Deal Education Alliance Learning Trust

Health and Safety Policy

Adopted by:

The Downs C Of E Primary School
Northbourne CEP School
Sholden C Of E Primary School
Sandown School
Deal Parochial Church of England Primary School
Hornbeam Primary School
Kingsdown and Ringwould Primary
Worth Primary School

CONTENTS

1. INTRODUCTION 4
2. POLICY STATEMENT LTH AND SAFETY POLICY STATEMENT 5
3. ORGANISATION FOR HEALTH & SAFETY AND SAFETY 6
4. HEALTH AND SAFETY RESPONSIBILITIES 8
Trustees 8
Board of Governors 9
Head Teachers 10
Caretakers 11
Teachers 12
Cleaning Supervisor 13
Pupils 14
Employees 15
Contractors 16
Visitors 17
5. HEALTH AND SAFETY RULES 18
General 19
Working Practices 19
Hazard / Warning Signs and Notices 19
Working Conditions / Environment 19
Protective Clothing and Equipment 20
Fire Precautions 20
Accidents 20
Health 20
Rules Covering Gross Misconduct 20
6. ARRANGEMENT SUMMARY 22
Risk Assessments 22
Building, Plant and Equipment Maintenance 22
Safe Handling and Use of Substances 22
Competency for Tasks 22
First Aid and Accidents 23
Fire 23
Educational Visits 23
Contractors and Safety 23
7. ARRANGEMENTS 24
Accident, Incident and Ill-Health Recording, Reporting and Investigation 24
Communication and Consultation 27
Contractors 27
Disabled Persons including Pupils with Special Education Needs (SEN) 29
Display Screen Equipment 30
Driving 32
Drugs and Alcohol 34
Educational Visits 34
Electricity 40
Fire 42
First Aid 48
Food Science 53

Gas Installations and Appliances 57
Hazardous Substances (COSHH) 58
Infection Control 62
Interactive Whiteboards 64
Legionnaires Disease 64
Lone Working 65
Emergency Procedures may need to cover: 68
Manual Handling 69
New and Expectant Mothers 71
Outdoor Play Equipment 71
Personal Protective Equipment 75
Physical Education 75
Risk Assessment 79
Safeguarding 80
Smoking 82
Stress 83
Supporting Pupils with Medical Needs 83
Temporary Staff and Volunteers 87
Training 88
Violence to Staff 90
Visitors 90
Work at Height 92
Work Equipment 94
Work Experience Placement 94
Working Time Regulations 98
8. RISK ASSESSMENT 100
Risk Assessment 100
Fire Risk Assessment 103
9. MONITORING OF HEALTH AND SAFETY 105
10. RISK ASSESSMENT FORM TEMPLATE 117

1. INTRODUCTION

This Health and Safety Policy has been prepared in accordance with the Health and Safety at Work Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our activities on and off premises.

DEALT 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 forward, 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 by the use of 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.

Our nominated responsible person has signed the Policy to confirm that it is a true reflection of the activities and operations that we undertake and the circumstances in which the school operates.

Creation Date	Signed on behalf of DEALT	Full Name / Position
September 2024	**September 2024**	**D Myatt CFO**

POLICY REVIEW

This Health and Safety Policy will be reviewed bi-annually by SafeSmart in conjunction with our nominated responsible person.

LEGISLATION

Full copies of relevant legislation are available on the Office of Public Sector Information web page (www.opsi.gov.uk) and the National Archives (www.legislation.gov.uk)

GUIDANCE

Guidance on a number of health and safety issues can be accessed by logging onto the HSE webpage.

Should you require further advice or assistance not available here then remember that advice on any health and safety issue is available from the DEALT Central Services Team advice line - Tel: 01304 266044.

2. POLICY STATEMENT LTH AND SAFETY POLICY STATEMENT

The Trustees of DEALT recognises that it has a legal duty of care towards protecting the health and safety of its employees, pupils and others who may be affected by school activities.

In order to discharge its responsibilities, the leadership of the school will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the school activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

3. ORGANISATION FOR HEALTH & SAFETY AND SAFETY

The overall responsibility for health and safety rests at the highest leadership 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:

Trustees
Board of Governors
Head Teachers
Caretakers
Teachers
Cleaning Supervisors
Pupils
Employees
Contractors
Visitors

4. HEALTH AND SAFETY RESPONSIBILITIES

The Governors, Head Teacher, 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 school's activities, both on and off site.

Trustees

The Trust has the ultimate responsibility for the Health and Safety of the school. It discharges this responsibility via the Head Teacher and Board of Governors.

The Trust has nominated the CEO to have special responsibility for health and safety.

The Trust will ensure that:

- they provide a lead in developing a positive Health and Safety culture throughout the school
- any decisions reflect its Health and Safety intentions
- adequate resources are available for the implementation of Health and Safety
- an effective management structure for the implementation of Health and Safety is established
- they will promote the active participation of employees in improving Health and Safety performance
- they review the Health and Safety performance of the school annually and plan safety improvements for the following year.

Board of Governors

The Board of Governors, comprising the Head Teacher and the school governors, has a strategic role in the running of the school including the management of health and safety.

The Board of Governors will ensure that:

- they provide a lead in developing a positive Health and Safety culture throughout the school
- any decisions reflect its Health and Safety intentions
- adequate resources are available for the implementation of Health and Safety
- an effective management structure for the implementation of Health and Safety is established
- they will promote the active participation of employees in improving Health and Safety performance
- they review the Health and Safety performance of the school annually and plan safety improvements for the following year
- health and safety objectives are set across the whole school and for each department
- standards of health and safety are set across all areas
- a health and safety plan of continuous improvement is created and monitored for progress against agreed targets
- a risk management programme is developed and implemented across the school
- senior management are competent to fulfil their health and safety responsibilities and that effective training programmes have been put into place

  a system of communication and consultation with employees is established
- monitoring systems are in place to monitor the effectiveness of the school's risk control
- health and safety policies and procedures are reviewed in light of the results of internal and external audits
- actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance.

Head Teachers

The Head Teacher 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 Caretaker.

The Head Teacher will ensure that:

- our 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 pro-active 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 in to place
- an annual report on the safety performance of the school is presented to the Board.

Caretakers

The Caretaker will ensure that:

- 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
- 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 Head teacher for action
- welfare facilities provided are maintained in a satisfactory state
- agreed safety standards are maintained particularly those relating to housekeeping.

Teachers

Teachers will ensure that in their areas of responsibility:

- they actively lead the implementation of the Health and Safety Policy
- they supervise their staff and pupils to ensure that they lessons and activities are carried out safely
- safe teaching practices 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 to the Head teacher
- they communicate and consult with staff on health and safety issues
- they encourage staff and pupils to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
- equipment is maintained in a safe condition
- personal protective equipment where required is provided and that staff and pupils are instructed in its use
- any safety issues that cannot be dealt with are referred to the Head teacher for action
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- agreed safety standards are maintained, particularly those relating to housekeeping
- all relevant safety documents including CLEAPSS, DfES Guides, etc. are maintained and made available to all employees
- health and safety rules are followed by all staff and pupils.

Cleaning Supervisor

The Cleaning Supervisor will ensure that in their areas of control:

- they implement our 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 a senior manager for action
- 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.

Pupils

All pupils will be instructed to:

- co-operate with Teachers and school staff on health and safety matters
- not interfere with anything provided to safeguard their own health and safety or the safety of others
- take reasonable care of their own health and safety; and report all health and safety concerns to a Teacher.

Employees

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 the 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 working environment or occupation
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- use all equipment, safety equipment, devices and 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
- 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 to their supervisor whether an injury is sustained or not
- 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.

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 our 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 equipment, safety equipment, devices and 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 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 or inhibit fire alarm sensors or devices provide adequate first aid arrangements unless otherwise agreed with the school.

Visitors

- All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.

- 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 site, all visitors and contractors must wear a visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to record their presence by reporting to reception.

- If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and accompany them either to the reception or off the site, as appropriate.

- If an intruder is uncooperative about 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.

5. 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 and adhere to verbal instructions given by Management.

General

- It is the duty of all employees to co-operate with the Board of Governors 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 to 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 except in prescribed areas.

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.
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- 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.

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 or 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
- Misuse of chemicals or substances.

6. ARRANGEMENT SUMMARY

Risk Assessments

Risk assessments will be undertaken by:

Classroom:	Teachers
Maintenance:	Caretaker
Cleaning:	Caretaker
Educational Visit:	Teacher or member of staff in charge

Building, Plant and Equipment Maintenance

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

Caretaker

Safe Handling and Use of Substances

The person responsible for identifying hazardous substances and obtaining Data Sheets is:

Maintenance:	Caretaker
Cleaning:	Caretaker
Classroom:	Caretaker

Competency for Tasks

Induction training is the responsibility of:

Head Teacher

First Aid and Accidents

The First Aiders are:

Early years teacher, support staff for all other years and the caretaker.

First Aid Boxes can be found at:

Minimum front office and staff room. Recommended accessible first aid boxes in all classrooms

The Accident Book is located:

In the main office

The persons responsible for RIDDOR notifications are:

Head Teacher

Fire

Escape routes and exits are checked by:

Caretaker

Alarms are tested weekly by:

Caretaker

Fire drills are organised termly by:

Head teacher and Caretaker

Educational Visits

The person responsible for co-ordinating educational visits is:

Head teacher

Contractors and Safety

The person responsible for approving contractors who work within school is:

Head teacher and Governing Body

7. 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.

The Accident Book

All accidents resulting in personal injury must be recorded on an Accident Report Form (in the Accident Book).

Completed Accident Report Forms will be stored to comply with the requirements of the Data Protection Act.

Completed Accident Report Forms will be reviewed regularly by the Head Teacher to ascertain the nature of incidents that have occurred in the school. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to Head teacher as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Employees must ensure that they are aware of the location of the accident book.

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).

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

- A death
- A specified injury to an employee as detailed in regulation 4
- An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury
- Any dangerous occurrence
- Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations

- Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.

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 15 working days.

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

- 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).

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, play grounds, 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.

Contact details for the Health and Safety Executive are:

Tel: 0345 300 9923 (Monday to Friday 8:30am to 5:00pm)

Website: www.hse.gov.uk

Information on notifications to the enforcing authority must also be sent to CEO.

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

Forms are kept advising 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.

Communication and Consultation

It is a legal requirement for the school to establish arrangements to communicate and consult with staff 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

- involve and consult with staff through:

  - individual conversations
  - notice boards
  - internal publications
  - staff meetings
  - health and safety meetings.

- display the 'Health and Safety Law – What You Need To Know' poster

- consult with staff when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.

Where it is not practical to consult with all staff directly and it would be more appropriate to communicate and consult through employee representatives, we will recognise health and safety representatives who have been appointed by a relevant trade union.

The school will allow all representatives an appropriate amount of time away from their normal duties in order to complete their duties as representatives. We will not hinder representatives in the execution of their normal functions as defined by law.

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:

- sight of 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 sight 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 caretaker immediately.

Construction work and the Construction (Design and Management) Regulations 2015

Where any construction work is carried out, to fulfil our legal duties as a “client” under the Construction (Design and Management) Regulations 2015 we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant

- ensure that all dutyholders that we appoint have the necessary skills, knowledge and experience to carry out their roles safely

- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly

- notify the HSE in writing for projects that require it

- ensure that relevant pre-construction information is passed to all designers and contractors

- ensure that the Principal Designer and Principal Contractor carry out their duties

- ensure that adequate welfare facilities are provided for the contractors

- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared

- ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and, if we choose to dispose of the building, to pass the file to any person or company who acquires the building.

- cooperate fully with all other dutyholders and provide all relevant information and instruction promptly and clearly.

Disabled Persons including Pupils with Special Education 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.

Risk assessment of pupils with Special Education needs will consider:

- manual handling of pupils with physical disabilities
- pupils 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 pupil; and transport issues such as getting learning disabled or physically disabled pupils 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 pupils with special education needs will be made:

- before pupils 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 pupil develops a health need, e.g. after an operation, or where a significant change in their existing needs occurs

- when a pupil is to undertake work experience.

Display Screen Equipment

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 users as defined by the regulations, see below

- carry out an assessment of each user's workstation

- 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 who operate DSE, including pupils, 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 Display Screen Equipment Workstation Assessment Form

- 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 the school minibus 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
- provide no smoking signs for inside the vehicle
- ensure the vehicle carries a suitably equipped first aid box.

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
- not use a mobile phone or other electronic device.
- follow all safety instructions when taking their vehicle on board ferries, trains or other vehicle carrying craft, including parking and leaving their vehicle on a vehicle deck and travelling in a designated passenger area while the craft is underway.

Drugs and Alcohol

Alcohol

Staff must not drink alcohol on school premises without express permission from a senior manager or director.

Any member of staff who is found consuming alcohol on school premises without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the school's disciplinary procedure.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on school premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager.

If the school suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the school reserves the right to require you to undergo a medical examination to determine the cause of the problem.

Medical Examination

Existing and prospective members of staff may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective staff and will normally be treated as gross misconduct for current members of staff.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the school reserves the right to suspend you from your employment (with or without pay) to allow the school to decide whether to deal with the matter under the terms of the school's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

Reasonable Grounds

The school reserves the right to search you or any of your property held on school premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The school reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on school premises.

Educational Visits

The school policy is to ensure that the safety of pupils, employees and others is managed to minimise risk as far as practicable and in developing its procedures is guided by the guidance and procedures

issued by the Department for Education and the Outdoor Education Advisers Panel's Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom.

To achieve its objective to ensure safety the school will ensure that:

- all visits are approved by the Head teacher as appropriate
- a person is nominated to coordinate educational visits and that person will be trained in the role of an Educational Visit Coordinator (EVC)
- Group leaders are trained and experienced to lead a visit
- all visits are planned
- risk assessments are completed, where appropriate
- all employees are briefed prior to each visit
- emergency arrangements are established for all visits
- the ratio of adults to pupils is appropriate and proportionate to the needs of the visit
- adequate insurance is in place
- adequate child protection measures are in place
- parents are notified of all visits and given the opportunity to withdraw their child from any particular school trip or activity
- consent is obtained from parents for all visits
- arrangements are made for pupils with medical or special needs
- adequate first aid is available
- contingency plans are made
- safety during visits is monitored and reviewed
- visits incorporating an activity that will involve caving, climbing, trekking, skiing or water sports, the provider must hold a licence as required by the Adventure Activities Licensing Regulations 2004.

Responsibilities

Group Leader

The responsibilities of the Group Leader are:

- To complete all relevant Educational Visits documentation, including risk assessments and consent forms
- To complete risk assessments or acquire assessments completed by external agencies (for example, a tour operator) as appropriate
- To ensure all pupils have made necessary payments and completed the necessary documentation
- For overseas visits, to ensure photocopies of pupil passports (and EHIC cards if relevant) have been taken
- For an overseas visit, to ensure all non-British citizens have visa entitlements to re-enter the country
- To provide reasonable notice to the Educational Visit Coordinator to allow them to assist in completing agreed tasks
- To plan for pupils with special educational needs, pre-existing medical condition or a disability and ensure appropriate provision
- To lead the trip in accordance with the approval given by the Head teacher and ensure all staff and pupils are fully briefed and that emergency arrangements are in place
- Record the details of any accident or incident in line with the school policies
- Have completed the Visit Leader training as recommended by the Outdoor Education Advisers Panel.

Educational Visit Coordinator (EVC)

The Educational Visit Coordinator (EVC) will:

- coordinate all educational visits to ensure procedures are complied with and all documentation is completed
- liaise with Group Leaders to ensure the approval requirements for each visit are clearly communicated
- retain all documentation in relation to each school visit
- provide support and guidance to Group Leaders
- ensure that any accident/incident on a visit is notified to the Head teacher and a record is kept and that future visits are reviewed in light of previous incidents
- ensure this Policy is kept up to date and that amendments are notified to the Head teacher
- have completed the EVC training as recommended by the Outdoor Education Advisers Panel.

Head teacher

- To consider the suitability of all proposed educational visits
- To 'sign off' all documentation (including risk assessments) prior to approval.

Staffing of Trips

Ratios:
It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:

- sex, age and ability of group
- pupils with special educational or medical needs
- nature of activities
- experience of adults in off-site supervision
- duration and nature of journey
- type of any accommodation
- competence of staff, both general and on specific activities
- requirements of the organisation/location to be visited • competence and behaviour of pupils
- first aid cover.

Ratios of staff to pupils for ***low risk activities*** are:

Year 1 - 3	1 Teacher to every 6 pupils for all visits (under 5s reception classes should have a higher ratio)
Year 4 -6	1 Teacher to every 10 – 15 pupils for all visits
Years 7 +	1 Teacher to every 15 – 20 pupils for visits in the UK 1 Teacher to every 10 pupils for visits outside the UK or for more hazardous activities

Without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits. The ratios stated are the minimum acceptable.

Except in special circumstances and with the agreement of the Head teacher, there must always be a minimum of 2 teachers with any visit. For certain visits a higher ratio will be appropriate because the leader of the visits must ensure that there is a safe level of supervision at all times.

For visits outside the UK, at least 3 teachers must accompany the party unless the number of pupils is fewer than 10, in which case there should be 2 teachers.

If an adult who is not a member of staff is accompanying the trip then they must have an up to date and valid DBS check, authorised by the HR administrator.

No member of staff can be included in the staffing ratios if they are accompanied by their own child who is a minor (under 16).

Group Leaders must be experienced and have undertaken training as recommended by the Outdoor Education Advisers Panel.

Sporting Fixtures

The level of supervision should be at least in the ratio of one teacher to 15 pupils. 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 any casualty
- inform the emergency services and everyone who needs to know of the incident.

Guidance on Emergency Procedures

A copy of the following guidelines must be taken by all Group Leaders and their deputies:

- 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

- 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 Head Teacher 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 alternative telephone numbers in case telephone lines become jammed)

- the school will arrange to contact the parents of those involved. In the event of serious incidents, the parents of all party members should be informed

- all accident forms should be completed and insurers and the HSE should be contacted

- inform parents of any delays that will be necessitated

- 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.

Media:

In the event of an emergency:

- 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

- legal liability should not be discussed or admitted.

Additional Procedures for Visits Overseas

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

- European Health Insurance Card (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 that the party has returned safely and ensure that all the pupils 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 to work system must be used
- 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 as follows:

- The main electrical installation should be tested every five years except for those parts of schools with:
    a) 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:

    a) the detail of the item
    b) the date of acquisition
    c) details of any inspection, testing or repair work

- arrange for the inspection and testing of portable electrical.

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 for all buildings
- provide and maintain appropriate fire-fighting equipment including the sprinkler system
- 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:

- fire evacuations (drills)
- fire alarm tests
- fire escape route checks
- extinguisher checks
- fire evacuation notices
- emergency lighting tests

c) develop personal evacuation plans (PEEP) for people with special needs

d) provide fire safety training

e) service the fire alarm, emergency lighting and sprinkler system as appropriate.

FIRE MAINTENANCE/TEST PROCEDURES

FIRE DRILLS		
TERMLY Fire Evacuations must be carried out at least once in 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	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) Check alarm is audible in all areas (test to be carried out during full occupation) Check that any fire doors on automatic door closures linked to the fire alarm are closing properly. Check any doors fitted with electromagnetic locks are released.	Record details of call point test and call point number. Repair / replace defective units
SIX MONTHLY	For systems with battery back up a six monthly battery check by a competent service engineer is required. This check may also include 50% of the automatic smoke / heat detectors, sounders and manually operated devices	Site to keep maintenance records
ANNUALLY For 230 volt systems without battery back up	An annual test and examination of the alarm system by a competent service engineer is required. Test and examination of alarm system by competent service engineer including all automatic smoke / heat detectors, sounders and manually operated devices.	Site to keep maintenance records.

MEANS OF ESCAPE		
DAILY	**Check for any obstructions on escape routes (internally and externally)** Doors: check self closing devices, and that push bars/ other emergency fastening devices are operational	Site to record details and actions only if there is a fault
WEEKLY	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.	Site to record details and actions only if there is a fault
MONTHLY	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)	Site to record details and actions only if there is a fault
FIRE FIGHTING EQUIPMENT		
WEEKLY	Check all extinguishers, fire blankets etc. are available for use, undamaged and unobstructed. Extinguishers properly affixed to wall brackets or on plinths. Check for any evidence of tampering.	Site to record details and actions only if there is a fault
ANNUALLY	Full check and test of extinguishers, fire blankets etc. by competent service engineer.	Maintenance records to be kept on site.

FIXED SYSTEMS (WHERE APPLICABLE, e.g. Sprinkler systems)		
Frequency specified by installer	Programme of inspections and checks dependant on type of system and to be specified by installer. E.g. weekly checks on water and air pressure gauge readings, water levels in storage tanks. Weekly test on automatic pump and diesel engines etc.	Site to record details and actions only if there is a fault

ANNUALLY or to insurance / installers guidelines	Formal inspection and testing of fire sprinkler system	Maintenance records to be kept on site.
EMERGENCY LIGHTING (WHERE APPLICABLE)		
DAILY	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
MONTHLY	In house operational test for a short period (a maximum of one quarter of the rated duration).	Maintenance records to be kept on site.
YEARLY	Emergency lighting full duration discharge test by competent person.	Maintenance records to be kept on site.

Fire Safety Training in the School

The school will provide adequate fire safety training for staff. 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 will also be involved in some aspects of fire safety training, particularly with respect to fire drills, etc.

In primary schools, 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. In a large secondary school, the organisation of fire safety training will need to be more formal.

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 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; and
- the use of premises by outside bodies, e.g. IT training, music, etc

All staff identified in the emergency plan that 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
- 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.

Training of Pupils

It is good practice to provide pupils and pupils with some form of fire safety training so that they are aware of the actions to be taken in the event of a fire. This should include instruction on the:

- details of the evacuation plan
- importance of fire doors and other basic fire-prevention measures
- importance of reporting to the assembly area
- exit routes and the operation of exit devices.

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 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 25 -50 more than 50	- at least one Appointed Person - *it is recommended they receive Emergency First Aid at work training* ***(EFAW)*** - at least one first aider trained in **(EFAW)** - at least one first aider trained in first aid at work **(FAW)** for every 100 employed (or part thereof)
Higher Hazard	fewer than 5 5-50 more than 50	- at least one Appointed Person - *it is recommended they receive Emergency First Aid at work training* ***(EFAW)*** - at least one First Aider trained in **EFAW** or **FAW** - 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 science, D&T, PE etc. 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

First aid kits, clearly marked, will be provided in the First Aid Room and other readily accessible locations and be made known to all staff and pupils.

Additional first aid boxes will be provided on sports fields and for offsite visits.

First aid containers will also be available within specific curriculum areas where an increased risk exists e.g. Design and Technology workshops.

Travel first aid boxes will be kept in minibuses.

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

All first aid boxes 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 should be double bagged in plastic and sealed by knotting.

First Aid Rooms

The first aid room, where provided, is equipped with a sink and accessible WC.

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, which are considered to be approximately 2.5cm when on the hand or foot and 5cm 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. Where symptoms indicating serious injury are NOT present, head injury cards are to be given to the injured party by the first aider attending to take home with them. 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.

Hospital Admission

Where a pupil is required to attend hospital using an ambulance and their 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, and the parent is unobtainable, a member of staff 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 transmission of infection and disease, e.g. Blood borne viruses and diarrhoeal and vomiting illnesses, such as norovirus.

A spillage kit is available in the school to deal with blood and body fluid spillages, the kit is located in the by the kitchen.

The person responsible for checking and replenishing the kit regularly is the caretaker.

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 e.g. 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.

Food Science

The teaching of Food Science 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 Food Science 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 pupils 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

Food preparation rooms and classrooms provided are of sufficient size to allow people to work and circulate around the room with ease.

Class size can be determined by considering factors such as the size of the room, the equipment available, the age and ability of the pupils and the experience of the staff. Teachers must work within safe operating limits so that there is a safe teaching and learning environment and that they are able to provide adequate supervision for hazardous activities.

Staff are 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 be trained to the standards specified in Health and Safety Training Standards in Design and Technology published by the Design & Technology Association (DATA).

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

The pupils will be made aware of the hazards involved when working using processes, equipment and materials in various situations. They will be taught to assess the risks and identify the control measures taken, to help ensure the health and safety of themselves and others, and reference will be made to the appropriate British Standards.

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. pupil 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, pupils working with food require a high level of supervision and should not be left unattended.

Pupils 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 pupils can be paired with responsible peers to ensure safe working practices.

Teaching sessions must be long enough to complete processes without too high a percentage of time being taken up preparing for and tidying up afterwards. Short sessions can lead to frustration of both staff and pupils, as there is often insufficient time for full processes to be completed. Very long sessions without a break can give rise to problems with concentration.

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 pupils.

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.

Pupils should be made aware of the hazards of unsuitable footwear. Soft shoes and open toe sandals offer little protection from falling objects or spillages.

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

Sleeves should be rolled up, watches and ties removed 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.

Food should not be cooked in sealed containers; pierce the film covering containers (unless there are specific manufacturer's instructions to the contrary). Only use containers, films and ingredients which are known to be suitable for heating in a microwave oven.

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

Deep Fat Frying

Where small electrically powered thermostatically controlled deep fat dryers are provided.

The following precautions should be remembered:

- fryers should not be over-filled
- electric leads should be kept as short as possible
- fryers should be positioned safely
- fryers should not be left unattended
- water must not be allowed to come into contact with hot oil or fat (dry food before deep frying)
- the handle must be positioned safely, and fat must be cooled before straining or pouring into plastic containers
- All persons must be trained to deal correctly with a fat or oil fire.

Pressure Cookers

Pressure cookers are covered by the Pressure Safety System Regulations 2000 and require annual inspections against a suitable written scheme of examination.

Knives & Utensils

No pupil 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 pupils are using knives depends on the age of the particular pupils and the tasks for which knives are being used.

Pupils 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.

Knives must be kept sharp and, when they are not in use, they must be stored securely.

The knives inventory must be checked at the end of each lesson.

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.

Sharp utensils should not be left projecting from work surfaces and instruction must be given in their correct use, handling, storage and cleaning.

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.

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

It is difficult to reduce the risk of fat-pan fires to zero, so specific instruction must be given to everyone on how to deal safely with such a fire when it occurs.

Spark devices are safer than matches for lighting gas hobs/ovens.

All displays be should suitably positioned away from heat sources.

To reduce the dangers of accidents, the number of pupils 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, firefighting equipment and emergency first aid.

Hand washing/personal hygiene posters are also recommended.

Signs are not a substitute for teaching pupils 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 manufacturer's 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
- prepare a gas leak emergency procedure
- highlight all gas shut-off points.

Gas Emergencies

In the event of a suspected gas leak:

- Call 24-hour gas emergency service on 0800 111 999

- 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 National Grid engineer.

- If it is safe to do so:
    - Put out naked flames
    - Open doors and windows
    - Turn off the gas supply.

DO NOT TURN ELECTRICAL SWITCHES ON OR OFF

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

No person shall interfere with any gas appliance or 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:

- an inventory of all substances hazardous to health kept or present on site will be maintained and copies of relevant hazard data sheets retained

- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control

- all operations 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

- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness

- systems of work will be reviewed at suitable intervals and revised if necessary

- all members of staff and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls

- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls

- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions

- 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 staff and (where necessary) pupils will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Staff will be informed about any monitoring and health surveillance results

- all changes to control measures and changes of PPE will be properly assessed and 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 toxic, corrosive, a health hazard, a serious health hazard, flammable, oxidising, explosive, harmful to the environment or gases under pressure. These can be identified by their warning label and carry the pictograms detailed below

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. For example, fume cupboards in science labs and local exhaust ventilation systems on woodworking machinery should always take precedence over masks.

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

Where controls such as fume cupboards, dust extraction for wood working equipment etc are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre use in addition to a thorough examination and tests of engineering controls.

In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 5 years.

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 these 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 Health Protection Agency (HPA) provides details on recommended exclusion periods for the more common communicable diseases in Guidance on Infection Control in Schools.

Factsheets on infectious diseases are available from the Health Protection Agency http://www.hpa.org.uk/Publications/InfectiousDiseases/Factsheets/.

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
- norovirus
- gastroenteritis
- HIV
- Weil's Disease.

Individual suitable controls will need to be applied dependant 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 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.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the caretaker.

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 will take place to remove any scale and bacteria.

Emergency procedures

Emergency procedures will be established for the discovery of Legionella bacteria. 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

The school will provide training to the caretaker responsible for the day-to-day management of the water systems.

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 may 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 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 should 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 extracurricular 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 the School

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

When the caretaker (or other named person) arrives in the morning they 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, they should contact the Police/security firm and should never enter the building if they are unsure of their 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
- if a person has an accident what needs to be done to recover them, 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 pupils 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:

  a) pose a foreseeable risk of injury
  b) cannot be avoided
  c) 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 pupils with special needs before they attend and the school should seek to receive information on pupils 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 pupil 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 pupil 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 inform the procedures for that pupil's needs. Procedures should be developed with the pupil 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 pupils with moving and handling to ensure a consistent and safe approach. This will help to keep the pupil 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

- Heads of Departments 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.

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.

Outdoor Play Equipment

Safe use of equipment

Supervision

Children must be supervised at all times whilst using outdoor play equipment and the appropriate number of people required to supervise play areas must be determined for each location.

Supervising staff should be familiar with the equipment, the rules for use and of the ability of the children.

General guidelines

- Staff/supervisors on duty must ensure that outdoor play equipment is visible and can be appropriately supervised when in use.

- Staff/supervisors on duty have a responsibility to make regular checks for defects and report them as appropriate.

- Staff/supervisors have a responsibility to ensure appropriate behaviour policy.

- Consideration needs to be given to weather conditions, outdoor play equipment should not be used during wet or icy conditions.

- Apparatus must only be used at appropriate times when supervised. Parents need to be informed that the apparatus is for school aged children only and not to be used before and after school.

Clothing/Footwear

Suitable clothing should be worn. Hazards can arise from - unfastened coats, woollen gloves, scarves, ties, etc.

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

Zoning of Activities

Consideration will be given to the range of activities occurring within the playground area:

- Ball games/chasing games to be sited away from the climbing area.

- In a nursery garden, wheeled toys in particular, are to be used away from the climbing area.

Play equipment standards

All new outdoor play equipment to be designed, constructed, installed and maintained in accordance with European standards BS EN 1176 and BS EN 1177.

These European standards are not retrospective or a legal requirement but represent good practice in the event of an accident claim. Play equipment which was considered safe under BS 5696 will still be safe under the new standards.

The independent competent person carrying out annual inspection and maintenance will advise whether any alterations need to be made.

Only manufacturers/contractors with appropriate play industries registration will be used to install new outdoor play equipment. Schools will check that companies have API (Association of Play Industries) or BSI registration for equipment manufacture and installation.

Scrambling and climbing elements must not exceed 3 metres, for children below 5 years the height should be a maximum of 1.6 metres.

Height should not be the dominant feature on any item of equipment. Interest challenge and enjoyment should be achieved without the need for height itself.

Structures must be spaced clear of each other to prevent one activity interfering with another, they must also be clear of walls, fences etc.

Suppliers of new equipment will be required to supply information relating to surfacing requirements, intended age range, risk assessment, installation instructions, servicing and maintenance instructions.

Safety surfaces

All products must meet the appropriate BS EN Standards. Both portable and fixed climbing equipment that has a fall height of 600mm must be on an impact-absorbing surface if used outside. (Fall height is the distance from the clearly intended body support to the impact area).

Although impact absorbing surfaces cannot prevent accidents, they may reduce the level of injury. There are a range of surfaces available which provide impact attenuation including rubber mats and tiles, bark etc.

The extent of surfacing around static equipment is dependent on the fall height; this should extend at least 1.75m beyond the outermost points of the base of the frame.

When considering so called safety surfaces their likely effectiveness, durability, practicality and management will be taken into account.

Materials such as topsoil and turf do have limited impact absorbing properties.

Where bark is used this area should be a minimum of 300mm deep with a recommended particle size of 38mm max and 12mm min.

Loose materials will spread if not suitably contained and will need to be topped up from time to time, thus it is important to have additional bark available to top up to the original level.

Inspection and maintenance

For new equipment a post installation inspection will be arranged.

BS EN 1176 recommends that all outdoor play equipment be inspected and maintained on a regular basis. Such inspection and maintenance is at 3 levels.

Level 1 checks – Daily / pre use checks by staff (these do not require formal recording)

Concentrating on the following points:

- no evidence of obvious wear / damage
- area safe from health hazards e.g. needles, glass, faeces etc
- impact absorbing surfaces no cuts, tears, wear or unstuck areas
- all fastening tightly secured
- no broken chains, stretched links or loose or twisted shackles
- uprights unbroken and firm in the ground.

Where any defects / hazards are identified appropriate steps must be taken to prevent use until problems have been satisfactorily resolved.

Level 2 checks – termly inspection in house

A more thorough check of the equipment to be conducted termly and these records kept on site.

Level 3 checks – annual inspection

A detailed certified inspection by an independent competent person capable of inspecting to BS EN 1176 and 1177 these checks must be formally recorded and records kept on site.

Such checks ensure safety and identify any improvements required in terms of the European standards.

The competent person conducting the annual inspection will advise on the extent of surfacing required for both static and moving equipment.

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 separately
- ensure that PPE is sourced appropriately and bears the “CE” certification mark
- 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 whenever there are significant changes or at least annually.

Staff 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 Head of PE is responsible for ensuring this policy is brought to the attention of all staff in the Department, for ensuring that it is complied with.

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

Staff competence and qualifications

Teachers with responsibility for the planning and delivery of PE programmes should have satisfactorily completed appropriate initial and/or in-service training which cover all those aspects of activity required to be taught, as recognised by the DfE.

Where there are specific National Governing Body Certificates available for certain sport or activities, teachers planning or supervising these activities should be certificated as appropriate.

Only in exceptional circumstances and with great care should teachers of other subjects who have no specialist training in physical education be time-tabled to teach in the PE department. Those teaching staff should not take full responsibility for any aspect of physical activity where there are elements of hazard and attendant risk. This will include swimming, gymnastics, athletics and throwing events.

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. A qualified specialist teacher should closely supervise PE classes. It is not acceptable for non-teaching staff to supervise a practical class on their own.

Adults other than Teachers (AOTTs)

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 AOTTs must work alongside teachers with supervision.

The school will ensure that stringent checks, including Disclosure and Barring Service (DBS) checks, are made before allowing any unsupervised access to children.

Refer: ‘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 pupils
- 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. All staff working in PE and school sport will be made aware of these findings and be involved in their review.

Manual handling and storage of equipment

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

Apparatus Handling by 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.

PE department 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.

All games posts will be kept in good condition, with freestanding posts and lighter portable posts secured to prevent them falling over and all posts subject to regular checks.

Hazards and equipment defects

It is the responsibility of everyone in the PE department to inform the teacher in charge of any hazards, e.g. defects to equipment, so that appropriate action can be taken.

If the teacher in charge considers a defect to be a significant threat to health and safety, the equipment must be taken out of action until the defect to the equipment has been remedied and/or the Head of Department agrees it is safe to be used. A notice must be attached to the equipment indicating that it is faulty and must not be used.

Emergency procedures

The Head of Department is responsible for preparing 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 pupils 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. Studded footwear should be worn where appropriate. 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 activities, pupils in boots / blades and those in trainers will involve an assessment of the pupils’ footwear to ensure it is suitable 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.

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 Head Teacher to ensure risk assessments are conducted, although in practice the actual assessment process will be delegated to Heads of Departments and Managers.

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:

Food Science

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/

Safeguarding

All education professionals, including administrative and facilities staff as well as teaching staff, have a statutory duty of care to all pupils. This duty extends to promoting the welfare of pupils who require additional support but are not suffering harm or at immediate risk of harm.

The school will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which staff are best placed to observe such signs. Schools will appointed a designated safeguarding lead, who is responsible for providing support to staff members in their safeguarding duties and for liaising closely with the relevant social services such as children's social care.

School Responsibilities

The school will:

- contribute to inter-agency working for safeguarding and child protection in line with statutory requirements
- implement a suitable safe recruitment process
- implement and enforce a child protection policy and a staff behaviour policy or code of conduct
- provide appropriate training to all staff members
- provide the designated safeguarding lead with appropriate authority, time, funding, resources, training and support to allow them to effectively carry out their duties
- implement a suitable procedure for handling allegations against members of staff
- maintain trust in the teaching profession
- provide a safe environment in which children can learn
- provide training to pupils about safeguarding as part of a balanced curriculum.

Staff Responsibilities

The school requires all staff to:

- assist in providing a safe environment in which children can learn
- raise all concerns with the designated safeguarding lead, including concerns about other staff members
- always err on the side of caution and report suspected cases of abuse or neglect
- report concerns directly to children's social care if it is not possible to raise them with the designated safeguarding lead
- always act in the best interests of the child.

If at any point there is a risk of immediate serious harm to a child, staff members should make an immediate referral to children's social care. If the child's situation does not improve, staff members with concerns should press for re-consideration.

Recruitment

The law places requirements on all employers to ensure that all staff engaged to work with children are suitable to do so. We will take all reasonable steps in the employment process including carrying out checks on:

- employment history considering any and all gaps in employment history,
- Qualifications and professional registration,
- proof of identity (birth certificate and passport); and
- references.

We will also check current or prospective employees' criminal records and whether they are included on lists of people barred from working with vulnerable groups.

Disclosure and Barring Services (DBS) and other checks

A DBS check will be made for all staff members who will be required to engage in regulated activities prior to employment and the school will carry them out in line with current legislation. Enhanced DBS checks and/or barred list checks will be made for staff members as necessary. Post-employment DBS checks will be carried out for staff members who did not previously take part in regulated activities but who now will be involved in such activities. The school will implement suitable procedures to ensure that staff promoted or moved to such positions will not be permitted to start their new roles until the proper DBS checks are complete.

Record Keeping

We will ensure that appropriate, accurate, legible and contemporaneous records of safeguarding concerns are made and stored securely in accordance with the Data Protection Act.

Further Information

All staff should refer to the Displayed in the staff room for full details of the school's policy and arrangements for safeguarding.

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the school that all of its premises are smoke-free and that all employees and pupils have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire school, including the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This policy applies to all employees, pupils and visitors in all areas of the school, including school vehicles.

Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

The school will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in school vehicles that are covered by the law.

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 have chosen to adhere to the Management Standards for stress as developed by the Health and Safety Executive. 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 line manager or through the school’s grievance procedure.

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 pupil’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 enrols / 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 available on the school's computer network.

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, and
- 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.

Self-Management

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age. As children grow and develop, they should be encouraged to participate in decisions about their medicines and to take responsibility.

Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.

Where children have been prescribed controlled drugs, staff need to be aware that these should be kept safely. However, children could access them for self-medication if it is agreed that it is appropriate.

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 medicine containing aspirin, 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.

Temporary Staff and Volunteers

The school will take the necessary measures to ensure the health and safety of any staff members employed on a temporary or voluntary basis.

To achieve this, the school will provide temporary or voluntary staff with the following information prior to starting work:

- details of the qualifications and skills are required to do the work safely
- the requirements of the safeguarding policy
- any risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency.

The competence of temporary or voluntary staff will be assessed to ensure they are capable of working safely.

Trainee teaching staff or student teachers will additionally be required to complete the proper DBS checks before they are permitted to start work.

Training

Training in health and safety is a legal requirement and also helps create competent staff at all levels within the school to enable them to make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the school.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All staff will need to know about:

- the health and safety policy
- the structure and system for delivering this policy.

Staff will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled. All employees will be provided with the company Health and Safety Handbook.

Managers and supervisors training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements.

All our staff training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving.

All staff will also receive **induction training**. Such training will cover:

- fire procedures including warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures,
- first aid/injury procedures including reporting and the names of first aiders/appointed persons,
- instruction on any prohibition areas (i.e. no smoking),

- issue of protective clothing/equipment and its use,
- instruction under COSHH,
- mandatory protection areas,
- thorough instruction applicable to their particular duties at work.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

Violence to Staff

The school recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees.

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations
- support the employees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

Visitors

In the interest of safety and security, the school will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors much ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

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 the area of work, if the task requires strenuous work, carrying bulky / heavy equipment or is 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.

Work Equipment

The school will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective the school will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees
- inspect all equipment at installation and prior to first use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- keep records of all inspections and maintenance
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely
- provide refresher training as appropriate and as determined necessary by workplace inspections.

Work Experience Placement

This Policy on work experience relates to the placement of pupils on employers' premises in which the pupil carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.

The safety of pupils, whilst on work experience schemes, is recognised as of prime importance by the school and we have appointed a named coordinator to action, control and assess work experience schemes. The coordinator will take reasonable steps to satisfy themselves that the placements they arrange will be safe and to ensure pupils are not exposed to significant risks to their health and safety.

pupils on work experience placements with a host employer are regarded in health and safety law as their employees. The host employer therefore has a responsibility to ensure pupils are not exposed to significant risks to their health and safety.

Health and safety law defines all those under 18 as a young person and therefore at potentially increased risk in a workplace environment due to their lack of experience and maturity.

For learners with learning difficulties and disabilities (LLDD) additional safeguards may be identified and thus placements should be considered and risk assessed on an individual basis.

Key Actions

- Arrange for pre-placement checks of health, safety and welfare standards of employers (placement providers) to be carried out. Child safeguarding issues must also be considered using the Work Experience Placement Assessment Form.

- Brief pupils prior to placements starting on their own health and safety responsibilities - and those of the employer - while on placement. Issue each pupil with a copy of the booklet: “Be Safe! An introductory guide to health and safety”.

- Monitor pupils health, safety and welfare while on placement and provide ‘pastoral’ support.

Risk Assessments

Before a pupil is allowed to start on a programme of work experience the host employer must carry out a risk assessment. A Placement Employer Risk Assessment Form should be used for this purpose. Any risks identified must either be controlled or the pupil excluded from exposure to them.

The host employer must also provide the parents, or guardians, with the key findings of the risk assessment and the preventative and protective control measures introduced to minimise, or ideally eliminate any significant risks.

The parent or guardian must sign the risk assessment form and return it to the school.

Induction

Pupils also need to be inducted by the employer on commencement. The induction should take place on the day the pupil first attends the work placement and before the pupil is placed in any actual work situation.

Prohibited and Restricted Activities

Work experience placements must not take place where the work concerned is subject to a statutory restriction based on a young person’s age, or is restricted more generally for activities that are:

- beyond their physical or psychological capacity

- exposes them to substances chronically harmful to human health, e.g. toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm the unborn child

- exposes them to radiation

- involves a risk of accidents which they are unlikely to recognise because of their lack of experience, training or attention to safety

- involves a risk to their health from extreme heat, noise or vibration.

There is an exception to these restrictions. Young persons over the minimum school leaving age can carry out such work as long as it is necessary for their training, if they are supervised by a competent person, and any risk will be reduced to the lowest level that is reasonably practicable.

Restrictions also apply in the following cases:

- Agriculture - restrictions on the employment of young people
- Lead - prohibition of employment on employment in certain processes
- Potteries - prohibition of employment on employment in certain processes
- Wood Working Machinery - prohibition on employment of untrained young people.

Preparation of and Support for Learners on Placements

The school will brief pupils on:

- realistic expectations for their placement
- supervision arrangements and health and safety responsibilities of pupils and employers
- safeguarding arrangements
- arrangements for mid-placement visit and 'pastoral' support during the placement
- arrangements for debriefing, assessment and recording.

The school will make suitable arrangements to visit/monitor pupils on placement as they retain the duty of care for the pupil during the placement.

The frequency of visits will vary depending on feedback from pupils and/or their parents, an accident or incident.

Host employers should be asked to report immediately (to a previously agreed contact) full details of any accident involving a pupil.

The school will provide each pupil with emergency contact details for a member of school staff who can be contacted should an incident occur or if significant concerns arise. This includes early mornings, evenings and weekends, or if a pupil is attending their placement at irregular hours.

Emergency contact details must also be available and maintained in situations where a placement continues after the end of the school term into a holiday period.

Working Hours

The Working Time Regulations apply to pupils on work placements. pupils should not work for more than five days in any consecutive seven-day period. However, the number of hours worked and pattern of work is normally a matter for agreement by the placement provider, school and pupils. Pupils should not be asked to work excessively long hours, or unnecessarily unsocial hours, and should not work more than a standard eight-hour day.

Pupils may not be assigned to work during the 'restricted period' between 22:00 and 06:00 (or after 11:00 or before 07:00 depending on the working pattern of the company).

Young persons are entitled to a daily rest period of at least 12 consecutive hours in each 24-hour period in which they are at work and to a weekly rest period of at least 48 hours in each seven-day period during which they are at work.

Pupils are also entitled to rest breaks if their working time is more than four and a half hours. The rest break should be at least 30 minutes.

Safeguarding

There is no requirement to DBS check all staff of the host employer that may come into contact with a pupil on placement. Only a member of staff with day-to-day responsibility for the pupil or as part of their job description – this could be the manager, a supervisor or a mentoring employee – should be required to have a DBS check.

In the vast majority of placements – as the employer/employees involved will not have regular **unsupervised** access to young people at work – there is no need for DBS checks to take place. Around 550,000 work experience placements take place each year, and it is estimated that DBS checks take place for just one per cent of these.

However, DBS checks must be considered in all the following cases:

a) pupils identified by the school as vulnerable for educational, medical, behavioural or home circumstance reasons, including those who have special educational needs or are young (aged under 16).

b) pupils on placements lasting more than 15 days over an extended period, especially where these involve:

c) regular lone working with an employer over long periods (rule of thumb would suggest anything over half a day at a time)

d) placements located in particularly isolated environments with 1:1 working

e) placements involving a high degree of travelling on a 1:1 basis

f) placements which include a residential element.

The fact that a particular placement falls into one of the above categories does not necessarily mean that a DBS check will be required. Such a decision will depend on an assessment of the overall potential risks posed to a young person and will take into account any systems in place to minimise these risks.

If any of the above three cases apply, additional safeguards should be put in place. These include:

- school staff or other partners who arrange, vet or monitor the work placements should have training in child protection

- employers, supervisors or training providers hosting pupils should be asked to endorse a child protection policy or statement of principles

- school and local authority policies and procedures should define what actions need to be taken by whom and when if any child protection issues are raised, before, during or after the placement

- pupils should also be given clear advice and a point of contact in the school in case of any problems.

For clarity, DBS checks and additional safeguards (as above) are not necessary:

- for short-term extended work experience for half a day or a day a week lasting one term or less

- for block placements lasting up to three weeks

- where the placement involves contact with visitors who will only have contact with children/young people on an ad hoc or irregular basis for short periods of time

- where people will have contact with children/ young people simply because they are in the same location or as part of their work, but who will not have regular, unsupervised access to the children/young people at work

- where the placement involves Secondary School age pupils undertaking voluntary work, citizenship or vocational studies or work experience in other schools. In these cases the school placing the pupil should ensure that they are suitable for the placement in question.

Working Time Regulations

The school will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The school will NOT encourage workers to work over the 48 hours but workers can choose to work longer hours if they wish by opting out. Workers cannot be forced to opt out and can revoke their opt out if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult workers:

- a maximum of 48 hours per week, averaged out over a 17 week reference period (employees can opt out of this)

- entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out

- entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro rata for part time workers)

- maximum of 8 hours per shift for night shift workers

- free health assessments for night shift workers

- 24-hour rest period at least once a week, can be 48 hours every fortnight with no opt out

- entitlement to a rest break, if working over six hours

- employees must not suffer any detriment if they choose not to opt out.

Travelling to and from the normal workplace, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official employee representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period.

Young persons are generally excluded from shift working.

Further information

All staff should refer to the Contracts for full details of the school's policy on working times, holidays and other benefits.

8. 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 reasonably practicable
- to decide what 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 are assessed as whole, larger premises are divided 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.

One or more competent persons are appointed to carry out any of the preventive and protective measures needed to comply with the legislation. The competent persons are an appropriately trained, employee or, where appropriate, a third party consultant.

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

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.

9. 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.

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

To be completed: Annual **Date:**

Subject	Yes	No	Comment
Health and Safety Management			
Has a report on the last 12 months health and safety performance been prepared?			
Has a Health and Safety Plan for the next 12 months been prepared?			
Are there adequate resources to implement the Health and Safety Plan?			
Are we on target with our Action Plan?			
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?			

Head Teacher

To be completed: Annual Date:

Subject	Yes	No	Comment
Health and Safety Management			
Has a report on the last 12 months health and safety performance been prepared?			
Has a Health and Safety Plan for the next 12 months been prepared?			
Are there adequate resources to implement the Health and Safety Plan?			
Are we on target with our Action Plan?			
Has the Health and Safety Policy been reviewed in the last 12 months?			
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 and Safety Committee or Other*** met at agreed intervals over the last 12 months?			
Are there any outstanding actions from the ***Health and Safety Committee or Other*** meetings?			
Have ***Heads of Department or Other*** completed their monitoring checks?			
Have risk assessments across all areas been reviewed within the last 12 months?			
Health and Safety Performance			
How many accidents/incidents have occurred across the school within the last 12 months?			
Does the accident/incident data indicate areas of concern or in need of greater focus?			
Are there any outstanding employee claims from the last 12 months?			

Caretaker

To be completed: weekly **Date:**

Subject	Yes	No	Comment
Health and Safety Management			
Is the Health and Safety Policy statement displayed?			
Is the 'Health and Safety Law"- poster and Employer's Liability insurance certificate displayed?			
Risk Assessments			
Are all risk assessments up to date and outstanding control measures listed in an Action Plan?			
Are there any outstanding control measures from previous risk assessments?			
Have risk assessments been brought to the attention of the relevant staff?			
Training			
Have the Health and Safety training needs across the site team been determined, are they up to date?			
Are training needs being met?			
Are training records up to date?			
Is all induction training up to date?			
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?			
Is the fire alarm tested for audibility on a weekly basis? Are records up to date?			

Is the emergency lighting checked monthly and records kept?			
Has a fire drill been completed each school term?			
Have fire doors been checked to ensure they open fully and close on to the rebate?			
Are the visitor/contractor log books at reception being completed correctly?			

Is the fire logbook up to date?			
Accident and First Aid			
Is there an adequate number of First Aiders are notices clearly displayed with their names?			
Are the first aid boxes fully stocked?			
Is the Accident Book/Forms available for use and are details entered correctly?			
Have all relevant accidents been investigated and completed statements filed for safe keeping?			
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?			
Lifts/Hoists			

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?			
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?			
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?			
Swimming Pools			

Has a Normal Operating Procedure been prepared?			
Has an Emergency Operating procedure been prepared?			
Are staff trained in the NOP and EOP?			
Is the swimming pool plant maintained with records kept?			
Are daily water monitoring checks being completed? Are the records up to date?			
Are adequate trained life savers available for all sessions?			
Are arrangements in place to ensure safety to outside hirers?			
Are high standards of hygiene maintained?			
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?			

Cleaning Supervisor

To be completed: weekly **Date:**

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 prestart 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?			
Risk assessments			
Have risk assessments been completed for all equipment and activities likely to result in injury?			
Are risk assessment actions implemented?			
Have all risk assessments been reviewed with the last 12 months?			
Have all staff signed off the risk assessments?			
Storage Areas			
Are all stacks kept within a reasonable height to prevent them from becoming unstable?			
Are all stored items easily retrievable?			
Are goods and items stacked neatly?			
Are storage areas kept tidy and floors free from obstruction?			
Is all shelving/racking secured to prevent toppling?			
Is care taken not to overload shelving and racking?			
Is the storage of items on top of cabinets prohibited?			
Is there a safe means of access to high areas?			
Training			
Have all staff received induction training?			
Have all staff received relevant health and safety training?			

10. RISK ASSESSMENT FORM TEMPLATE

Risk Assessment Form						
Task/Activity:						
Location/Dept: All DEALT Schools		**Date Assessed:**		**Issue Number:**		
Assessed by:		**Review Date:**		**Reference Number:**		
Hazard/Risk	**Persons at risk**	**Controls in place**	**Severity (1-5)**	**Likelihood (1-5)**	**Risk Rating**	**Additional controls required**