GREENSHAW
LEARNING TRUST

Greenshaw Learning Trust Health and Safety Procedures

ALWAYS
LEARNING

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1. INTRODUCTION

1.1 Application

These Health & Safety Procedures apply to the Greenshaw Learning Trust as a whole and to all the schools and services in the Trust. The Greenshaw Learning Trust, including all the Trust's schools, their Trustees, governors and staff, paid and unpaid, volunteers, visitors and contractors, must abide by these GLT Health & Safety Procedures.

These Procedures are subject to the Trust's Scheme of Delegation for Governance Functions. If there is any ambiguity or conflict then the Scheme of Delegation, and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees, takes precedence.

If there is any question or doubt about the interpretation or implementation of these Procedures, the GLT Health & Safety and Compliance Manager, or WorkNest, the Trust's Health & Safety Consultants and 'competent person', should be consulted.

1.2 Associated policies and procedures

These Health & Safety Procedures are a constituent part of the GLT Health & Safety Policy. If there is any ambiguity or conflict between these procedures and the GLT Health & Safety Policy, the GLT Health & Safety Policy takes precedence.

The following Trust policies and procedures are directly related to and complement the GLT Health & Safety Policy and Procedures:

- GLT Safeguarding Policy
- GLT HR Policy and Disciplinary Procedures
- GLT Staff Code of Conduct

1.3 Approval and review

These Procedures are the responsibility of the GLT Health & Safety and Compliance Manager.

These Procedures were approved by the Board of Trustees on: 28 September 2022.

These Procedures are due for review by the Board of Trustees by: 30 September 2026

These Procedures are kept under review and updated where necessary by the GLT Health & Safety and Compliance Manager, as set out under Document Control on page 2. Where a proposed change is significant and would impact on the GLT Health & Safety Policy, or on the operation or reputation of the Trust or its schools, the reasons for the change and its effects should be reviewed by the GLT Health & Safety and Compliance Manager and the proposed change must be approved by the Board of Trustees.

1.4 Document Control - Amendment Record

Date	Section	Details of amendment made	Change made by
29 Nov	throughout	Updated to reflect the appointment of a Health and Safety Compliance Manager, to reference the new GLT H&S Intranet pages and to clarify the role of the H&S lead in Schools	Jim Stokes - GLT H&S Compliance Manager

1.5 Legislation and guidance

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 on a number of health and safety issues can be accessed by logging onto the Health & Safety pages on the GLT Intranet, or visiting the WorkNest webpage which is useful as a quick reference source: https://client.myworknest.com/address

Should further advice or assistance be required that is not available here, then advice on any health and safety issue should be sought from the WorkNest advice line - **Tel: 0345 226 8393.**

1.6 Communication and Consultation

It is a legal requirement for GLT as an employer to establish procedures to communicate and consult with staff on issues affecting their health and safety and to take account of their views.

To achieve this, the Trust will:

- Establish effective lines of communication with staff and their representatives.
- 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 in all Trust premises.
- Consult with members of 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 staff representatives, the Trust will engage with the GLT Joint Consultative Health & Safety Committee and will recognise health and safety representatives who have been appointed by a relevant trade union.

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

This document will be reviewed at least annually and revised as necessary to reflect changes to activities and any changes to legislation. Any significant changes to the document will be brought to the attention of all members of staff.

2 RESPONSIBILITIES

The overall responsibility for health and safety across the Greenshaw Learning Trust, its schools and the Trust Shared Service rests with the Board of Trustees of the Greenshaw Learning Trust. However, it is the responsibility of every member of staff and user of any Trust site to cooperate in providing and maintaining a safe place of work.

The following bodies and persons have key responsibilities for the implementation of the Trusts' Health and Safety Policy and Procedures:

- **GLT Board of Trustees**
- **GLT CEO**
- **GLT Health & Safety and Compliance Manager**
- **The Headteacher of each school**
- **The Governing Body of each school**
- **The School Health & Safety Lead of each school**
- **Site Manager of each school**
- **Heads of Department and Heads of Service**
- **All members of staff**
- **Students**
- **Contractors**
- **Visitors**
- **WorkNest - GLT's appointed Health & Safety advisors**
- **GLT Joint Consultative Health & Safety Committee**

Variations for the Trust Shared Service when reading these procedures:

- For 'Headteacher', read 'GLT Head of Estates'.
- For 'school', read 'Trust Shared Service'.
- For 'Governing Body', read 'Board of Trustees'.
- In relation to health & safety matters within a school, Trust Shared Service staff should refer to the Health & Safety Lead and/or Site Manager of the relevant school in accordance with these Procedures.
- In relation to the participation of and training of Trust Shared Service Staff in health & safety, the responsibilities of the School Health & Safety Lead and Site Manager should be read as the responsibility of the GLT Head of Estates.

2.1 Board of Trustees

The Board of Trustees has the ultimate responsibility for Health and Safety in the Trust and all its schools. It discharges this responsibility via the Chief Executive Officer, GLT Head of Estates and the Headteacher of each school.

The Board of Trustees will ensure that:

- The Greenshaw Learning Trust promotes and develops a positive Health and Safety culture throughout the organisation.
- Decisions taken by the Board of Trustees consider Health and Safety implications and support the positive culture towards Health and Safety.
- Adequate resources are available to support the positive Health and Safety culture.
- An effective structure for the management and implementation of Health and Safety is in place.
- Members of staff are enabled and aware they have an active role in improving Health and Safety Performance within the Trust.
- Health and Safety performance monitoring and summary data, along with plans for safety improvements for the following year are reviewed by the Board of Trustees and/or appropriate Committees at least annually.

2.2 GLT Chief Executive Officer

The GLT Chief Executive Officer (CEO) has responsibility for implementing the strategies and plans approved by the Board of Trustees and considering the impact of any organisational operational decisions with regard to Health and Safety.

The GLT CEO has overall responsibility for ensuring compliance with the Trust's Health & Safety Policy and Procedures and all relevant Health and Safety legislation.

The GLT CEO delegates the responsibility for implementation of the Health & Safety Policy and Procedures to the GLT Head of Estates.

The GLT CEO will ensure that:

- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- The GLT Head of Estates is provided with support and training to enable health and safety objectives to be met.
- A positive and proactive health and safety culture is promoted which will permeate into all activities undertaken and reach all staff.
- A system of communication and consultation with members of staff is established.
- Effective training programmes have been put into place.
- Regular reports on the health and safety performance of the school are presented to the Board of Trustees, Trust Committees and Governing Bodies.
- An annual report on the health and safety performance of the Trust and each of its schools is presented to the Board of Trustees.

2.3 GLT Health & Safety and Compliance Manager

The GLT Health & Safety and Compliance Manager has special responsibility for the maintenance and implementation of the Trust's Health & Safety Policy and Procedures and ensuring that the Health & Safety Policy and Procedures are implemented, monitored and communicated effectively.

The GLT Health & Safety and Compliance Manager will ensure that:

- The Health & Safety Policy and Procedures are implemented, monitored and communicated effectively.
- The Health & Safety Procedures are reviewed in light of the results of monitoring and feedback, internal and external audits and changes to legislation and best practice.
- Systems for the management of Health and Safety are developed and regularly reviewed.
- Adequate provision of training is provided for those directly involved in Health and Safety.
- Reports for the Board of Trustees and appropriate Committees are prepared as required and that any resulting decisions are actioned in a timely manner.
- Relevant advice and guidance is provided to the Board of Trustees.

The GLT Health & Safety and Compliance Manager may delegate specific matters to an appropriate member of the Trust Shared Service team but retains formal responsibility.

2.4 Headteacher

The Headteacher has responsibility for ensuring compliance with the Trust's Health & Safety Policy and Procedures and all relevant Health and Safety legislation in the day to day running of their school. The Headteacher will nominate a suitable member of staff as the School Health & Safety Lead. The Headteacher will delegate the responsibility for implementation of the Health & Safety Policy and Procedures to the School Health & Safety Lead and the Site Manager.

The Headteacher will ensure that:

- The Health & Safety Policy and Procedures are implemented, monitored and communicated effectively.
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- Staff designated with health and safety responsibilities are provided with support and training to enable health and safety objectives to be met.
- A positive health and safety culture is promoted and senior leadership develop and maintain a proactive safety culture which will permeate into all activities undertaken and reach all members of staff.
- A system of communication and consultation with members of staff is established and maintained.
- Effective training programmes have been put into place.
- Matters raised by the School Health & Safety Lead are considered for action.
- A regular report on the health and safety performance of the school is presented to the Governing Body.

2.5 Governing Body

The Governing Body has a strategic role in the oversight of a school or number of schools, which includes Health and Safety performance and the management of health and safety risks in the school(s).

The School Governing Body will ensure that:

- It promotes and develops a positive Health and Safety culture throughout the school(s).
- Any decisions it takes are consistent with the GLT Health & Safety Policy.
- Adequate resources are available for the implementation of Health and Safety in the school(s).
- An effective management structure for the implementation of Health and Safety is established and maintained for the school(s).

2.6 School Health & Safety Lead

The School Health & Safety Lead is the point of contact within the school for health and safety matters, for monitoring and reporting, and for liaison with the GLT Health & Safety and Compliance Manager, in relation to the GLT Health & Safety Policy and Procedures. The School Health & Safety Lead also has delegated responsibility for ensuring the implementation of the Trust's Health and Safety Policy and Procedures and all relevant Health and Safety legislation in the day-to-day running of the school.

The School Health and Safety Lead will ensure that:

- They promote the active participation of members of staff in improving Health and Safety performance.
- They encourage members of staff to report site hazards and raise health and safety concerns related to the site.
- The Health and Safety performance of the school is regularly reviewed termly and 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 of the school.
- A health and safety plan of continuous improvement is created and monitored for progress against agreed targets.
- A risk management programme is developed across the school.
- Senior managers 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 members of staff is established.
- Monitoring systems are in place to monitor the effectiveness of the school's risk control.
- Any health & safety matters brought to their attention are reported to the Site Manager, Headteacher, GLT Health & Safety and Compliance Manager and/or Worknest as appropriate and in accordance with these Procedures.
- Actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance.
- Any incidents are reported and investigated following the GLT Incident Management Framework.

2.7 Site Manager

The Site Manager has delegated responsibility for ensuring the implementation of the Trust's Health and Safety Policy and Procedures and all relevant Health and Safety legislation in the operation and maintenance of the school. The Site Manager will ensure that:

- School buildings and plant are maintained in accordance with the Health and Safety Policy and Procedures.
- Records of servicing, maintenance and H&S compliance 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.
- Site specific 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.
- Statutory inspections of plant and equipment are planned, completed and recorded.
- Welfare facilities provided are maintained in a satisfactory state.
- Agreed safety procedures are maintained particularly those relating to housekeeping.
- Any reportable matters are reported to the School Health & Safety Lead.
- Any safety issues that they cannot deal with are referred to the School Health & Safety Lead.

2.8 Heads of Department/Subject and Heads of Service, including Catering Managers and Cleaning Supervisors or Managers

Heads of Department and Heads of Service will ensure that in their areas of control these Health & Safety Procedures are adhered to and specifically that:

- They actively lead the implementation of the Health & Safety Policy and Procedures.
- They supervise their staff to ensure that they work safely.
- The completion of written risk assessments of practices and activities including equipment and substances; that any general advice on safety matters given by the GLT Health & Safety and Compliance Manager, Competent Person and other relevant bodies in relation to the school are implemented, that this is then translated into written safe methods of working practice.
- Safe methods of work are implemented.
- Pupils, staff and visitors are informed as to their own personal safety and made aware of the health and safety procedures in place.
- Departmental risk assessments are regularly reviewed.
- Incidents, accidents, ill health and 'near miss' at work are recorded, investigated and reported to the School Health & Safety Lead.
- They communicate and consult with staff on health and safety issues.
- They encourage staff 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 communicated to the School Health & Safety Lead and when necessary, further effective controls implemented.
- Equipment is maintained in a safe condition.
- Statutory inspections are planned, completed and recorded.
- Personal protective equipment is provided and worn by members of staff and pupils, and that members of staff and pupils are instructed in its use.
- Any safety issues that cannot be dealt with are referred to the School Health and Safety Lead.
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- Agreed safety procedures are maintained, particularly those relating to housekeeping.
- All relevant safety documents are maintained and made available to all members of staff.
- Health and safety regulations and procedures are followed by members of staff and pupils.
- They perform regular health and safety inspections within their department under the guidance of the School H&S Lead, Site Manager and or WorkNest as required by these Health & Safety Procedures.

2.9 All members of staff

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

Members of staff are reminded that a breach of health and safety legislation by a member of staff is a criminal offence and action taken against an individual may result in heavy penalties.

Safety standards may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that members of staff are expected to act in a sensible manner.

It is the duty of all members of staff to cooperate with the Board of Trustees in fulfilling their legal obligations in relation to health and safety.

- Members of staff must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Members of staff are required to notify the Headteacher or their Line Manager of any unsafe activity, item or situation.
- Members of staff must take reasonable care of their own safety and the safety of others affected by their actions and observe the safety rules.
- Members of staff must comply with the Health and Safety Policy and Health and Safety Procedures
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Members of staff must dress sensibly and safely for their particular working environment or occupation
- Members of staff must conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks.
- Members of staff must use all equipment, safety equipment, devices and protective clothing as directed
- Members of staff must avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- Members of staff must maintain all equipment in good condition and report defects to their line manager.
- Members of staff must report any safety hazard or malfunction of any item of plant or equipment to the Site Manager.
- Members of staff must attend as requested any health and safety training course.
- Members of staff must observe all laid down procedures for processes, materials and substances used.
- Members of staff must observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Staff with direct responsibility for pupils will ensure that:

- They actively lead the implementation of the Health and Safety Policy and Procedures
- They supervise pupils to ensure that lessons and activities are carried out safely
- Safe teaching practices are developed and implemented
- Risk assessments are completed, recorded and regularly reviewed
- They encourage pupils to report hazards and raise health and safety concerns
- Equipment is maintained in a safe condition
- Personal protective equipment where required is provided and that pupils are instructed in its use
- Any safety issues that cannot be dealt with are referred to the Health and Safety Lead 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 procedures are maintained, particularly those relating to housekeeping
- Health and safety regulations and procedures are followed by all pupils.

Working Practices

- Members of staff must not operate any item of plant or equipment unless they have been trained and authorised.
- Members of staff must make full and proper use of all equipment guarding.
- Members of staff must not clean any moving item of plant or equipment or make any repairs or carry out maintenance work of any description unless authorised to do so
- Members of staff must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Members of staff must not smoke nor vape on any part of the school site

Hazard / Warning Signs and Notices

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

Working Conditions / Environment

- Members of staff must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Members of staff must keep stairways, corridors, classrooms and work areas clear and in a clean and tidy condition.
- Members of staff must dispose of all rubbish, scrap and waste materials using the facilities provided.
- Members of staff must clear up any spillage or liquids in the prescribed manner.
- Members of staff must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.
- Members of staff must not bring to site any personal waste items, materials and substances to dispose of in the school waste management systems

Protective Clothing and Equipment

- Members of staff must use all items of protective clothing/equipment provided as instructed.
- Members of staff must store and maintain protective clothing/equipment in the approved manner.
- Members of staff must report any damage, loss, fault or unsuitability of protective clothing/equipment to the relevant Line Manager, Head of Department/Subject or Head of Service.

Fire Precautions

- Members of staff must comply with all laid down emergency procedures.
- Members of staff must not obstruct any fire escape route, fire equipment or fire doors.
- Members of staff must not misuse any firefighting equipment provided.
- Members of staff must report any use of firefighting equipment to the Site Manager.

Accidents

- Members of staff 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 Line Manager.
- Members of staff must ensure that any accident or injury is properly recorded using the online incident report form.
- Members of staff must notify the Site Manager of any incident in which damage is caused to property.

Health

- Members of staff must report to their HR Manager any medical condition or medication which could affect the safety of themselves or others.
- Members of staff must cooperate with their HR Manager on the implementation of the medical and occupational health provisions.

2.10 Pupils / Students

All pupils must:

- Cooperate with all 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.
- Report any health and safety concerns to a member of staff.

2.11 Contractors

All contractors must ensure that they and their staff:

- Comply with these GLT Health & Safety Procedures and to the GLT Safeguarding Policy and Procedures.
- Follow any instruction from the Site Manager or their designate.
- Cooperate with 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
- Report any health and safety concerns to the Site Manager or School Health & Safety Lead.

2.12 Visitors

All visitors to any Trust premises must:

- Refer to the visitor arrangements in place at the school and comply with the school's Visitor Policy.
- Accept and comply with these Health and Safety Procedures and the school's Safeguarding Policy and Procedures.
- Cooperate with 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
- Teport any health and safety concerns to their host or to the School Health & Safety Lead.

2.13 WorkNest (Health & Safety Consultants)

WorkNest are the Trust's Health & Safety Consultants and 'competent person'.

WorkNest provides the Trust with the following services:

- A general risk assessment in the first part of the contract that forms the basis of the risk management programme and helps the school plan its future actions to reduce risk
- Development of documentation throughout the period of the contract and keeping it updated for:
    - changes in Health and Safety legislation
    - organisational changes which affect the management system

- A consultant visit to support the school's implementation of the Health and Safety policy and Procedures by:

    - assisting the school to complete specific risk assessments
    - providing further training, as agreed by the Headteacher on relevant agreed topics
    - reviewing and auditing the school's health and safety procedures and legal compliance
    - providing advice to the Headteacher and School Health and Safety Lead on implementing changes and system procedures

WorkNest is also contracted to:

- Fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- Provide a telephone advisory service - available 24 hours per day, 365 days of the year
- Provide crisis help if the school has a serious accident or incident involving the Enforcement Authorities
- Provide briefings to help keep the school up to date with new and forthcoming legislation.

2.14 GLT Joint Consultative Health & Safety Committee

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

The Health and Safety Committee will:

- Consider and support the trust's policies for health, safety and welfare and assist in monitoring and reviewing their effectiveness
- Consider forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules or the review of existing procedures of any Trust activity
- Promote health and safety communication and training in the Trust at all levels
- Receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents
- Receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents
- Consider reports of internal and external monitoring of the Trust
- Ensure trends in accident statistics are identified and to make recommendations for action
- Keep under review communications and publicity relating to health, safety and welfare and where necessary to recommend any improvements or changes
- Consider reports provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority
- Consider relevant health, safety and welfare matters raised by members of the Committee.

2.15 RESPONSIBILITY BY ACTIVITY

Risk Assessments

Risk assessments will be undertaken by:

Headteacher / School Health & Safety Lead	General Risk Assessment, School Activities, Emergency Response, School Events, Personnel, DDA / Equality, Safeguarding, Primary School
Head of Department/Subject	Design Technology, Food Technology, Science, ICT, Physical Education, Art, Performing Arts
Site Manager	Fire Risk Assessment, Legionella, COSHH, Asbestos, Manual Handling, Security, School Kitchen, Maintenance, Site Safety, Plant, Vehicles, Lettings
Group Leader and/or Educational Visit Coordinator	Educational Visit

Building, Plant and Equipment Maintenance

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

Site Manager

Asbestos

The responsible person in control of asbestos in school is:

Site Manager

The asbestos register is located:

On the school's online compliance software

Safe Handling and Use of Substances

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

Premises:	Site Manager
Cleaning:	Cleaning Supervisor, Site Manager or Cleaning Contractor
Catering	Catering Manager
Classroom:	Head of Department/Subject

Competency for Tasks

Ensuring staff have completed induction training on H&S is the responsibility of:

Health and Safety Lead

First Aid and Accidents

The First Aiders are:

Refer to school's first aid arrangements

Location of First Aid Boxes can be found at:

Refer to school's first aid arrangements

The Accident Book is located:

Online incident form

The person responsible for reporting RIDDOR notifiable incidents is:

Health and Safety Lead, who must register the incident with WorkNest

Fire

Escape routes and exits are checked by:

Site Manager

Alarms are tested weekly by:

Site Manager

Fire drills are organised termly by:

Headteacher and Health & Safety Lead

Educational Visits

The person responsible for coordinating educational visits is:

Educational Visit Coordinator

Contractors

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

Site Manager or GLT Head of Estates

Work Experience

The person responsible for coordinating pupils on Work Experience is:

Work Experience Coordinator

3 HEALTH AND SAFETY PROCEDURES

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

These procedures set out the process that is to be followed when any member of staff, pupil, visitor or contractor has an accident, near miss or dangerous occurrence on any Trust premises.

A member of staff who develops a work-related illness must also report via this process.

Definitions:

An **incident or 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 have done so.

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

Reporting

All incidents and accidents resulting in personal injury or damage to property must be recorded on the online incident report form by the member of staff affected, or by their line manager.

Completed incident report forms will be reviewed regularly by the Head & Safety Lead and the Regional Estates Manager 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 by the member of staff affected, or by their line manager, using the online incident report form as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

All staff must ensure that they are aware how to access the online incident report form.

Reporting Requirements

Certain incidents and 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 Health & Safety Lead in consultation with the Headteacher, GLT Health & Safety and Compliance Manager and WorkNest Consultant.

- Death
- A specified injury to an member of staff as detailed in regulation 4
- An injury to a non-member of staff where that person is taken directly to hospital for treatment as a result of their injury
- Any dangerous occurrence
- Any member of staff diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations
- Any member of staff 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 10 working days.

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

- exclude the day of the incident if the member of staff went home or did not return to work on the day

- include weekends, bank holidays and weekdays (whether the staff member 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 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 Students 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 incident or 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.

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the **WorkNest Advice Line. (Tel: 0845 226 8393)**

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

Any report to the Health and Safety Executive must only be made by the Health & Safety Lead in consultation with the Headteacher, GLT Health & Safety and Compliance Manager, and WorkNest Consultant.

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

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

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

Investigation

All injury related accidents that 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 may include obtaining signed witness statements, photographs and drawings as appropriate

3.2 Asbestos

All GLT schools will protect members of staff, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through the management of asbestos-containing materials in school premises by the following these procedures.

Assessment

Buildings will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.

A Written Plan

A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the procedure will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.

Access to Asbestos-containing Materials

Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.

Monitoring and Maintenance

The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

Training and Information

Employees who may come into contact with asbestos containing materials (ACM's) through the course of their work will receive adequate training and information such that they can recognise potential ACM's and know what precautions to take.

Asbestos-related Emergencies

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

Procedures for Controlling Work on Asbestos

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

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

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

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

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

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

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012, including undertaking asbestos refurbishment and demolition surveys, where appropriate.

Procedures for Dealing with Health and Safety Issues

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

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

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the member of staff must inform the Site Manager and in the case of an accident or emergency, respond quickly to ensure effective treatment.

3.3 Contractors

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

The following factors must be part of the school 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 procedure 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
- evidence of satisfactory enhanced Disclosure and Barring checks and identification documents when work is conducted whilst pupils are present in school

The complexity of the procedure will be directly proportional to the risks and consequences of failure.

Similarly the school has a parallel duty to the contractor and must ensure that the contractor is not put at risk by school activities for the duration of the contract.

The Site Manager will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to the Site Manager immediately.

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

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

- ensure it has in place suitable procedures for the management of the project and review those procedures throughout the project to ensure that they are still relevant
- ensure that all GLT staff involved 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 the school is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and, if the building is disposed of, to pass the file to any person or company who acquires the building.
- cooperate fully with all other stakeholders and provide all relevant information and instruction promptly and clearly.

3.4 Design and Technology

These procedures outline the requirements for safe working in Design and Technology (Textiles Technology, Food Technology, Graphics, Product Design and Art). All members of staff are required to follow this procedure to minimise risks to themselves, to pupils and to others. Teachers must use this information to help them to plan lessons and decide if an activity can be carried out safely, considering the age and responsibility of the pupils.

Communication, information and training

The Head of Department is responsible for ensuring that all members of staff are made aware of these procedures and ensuring that the procedures are followed, providing suitable training or directing new staff to an appropriate colleague, and for recording the dates and content of any training given.

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

The department must follow guidance in *BS 4163:2014 Health and safety for design and technology in schools and similar establishments – Code of practice* and is also licensed to use CLEAPSS. A copy of the code is available in school and all teachers within the department are given access to the CLEAPSS website.

Monitoring and checking

The Trust requires the D&T Head of Department to monitor the implementation of these procedures. Records of monitoring must be kept by the Head of Department.

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

Risk assessments

The school must follow the recommendation of the Health and Safety Executive to adopt published 'model' or 'general' risk assessments which the D&T department adapts to the school curriculum and facilities.

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

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

Every activity is to be assessed for risk including working with simple hand tools as well as potentially hazardous processes such as wood machining. An attempt is made to balance the desire to eliminate risk with the need to reduce risk in order to maintain practical work, e.g. certain activities may be demonstrated in order to reduce the level of risk to pupils.

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

Equipment Safety

New equipment will be purchased that is safe and suitable for the intended purpose and to comply with the *Provision and Use of Work Equipment Regulations*. Equipment listed by specialist educational equipment

suppliers is taken to meet these Regulations but all other equipment, especially gifts, are to be treated with caution and carefully assessed.

Use of guards

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

Maintenance, Inspection and Testing of Equipment

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

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

These are:

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

Level 2: A more formal visual inspection which should be carried out termly by members of staff. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.

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

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

Recording of Inspections and Testing

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

All Level 3 inspections/maintenance must be recorded. It is recommended that the Head of Department holds records of examinations, tests and certificates. This information will be recorded on the school online compliance reporting software.

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

Pressure Vessels

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

Local exhaust ventilation

Local exhaust ventilation equipment (dust extraction and fume extraction from heat treatment areas) should be tested every 14 months. The Head of Department has the responsibility of seeing that this happens. The records of the tests are available for staff reference and for inspection by an HSE Inspector on file.

Room Safety

All practical rooms must be locked when not in use.

Unsupervised pupils must not be allowed in hazardous rooms.

When starting a practical lesson, members of staff should check that rooms are clear, all thoroughfares and rooms are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken.

Fire doors must be unlocked and clear.

Only authorised members of staff are permitted to switch on the electricity and gas mains isolators. Students may not switch on these – not even under supervision.

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

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

Only one person may operate a machine or piece of equipment at a time.

A specialist room may only be used for other curriculum activities if the person supervising the pupils understands room hazards in the room and can prevent them from having accidents.

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

Students and staff are not to eat or drink in a room/workshop - this includes break and lunch times. Gas and electricity must be switched off at the mains at the end of the day - the location of mains switches/taps is clearly indicated in each area.

Large volumes of shavings, sawdust and plastic cuttings are likely to constitute a fire hazard and so clearance and disposal should take place on a regular basis, rather than at the end of the day. Excessive dust from machining operations and 'walked in' dirt contribute to respiratory problems and should be removed by vacuuming on a regular basis, rather than by sweeping.

At the end of the day and at weekends, all tool and storage cupboards should be locked, key switches and main electrical supplies isolated, gas valves closed, all machine tools and bench shears padlocked and all electrical equipment turned off. It is the responsibility of the teacher in charge of the room to make sure that all systems are safe, all hot items are cool and that everything is closed down safely before they leave the building.

All D&T areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

Storage

Storage must be kept well organised and tidy. Large items should not be stored high and stepladders or working at height equipment must be available for reaching high shelves safely. All members of staff using step ladders and/or working at height equipment must have undertaken appropriate training.

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

Standing on benches, chairs, tables to watch a demonstration/get equipment etc. is not permitted.

Sharp tools and utensils must be stored so that accidental contact with the sharp part is unlikely and they must be securely locked when not in use.

All materials which are hazardous, for example they may be toxic, flammable or corrosive, must be clearly labelled. The labelling must state the material and the nature of the hazard(s).

Keep all working quantities of these materials to a minimum.

Access to hazardous materials must be restricted to authorised staff only (technicians).

All hazardous materials must be stored away from direct access by pupils.

Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom.

All sharp Design Technology Food knives should be stored in the locked store cupboards.

All sharp craft knives should be stored in a locked cupboard or room.

No sharp knives should be left unattended in a classroom.

Shelving

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

Maintained stepladders and working at height equipment must be provided for access to shelving beyond easy reach from the floor.

3.5 Disabled Persons including Students with Special Education Needs (SEN)

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

To achieve this, schools will:

- treat all disabled members of staff, 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 members of staff with special needs to suggest any premises or task improvements to their line managers
- discipline any members of staff found treating their disabled colleagues with less than the expected standards of respect and dignity
- ensure a suitable PEEP has been undertaken and communicated 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 a member of staff 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 a risk assessments of a pupil with special education needs will be made:

- before the pupil joins the school – 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.

3.6 Display Screen Equipment

All reasonable steps will be taken by the school to secure the health and safety of members of staff and pupils who work with display screen equipment.

To achieve this objective schools will:

- identify those members of staff 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 members of staff, 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'

These procedures are 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.

Members of staff 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 line 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 line 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.

3.7 Driving

The Trust is committed to reducing the risks to its staff, pupils and others when being driven in Trust vehicles.

The School Health & Safety Lead will:

- ensure risk assessments are completed and that journeys are planned
- ensure that unreasonable time constraints are not put 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, for driving minibuses drivers must successfully undertake MIDAS or equivalent as a minimum
- 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
- ensure adequate insurance is provided for the vehicle, the driver, occupants and third parties

The Site Manager will ensure that:

- school vehicles are maintained to the required legal standard and ensure suitable for their purpose
- additional tools and equipment necessary for the purposes of the journey are provided and maintained
- access to breakdown support and recovery is provided
- no smoking or vaping signs are displayed inside the vehicle
- the vehicle carries a suitably equipped first aid box.
- a copy of the relevant documentation is held in the vehicle

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 Health and Safety Lead 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

- undertake and record a visual inspection of the vehicle as detailed below
- have a valid licence for the vehicle they are driving
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must:

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke or vape
- not use a mobile phone or other electronic device
- 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.

Minibus

Legal Requirements

As required by law, the school will ensure that a minibus:

- is correctly licensed
- is adequately insured
- is well maintained
- has a valid MOT certificate (if more than one year old).

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

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

- daily vehicle checks
- pre-journey checks
- general driving safety
- road testing
- emergency stop
- use of mirrors and indicators
- reversing using mirrors only
- passenger safety

- passenger comfort.

Drivers Hours

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

Weekly Checks

The Site Manager will ensure that weekly checks of the minibuses are carried out and recorded; and that the minibuses are inspected every ten weeks and serviced in line with the manufacturers recommendations.

Staff who notice any defects in the minibuses should immediately notify the Site Manager who will then determine whether or not the vehicle should be taken off the road and repairs carried out, liaising with the appropriate garage / mechanic as appropriate.

Driver's check

Drivers are responsible for the following checks before embarking on their trips:

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

- make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle.

At the end of the journey the driver must lock and make the vehicle secure. Keys should only be taken just prior to making use of the minibuses; and should be returned to the nominated keyholder immediately after use. The driver must report any issues to the Site Manager.

Passenger Responsibilities

All passengers must:

- wear seat belts and always remain in their seats until instructed otherwise
- never distract the driver by shouting, etc
- not eat or drink in the vehicle
- make sure that escape routes are not blocked by bags, etc

Pupils are ambassadors of the school and must never bring its name into disrepute by gesturing, etc

Passengers found to have vandalised a minibus may face a ban from using it again and may be required to pay for damages.

Accident Procedures

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

Report the accident immediately to the Head & Safety Lead, who will ensure the appropriate forms for onward transmission to insurers are completed.

Breakdown and Recovery

The minibuses are covered for breakdown and recovery. Details of how to contact the providers and the membership details can be found in the minibus.

Minibuses must not be used for private use.

Incorrect Use of the Minibuses

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

List of Authorised Drivers

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

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

3.8 Educational Visits

The school must ensure that the safety of pupils, members of staff 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.

The school must have an Educational Visits Policy and Procedure in place. All staff and pupils must comply with the school's Educational Visits Policy and Procedure.

3.9 Electricity

The school will take all reasonable steps to secure the health and safety of members of staff, 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 members of staff and contractors who carry out electrical work are competent to do so
- maintain detailed records.

All members of staff must:

- visually check electrical equipment for damage before use
- report any defects found to their line 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 following key actions are necessary to control the health and safety risks arising from electricity.

The Site Manager will ensure that:

- The main electrical installation is tested every five years except for those parts of schools with:
    a) a licensed area
    b) lightning protection which should be tested annually
    c) leisure centres/swimming pools which should be tested in accordance with current regulations

- Copies of electrical test certificates are retained

- A record is 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

- the inspection and testing of portable electrical equipment is carried out

3.10 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 and implement appropriate control measures
- ensure good housekeeping procedures 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
- carry out termly 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 members of staff, 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 evacuation signal is given. All occupants, on evacuation, should report to the predetermined 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.

Members of staff must report any concerns regarding fire procedures to the School Health & Safety Lead so that the school can investigate and take remedial action if necessary.

Summary of Key Actions

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

The Site Manager will:

a) ensure a fire risk assessment is completed and reviewed annually

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
- emergency lighting tests
- post fire evacuation notices.

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

The School Health & Safety Lead will:

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

2) provide fire safety training

Safety Signs, Notices and Displays

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

Personal Protective Equipment

The school should provide eye protection, gloves, overalls and aprons for members of staff where the risk assessment requires them and safety spectacles for pupils.

Eye protection must be worn by all staff and pupils when using any machine or when soldering using soldering irons. Eye protection should be used for any other operation where the risk assessment shows it is required. Eye protection must conform to BS EN166.

Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them.

The condition of the eye protection is checked prior to each use.

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

Emergency procedures

In the event of a person discovering a fire, they must sound the fire alarm.

On hearing the fire alarm staff should turn off the gas, electric and any machinery or equipment and make their way to the assembly point.

Fire Safety Training in schools

Schools 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.

Students 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 must 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 emergency services
- 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
- the location of designated assembly points
- 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 the school's 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 restrictions on cooking other than in designated areas
- assisting disabled persons to safely evacuate the premises

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 Students

Pupils/students should be provided 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 and the location of assembly areas
- exit routes and the operation of exit devices

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. (As a guide, there should be an aim of 3 minutes or less)	Put a 'fire drill feedback' strategy in place Take action on feedback Determine a deadline for issues to be resolved any remedials to be actioned
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 backup	An annual test and examination of the alarm system by a competent service engineer is required. Test and examination of the 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.

3.11 First Aid

Schools must provide sufficient provision for first aid to deal with injuries that arise at work or as a consequence of school activities.

To achieve this objective schools 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 renewed every three years by undertaking the full 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 Health & Safety Lead should ensure a risk assessment is undertaken to determine the number of first aiders required. 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. If the school accommodates children under 8 years old, the school will ensure that a sufficient number of staff with paediatric first aid training present on the premises or during outings. Paediatric first aid training will also be provided to any staff who are in sole charge of children under 8 years old for any period of time.

Adequate first aid provision will include cover for break times.

The Headteacher is responsible for ensuring adequate 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 off site 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, must be equipped with a sink and access to an accessible WC.

First Aid Information

Notices must be posted in conspicuous positions within schools, giving the location of first aid equipment and facilities and the name(s) and location(s) of the first aid personnel.

New and temporary members of staff 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 must ensure 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 Health & Safety Lead 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 person responsible for checking and replenishing the kit regularly is the Site Manager.

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.

3.12 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 schools 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 support 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 must be 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.

Students with special needs may have poor coordination, slow reaction times and variable levels of concentration which require extra support and guidance. This will affect the teaching capacity/group size and may require additional support. Sometimes 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.

Students 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 are 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

Deep Fat Fryers have been removed from all schools and should not be used.

Knives and Utensils

No pupil should be allowed to use a knife unless 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.

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

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 should be 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

3.13 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.

3.14 Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of members of staff 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
- member of staff 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 members of staff 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 members of staff and pupils who may be exposed, about the risks to health and precautions.

3.15 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 members of staff 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 line 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
- Covid 19
- Weil’s Disease.

Individual suitable controls will need to be applied depending on the circumstances of each case. In some instances members of staff 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 must be maintained at all times in relation to a member of staff who is known to have any infectious disease.

No health information will be disclosed without the written consent of the member of staff 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.

Pandemics and Epidemics

When notified that the country is experiencing a pandemic or epidemic, the school will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

The school will:

- follow guidance given by government agencies and close sites if instructed to, or if staff, pupils or any other person is put at risk,
- undertake risk assessments to identify tasks or situations that may expose individuals or groups to potential risks,
- monitor any changes to government guidance,
- manage the risk posed by contractors and visitors visiting the school,
- develop and implement an emergency action plan to deal with any potential outbreaks,
- allow staff to take part in any government testing,
- identify, plan and implement controls and safe systems of work to prevent transmission,
- provide information, instruction and training to those identified at risk,
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance,
- organise for the safe cleaning of equipment and, where appropriate, disinfection and thorough cleaning,
- arrange for safe disposal of any infected materials, and
- adopt good hygiene practices.

3.16 Interactive Whiteboards

All reasonable steps must be taken by the school to secure the health and safety of members of staff 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.

3.17 Legionnaires Disease

All reasonable steps must 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 Site Manager.

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 Site Manager.

Training

The school will provide training to the Site team responsible for the day to day management of the water systems.

3.18 Lifts

Implementation

The Site Manager will ensure that:

- an examination scheme is drawn up by a competent person for each lift
- all lifts are fitted with appropriate barriers and interlocking gates to prevent passengers or cargo from falling from the lift, coming into contact with the lift machinery or entering/exiting the lift when it is not at a designated landing
- suitable equipment and mechanisms are installed to prevent the lift from:
    - leaving its landing when the doors are unlocked and/or open
    - falling (including its maximum working load) in the event of a failure in the lifting mechanism
    - overrunning its furthest intended point of travel
    - being operated from more than one position at any one time
    - being overloaded or exceeding its maximum number of passengers.
- lifts are serviced and maintained in a safe condition and examined/inspected by competent persons (annually for goods lifts and 6 monthly if lifting people)
- the safe working load (SWL) is clearly displayed inside each lift
- notices are posted adjacent to each lift opening advising against the use of a lift in the event of a fire
- arrangements are made for the emergency evacuation of persons in the event of lift failure
- lift motor rooms are kept locked and entry only allowed to authorised persons.

Records

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

3.19 Lone Working

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

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

People falling into this category may include:

- anyone working outside normal hours on their own
- cleaners who normally work outside school hours
- teachers in classrooms away from the main building in the sports centre
- teachers working in workshops or laboratories
- caretakers or maintenance staff
- members of staff 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 Headteacher 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 Site Manager (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 Site Manager (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 Site Manager (or other named person), the Site Manager should then secure the building. This includes the closing of all fire doors and leaving on any emergency and exterior lights.

When the Site Manager (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 there is 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 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).

3.20 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 document the school will ensure that:

- there is no lifting wherever possible and in relation to the handling of pupils with special needs, 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 members of staff.

- 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

- members of staff are properly supervised

- where relevant, members of staff 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
- member of staff selection.

No member of staff 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 cooperation 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 members of staff 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.

3.21 Needlestick or Sharps Injuries

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

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

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

- encourage the wound to gently bleed, ideally holding it under running water
- wash the wound using running water and plenty of soap
- don’t scrub the wound whilst you are washing it
- don’t suck the wound
- dry the wound and cover it with a waterproof plaster or dressing
- seek medical assistance
- ensure that the injury is recorded using the online incident report form.

3.22 Noise

The school will take all reasonable steps necessary to ensure that the risk of hearing damage to members of staff who work with noisy equipment is reduced to a minimum.

Noise Risk Assessments

The Health & Safety Lead will ensure noise exposure risk assessments are carried out of noisy areas, processes and/or equipment as appropriate. Assessments will be used as the basis for formulating action plans for remedial measures when necessary. Assessments will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels for staff.

Reduction of Noise Exposure Levels

The school will, as far as is reasonably practicable, take all steps to reduce noise exposure levels by means other than the use of personal protection. The school accepts that the use of ear protectors is a last resort and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

The school will provide suitable and effective ear protection to staff working in high noise levels, as indicated as necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, provide training in the selection and fitting of protectors and provide details of the circumstances and areas in which they should be used.

Use and Maintenance of Noise Control Equipment and Procedures

The school will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of staff, including enclosures, silencers and machine covers.

All personnel will be required to

- use these procedures and equipment correctly
- promptly report any defects or deficiencies through the appropriate channels.

Provision of Training

The school will provide adequate training to staff as part of its hearing conservation and noise control procedure. All staff who are exposed to high levels of noise will be provided with:

- information, instruction and training about the harmful effects of noise

- information and training on what they must do in order to protect themselves and meet the requirements of the law and of the school's procedure.

Where a problem arises as a result of noise, staff must inform the Health & Safety Lead immediately.

3.23 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 times.

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 considered.

Materials such as top soil 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.

3.24 Personal Protective Equipment

The school must provide 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 and pupils 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 and pupils 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.

3.25 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 wellbeing of others. This should be a planned and intentional aspect of the curriculum.

The school must follow the standards set out in 'Safe Practice in Physical Education and Trust Sport' produced by the Association for Physical Education.

Implementation

The Head of PE is responsible for ensuring this document is brought to the attention of all members of 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 members of 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 timetabled 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 Students

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)

Adults other than teachers may be 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 continues 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 and under the supervision of teachers..

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

See: '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 Students

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 members of staff and/or pupils. Where members of staff 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 number 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 a 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.

3.26 Pressure Vessels

Pressure vessels used in the school science departments include autoclaves and domestic pressure cookers (used as autoclaves).

Due to the high pressures at which they operate and the steam that is generated they are subject to the requirements of the Pressure Systems Safety Regulations. The metal from which the pressure vessels are constructed may become corroded. Pressure vessels include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and failure of pressure-regulating and other safety valves could lead to an explosion.

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

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

Autoclaves and pressure cookers require periodic inspection under the Pressure Systems Safety Regulations.

The examination normally takes place each year.

The examination is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by the insurance company.

Records of examinations are kept within school grounds.

3.27 Radiation

Teaching about ionising radiation in schools helps pupils to develop a balanced attitude towards the subject, for many the study of ionising radiation at school may be their only opportunity to achieve this.

School work involving ionising radiation is very safe because great care has been taken in the choice of sources, control measures and procedures. However, all radioactive substances can cause harm if misused.

To comply with legislation and to ensure the school follows best practice the trust has appointed a Radiation Protection Adviser (RPA) and the school should appoint a Radiation Protection Supervisor (RPS). The RPS should undertake appropriate training in line with IRR17 regulations. School science departments using typical school teaching resources must notify, register or obtain consent from the HSE before working with the sources.

The Local Rules for the use of ionising radiations have been adapted from the CLEAPSS model in consultation with the RPA and it is a function of the Head of Department to see that they are adhered to. Staff using ionising radiations have been issued with their own copies, as a part of their training.

The Radioactive Sources History (i.e., authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal is kept in the Science Prep. Room.

The Use Log (showing the times that any sources are removed from and returned to their store) is kept in the Science Prep. Room.

The Monitoring Record of tests for leakage of radioactive sources and contamination by radium sources is kept in the Science Prep. Room. Testing normally takes place each year.

All records are to be kept up to date.

3.28 Risk Assessment

Risk assessment is a systematic examination of what within schools that 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.

The relevant Head of Department or Head of Service must complete a risk assessment of all known and reasonably foreseeable health and safety hazards covering school premises, people, equipment and activities in order to control risks and to plan and prioritise the implementation of the identified control measures.

See also section on Risk Assessment

The Head of Department / Head of Service will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- members of staff 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.

Risks may be controlled in various ways; determining the effectiveness of those controls is part of the risk assessment process.

It is the responsibility of the Health & Safety Lead to ensure risk assessments are conducted, although in practice the actual assessment process will be the responsibility of the relevant Head of Department or Head of Service.

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

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

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

Design & Technology

CLEAPSS Risk assessments in technology http://www.cleapss.org.uk/
BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments

Science

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

Food 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/

3.29 Science

The responsibility for overseeing health and safety within the science department is that of the Head of Department.

Arrangements for ensuring that practical work within the science department is carried out safely and that safety control measures applied should be pragmatic and proportionate so as not to inhibit good teaching.

Training

Any non-science staff who have to supervise any class in a laboratory will receive brief training in laboratory rules.

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

Risk Assessments

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

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

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

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

Lesson plans must be checked against the model risk assessments, staff should deviate from it only if their proposed activities have been also checked with the models and where appropriate agreed with the Head of Department.

Where an activity must be restricted to those with special training, that restriction must be included in a note in the text.

Fume Cupboards

The Head of Department will arrange regular testing of fume cupboards at a maximum interval of 14 months but require teachers to perform a check before use. Records of the tests are kept on file.

All users must be trained to carry out a check that a fume cupboard is working before use.

Pressure Vessels

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

Equipment Safety

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

Any user who discovers a hazardous defect in an item of equipment must report it to the Head of Department.

Personal Protective Equipment

The school accepts the duty to provide eye protection, gloves and laboratory coats for members of staff where the risk assessment requires them and safety spectacles for pupils. The condition of the eye protection is checked prior to each use.

Chemicals

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

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

Waste disposal

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

Safe disposal of Sharps

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

Security

Access to laboratories and preparation rooms will be controlled to prevent unauthorised access. All science rooms including store rooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty and that the door is locked. All laboratories which are left open are cleared of all hazards, including shutting-off all services when supervision by a suitably-trained teacher or teaching assistant comes to an end. No class is allowed to be in a laboratory without adequate supervision.

All science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

Firefighting equipment

When using flammable metals, it is better to have a bag of sand immediately available in case of fire. Dry powder extinguishers may cause permanent damage to computers and lead to such a mess that industrial cleaning will be required. A fire blanket can be used to smother fires, often causing less damage than a carbon dioxide extinguisher, which may blast apparatus across the bench.

Spills

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers using a 'spill kit' provided for this purpose.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures which may involve calling the Fire Service. This training is supported by regular drills arranged by the Head of Department.

3.30 Supporting Students with Medical Needs

The Headteacher must ensure that the school has a properly approved Supporting Students with Medical Needs Policy in place.

All members of staff and pupils must comply with the policy.

3.31 Swimming Pool

Each school that has a swimming pool will take all reasonable precautions to safeguard staff and pupils using the swimming pool and recognises that the following are essential to ensuring that this will be achieved:

- completing a Risk Assessment for the pool and making sure it used
- the preparation and training of staff in the Emergency Action Plan
- clear conditions of hire (where relevant)
- the establishment and implementation of pool rules
- determining the special needs or medical conditions of pupils
- nominating a member of staff responsible for pool safety.

General Safe Practice

The minimum number of people, teachers and support, at the poolside is two, where only one is present this will be justified in the risk assessment to indicate why this ratio is acceptable and should highlight alternative emergency arrangements.

A suitably qualified adult should always be present at the poolside to effect a rescue from water and carry out cardiopulmonary resuscitation.

Teachers and school staff present during programmed activities should hold as a minimum either of the following two awards:

- the National Rescue Award for Swimming Teachers and Coaches (NRASTC)
- the STA Level 1 Award in Pool Emergency Procedures.

For unprogrammed activities there should be a qualified lifeguard who should hold:

- the RLSS National Pool Lifeguard qualification or
- the STA Level 2 Award for Pool Lifeguard.

All staff at the poolside need to:

- update their lifesaving and water safety skills regularly
- practice their skills
- remain diligent
- be aware of the NOP and EAP.

Pool Rules

All pupils must be made aware of the school rules, including:

- removing or making safe all jewellery
- not to chew sweets or gum
- usual hygiene procedures
- reporting illness
- no outdoor shoes on the poolside
- no running on the pool surround
- to keep away from the pool edge until instructed
- the emergency procedures for stopping activity and evacuating the pool
- reporting unacceptable behaviour
- responding immediately to all instructions.

Teacher to Student ratios

The designated maximum bather capacity appropriate to the size of the pool will be specified in the booking

Irrespective of the ratio there must always be a supervisor present on the poolside alongside the swimming teacher, one of which must be responsible for lifesaving. The supervisors will be required to be able to effectively carry out emergency procedures. Student/teacher ratios must not exceed 20:1 and for the vast majority of cases in primary school swimming should be less than this. The following ratios are based upon safety considerations rather than teaching requirements:

Non-swimmers and beginners

A ratio of 12:1 will be used for young children, normally primary school age, who are being introduced to swimming and who are unable to swim 10 metres unaided on back and front.

Children under the age of seven

Irrespective of their swimming ability, group size should be restricted to a ratio of 12:1.

Improving swimmers

A ratio of 20:1 will be used for swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their back and on their front. It is recommended that the lesson be confined to an area in which the children are not out of their depth.

Mixed ability groups

A ratio of 20:1 will be used for pupils with a range of ability (from improving to competent) where the least able and least confident are working well within their depth. Swimmers' techniques, stamina and deep water experience should be considered.

Competent swimmers

A ratio of 20:1 will be used for those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for 2 minutes.

Swimmers with disabilities

For swimmers with disabilities, each situation must be considered individually as people with disabilities are not a homogeneous group. The school will normally use a maximum 8:1 ratio for swimmers with disabilities and alter the ratio for each group as necessary. Additionally, care must be taken to ensure that there are sufficient helpers in the water to provide a 1:1 ratio for those needing constant support and a sufficient number of other helpers to provide the degree of support required by the range of disabilities within the group.

Emergency Action Plans

An Emergency Action Plan (EAP) details what everyone should do in the event of a reasonably foreseeable emergency. This might include:

- overcrowding
- disorderly behaviour

- assault
- lack of water clarity
- fire
- bomb threat
- structural failure
- emission of toxic gases
- serious injury to swimmer
- discovery of a casualty in the pool.

The procedure will explain how to clear the pool and/or evacuate the building/site, the roles of all the staff involved, how to call for help and what help to give to the people involved.

All staff likely to be involved in this procedure and all outside user group leaders who may be affected need to be trained to ensure their effectiveness in an emergency.

Notices need to be displayed to advise pool users of the arrangements in the event of an emergency.

All school classes to run practice drills during the first lessons of each term in order that both staff and pupils recognise the alarm signal and know how to respond to it.

Exit doors and signs, firefighting equipment and alarm points need to be checked regularly to ensure that they are working and accessible. All fire doors must be operable without the aid of a key at all times the pool is in use. These should be checked at the start of every day.

Safety Equipment

- All pools must be equipped with a means of raising an alarm and summoning support in the event of an accident or incident. Ideally, this will be an emergency button which activates a siren or a telephone giving direct contact with the emergency services.

- There should be a long pole at either side of the pool to reach and rescue anyone in difficulties without getting into the water. Adequate buoyancy aids and first aid equipment, including a blanket should be immediately to hand.

- Pool depths should be clearly marked on the walls of the pool and teachers should explain their significance to pupils, especially beginners.

- In school open-air pools this could be a painted depth line on the fence so that children can stand next to it to see where the water will come up to when they get in.

- All signs should be compliant with the Safety Signs and Signals Regulations.

- A pool divider, usually a rope, should normally be positioned to separate deep from shallow water when non-swimmers are present.

- All pools must be locked off and isolated to prevent unauthorised access when not manned. Failure to achieve this is a major cause of accidents in school and private pools.

Conditions of use by an outside organisation

If the school pool is used by an outside organisation the school must ensure that the outside organisation uses the pool in a safe manner.

The outside organisation will be required to sign a hire agreement and will also be given an up to date copy of the EAP and any special conditions of hire which might apply to their session.

Conditions of hire should include:

- the name and address of the organisation hiring the pool
- the name of the pool being hired
- the name of the hirer and contact details
- the activity for which the pool is to be hired (to assess the level of risk and safety rules required by session type)
- the numbers participating and their age and swimming ability (where a school hires a pool for a block involving more than one class with different abilities, ideally the form should be completed to show all this information as the equipment/area of the pool used may need to be different for different groups)
- specific agreement on the respective responsibilities of the hirer and the pool operator (for instance who will provide the lifeguarding and the level of lifeguarding provision to be made, child protection issues, staffing levels)
- details of who is to be responsible for what in the event of an emergency (normally it is the operator of the pool who is responsible for building related problems and the hirer for emergencies associated with the activities of the group)
- any safety advice to be given to swimmers and any specific rules that should be enforced
- a signature from the hirer that they have received and read copies of the NOP & EAP
- appropriate third-party liability insurance.

3.32 Training

Training in health and safety is a legal requirement and also helps create competent staff at all levels within schools to enable them 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 line managers and supervisors throughout the schools.

Training objectives cover three areas: the organisation, the job and individuals.

All staff will need to know about:

- the Health and Safety Policy and Procedures
- the structure and system for delivering the policy and procedures

Staff will need to know which parts of the system are relevant to them, to understand the major risks in school activities and how they are controlled. All members of staff will be provided access to the Health and Safety Policy and Procedures.

Line Managers training must include:

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

All staff training will include:

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

All staff will also receive **induction training** that 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 members of staff.

Members of staff 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.

3.33 Violence to Staff

The Trust 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.

The Trust defines 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 members of staff.

To achieve this objective schools 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 members of staff of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards members of staff
- train members of staff who may be exposed to violence or challenging behaviour situations
- support the members of staff involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the members of staff
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in member of staff safety.

3.34 Visitors

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

Members of staff hosting visitors must ensure that any visitors:

- are authorised to enter the premises
- follow the Trust and school Safeguarding Policy and Procedure
- adhere to applicable health and safety instructions and procedures during their visit
- are given adequate information to ensure their safety including emergency information
- are provided with and wear any protective clothing required
- have been advised to report any health and safety concerns to their host or to the school Health & Safety Lead.

Members of staff hosting visitors must ensure that any accidents / incidents involving visitors are reported through the online incident report form.

Members of staff who become aware of people on the premises who may be unauthorised should report it to their Line 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.

3.35 Window Restrictors

The fitting and use of window restrictors within school premises is used to ensure the safety and security of members of staff, pupils and visitors. The school is particularly concerned with preventing persons from falling from height, and has fitted window restrictors to remove the possibility of persons opening a gap large enough for a person to fall through. It is therefore essential that all window restrictors are maintained in a good working order and that all staff report defects to their line manager as a matter of urgency.

The school will:

- risk assess the danger of falling from any window and the effects of installing a window restrictor, including the possible loss of ventilation
- identify all vulnerable parties who may be particularly at risk from falling out of windows
- ensure that all window restrictors are secured with tamper-proof fittings
- ensure that the window frames are sufficiently robust where the window requires a window restrictor
- ensure that all window restrictors can withstand a minimum static pushing force of 850N
- ensure that all window restrictors are properly maintained and kept in working order
- provide adequate training and supervision to all staff who use or maintain window restrictors

The Site Manager is responsible for checking the window restrictors on a monthly basis. Any window restrictor that is found to be broken will be replaced or repaired as a matter of urgency, but the window must be kept locked shut until repairs are carried out. If the repair will not take place for more than a day, temporary signage will also be put in place to indicate that the window should not be used.

3.36 Work at Height

The school will take all reasonable steps to provide a safe working environment for all members of staff 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 members of staff required to use stepladders or ladders are competent
- regular inspections of all stepladders and ladders are undertaken
- any contractors on school property comply with these procedures
- 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 effect 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. Use and inspection of tower equipment must only be undertaken by PASMA trained staff.

3.37 Work Equipment

Schools must provide a safe working environment in relation to work equipment safety and ensure all members of staff 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 members of staff
- 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 members of staff to enable the work equipment to be used and maintained safely
- ensure work equipment is not left unattended whilst in use
- provide refresher training as appropriate and as determined necessary by workplace inspections.

3.38 Work Experience Placement

The school must ensure a work experience procedure is in place. All members of staff and pupils must comply with the procedure.

4 RISK ASSESSMENT

Risk Assessment involves identifying the hazards present in the workplace or arising out of any work activity and evaluating the extent of the risks involved to members of staff and others, considering 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.

Risks may be controlled 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 risk assessments are brought to the attention of members of staff.

Carrying out risk assessments

Those who are involved in risk assessments must:

- 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 members of staff 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 members of staff who are pregnant or who have recently returned to work after having a baby, inexperienced members of staff 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 procedure 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 members of staff.

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 members of staff 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 procedures 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 coordinated 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 member of staff 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; cooperate and coordinate with other businesses
- Provide training.

6. Review

- Keep assessment under review
- Revise where necessary

5. PERFORMANCE MONITORING

Measurement is essential to maintain and improve health and safety performance and 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: proactive and reactive.

Proactive monitoring

Monitoring is a line manager's responsibility and managers should provide 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.

Staff 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.

Members of staff 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 a member of staff claim.