriculum and facilities.

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are to be checked against the model risk assessments and significant findings incorporated into texts in daily use, ie, the scheme of work, set of lesson plans, syllabus.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a specific risk assessment must be completed.

Every activity is to be assessed for risk. An attempt is made to balance the desire to eliminate risk with the need to reduce risk in order to maintain practical work, e.g. certain activities may be demonstrated in order to reduce the level of risk to pupils.

It is the responsibility of all staff and other adults to follow the relevant risk assessments and lesson plans.

Equipment Safety

New equipment will be purchased that is safe and suitable for the intended purpose and to comply with the *Provision and Use of Work Equipment Regulations*. Equipment listed by specialist educational equipment suppliers is taken to meet these *Regulations* but all other equipment, especially gifts, are to be treated with caution and carefully assessed.

Use of guards

All staff in the department must use all guards and other safety devices on machines and other equipment at all times. Under no circumstances should any guard or other safety device be removed or not used to enable a task to be done. Any operation which cannot be done with guards and other safety devices in place must not be done.

Maintenance, Inspection and Testing of Equipment

All equipment and machinery must be maintained in a safe condition. To achieve this, equipment will be regularly maintained, inspected and, where necessary, tested.

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

Level 1 A visual check by staff of equipment prior to its use or on a daily basis.

Level 2 A more formal visual inspections 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.

Level 3 Formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually except for LEV (Local Exhaust Ventilation) which is carried out every 14 months. This includes PAT testing, no electrical equipment should be used in the academy unless it has an up to date PAT sticker.

When maintenance of equipment is carried out all machines must be isolated from the power supply and the fuses removed or the isolator locked off. A notice stating that the machine is under maintenance should be fixed to the machine. A risk assessment of the hazards involved in the task should be carried out before the work is started.

Recording of Inspections and Testing

All Level 2 formal inspections of equipment by members of staff should be recorded. An up to date record of Inspections will be maintained by the school on a weekly basis.

All Level 3 inspections/maintenance must be recorded. It is recommended that the subject leader holds records of examinations, tests and certificates. This information will be kept in the office in the health and safety folder.

If any faults, or the need for maintenance, are identified at any time, they must be reported to the Headteacher. If the fault or need for maintenance makes the equipment unsafe, it must not be used and must be electrically isolated. An appropriate label must be clearly displayed on the equipment.

Pressure Vessels

Autoclaves and pressure cookers need periodic inspection, normally annually, under the *Pressure Systems Safety Regulations*. Records of examinations are kept on file.

Room Safety

When starting a practical lessons, staff should check that rooms are clear, all thoroughfares and room exists 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 clear;

Students must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly.

Particular care should be given to the distribution and collection of hand-tools and of small items of equipment, the number and condition of which should be checked at both the beginning and the end of an activity or a lesson.

Supply or cover teachers must be given information on the room hazards; explaining the location and operation of main services such as electrical isolators, any local hazards and where help can be obtained.

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.

All chemicals should be stored in accordance with the COSHH Regulations and risk assessments must be in place dealing with their safe use.

Standing on benches, chairs, tables to watch a demonstration/get equipment 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 labeled. The labeling 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.

No sharp knives should be left unattended in a classroom

Shelving

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

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

Safety Signs, Notices and Displays

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

Personal Protective Equipment

The school accepts the duty to provide eye protection, gloves, overalls and aprons for employees where the risk assessment requires them and safety spectacles for pupils.

Protective clothing such as aprons must be used in lessons where students could get dirty during practical work, or where hazardous materials are being used.

Emergency procedures

In the event of a fire sound the fire alarm.

Disabled Persons including pupils with Special Educational Needs (SEN)

The school will give full and proper consideration to the needs of disabled employees, pupils and visitors.

To achieve this, the school will:

- Treat all disabled employees, pupils and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the school's facilities.

- Ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements.
- Encourage employees with special needs to suggest any premises or task improvements to their line managers.
- Discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity.
- In an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly (PEEP).

Risk assessment of pupils with Special Education needs will consider:

- Manual handling of students with physical disabilities.
- Students unable to recognise everyday hazards, communicate distress, or move around independently.
- Using mechanical aids and equipment.
- Using therapy and ball pools.
- Administering medical treatment and minimising the risk of infection.
- Management of difficult behaviour and the use of restraint.
- Lone working where an employee works on a one-to-one basis with a SEN student; and transport issues such as getting learning disabled or physically disabled students in and out of transport and making sure that access to the premises is appropriate.

When to assess

So far as is reasonably practicable risk assessments of the students with special education needs will be made:

- Before students are admitted – this is a planning ahead exercise.
- When planning educational activities both on and off site.
- When planning and purchasing new facilities and when work practices are to be introduced or changed.
- When deciding on a placement.
- When an existing student develops a health need, e.g. after an operation, or where a significant change in their existing needs occurs.
- When a student is to undertake work experience.

Display Screen Equipment (DSE)

All reasonable steps will be taken by the school to secure the Health and Safety of employees and pupils who work with display screen equipment.

To achieve this objective the school will:

- Identify those employees who are user's as defined by the regulations, see below.
- Carry out an assessment of each user's workstation this achieved using the online H&S system.

- Implement necessary measures to remedy any risks found as a result of the assessment.
- Provide adequate information and training to persons working with display screen equipment.
- Endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity.
- Review software to ensure that it is suitable for the task and is not unnecessarily complicated.
- Arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced.
- Arrange for the supply, at subsidised cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment.
- Advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided.
- Investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action.
- Make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

'Users'

This policy is aimed at those who regularly use DSE:

- a) for continuous periods of more than one hour *and*
- b) for more than 2½ hours per day

Typically, this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. Others, including pupils, who operate DSE should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions.

Employees must:

- Comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided.
- Inform their manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially).
- Report to their manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

Eye tests

Under the DSE regulations staff identified as DSE users are entitled to an eyesight test, every 2 years by a qualified optician (and corrective glasses if required specifically by the Optician for DSE use).

Summary of Key Actions

The key actions necessary to control the Health and Safety risks arising from the use of Display Screen Equipment (DSE) are to:

- Identify all individuals who are classified as DSE 'Users'.
- Ensure risk assessments of DSE workstations been carried out using the online H&S system (Smartlog).
- Supply users with information and/or training on the safe use of Display Screen Equipment.
- Advise staff about setting up laptops on a suitable surface and the risks of working for prolonged periods.
- Ensure remedial actions identified by DSE risk assessments been carried out.

- Review risk assessments annually or sooner if significant changes have occurred.

Driving

The school is committed to reducing the risks to its staff, pupils and others when being driven in a Trust minibus or driving at work in their own vehicle and therefore will:

- Ensure risk assessments are completed and that journeys are planned.
- Not put unreasonable time constraints on travel.
- Ensure drivers are competent and fit to drive.
- Provide any additional training that may be deemed necessary to reduce driving related occupational risks.
- Provide sufficient information and guidance for drivers to enable them to understand the additional occupational risks involved in driving.
- Require drivers to annually submit copies of their current driving licence.
- Provide adequate insurance for the vehicle, the driver, occupants and third parties.
- Maintain them to the required legal standard and ensure suitable for their purpose.
- Provide and maintain additional tools and equipment necessary for the purposes of the journey.
- Provide access to breakdown support and recovery for minibus use only.
- Provide no smoking signs for inside the vehicle for minibus use only.
- Ensure the vehicle carries a suitably equipped first aid box for minibus use only.

Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the Transport Coordinator of:

- Anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication.
- Changes to licence such as limitations, offences recorded, period bans.
- Vehicle defects that affect ability / safety to drive.
- Any accidents / incidents that occurred whilst driving on behalf of the school.

Before driving, drivers must

- Review the need to travel.
- Have a valid licence for the vehicle they are driving.
- Carry out a pre-use vehicle check.
- Allow sufficient time to drive allowing for traffic, poor weather and rest breaks.
- Ensure sufficient rest.
- Be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive.
- Adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must

- Drive in accordance with the applicable law and with consideration for the safety of passengers and other road users.
- Take regular rest breaks every 2-3 hours or at first signs of tiredness.
- Remain in control of the vehicle at all times.
- Not smoke **or vape**.

- Not use a mobile phone or other electronic device.

Educational Visits

Please refer to your school Educational Visit Policy

Sporting Fixtures

When planning the number of adults needed, bear in mind the following recommended guidance:

- o Foundation Stage - 1:5
- o Year 1-3 – 1:6
- o Year 4-5 – 1:10
- o Year 6 – 1:12

These are a minimum recommended guideline only and may need reviewing after the risk assessment has been completed, taking into account the specific group being taken and the nature of the activities planned. At the end of a fixture, staff must ensure that all pupils are supervised until they are collected.

Emergency Procedures

Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit. If an emergency happens the priorities are to:

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend to any casualties.
- Inform the emergency services if required and everyone else who needs to know of the incident.

Guidance on Emergency Procedures

A copy of the following guidelines must be taken by all visit organizer's.

- Establish nature and extent of the emergency.
- Make sure that all other members of the party are accounted for and safe.
- If there are injuries, establish their extent and arrange for first aid.
- Establish names of the injured and call relevant emergency services.
- Advise other party staff of the incident and that emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital if possible.
- Ensure that the remainder of the party is adequately supervised throughout and arrange for their early return to school.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.
- Control access to telephones until contact is made with the Headteacher and until they have had time to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).
- Telephone numbers for future communication (identify alternate telephone numbers in case telephone lines become jammed).

- The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed.
- Media:
 - A designated person should act as the point of contact with the media to whom all involved should direct questions.
 - Under no circumstances should the name of any casualty be divulged to the media.
 - The Party Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition.
 - Legal liability should not be discussed or admitted.
 - All accident forms should be completed and insurers and the HSE should be contacted.
 - Inform parents of any delays that will be necessitated.

Additional Procedures for Visits Overseas

Prior to the visit the tour leader should obtain and take with them:

- Global Health Insurance Card (GHIC) (where appropriate) and significant medical histories.
- Details of insurance arrangements and the insurance company's telephone number.
- Location of local hospital/medical services.

In the case of an emergency the framework outlined above should operate. In addition the group leader should notify the British Embassy/Consulate.

After the Trip

The trip leader must inform the Educational Visit Coordinator (or whoever has been delegated as the school contact) that the party has returned safely and ensure that all the students are safely collected from school by a responsible adult, such as a parent or guardian.

If any difficulties or incidents occur on a school trip, the Educational Visit Coordinator must be informed as soon as possible after the trip returns to school so that appropriate follow up action can be taken quickly.

Electricity

All reasonable steps will be taken to secure the health and safety of employees, pupils and others who use, operate or maintain electrical equipment.

To ensure this objective the school will:

- Ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET).
- Maintain the fixed wiring installation in a safe condition by carrying out routine safety tests.
- Inspect and test portable and transportable equipment as often as required to ensure safety.
- Inspect and test second-hand electrical equipment lent to, or borrowed by, the school.
- Promote and implement a safe system of work for maintenance, inspection and testing.
- Forbid live working unless absolutely necessary, in which case a permit must be issued.
- Ensure employees and contractors who carry out electrical work are competent to do so.
- Maintain detailed records.

Employees must:

- Visually check electrical equipment for damage before use.
- Report any defects found to their manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person.
- Not use defective electrical equipment.
- Not carry out any repair to any electrical item unless qualified to do so.
- Switch off non-essential equipment from the mains when left unattended for long periods.
- Not bring any electrical item onto school premises until it has been tested and a record of such a test has been included in the appropriate record.
- Not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage.
- Never run extension leads under carpets or through doorways.
- Not daisy-chain extension leads to make a longer one.
- Not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.

Summary of Key Actions

The key actions necessary to control the Health and Safety risks arising from electricity are to:

- The main electrical installation should be tested every five years except for those parts of schools with:
 - a. licensed areas
 - b. lightning protection which should be tested annually.
- Retain copies of electrical test certificates.
- A record must be kept of all portable items of electrical equipment showing:
 - the detail of the item
 - the date of acquisition
 - details of any inspection, testing or repair work
- Arrange for the inspection and testing of portable electrical appliances in accordance with the guidance on electrical testing.

Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the school will:

- Assess the risk from fire at our premises and implement appropriate control measures.
- Ensure good housekeeping standards are maintained to minimise the risk of fire.
- Provide and maintain safe means of escape from the premises.
- Develop a fire evacuation procedure that works for the whole school.
- Provide and maintain appropriate fire-fighting equipment.
- Conduct a full fire drill in the first week of every term.
- Provide sand in bags in the Science Department as a precaution when using flammable metals.
- Regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems.

- Provide adequate fire safety training to employees, plus specialist training to those with special responsibilities.
- Make arrangements for the safe evacuation of deaf or otherwise disabled persons.
- Make arrangements for ensuring all pupils and visitors are made aware of the fire evacuation procedures.
- Display fire action notices.
- Keep fire safety records.

The school does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the school can investigate and take remedial action if necessary.

Summary of Key Actions

The key actions required to ensure fire safety is effectively managed are:

- a) Complete and review annually a fire risk assessment.
- b) Arrange for fire safety checks to be completed and recorded for the following:
 - I. Fire evacuations (drills)
 - II. Fire alarm tests
 - III. Fire escape route checks
 - IV. Extinguisher checks
 - V. Emergency lighting tests
 - VI. Post fire evacuation notices
- c) Develop personal evacuation plans for people (PEEP) with special needs.
- e) Provide fire safety training as appropriate.
- f) Service the fire alarm, emergency lighting and sprinkler system as appropriate.

FIRE MAINTENANCE/TEST PROCEDURES

FIRE DRILLS		
TERMLY Fire Evacuations must be carried out each term.	Ensure all occupants are able to evacuate to a place of safety in a reasonable time. (3 minutes)	Record details of drill, evacuation time and any problems.

FIRE ALARM PANEL / SYSTEM

DAILY	Check fire alarm panel for normal working conditions	Report any faults and actions
WEEKLY	<p>Fire alarm audibility test conducted at a different call point tested each week in rotation. Number each call point for identification. (each zone to be tested every 13 weeks)</p> <p>Check alarm is audible in all areas (test to be carried out during full occupation)</p> <p>Check that any fire doors on automatic door closures linked to the fire alarm are closing properly.</p> <p>Check any doors fitted with electromagnetic locks are released.</p>	Record details of call point test and call point number. Repair / replace defective units
SIX MONTHLY	<p>For systems with battery back up a six monthly battery check by a competent service engineer is required.</p> <p>This check may also include 50% of the automatic smoke / heat detectors, sounders and manually operated devices</p>	Site to keep maintenance records
ANNUALLY For 230 volt systems without battery back up	<p>An annual test and examination of the alarm system by a competent service engineer is required.</p> <p>Test and examination of alarm system by competent service engineer including all automatic smoke / heat detectors, sounders and manually operated devices.</p>	Site to keep maintenance records.

<i>MEANS OF ESCAPE</i>		
DAILY	<p>Check for any obstructions on escape routes (internally and externally)</p> <p>Doors: check self closing devices, and that push bars/ other emergency fastening devices are operational</p>	Site to record details and actions only if there is a fault
WEEKLY	<p>Check all internal fire doors for ease of opening, that they are a good fit, closing fully, fire door seals and self closures working correctly, correctly signed etc.</p>	Site to record details and actions only if there is a fault
MONTHLY	<p>Check all electronic release mechanisms on escape doors work correctly (i.e. fail safe in the open position on activation of alarm / loss of power)</p>	Site to record details and actions only if there is a fault
<i>FIRE FIGHTING EQUIPMENT</i>		
WEEKLY	<p>Check all extinguishers, fire blankets etc. are available for use, undamaged and unobstructed.</p> <p>Extinguishers properly affixed to wall brackets or on plinths. Check for any evidence of tampering.</p>	Site to record details and actions only if there is a fault
ANNUALLY	<p>Full check and test of extinguishers, fire blankets etc. by competent service engineer.</p>	Maintenance records to be kept on site.

<i>EMERGENCY LIGHTING (WHERE APPLICABLE)</i>		
<i>DAILY</i>	Check indicator lights functioning (report faults to contractor) Operate and replace batteries in torches if necessary.	Site to record details and actions only if there is a fault
<i>MONTHLY</i>	In-house operational test for a short period (a maximum of one quarter of the rated duration).	Maintenance records to be kept on site.
<i>YEARLY</i>	Emergency lighting full duration discharge test by competent person.	Maintenance records to be kept on site.

Fire Safety Training in School

The school will provide adequate fire safety training for staff via the online H&S training system. The type of training should be based on the particular features of the school and should:

- Take account of the findings of the fire risk assessment.
- Explain the emergency procedures.
- Take account of the work activity and explain the duties and responsibilities of staff.
- Take place during normal working hours and be repeated periodically where appropriate.
- Be easily understandable; and
- Be tested by fire drills.

Pupils/students will also be involved in some aspects of fire safety training, particularly with respect to fire drills, etc.

Training may be no more than showing new staff and pupils the fire exits and giving basic training on what to do if there is a fire.

Fire training should include the following:

- What to do on discovering a fire.
- How to raise the alarm and what happens then.
- What to do upon hearing the fire alarm.
- The procedures for alerting students, pupils, members of the public and visitors including, where appropriate, directing them to exits.
- The arrangements for calling the fire and rescue service.
- The evacuation procedures for everyone in your premises (including young children or mobility impaired persons) to reach an assembly point at a place of total safety.
- The location and, when appropriate, the use of firefighting equipment.
- The location of escape routes, especially those not in regular use.
- How to open all emergency exit doors.

- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke.
- Where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire.
- The reason for not using lifts (except those specifically installed or nominated, following a suitable fire risk assessment, for the evacuation of people with a disability).
- The safe use of and risks from storing or working with highly flammable and explosive substances.
- The importance of general fire safety, which includes good housekeeping.
- The use of premises by outside bodies, e.g. IT training, music, etc.

All staff identified in the emergency plan who have a supervisory role if there is a fire (e.g. heads of department, fire marshals or wardens and, in complex premises, fire parties or teams), should be given details of your fire risk assessment and receive additional training.

In addition to the guidance above as a minimum all staff should receive training about:

- The items listed in your emergency plan.
- The importance of fire doors and other basic fire-prevention measures.
- Where relevant, the appropriate use of firefighting equipment.
- The importance of reporting to the assembly area.
- Exit routes and the operation of exit devices, including physically walking these routes.
- General matters such as permitted smoking areas or restrictions on cooking other than in designated areas; and
- Assisting disabled persons where necessary.

Training is necessary:

- When staff start employment or are transferred into the premises.
- When changes have been made to the emergency plan and the preventive and protective measures.
- Where working practices and processes or people's responsibilities change.
- To take account of any changed risks to the safety of staff, pupils or other relevant persons.
- To ensure that staff know what they have to do to safeguard themselves and others on the premises; and where staff are expected to assist disabled persons.

Training should be repeated as often as necessary and should take place during working hours.

Enforcing authorities will want to examine records as evidence that adequate training has been given.

First Aid

The school is committed to providing sufficient provision for first aid to deal with injuries that arise at work or as a consequence of school activities.

To achieve this objective the school will:

1. Appoint and train a suitable number of first aid personnel.
2. Display first aid notices with details of first aid provision.
3. Provide and maintain suitable and sufficient first aid facilities including first aid boxes.
4. Provide any additional first aid training that may be required to deal with specific first aid hazards.

First Aiders

A First Aider is a person who has a valid certificate in either first aid at work or emergency first aid at work training.

First Aiders training will be refreshed every three years by undertaking the two/three-day First Aid at Work requalification. (This may be taken up to 3 months before / 28 days after the expiry date on the certificate).

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

The number of first aiders required will be determined by completing a risk assessment. The HSE provide some general guidance on the number of first aiders required and expected provision is illustrated below:

Category of Risk	Numbers employed at any one location	Suggested Number of First Aid Personnel
Lower Hazard (Most schools fall into this category)	fewer than 25	- at least one Appointed Person - <i>it is recommended they receive Emergency First Aid at work training (EFAW)</i>
	25 -50	- at least one first aider trained in (EFAW)
	more than 50	- at least one first aider trained in first aid at work (FAW) for every 100 employed (or part thereof)
Higher Hazard	fewer than 5	- at least one Appointed Person - <i>it is recommended they receive Emergency First Aid at work training (EFAW)</i>
	5-50	- at least one First Aider trained in EFAW or FAW
	more than 50	- at least one additional First Aider trained in FAW for every 50 employed (or part thereof)

The numbers of first aid personnel will be determined by individual circumstances, the level of risk and in line with current government guidance.

Additional First Aid Provision

In addition to the above in higher risk areas such as, PE, at least one person will be trained to a minimum level of emergency first aid.

Adequate first aid provision will include cover for break times.

First aid provision will be available at all times whilst people are present on school premises including out of hours activities. The assessment of need will be reviewed at least annually.

First Aid Boxes

Refer to section 5 for the location of first aid kits.

Travel first aid kits will be kept in minibuses.

First aid kits will contain a sufficient quantity of suitable first aid materials and nothing else.

First aid does not include the administration of medicines and thus first aid boxes should NOT contain drugs of any kind including aspirin, paracetamol, antiseptic creams etc.

First aid kits should be located near to hand washing facilities as far as possible.

All first aid kits will be checked regularly and maintained by a designated member of staff, items should not be used after expiry date shown on packaging. Extra stock will be kept in the school.

Suitable protective clothing and equipment such as disposable gloves (e.g. vinyl or powder free, low protein latex CE marked) and aprons will be provided near the first aid materials.

Blunt-ended stainless steel scissors (minimum length 12.7 cm) will be kept where there is a possibility that clothing might have to be cut away. These should be kept along with items of protective clothing and equipment.

Small quantities of contaminated waste (soiled or used first aid dressings) can be safely disposed of via the usual refuse collection arrangements. Waste is to be double bagged in plastic and sealed by knotting.

First Aid Information

Notices are posted in conspicuous positions within a school, giving the location of first aid equipment and facilities and the name(s) and location(s) of the first aid personnel.

New and temporary employees are to be told of the location of first-aid equipment and first aid personnel, and facilities on the first day they join the school as part of the induction training.

First Aid Records

The school ensures that the following records are available:

- Certification of training for all first-aiders and refresher periods;
- Any specialised instruction received by first-aiders or staff (e.g. Epi-pens);
- First aid cases treated (see accident / incident reporting).

Guidelines on Responding to Injuries

Minor injuries

The following injuries are considered minor and capable of being dealt with by a first aider in school: grazes, small scratches, bumps, minor bruising, minor scalding or burns resulting in slight redness to the skin.

Injuries requiring medical attention:

- Deep cut
- Long cuts. Long cuts are considered to be approximately 1 inch when on the hand or foot and 2 inches when elsewhere on the body
- The cut is jagged.
- The injury involved a pet, especially a cat
- The injury involved a wild animal
- The injury is due to a bite, either human or animal.
- The wound has debris stuck in it after cleansing
- The wound is bleeding heavily.
- The wound will not stop bleeding after applying direct pressure for 10 minutes
- The injury is a puncture wound.

Head injuries

Injuries to the head need to be treated with particular care. Any evidence of following symptoms may indicate serious injury and an ambulance must be called.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
- confusion
- strange or unusual behaviour – such as sudden aggression
- any problems with memory;
- persistent Headache;
- disorientation, double vision, slurred speech or other malfunction of the senses;
- nausea and vomiting;
- unequal pupil size;
- pale yellow fluid or watery blood coming from ears or nose;
- bleeding from scalp that cannot quickly be stopped;
- loss of balance;
- loss of feeling in any part of body;
- general weakness;
- seizure or fit.

Head Injuries

NHS suggests to look for the following signs for a major head injury:

- Unresponsiveness of the patient
- Uneven pupil size
- Fluid or blood coming out of the nose or ears
- A large wound on the head

For major head injuries we should call 999.

To assess we should use AVPU Scale:

Alert

Voice

Pain

Unresponsive

Signs and symptoms of a minor head injury are usually short-lived; after first aid assistance, the child most likely will continue with their day in school. Following a bump to the head, the pupil may:

Have a headache (mild and not sharp pain)

Feel sick or queasy.

Feel slightly dizzy.
Have mild blurred vision.

A bump to the head is common in children. If a child is asymptomatic i.e. there is no bruising, swelling, abrasion, mark of any kind, dizziness, headache, confusion, nausea or vomiting and the child appears well then, the incident will be treated as a 'bump' rather than a 'head injury'.

To treat a head bump we should:

- Assess the severity using the AVPU scale.
- Use a cold compress on the bumped area.
- Monitor for any changes to the AVPU scale.
- Record the head injury following Trust process.
- Ensure class teacher is aware to monitor for signs of concussion.

To treat a minor head injury we should:

- Encourage the injured person to sit down (this is in case they feel dizzy or faint).
- Assess the severity using the AVPU scale.
- Use a cold compress on the bumped area.
- Monitor for any changes to the AVPU scale.
- If a small wound, apply pressure with clean gauze to the wound, ready to clean and dress.
- Record the head injury following Trust process.
- Inform the parents via a phone call home, reminding parents to monitor their child's health for the next 48 hours, looking out for signs of concussion.
- School issues a wristband to the child so staff and other adults are aware the child has received a minor head injury

Hospital Admission

Where a pupil is required to attend hospital using an ambulance it is not necessary to accompany a pupil to hospital. If parents are unable to attend hospital promptly, a member of staff should go to the hospital. In the exceptional circumstance of parental permission being required, the Senior Teacher can act *in loco parentis*.

If a child is taken directly to hospital, they will be accompanied by a member of staff who will stay with the pupil until discharged or until a handover can be made to a parent or guardian.

The member of staff at the hospital must update the senior teacher on the condition of the injured pupil as and when information is made available.

The parent/guardian of a pupil attending hospital must be advised at the earliest opportunity.

Support for the injured pupil and their parents will be provided as determined by the individual circumstances of the incident.

Blood and Body Fluid Spillages

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmitting infection and disease, e.g. Blood borne viruses and diarrhoeal and vomiting illnesses, such as norovirus.

The location of spillage kits can be found in section 5.

General principles of blood and body fluid spillage management:

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons.

Spillage Procedure

Cordon off the area where the spillage has occurred.

Cuts and abrasions on any areas of the skin should be covered with a waterproof dressing; Use personal protective equipment and clothing to protect body and clothes: disposable gloves and apron must be worn.

Hard surfaces e.g. floor tiles, impervious table tops.

Small spills or splashes of blood: Clean with neutral detergent and hot water.

Large spills

- Remove spillage as much as possible using absorbent paper towels
- Flush these down toilet or dispose of carefully in waste bag
- Cover remaining with paper towels soaked in diluted bleach solution (1:10 dilution with cold water)
- Leave for up to 30 minutes, and then clear away.

Alternatively, large spills may be covered with granules from the spillage kit for two minutes. Spillage and granules should be carefully removed with paper towels and disposed carefully into a waste bag. Clean area with neutral detergent and hot water.

Soft surfaces and fabrics eg. carpets and chairs

- Remove the spillage as far as possible using absorbent paper towels,
- Then clean with a fresh solution of neutral detergent and water.
- Carpets and upholstery can then be cleaned using cleaner of choice.
- Steam cleaning may be considered.

Contaminated gloves, aprons, paper towels, etc should be carefully disposed of into a leak proof plastic bag, securely tied and placed immediately into the normal external school waste container. Large quantities of contaminated waste should be disposed of in consultation with the local waste authority.

Wash hands after procedure.

As with other all hazardous substances used in school, bleach and disinfectants should be stored, handled and used in accordance with COSHH (Control of Substances Hazardous to Health, 2002) Regulations and the manufacturer's instructions. Product data sheets and safe use instructions should be accessible, along with risk assessments and details of actions required in the event of accidental ingestion, inhalation or contact with skin or eyes.

All chemicals must be stored in their original containers, in a cool, dry, well-ventilated place that is lockable and inaccessible to children, visitors and the public.

Appropriate protective clothing (e.g. gloves and aprons) should be worn when handling bleach and other chemical disinfectants. Contact with skin, eyes and mouth should be avoided

Needle stick or Sharps Injuries

A needle stick or sharps injury is when the skin is punctured or scratched by a needle or sharp device that may be contaminated. Needles will most commonly be found in adrenaline auto-injectors (known as Epipens) or other medication prescribed to pupils or staff in an auto-injector. Needles, sharps and other waste or drug paraphernalia may also be illicitly brought on site by pupils, or be dumped on site by members of the public in an attempt to covertly dispose of it. As such, the school will take all reasonable steps to protect staff and pupils from the risks of needles, sharps and similar waste.

The direct handling of needles should be avoided if they are found on site. If this is not possible pick up the needle by the thick end wearing gloves. The needle should then be placed in an appropriate container for disposal. A used Epipen or other auto-injector for medication should be treated in the same way even if it incorporates a mechanism for automatically re-sheathing the needle after use.

If a member of staff or pupil suffers an injury from a needle stick or sharp which may be contaminated they must:

- encourage the wound to gently bleed, ideally holding it under running water
- wash the wound using running water and plenty of soap
- don't scrub the wound whilst you are washing it
- don't suck the wound
- dry the wound and cover it with a waterproof plaster or dressing
- seek medical assistance as advised by the head teacher
- ensure that the injury is recorded in the Accident and Incident reporting platform.

Food Technology

The teaching of Food Technology must be carried out to ensure the safety of pupils and teachers; in addition the food prepared in school must be handled and served to comply with good hygiene practice to make sure the food is safe to eat.

Food Hygiene Training

The school will ensure that Teachers and any persons who supports teaching programmes are competent in all aspects of food hygiene that they are required to teach to ensure that students are provided with appropriate experience to enable them to work correctly and safely, Level 2 in Food Safety is considered the minimum qualification for teaching staff.

Food hygiene training will be obtained by attending certificated courses which should be regularly reviewed, updated and refreshed every three years.

Key Considerations for Teaching Food

Staff are to be provided with safe equipment and systems that are regularly checked, inspected and maintained in an efficient state to recognised standards, with records kept. In addition to PAT testing this includes the servicing of gas equipment, fridge and freezer temperature checking, equipment guard checks, where appropriate.

Teachers will teach students about general health and safety requirements relating to the working environment and instil in them the need to work safely at all times.

Lessons will be planned ahead to avoid risk. Work will be planned to involve the use of a wide range of food, food components and equipment to complete focused practical tasks. Student ability, knowledge, maturity, experience and special needs must be taken account of, to provide challenging tasks and potential for achievement.

Teachers should be aware that because of their inexperience, students working with food require a high level of supervision, and should not be left unattended.

Students with special needs may have poor coordination, slow reaction times and variable levels of concentration which require extra support and guidance. This will affect the teaching capacity/group size and may require additional support. Sometimes students can be paired with responsible peers to ensure safe working practices.

Additional teaching support in lessons not only reduces risk but facilitates demonstration and allows for more practical work to be undertaken to the advantage of the students.

Manual Handling

It is recommended that trolleys are used for carrying heavy equipment and foodstuff.

Sugar and flour are best purchased in small containers, despite the possible cost savings from purchasing bulk containers.

The use of high-level storage should be avoided. Where this is not possible there must be safe procedures for access to such storage and the provision of suitable and adequately maintained steps/footstools.

Personal Protective Equipment

Appropriate protective equipment, clothing, and storage of such, will be provided including suitably sized oven gloves and clean aprons.

Long hair, jewellery, loose clothing such as ties and unbuttoned cuffs are potential hazards.

Sleeves should be rolled up, watches and ties removed (where appropriate) and long hair tied back.

Additional personal protective equipment such as gloves and eye protection is required when using hazardous cleaning agents.

Microwave & Combination Ovens

Manufacturer's instructions must be followed.

The ovens must be kept clean, including ensuring that air vents are not blocked or obstructed and that food debris does not build up around the door seal which could lead to leaks.

The ovens must not be used if the door does not close properly or if the door interlock switch does not work properly.

The ovens must not be switched on when empty.

Burns and scalds can be avoided by using oven gloves, removing lids or microwave film away from the face and checking the temperature of food and drink.

It is important to ensure food is thoroughly cooked throughout by stirring and turning the food during cooking.

Only food grade microwave film should be used in direct contact with food during cooking and defrosting.

Users should be made aware of the risk of certain foods superheating.

Knives & Utensils

No student should be allowed to use a knife unless he or she has been properly trained in appropriate techniques.

The degree of supervision which is required when students are using knives depends on the age of the particular students and the tasks for which knives are being used.

Students should be made aware that sharp utensils can cause cuts, that falling utensils can present a hazard, and that slipping can occur when pressure is applied.

Where possible, the use of knives should be avoided, e.g. by the provision of vegetable peelers, scissors, etc. Mandolins are not recommended for use in schools.

There is a model risk assessment on the CLEAPSS website on Food Preparation: Using Knives, which will be adapted for school use to reflect all reasonably foreseeable hazards.

First Aid

Teachers must be aware of pupils with particular medical problems, including allergies, so that they are able to take the necessary precautions during lessons.

At least one person holding a current first aid certificate, or who has been trained in emergency first aid, should always be available to attend and to provide first aid when cookery rooms are in use.

A first aid container equipped and maintained in accordance with Health and Safety (First Aid) Regulations should be readily available.

Food standard sterile waterproof dressings coloured blue for ease of detection in food should be provided.

Fire Safety

Fire escape routes and fire doors must be operational and clearly marked, should be easily opened and free from all obstructions.

Fire fighting equipment, including fire extinguishers, fire blankets and fire detectors, should be readily available and maintained.

All displays should be suitably positioned away from heat sources.

To reduce the dangers of accidents, the number of students working at any one time around heating equipment must be controlled and close supervision given.

Health & Safety Notices & Signage

Appropriate notices and signs are to be clearly displayed including warning signs next to hobs that have no visual indication that they are on/hot, next to freezers, for hazardous materials, for fire exits, escape routes, fire fighting equipment and emergency first aid.

Hand washing/personal hygiene posters are also recommended.

Signs are not a substitute for teaching students safe working practices. However, they do act as a reminder to those pupils who might forget what they have been taught.

Gas Installations and Appliances

The school will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

Maintenance of Gas Equipment

Gas boilers, heaters, ovens and other gas-fired equipment will be serviced at regular intervals, usually annually, and in accordance with the manufacturers recommendations.

All work on gas appliances to be carried out by a Gas Safe Registered engineer.

Records of all servicing, maintenance and repairs to be kept.

Summary of Key Actions

The key actions necessary to ensure the safety of gas fired appliances are:

- Identify all gas-fired appliances and create a maintenance schedule for each
- Arrange for servicing in line with the schedule and keep records
- Gas leak emergency procedure notice displayed in relevant areas
- Highlight all gas shut-off points

Gas Emergencies

In the event of a suspected gas leak:

1. If safe to do so, isolate the gas supply
2. Call 24 hour gas emergency service on 0800 111 999
3. Contact Headteacher to evacuate the buildings and move the pupils and majority of the staff to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency Transco engineer.
4. If it is safe to do so:
 - Put out naked flames
 - Open doors and windows

DO NOT TURN ELECTRICAL SWITCHES ON OR OFF

4. If the general public in the neighbourhood are at risk contact the police on 999

No person shall interfere with any gas appliance, gas fitting or pipe work unless qualified and competent to do so.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees and pupils to substances hazardous to health is prevented or at least controlled to within statutory limits.

The school will implement the following:

- maintain an inventory of all substances hazardous to used on site and retain copies of relevant hazard data sheets
- Headteacher will identify competent persons who will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all activities which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- fume cupboards and extract systems will be properly maintained by planned preventive maintenance and annual monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- personal protective equipment (PPE) will be provided and maintained as determined by risk assessment
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance
- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all employees and where necessary pupils will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results
- no new substances will be introduced into the school without prior assessment.

Substances Hazardous to Health

Substances hazardous to health as defined by the COSHH regulations are:

- a) substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and carry the pictograms detailed below.

Current symbols



New symbols being phased in before Dec. 2015



- b) Biological agents directly connected with work including micro-organisms.
 c) Dust of any kind when present as a substantial concentration in the air.
 d) Substances which have a Workplace Exposure Limit (WEL) assigned to them by the Health and Safety Commission document EH40.
 e) Any other substance not specified above which may create a comparable hazard to a person's health.

Principles of Control

Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

In all cases personal protective equipment (PPE) should only be used where it is not reasonably practicable to adequately control exposure by other means.

If a substance is hazardous by inhalation it is likely to have been assigned a "workplace exposure limit" (WEL). This should be used to assess the level of control.

Where PPE is identified as necessary for use by staff and pupils it should be ensured it is suitable for the purpose.

Employees have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (lab coat, eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.

Maintenance, Examination and Testing

All PPE must be kept clean, in good repair and stored correctly to prevent contamination.

Health Surveillance

Health surveillance is typically only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees then this should be carried out.

Monitoring and health surveillance records relating to named individuals must be kept for 40 years.

Information, Instruction and Training

Information, instruction and training must be given to employees and pupils who may be exposed, about the risks to health and precautions.

Infection Control

School staff and pupils are from time to time at risk of infection or of spreading infection.

The school aims to minimise the risk of the spread of infection and will:

- provide employees with information on potential infections and symptoms measures to assist with early identification and prompt implementation of control measures
- inform and take advice from the local Consultant in Local Disease Control (CCDC) and the Environmental Health Department of the Local Authority if an increase in illness is noted in school, or if they have any concerns about infectious disease issues
- maintain up-to-date emergency contact numbers for all pupils, not only so that parents can be contacted if children are ill and need to be taken home, but also to assist in the investigation of any outbreaks
- maintain high standards of hygiene throughout the school including the promotion of good hand washing
- provide warm water, liquid soap and disposable towels in all toilets and cloakrooms.
- undertake risk assessments to include the infection control risk and identify control measures associated with farm or other similar visits

- ensure spillages of bodily fluids (blood, urine, vomit and faeces) are dealt with immediately and that adequate facilities are provided to provide protection to people involved.
- organise for the safe cleaning of equipment and where appropriate disinfection and thorough cleaning of the premises
- arrange for safe disposal of any infected materials

Further Information

The UK Health Security Agency (UKHSA) provides details on recommended exclusion periods for the more common communicable diseases in Guidance on Infection Control in Schools.

Guidance can be found: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Staff Illness and Reporting

Staff should notify their manager if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- HIV

Individual suitable controls will need to be applied depending on the circumstances of each case. In some instances employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the school, will be regarded as a disciplinary offence and may result in disciplinary action.

Interactive Whiteboards

All reasonable steps will be taken by the school to secure the health and safety of employees and pupils when interactive whiteboards are used.

To achieve this objective the school will:

- consider ultra short throw projectors as a first option during the procurement process as these present the safest option for teachers and pupils

- prior to the installation of any new whiteboard a risk assessment will be completed to cover the positioning of the projector and the exposure to intense light
- try to ensure that projectors are located out of the sight line from the screen to the classroom; to ensure that, when teachers look at the class, they do not also have to stare at the projector lamp. (The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector)
- ensure that pupils and students are adequately supervised when they are asked to point out something on the screen
- provide a stick or laser pointer to avoid the need for the user to enter the beam is recommended.
- provide adequate information and training to persons working with interactive whiteboards especially in relation to beam viewing by teachers and pupils.

Guidance for Users

- Teachers and pupils should avoid staring into the projector beam at all times
- Try to keep your back to the beam as much as possible
- Use the stick or laser pointer provided whenever possible.

Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

The school will:

- Carry out a Legionellosis Risk Assessment
- Prepare a written scheme/plan for preventing or controlling the risk of Legionella
- Implement and manage the scheme/plan
- Keep records for a minimum of 5 years.

At-risk systems include the hot and cold-water storage and distribution system.

To achieve control of legionella bacteria the school will implement the following:

- Avoidance of Conditions Favouring Growth of Organisms
 - As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.
 - The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build up of bio films and sediments will be controlled and tanks will be lidded.
- Monitoring and recording
 - Temperatures of water outlets will be checked and recorded to ensure temperature controls to prevent bacterial growth are maintained.
- Disinfection
 - Periodic disinfection of shower heads to remove any scale and bacteria.
- Emergency procedures
 - Establish emergency procedures if during routine sampling/inspection of hot and cold water systems Legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection (e.g. water aerosol spraying equipment) these will be shut down and the situation reported immediately to the Head teacher.
- Training

- Provide training for the site teams responsible for the day to day management of the water systems.

Lifts

All reasonable steps will be taken to maintain all lifting equipment throughout the school.

Implementation

The school will ensure that:

- an examination scheme is drawn up for each lift by a competent person
- lifting equipment is maintained in a safe condition and examined/inspected by competent persons following guidance (
- the safe working load (SWL) is clearly displayed beside piece of each **lifting equipment**

Records

All thorough examination reports will be kept for a minimum of 2 years.

Lone Working

This Policy on lone working relates to any individual who spends some or all of their working hours working alone without direct supervision and who does not have someone close at hand to assist them in the case of an incident.

Lone working increases the health and safety risks to individuals because they may not be able to summon assistance in the event of an incident and any delay in receiving attention may increase the consequences of any injury.

People falling into this category may include:

- Anyone working outside normal hours on their own
- Cleaners who normally work outside school hours
- Teachers in classrooms away from the main building e.g. in the sports centre
- Teachers working in workshops or laboratories
- Caretakers or maintenance staff
- Employees who open up or close the building on their own.

It is acceptable for people to work alone so long as the school has completed a risk assessment and any measures deemed necessary have been put into place.

People who are not lone workers:

- Teachers or others working alone in a classroom or office in the main school buildings when the school is open

Some activities should not be carried out by people working alone and each school should identify those that are relevant to them, typically this may include:

- Working at height on ladders or tower scaffolds
- Use of high risk chemicals

- Use of high risk machinery
- Electrical work
- Entry to areas of restricted or limited access or exit.

Key Actions

- Identify all workers who work alone
- Identify all locations where lone working is carried out
- Complete a risk assessment for all lone working
- Control measures to be identified, prioritised and implemented.
- Higher risk activities/area identified and formal decisions made on authorisation of lone working.
- Formal systems/procedures developed for particular activities/areas as required.

Requirements of lone workers

- It is important that lone workers are considered for any known medical conditions which may make them unsuitable for working alone. Consideration to be given to routine work and foreseeable emergencies which may impose additional or specific risks.
- Lone workers must be suitably experienced, have suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used.
- The school shall ensure adequate supervision is provided. The adequacy of the supervision will depend on the level of the risk, types and duration of exposure. Adequacy of supervision may involve some of the following:
 - a) periodic checks on lone workers i.e. visual
 - b) periodic contact with lone worker i.e. telephone
 - c) general or specific alarms for emergencies
 - d) checks on lone workers to ensure they have returned to the school on completion of extra curricular activities.

Rules for Lone Workers

- Anyone working alone must have access to a telephone and ensure that a relative or colleague is aware;
- The caretaker (or other named person) must be informed of anyone intending to work late and a satisfactory arrangement made for locking up the building;
- When the caretaker (or other named person) is not present all lone workers, for reasons of security, health and safety, should lock themselves in the building.
- Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.
- Staff working alone have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.
- 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.

Opening/Closing School

- When the last person has left the building and notified the caretaker (or other named person), he should then secure the building. This includes the closing of all windows, fire doors and leaving on any emergency and exterior lights.

- When the caretaker (or other named person) arrives in the morning he must make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If the caretaker is in any doubt he should contact the Police/security firm and should never enter the building if he is unsure of his safety.
- Key holders are also advised to inform someone when they are attending an alarm call out.

Emergency Considerations

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established and the people concerned trained in using the procedures.

Emergency Procedures may need to cover:

- fires resulting from the process or work being undertaken
- what needs to be done to recover a person who has had an accident - especially important in laboratories
- actions to be taken in case of a chemical spill
- actions to be taken in the event of power failure (for example where the person is reliant on power for their safety systems or for egress from a building e.g. power operated doors)

Manual Handling

Manual handling means: the transporting or supporting of a load by hand or by bodily force including lifting, putting down, carrying, pushing or pulling.

A load can include a person or animal as well as inanimate objects but not an implement, tool or equipment while in use for its intended person.

Typical manual handling tasks in school are:

- moving tables and chairs
- carrying piles of books or stationery
- putting out PE equipment
- maintenance activities
- receiving and putting away food deliveries

To prevent injuries and long term ill-health from manual handling the school will ensure that activities which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the school will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the school will ensure that:

- there is no lifting wherever possible and in relation to the handling of students with special needs, this policy is intended to promote a safer handling approach, which means no manual lifting of the whole or a substantial part of a person's body weight.
- manual handling assessments are carried out of activities that:
 - i. pose a foreseeable risk of injury
 - ii. cannot be avoided
 - iii. cannot be mechanised
 and consider the risks to pupils and employees.

- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution, where appropriate
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees are properly supervised
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations
- wherever possible, the school will conduct the risk assessments of students with special needs before they attend and the school should seek to receive information on students in advance.

Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

Moving and Handling People

There are occasions when a student with medical needs requires assistance in moving. While the basics outlined above still apply, there are other considerations. When a move is essential and the person requires help, then their co-operation should be sought where possible. The move should be explained to them so that they can actively participate in it.

Whenever a student with physical disabilities needs regular support in standard moves such as from a wheelchair to toilet or a seat or vehicle, then a full risk assessment must be written up. Clear instructions covering each activity should be included, so that all staff members who are involved in the task may move the person safely and in the same manner. Ancillary equipment such as hoists, sliding boards, swivel plates, etc. must all be used in the correct manner and staff must have received appropriate training in the use of the equipment.

The risk assessment should consider both routine manual handling and emergency situations when manual-handling procedures may have to be adapted (e.g. evacuation in the event of a fire). The risk assessment will help to provide information about the procedures for that student's needs. Procedures should be developed with the student or their representatives. An individual's needs might vary day-to-day and even during the course of a day.

Schools should endeavour to ensure employees adopt the same handling techniques when assisting students with moving and handling to ensure a consistent and safe approach. This will help to keep the student calm and reduce the risk of struggling, sudden movement or violence.

The expert advice of external medical professionals should be considered where complex moving and handling problems of pupils are presented.

Key Actions

- Headteacher to identify and list tasks with a potential to cause injury.
- complete a manual handling risk assessment for each task
- bring the assessment to the attention of relevant staff and pupils, where relevant
- provide manual handling information and where required training for staff and pupils
- supervise tasks to ensure safe lifting and handling
- review assessments at least annually
- complete risk assessments for pupils with special needs before they enter school

Minibus

Legal Requirements

The law requires that a minibus must:

- Be correctly licensed
- Be adequately insured
- Be well maintained
- Have a valid MOT certificate (if more than one year old)

The school will ensure that appropriate safety procedures are established for the minibus in line with the ROSPA Advice for Minibus Safety and their code of practice. A copy of the full code of practice is available at www.rospa.com.

Driver Training

It is essential that the school is satisfied that all persons authorised to drive are competent to drive a school vehicle containing students safely. The absolute minimum requirements to comply with our insurance are that the drivers:

- are over the age of 21,
- have category D1 on their licence,
- have at least two years experience as a qualified driver,
- hold a current full driving licence with no more than 6 penalty points. If a driver has less than 6 points, the driver may still be precluded if the points are for dangerous driving

To comply with the above, the school has gone further in its quest to ensure that students are driven in safety.

Prior to transporting students for the first time, all drivers will be given the opportunity of a vehicle familiarisation session to include:

- Daily vehicle checks

- Pre-journey checks
- General driving safety
- Road testing
- Emergency stop
- Use of mirrors and indicators
- Reversing using mirrors only
- Passenger safety
- Passenger comfort

All new drivers will be added to the list of authorised minibus drivers.

Staff who passed the test to drive a car after 01.01.98 are required to successfully complete a PSV test to drive the academy minibuses.

Drivers Hours

It is the school's policy that if there is a trip which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00 pm when the teacher started work at 8.45 am. This requirement is non-negotiable.

Driver's Responsibilities

Whilst the school will ensure a weekly check of the condition of the minibuses, drivers are responsible for the following checks before embarking on their trips:

- Do a visual inspection of the minibuses which includes tyre pressure checks and that the windscreen and glass is clean and can be seen through
- Check brakes to see that they are functioning correctly
- Ensure that mirrors and seat are in the correct driving position
- Check that all lights are functioning correctly
- Ensure that all seat belts are being worn. This includes all passengers, who must wear a seat belt
- Ensure that the windscreen washer system works and that wipers are functioning correctly
- Ensure that the vehicle is correctly loaded and that no more than sixteen passengers are being carried
- Emergency exits must not be blocked
- Ensure that all doors are correctly closed
- Check that you have enough fuel for your journey
- As soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts
- At intervals throughout the journey, all instruments and warning lights should be checked and necessary action taken if a fault is indicated
- Ensure that food and drink are not consumed on the vehicle
- Make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle

At the end of the journey the driver must lock and make the vehicle secure. Keys should only be taken just prior to making use of the minibuses. The keys should be returned immediately after use.

Passenger Responsibilities

- Should wear seat belts and always remain in their seats until instructed otherwise
- Should never distract the driver by shouting, etc
- Students should not eat or drink on the vehicle
- Must make sure that escape routes are not blocked by bags, etc
- Students are ambassadors of the academy and must never bring its name into disrepute by gesturing, etc
- Passengers found to have vandalised the minibuses may face a ban from using it again and be required to pay for damages

Accident Procedures

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

Report the accident immediately to the school and complete the appropriate forms for onward transmission to our insurers.

Breakdown and Recovery

The minibuses are covered for breakdown and recovery. Details of how to contact the providers and our membership numbers are in the minibus.

First Aid

All minibuses contain first aid boxes which are checked at the end of each term. The contents of these boxes include:-

- Antiseptic wipes
- Bandages
- Assorted adhesive dressings
- Plasters
- Eye pads
- Scissors.

Any use of the first aid kit must be reported as soon as possible thereby maintaining a full kit at all times.

Minibuses must not be used for private use.

Weekly Checks

Weekly checks of the minibuses will be carried out and recorded.

Any defects in the minibuses noted by staff should be notified immediately to the nominated person who will then determine whether or not the vehicle should be taken off the road and repairs carried out.

The minibuses are inspected every ten weeks and serviced in line with the manufacturers recommendations.

Incorrect Use of the Minibuses

A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. Any damage caused to the minibuses through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the academy.

Speed Limits

The speed limit for minibuses is as follows:

- 30 mph not 40 mph on urban carriageways
- 50 mph not 60 mph on single carriageways
- 60 mph not 70 mph on dual carriageways
- 70 mph on motorways

List of Authorised Drivers

The school will keep a list of drivers who have been authorised to drive the minibuses.

Authorisation may be withdrawn at any time by the Operational Service Lead. Any member of staff who has been advised not to drive their own vehicle for medical reasons must advise the school immediately.

New and Expectant Mothers

The school recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the school will ensure that:

- employees are instructed at induction to inform their manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- new and expectant mothers are not allowed to work with chemicals of a mutagenic/teratogenic classification
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay

Personal Protective Equipment

The school provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health

and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the school will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are when used separately
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability annually or whenever there are significant changes.

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

Physical Education

The school is committed to safe practice in physical education and recognises that the school and the teaching staff and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element.

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.

The school follows the standards set out in 'Safe Practice in Physical Education and School Sport' produced by the Association for Physical Education.

Implementation

The Headteacher is responsible for ensuring this policy is brought to the attention of all staff for the purpose of ensuring that it is complied with.

The Headteacher is also responsible for ensuring an Association for Physical Education (AfPE) PE risk assessment form for each PE event is completed, where significant health and safety hazards are reasonably foreseeable and for bringing risk assessments to the attention of relevant staff.

Supervision of pupils

Unqualified teachers will not be required to teach in areas where they lack the appropriate experience and expertise, particularly where there are safety implications.

Adults other than Teachers (AOTT's)

When adults other than teachers are used to support the delivery of physical education and in the extended curriculum to:

- support and work alongside teachers in the delivery of the curriculum
- work alongside and support teachers in the development of school clubs and teams on the school site
- deliver off-site activities

The school governors continue to have a duty of care that operates for any activity in which pupils are engaged. Teachers cannot transfer this duty and therefore AOTT's must work alongside teachers with supervision.

The school will ensure that stringent checks, including Disclosure and barring (DBS) 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, account will be taken of:

- nature of the activity
- age, experience and developmental stage of pupil/students
- requirements of National Curriculum

Risk Assessment

The school will create and maintain a risk assessment for each PE work area.

Significant hazards and their control measures will be included in "schemes of work" as appropriate.

Manual handling and storage of equipment

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

Apparatus Handling by Pupils

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

Inspection of equipment

All indoor PE facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment will be inspected termly and records kept.

Staff should 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 to be 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 all staff 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 action until the defect to the equipment has been remedied and/or the Headteacher agrees it is safe to be used. A notice must be hung on the equipment indicating that it is faulty and must not be used.

Emergency procedures

The Headteacher is responsible for ensuring the written emergency procedures for activities where there is a risk of serious and imminent danger to employees and/or pupils. Where employees are allocated specific tasks to perform in an emergency their role will be detailed and they will be suitably trained.

Away Fixtures

Such risks could be significant in the case of an injury to pupil(s) during a lesson both on-site and off-site. Effective procedures are complicated by when and where the emergency happens. The school will consider what they will do during away fixtures and matches and agree procedures that will ensure effective handling of the situation.

First Aid

The school will ensure that a suitable numbers of trained first aiders are available.

A travelling first aid kit and clear, effective procedures for contacting the emergency services is considered to be the minimum requirement.

Procedures to address the needs of injured pupils and the remainder of the group away from school premises and the managing accidents will be included in PE risk assessments.

Clothing and Footwear

This must be appropriate to the activity.

Suitable footwear must be worn on all occasions. Specific requirements are:

- **Games, athletics, cross-country running**

Training shoes are acceptable in most circumstances. However, the soles must provide satisfactory grip, particularly in wet conditions. Where appropriate, studded footwear should be worn. Participation in 'everyday shoes', such as those with heels or open toes, must not be permitted under any circumstances. Footwear must always be secured by suitable fastenings. Long, loose laces and flapping tongues present a significant hazard.

In football-related or other similar activities consideration will be given to pupils in boots / blades and those in trainers. This will form part of the on-going risk assessment undertaken by the teacher.

- **Indoor activities, (dance, gymnastics, etc.)**

Participation with bare feet will enhance the quality of work considerably, thereby making it much safer. If the condition of the floor does not allow bare feet, then soft soled plimsolls provide the best alternative. During activities, such as 'step aerobics', where excessive and repeated impact might be anticipated, suitable training shoes must be worn.

Pressure vessels

Because of the high pressures at which they operate and the steam that is generated they are subject to the requirements of the *Pressure Systems Safety Regulations* 2001. The metal from which the pressure vessels are constructed may become corroded. Pressure vessels include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released

to maintain a constant working pressure. Severe corrosion and failure of pressure-regulating and other safety valves could lead to an explosion.

To ensure the safety of the pressure vessels used and to meet the requirements of the legislation the school will:

- establish the safe operating limits of the equipment;
- provide adequate instructions to ensure the equipment is operated safely, and instructions for procedures to be followed in case of emergency;
- ensure that the equipment is properly maintained;
- have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate intervals, of the equipment;
- arrange to have examinations carried out by a competent person at the intervals set down in the scheme;
- keep adequate records of the most recent examination.

Risk Assessment

Risk assessment is a systematic examination of what within our school can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, people, equipment and activities in order to control risks and to plan and prioritise the implementation of the identified control measures.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

It is the responsibility of the Headteacher to ensure risk assessments are conducted, in practice the actual assessment process will be delegated to appropriate staff members-

Generic/Model risk assessments are acceptable so long as the assessor:

- satisfy themselves that the 'model' risk assessment is appropriate to their work; and
- adapt the model to their own actual work situations.

When completing risk assessments it is necessary to refer to the relevant subject guides:

Design & Technology

CLEAPSS Risk assessments in technology <http://www.cleapss.org.uk/>

BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments

Science

CLEAPSS <http://www.cleapss.org.uk/>
CLEAPSS School Science Service Laboratory Handbook
CLEAPSS Hazcards

Food Technology

CLEAPSS Food Technology <http://www.cleapss.org.uk/>

Art

National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>

Physical Education

Safe Practice in Physical Education and School Sport' BAALPE/afPE <http://www.afpe.org.uk/>

Offsite visits

Health and Safety of Pupils on Educational Visits. DfE
Outdoor Education Advisers Panel. <http://www.oeap.info/>

Science

This policy sets out the schools arrangements for ensuring that practical work within the science curriculum is carried out safely and that safety control measures applied are pragmatic and proportionate so as not to inhibit good teaching.

The task of overseeing health and safety within the science department is that of the Headteacher

Information

Any new instructions, restrictions or rescinded (lifted) restrictions made by the school are communicated to all staff in writing.

Monitoring and checking

The implementation of this policy is monitored by the Senior Leadership Team.

Training

Records of the training received by members of the science staff are kept on file.

Risk Assessments

The school follows the recommendation of the Health and Safety Executive to adopt 'model' or 'general' risk assessments adapted to the school curriculum and facilities.

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are to be checked against the model risk assessments and significant findings incorporated into texts in daily use, i.e., the scheme of work, set of lesson plans, syllabus, technician notes.

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

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

Equipment Safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the *Provision and Use of Work Equipment Regulations*). Equipment listed by specialist educational equipment suppliers is taken to meet these *Regulations* but all other equipment, especially gifts, is treated with caution and carefully assessed.

Any user who discovers a hazardous defect in an item of equipment must report it to the relevant member of staff or other nominated person.

Personal Protective Equipment

The school accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them and safety spectacles for pupils. The condition of the eye protection is checked at the start of each term.

Chemicals

The safe storage and, where necessary, disposal of chemicals including highly-flammable liquids, will be arranged in accordance with the requirements of the *Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)* in order to ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished.

Hazardous activities involving chemicals is restricted to those who have received special training and as identified in the texts in daily use as part of the risk assessment.

Waste disposal

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

Safe disposal of Sharps

All sharps must be correctly and safely disposed in a leak-proof, puncture resistant, lockable container. The container should not be filled more than two thirds then sealed and disposed as per the school procedure.

Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. The school will endeavour to ensure a pleasant working environment and that employees are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with employees on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the school’s grievance procedure.

A template Risk Assessment and Stress Strategy toolkits are available via the ?? Health and Safety. These can be used by line managers with employees to review their levels of stress if identified.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

Supporting Pupils with Medical Needs

The school’s policy is to support pupils to attend school who have a medical condition. The school will therefore support the administration of short and long term medication and medical techniques where this is necessary for the pupil to continue to be educated at school. The school will also put in place procedures to deal with emergency medical needs.

The school will establish procedures to ensure that all concerned, staff, parents, pupils and, where relevant, health professionals are aware of the student’s condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency.

It is stressed however that the administration of medication is undertaken on a voluntary basis by staff and it will only be done where the procedures are followed.

Health Care Plans

Parents are responsible for providing the school with up to date information regarding their child’s health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed/updated annually.

All staff are made aware of any relevant health care needs and copies of health care plans are made available to relevant staff.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

Administering Medicines

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check: the child's name; prescribed dose; expiry date; written instructions provided by the prescriber on the label or container.

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a relevant health professional.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the child's record and follow the agreed procedures. Parents should be informed of the refusal on the same day.

Educational Visits

The school will consider what reasonable adjustments they might need to make to enable children with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include children with medical needs. It might also include risk assessments for such children.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising visits should always be aware of any medical needs and relevant emergency procedures. Copies of health care plans should be taken on visits in the event of the information being needed in an emergency.

Sporting Activities

Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. All adults should be aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

School Transport

Where pupils have life threatening conditions, specific health care plans should be carried on vehicles. The care plans should specify the steps to be taken to support the normal care of the pupil as well as the appropriate responses to emergency situations.

All drivers and escorts should have basic first aid training. Additionally trained escorts may be required to support some pupils with complex medical needs. These can be healthcare professionals or escorts trained by them.

Some pupils are at risk of severe allergic reactions. Risks can be minimised by not allowing anyone to eat on vehicles. All escorts should also be trained in the use of an adrenaline pen for emergencies where appropriate.

Non Prescription Medication

Non prescription medication should not be administered by school. This includes paracetamol and homeopathic medicines.

Staff may not know whether the pupil has taken a previous dose, or whether the medication may react with other medication being taken. **A child under 16 should never be given aspirin containing medicine, unless prescribed by a doctor.**

Where it is necessary to administer non-prescription medicine to a child, specific written permission must be obtained from parents / carers and the administration documented.

If a pupil suffers regularly from acute pain, such as migraine, the parents should authorise and supply appropriate painkillers for their child's use, with written instructions about when the child should take the medication. A member of staff should notify the parents that their child has requested medication and supervise the pupil taking the medication if the parents have agreed to it being taken.

Work At Height

The school will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The school will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- all work at height is properly planned and organised
- all employees required to use stepladders or ladders are competent
- regular inspections of all stepladders and ladders are undertaken
- any contractors on school property comply with this policy
- ladders and stepladders are secured to prevent unauthorised use.

Risk Assessment for Work at Height

For all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work.

When determining control measures the following hierarchy of controls for work at height as follows must be considered:

- avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way then:
- use work equipment or other measures to prevent falls; and:
- where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.

The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:

- The task and activity involved
- The people (medical conditions etc.)
- Equipment to be used including erection and dismantling
- The location (proximity to roads, overhead electrical cables etc.)
- The environment, poor conditions and slippery surfaces (weather, temperature etc.)
- The affect on pedestrians, falling objects

Using Ladders (including stepladders)

Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task.

Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.

For example whilst a ladder may reach, if the task requires strenuous work, carrying bulky / heavy equipment or likely to take more than 30 minutes then an alternative means of access such as a tower scaffold or podium steps would be more appropriate.

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

All ladders should be secured against unauthorised use

Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

Where ladders are to be used to work from it should be ensured that:

- a secure handhold and support are available at all times;
- the work can be completed without stretching;
- the ladder can be secured to prevent slipping.

Equipment identification / inspection

The school will compile a register of equipment (excluding kick stools). Where there is more than one piece of equipment each should be indelibly marked with an identifying number.

Equipment for work at height, should be inspected prior to use and by a competent person termly/6 monthly. The inspection will depend upon the complexity of the equipment.

In the case of tower scaffolds a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place.

7. RISK ASSESSMENT

Risk Assessment

Risk Assessment involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

Carrying out risk assessments

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

The five stages of risk assessment

STEP 1 - IDENTIFY THE HAZARDS

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating

STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

List groups of people and individuals who may be affected by the hazards e.g.:

- staff
- members of the public
- contractors on the premises

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

STEP 3 - EVALUATE AND CONTROL THE RISK

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual.

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees

IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

Hazards and example controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as is reasonably practicable
- to decide what the physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

You need to appoint one or more competent persons to carry out any of the preventive and protective measures needed to comply with the legislation. This person could be you, or an appropriately trained, employee or, where appropriate, a third party.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.

Six Steps to Fire Risk Assessment

1. Identify the hazards

- Sources of ignition
- Sources of fuel
- Sources of oxygen

2. Identify people at risk

- Employees
- People in and around the premises
- Vulnerable persons, disabled etc.

3. Evaluate, remove, reduce and protect from risk

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people

4. Consider:

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance

5. Record, plan, inform, instruct and train

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training

6. Review

- Keep assessment under review
- Revise where necessary

8. MONITORING OF HEALTH AND SAFETY

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

Active monitoring

Monitoring is a line manager's responsibility and in this section there are monitoring checklists for each of the key management positions to be used to determine achievement against relevant health and safety standards. In completing the checklist managers are providing evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture. (see reports to complete below)

This approach to proactive monitoring gives the school feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Employees who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.

Governing Body Health and Safety Review Report

To be completed Annually

School:

Date:

Reviewed by:

Subject	Yes	No	Comment
Health and Safety Management			
Has a report on the last 12 months health and safety performance been prepared?			
Are any actions required from the Health and Safety Performance Report and has an action plan been put in place?			
Are there adequate resources to implement the Health and Safety Plan (if required)?			
If actions were highlighted last year, have all actions from previous year been completed?			
Health and Safety Performance			
How many accidents/incidents have occurred across the school within the last 12 months?			
How many RIDDOR reportable events have occurred in the last 12 months?			
Is there any outstanding enforcement action?			
Have policies and procedures been revised and implemented to prevent a recurrence of any serious incidents/enforcement action?			
How many employee claims have been made in the last 12 months?			
How many outstanding employee claims are there?			
Health and Safety Site Walk			
Were any issues identified as part of the site walk?			

Headteacher and School Office Manager - Health and Safety Review Report

To be completed Bi-annually

School:

Date:

Reviewed by:

Subject	Yes	No	Comment
Health and Safety Management			
Has a report on the last 12 months health and safety performance been prepared?			
Are any actions required from the Health and Safety Performance Report and has an action plan been put in place?			
Are there adequate resources to implement the Health and Safety Plan (if required)?			
If actions were highlighted last year, have all actions from previous year been completed?			
Has the Health and Safety Policy been reviewed in the last 12 months?			
Does the management structure within the policy reflect the current organisation?			
Are any new Policies and Procedures required?			
Are arrangements in place to ensure health and safety training is provided throughout the school?			
Is the health and safety training plan up to date?			
Has the Health & Safety Committee met at agreed intervals over the last 12 months?			
Are there any outstanding actions from the H&S Committee meetings?			
Have all other Health and Safety Review checks been completed by the relevant people in the agreed timescales?			
Have risk assessments across all areas been reviewed within the last 12 months?			
Health and Safety Performance			
Have annual accident /incident statistics been compiled? Is the trend positive or negative?			

Do the accident/incident statistics indicate where future health and safety initiatives should be directed?			
Are all accident investigations complete?			
Are any outstanding actions required following accident investigations to prevent a reoccurrence?			
Are there any outstanding employee claims from the last 12 months?			
Communication and Consultation			
Has Health and Safety been discussed at staff meetings at least twice within the last 12 months?			
Are H&S Committee Meeting minutes circulated?			
Are there any outstanding actions?			
Risk assessments			
Are risk assessments completed across all departments, where necessary?			
Are risk assessments brought to the attention of the relevant staff?			
Contractors and Maintenance			
Are procedures in place to check the health and safety credentials of all contractors and to ensure they have adequate insurance?			
Are internal health and safety checks completed of the work carried out by contractors?			
Fire and Emergencies (Fire, Gas, Water, Catastrophe)			
Are emergency plans in place?			
Have all staff been made aware of the emergency plans?			
Have emergency drills been practised to test their effectiveness?			
Accident / First Aid			
Is there adequate first aid provision throughout all areas?			
Are the arrangements for recording accidents and incidents capturing all the necessary information?			
Are arrangements in place for ensuring that all RIDDOR events are notified to the HSE?			

Is the accident/incident investigation procedure effective in improving standards of safety?			
Fire			
Has the fire risk assessment been reviewed within the last 12 months?			
Have all the actions from the fire risk assessment been completed?			
Has the fire alarm and emergency lighting system been serviced in the last 12 months?			
Has the sprinkler system been serviced in the last 12 months?			
Are all fire checks being completed and recorded?			
Electricity			
Is the fixed electrical testing up to date for each site?			
Is the portable appliance testing schedule being maintained?			
Are all electrical test records kept up to date?			
Gas Safety			
Are gas appliances inspected and tested at prescribed intervals?			
Are records kept?			
School Environment			
Are conditions comfortable for staff and pupils: adequate heating, lighting and ventilation?			
Work Equipment			
Has all plant and equipment been serviced in accordance with service agreements?			
Are plant and equipment service records up to date?			
Asbestos			
Has an asbestos survey been conducted at all sites?			
Is there a management plan in place for the control of asbestos at all sites?			
Is the asbestos management plan at all sites up to date?			
Is asbestos awareness training in place for relevant staff?			

Legionella Control			
Are there arrangements in place for the control and management of legionella bacteria in water systems at all sites?			
Are control checks being carried out and recorded?			
Lifts			
Are all lift maintenance contracts in place?			
Are all lifts examined in line with the legal requirement under LOLER?			
Are all servicing and lift examination reports kept readily available for examination?			
Display Screen Equipment (DSE)			
Have workstation assessments been completed and recorded for all 'users' of DSE?			
Have all DSE 'users' been advised on the availability of eye tests?			
Are records kept up to date of eye tests taken and persons issued with glasses?			
Has instruction in the use of DSE been given to all 'users'?			
Hazardous Substances			
Are risk assessments available on the use of all hazardous substances?			
Are hazard data sheets readily available?			
Have staff received COSHH training?			
Are hazardous chemicals stored securely?			
Roof Areas			
Are roof access doors kept locked and keys retained under the control of a responsible person?			
Is lighting adequate including provision of emergency lighting where the roof has to be accessed in emergencies outside daylight hours?			
Is roof edge protection adequate to prevent falls?			
Are fragile areas e.g. roof lights, protected?			

Are surfaces free from debris, algae and in good condition?			
Plant Rooms			
Are plant rooms kept locked and keys retained under the control of a responsible person?			
Is lighting adequate including provision of emergency lighting where plant room has to be accessed in emergencies?			
Are plant rooms clean, tidy and not used as storage areas?			
Are main isolation switches clearly labelled?			
Are all moving parts of plant and equipment guarded to prevent any person entering the plant room from coming into contact with them?			
Are protrusions, pipework, ducting, low ceiling heights, etc that may cause tripping hazards or head bumps highlighted and padded?			
Equipment			
Are all items of furniture in a safe condition?			
Is all the Site Team (Caretakers) equipment serviced as required? Are service records up to date?			
Is all equipment provided maintained in a safe condition?			
Are window restrictors fitted above ground level checked at least termly?			
Noise			
Are systems in place to prevent staff being exposed to excessive noise?			
Have staff received training on the control measures for reducing noise to an acceptable level?			
Are noise levels monitored to ensure noise reduction methods are working?			
Do all personnel wear ear defenders in hearing protection zones?			
Work at Height			
Has a specific risk assessment been performed on all tasks involving work at height?			

Following the assessment, are appropriate control measures being implemented?			
Are assessments regularly reviewed?			
Are assessments reviewed following an accident/incident or whenever the nature of the work changes?			
Are all persons involved with work at height suitably trained?			
Is the work at height supervised?			
Are all ladders/stepladders suitable?			
Are all ladders/stepladders included on an inventory and checked periodically?			
Are ladders/stepladders kept secure to prevent unauthorised use?			
Construction Projects			
Is the competence of contractors being checked prior to commencing work?			
Is a CDM Coordinator appointed for notifiable projects?			
Are principal contractors and designers appointed and provided with pre construction information?			
Are welfare arrangements made for all projects?			
Is a copy of the health and safety file retained for each project?			
Asbestos			
Is the asbestos survey up to date?			
Are sites of asbestos regularly checked and recorded?			
Are contractors made aware of sites of asbestos prior to starting work?			
Is all asbestos awareness training up to date?			
Legionella bacteria			
Are water temperatures monitored and records kept up to date?			

Are all shower heads descaled termly?			
Are water system flushed through after holiday periods?			
Are hot water temperatures controlled? (max 43 deg °C in areas where vulnerable pupils may come into contact)			
Gas Cylinders			
Are there proper storage areas for flammable liquids and gases, e.g. liquefied petroleum gas and acetylene?			
Are areas where cylinders are used and stored suitably signed to indicate their presence?			
Vehicles including Minibuses			
Are all servicing and MOT records up to date?			
Have driver licences been checked within the last 12 months?			
Are daily vehicle checks being completed?			
Playground and Gymnasium Equipment			
Is the playground and the gymnasium equipment being inspected at least annually by a competent person and records kept?			
Are weekly checks completed of all playground equipment?			

Catering Health and Safety Review Report

To be completed Annually

School:

Date:

Reviewed by:

Subject	Yes	No	Comment
Risk Assessments /Site Working			
Have all kitchen risk assessments been reviewed within the last 12 months?			
Have the risk assessments been brought to the attention of the relevant staff?			
Have safe systems of work been prepared for high risk activities?			
Communication and Consultation			
Are the minutes of the Health and Safety Committee available to all kitchen employees?			
Training			
Have all staff received training?			
Have staff received training in the following?			
• Fire			
• manual handling			
• accident procedures			
• equipment			
• safe work procedures			
• food hygiene			
Fire			
Are all emergency exits clearly marked?			
Are all fire exit doors fully operational?			

Are the locations of all fire extinguishers clearly visible?			
Are all escape routes and exits free from obstruction and marked?			
General kitchen safety			
Is all kitchen equipment serviced and records kept?			
Is the kitchen equipment in a good state of repair?			
Are floors and traffic routes kept free of tripping and slipping hazards?			
Is there enough space to allow people to work and move about safely?			
Are there an adequate number of oven gloves provided?			
Are knives stored safely?			
Are appropriate guards fitted to equipment, are all the guards working?			
Personal Protective Equipment			
Has adequate and suitable items of personal protective equipment (PPE) been issued, e.g. oven gloves, aprons, gloves, and are they maintained in a hygienic condition?			
Accident and First Aid			
Is the first aid box in the kitchen fully stocked? Are adequate supplies of blue plasters kept available?			
Gas Safety			
Are the gas supply isolators readily identifiable and accessible?			
Electricity			
Are all electrical test records kept up to date?			
Are all visible items of the fixed installation e.g. sockets, switches etc. free from any obvious signs of damage? Are all visible items of the fixed installation free from any obvious signs of tampering?			
Are all sockets free from any obvious signs of overloading?			

Manual Handling			
Are steps taken to minimise the risk of injury from manual handling?			
Are manual handling assessments completed?			
Are manual handling aids provided wherever possible?			
External Areas			
Are paths kept clean and free from slipping hazards?			
Are there any areas in need of repair?			
Is the lighting adequate?			
Storage Areas			
Are storage areas kept tidy and floors free from obstruction?			
Are all stored items easily retrievable?			
Is all shelving/racking secured to prevent toppling?			
Is care taken not to overload shelving and racking?			
Is there a safe means of access to high areas?			
Hazardous Substances			
Are risk assessments available on the use of all hazardous substances?			
Do staff who use hazardous substances know where to find information on them?			
Are all substances properly and securely stored?			
Are all substances in their original, properly labelled containers?			
Are all items of personal protective equipment required available and used?			
Ladders and Stepladders			
Are all stepladders in good condition?			
Are stepladders secured against unauthorised use?			

Has instruction been provided in the correct use of ladders and stepladders?			
Food Safety			
Is the food safety management system up to date?			
Are food safety checks being completed and records kept?			

Cleaning Health & Safety Review Report

To be completed Annually

School:

Date:

Reviewed by:

Subject	Yes	No	Comment
Classroom safety			
Are fixtures and fittings in a good state of repair?			
Are floors and traffic routes kept free of tripping and slipping hazards?			
Are gangways between desks kept clear? Is there adequate space for pupils and teachers?			
Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
Are there any changes in floor level or type of flooring that need to be highlighted?			
Is furniture in good repair and suitable for the size of the user, whether adult or child?			
Is lighting bright enough to allow safe access and exit?			
Is the flooring in a good condition?			
Is there safe means of access to high areas such as an 'elephant-foot', step stool or stepladder?			
Where window restrictors are fitted to upper-floor windows, are they in good working order?			
Are procedures in place to deal with spillages, e.g. water, chemicals, blood from cuts?			
Are trailing electrical leads/cables prevented wherever possible?			
Electricity			
Are all sockets free from any obvious signs of overloading?			
Are all visible items of the fixed installation e.g. sockets, switches etc. free from any obvious signs of			

damage? Are all visible items of the fixed installation free from any obvious signs of tampering?			
Do all portable electrical appliances appear to be free from any obvious signs of damage?			
Have all portable electrical appliances been checked within the last 12 months?			
Equipment			
Are daily pre start safety checks completed and recorded?			
Are maintenance records kept?			
Can all items of equipment be isolated to allow safe maintenance?			
Is all equipment properly guarded?			
Is all equipment subject to periodic maintenance?			
Gas Safety			
Are gas appliances inspected and tested at prescribed intervals?			
Are the gas supply isolators readily identifiable and accessible?			
Is a copy of the emergency procedure displayed at or near the gas meter?			
Hazardous Substances			
Are all items of personal protective equipment required available and used?			
Are all substances in their original, properly labelled containers?			
Are all substances properly and securely stored?			
Are risk assessments available on the use of all hazardous substances?			
Do staff who use hazardous substances know where to find information on them?			
Health and Safety Management			
Are all Policies and Procedures being adhered to?			
Manual Handling			
Are manual handling aids/trolleys provided wherever possible?			

Are manual handling assessments completed?			
Are steps taken to minimise the risk of injury from manual handling?			
Have staff received suitable training for manual handling?			
Personal Protective Equipment and Clothing			
Are adequate numbers of goggles/safety glasses provided?			
Are aprons regularly laundered?			
Are suitable aprons provided?			
Are the goggles/safety glasses checked termly?			

10. SMARTLOG GUIDES

To support consistent use of Smartlog, the Trust Health & Safety recording system, the following guides have been developed.

Smartlog Accident Reporting

Following the flowchart in the H&S policy only near-misses due to defective equipment, incident and accidents where there was defective equipment, or the person was sent home should be added to Smartlog.

General first aid does not need to be recorded on Smartlog this should be recorded in a first aid book onsite.

- Log in to Smartlog and on your dashboard and click on accident reporting from the quick links on the left hand side

- Click on the Report Accident/Incident



- Select type of accident (person involved or not involved) and type of incident from the drop down menu

- Complete section 1 (only the following need completing)
 - Full name
 - Date and time of incident
 - Is the person; employee, member of the public, student etc
 - Address (do not add for students and staff)
 - Telephone number (do not add for students and staff)

- Complete section 2 and 3 as best you can. Please ensure as much information is added as possible, including the following information:
 - What was happening at the time of the incident
 - If outside what were the weather conditions
 - What was the child wearing on their feet (trips and falls), was footwear appropriate for the activity taking place
 - If the person went home earlier than planned
 - When they returned to school (where possible)
- Apart from the box in section 1 requesting the injured parties name, please use initials throughout the rest of the report.
- Submit the report

Managers actions

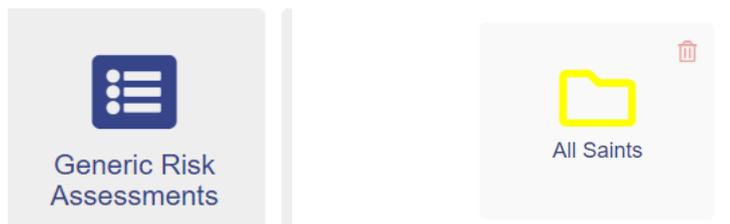
Please review submitted reports as soon as possible. Please add time lost and your findings after investigation plus RIDDOR information, if appropriate. Once you are happy the report should be marked as completed.

You can leave completing an incident/accident if you are waiting for a return or further information on an incident, but it should not be left indefinitely.

Smartlog Risk Assessment Guidance

All risk assessments should be completed on Smartlog.

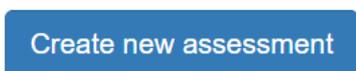
- Log in to Smartlog and on your dashboard click on RA's and Audits from the quick links on the left-hand side
- Click on Generic Risk Assessments and then click on your schools folder.



- Choose which folder is most appropriate for your RA. If you feel it is necessary, create a folder for your RA, e.g. a Kilvrough folder within Trips and Visits. Any folders created, please change the folder colour to your school.



- Click create a new assessment



- Enter name and description. For any trips, please include the date of the trip within the name.
- Change the review date to be a year later than the date shown.
- Ensure your organise into a folder has the correct folder selected. This can be changed via the drop-down menu if the incorrect folder is selected. Be careful to select the appropriate school/department.

- Assign to your school.
- Don't change assign users
- Save

Risk assessment introduction

Where there are five or more employees, the significant findings of the risk assessment must be recorded.

The screenshot shows a web form for creating a risk assessment. It is divided into several sections:

- Name of risk assessment:** A text input field containing "Coach Risk Assessment for All Trips and Visits".
- Description of risk assessment:** A text area containing "Coach Risk Assessment for All Trips and Visits. This risk assessment covers the use of hired coach to transport staff and children for any trip or visit for children at All Saints C.E. Primary School".
- Set date for review?:** A date picker set to "15/11/2023".
- Supporting Documents:** A section with a list of allowed formats (image: .jpg, .png, .jpeg; document: .pdf, .doc, .docx, .xls, .xlsx, .pages, .numbers, .ppt) and a large grey box with the text "Drop file(s) here or click to add".
- Organise assessment into a folder?:** A dropdown menu set to "ASCEPS Trips and Visits".
- Assign the risk assessment to an area:** A dropdown menu set to "All Saints CoE Primary (Didcot)".
- Assign the risk assessment to a user:** A dropdown menu set to "Available to all users".
- Due period:** A section with a "Please specify the Due period for this risk assessment" instruction and a "Due period" dropdown set to "1 Year(s)".

- Add new hazard and fill in information needed. This can be copied from previous RA's completed.

Add new hazard

- Choose risk rating
- You can attach files at this stage for this risk with files e.g. Kilvrough supplied Risk Assessment.
- Select no on any further control measures required unless there are further control measures you would like to input.
- Save