

Our Lady and St Chad Catholic Academy



Health and Safety Policy

April 2015

Part of Pope John XX111 Catholic Multi Academy Company, a company limited by guarantee registered in England and Wales. Company Number: 09441910

Statement of Local Health and Safety Intent

Good health and safety management will be an integral part of the operation of the Catholic Multi Academy Company, the Board of Directors, Chair of Academy Representatives, Principal, employees, partners and all other people with whom we do business.

The Board of Directors will strive to achieve the highest standards of Health, Safety and Welfare consistent with their responsibilities under the Health and Safety at Work Act etc.1974 and other statutory and common law duties.

We will:

- ❖ Plan for health and safety within our academy improvement planning activity.
- ❖ Ensure relevant safety actions are included during the staff appraisal process.
- ❖ Develop and maintain local arrangements and procedures that interpret health and safety legislation and guidance that apply to this academy.
- ❖ Review with the Local Academy Committee all progress against our plans and take appropriate action.
- ❖ Provide an environment in which staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all academy staff.
- ❖ Monitor accident trends throughout the academy to further inform the health and safety aspects of the academy improvement plan.
- ❖ The Academy will expect employees to show a proper, personal concern for their own, pupil and others safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

Name of Academy

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Signed (Principal)

Chair of Academy

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Date:.....

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Version	Date	Action/Notes	Signature of the Chair of Committee/Board
1		Approved by: Ratified by: Board of Directors	

Health and Safety Policy

Good health and safety management will be an integral part of the operation of the Catholic Multi Academy Company, the Board of Directors, Chair of Academy Representatives, Principal's, employees, partners and all other people with whom we do business.

The Board of Directors will ensure as a minimum compliance with all relevant legislation and approved codes of practice. The Board of Directors will be supported in this by Health and Safety Advisors. Where statutory standards and requirements are not in place the Board of Directors will endeavour to ensure best practice standards are developed and implemented.

This document details the organisation and arrangements required to maintain and continuously improve our academy's health and safety management system.

The contents include a list of our local procedures for this academy and the document control system we use.

The Aim of the Policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

Board of Directors

- the production of an Academy Health and Safety Policy, to be reviewed as required;
- ensuring that the requirements of health and safety legislation are met, and to promote best practice;
- ensuring that each Academy budget is managed on a risk priority basis, so that health, safety and welfare is maintained;
- ensuring that effective health and safety planning and target setting takes place within each Academy and that regular monitoring, audit and review of health and safety performance is undertaken;
- ensuring that the health and safety functions and duties of all staff are discharged in line with this policy;
- ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations;
- ensuring effective communication with the Academy Representatives, Principal, staff, parents and pupils in respect of health and safety matters;
- ensuring that the Audit and Risk Committee and each Principal recognises and sets out the roles of specialists (e.g. Health and Safety Officers, External Advisors, Fire Officers, etc) and the means of effectively liaising with them;
- ensuring that adequate resources are made available to ensure effective health and safety management and training.

In practice, the Board of Directors will delegate the functions necessary to discharge these responsibilities to the Principal and senior management team of the Academy; however they will ensure that they have adequate monitoring of these functions in place.

Principal

The Principal will:

- manage the Academy budget on a risk priority basis, so that health, safety and welfare are maintained
- provide an effective risk management process
- conform to statutory regulations and codes of practice and guidance and to best practice
- takes account of individual personal requirements, such as special needs, individuals with poor literacy and those who use another language
- pays particular regard to pupils, service users, visitors and contractors, who may be unaware of the dangers and risks
- ensure that accidents, incidents of aggression, near miss incidents and ill health conditions are investigated and reported according to the Pope John XXIII Catholic Multi Academy Company procedures as well as legal requirements
- carry out investigations of all accidents and incidents in order to identify any measures necessary to prevent a recurrence;
- provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their responsibility;
- ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities;
- ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999 and other relevant legislation;
- ensure that health and safety responsibilities are identified within job descriptions, as required
- evaluate, monitor and review local health and safety arrangements and performance formally once a year, or where there are significant changes to legislation, or following an accident/incident or organisational changes;
- consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of employees at work can be effectively dealt with;
- arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties;
- ensure that the Chair of the Academy and Academy Directors are informed of any breach of health and safety statutory requirements, which cannot be effectively dealt with;
- ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term;

- implement CDM procedures to ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with guidance provided by any external advisors
- ensure that all welfare facilities are provided and maintained to an appropriate standard;
- ensure that this policy is communicated to all Directors, employees and others operating at the Academy site.

Leadership Team

Each leadership team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Principal and Deputy Principal

- ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required;
- ensure that health and safety is considered in routine meetings with staff;
- identify any employee health and safety training needs and ensure that these are communicated to the Principal;
- ensure that any new staff receive specific health and safety induction training and record that this has been done;
- take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety;
- ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the Principal;
- ensure that the Principal is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by the leadership team;
- ensure that all defective equipment or plant is taken out of use until repaired or replaced;
- ensure that protective clothing or equipment is issued and used when necessary;
- ensure that all areas of work are maintained to a high standard of housekeeping;
- respond appropriately to all hazards brought to their attention by employees;
- undertake appropriate health and safety training courses.

The Caretaker will assist the Principal to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

Educational Visits Co-ordinator (EVC)

Follow guidance provided by the Outdoor Education Advisors Panel – National Guidance.

- ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the academy.
- undertaking the functions outlined in the DFE publication “Health and safety of Pupils on Educational Visits” and National Guidance for Educational Visits

Class Teachers

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

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

Employees General Responsibilities

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

- take reasonable care of their personal safety and that of other persons.
- co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- to use correctly any equipment provided for his/her safety.
- report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- report accidents or dangerous occurrences at the earliest possible opportunity.
- be familiar with and observe at all times all safety policies and procedures.
- take reasonable precautions to ensure the safety of all persons in their charge.

Employees at each Academy must:

- report any hazard or malfunction to their supervisor. Employees must use all normal lines of internal communication before contacting external enforcement agencies;
- follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service-users who may not have sufficient maturity or understanding to have due regard for their own health and safety;
- use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations;
- be sensibly and safely dressed for their particular working conditions;
- conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay;
- use all safety equipment and protective clothing provided;
- avoid any improvisations or shortcuts that could create unnecessary risks to health and safety;
- maintain tools and equipment in good condition, reporting all defects to supervisor;
- report to supervisor all accidents, incidents of aggression, work-related ill-health and near misses;
- attend appropriate health and safety training courses;
- have knowledge of all processes, materials and substances they use;
- understand all fire evacuation procedures, the positions of fire safety equipment;
- understand the risk assessments in their areas and comply with the control measures arising from them.

Arrangements for Health and Safety

The following arrangements will be adopted to ensure that Directors and each Principal fulfils their responsibilities and provides the foundation for securing health and safety of employees, and all users of the site.

Setting Health and Safety Objectives

The Directors and the Principal will specifically review progress of health and safety objectives at the appropriate Academy Working Group. Where necessary health and safety improvements will be identified and included within each Academy action plan.

Provision of an effective Health and Safety Training Strategy/Plan

Each Principal will produce a Health and Safety Training Plan on an annual basis if there are risks identified to ensure whole Academy training.

Provision of and effective Joint Consultative Process

The Academy Working Group responsible for Health and Safety will meet at least once per term. They will ensure that concerns are investigated and where necessary addressed within a clear action plan, with identified responsibilities and target dates for action.

Specialist Advice and Support

Specialist advice and support will be obtained from external advisors or nominated advisors.

Establishing Adequate Health and Safety Communication Channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:

- line management meetings and staff meetings at site;
- the Health and Safety section of the Academy Working Groups;
- provision of information relating to safe systems of work and risk assessments;
- communication of advice from Academy's Advisors and Educational Officers;
- communication of health and safety bulletins
- communications with relevant specialist advisors and appropriate Union representatives

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial Resources

The Directors will review each Academy budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions.

Monitoring

This Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by the Directors on a regular basis, or as required.

Health and Safety Action Plan and Objectives

The Academy Working Group will ensure that all health and safety objectives and actions are documented and carried out in a timely manner.

Risk Assessments

Job and specific risk assessments will be carried out by staff within the academy in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

Local Arrangements

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the academy (see local arrangements section)

Accidents / Incidents

The Principal will ensure that accidents and incidents are reported and monitored in line with the legislation and the Catholic Multi Academy Company procedures. Following an incident/accident where a pupil is taken directly to hospital, taken home, is absent from the Academy or when an incident/accident occurs to staff, pupils, members of the public etc., which is caused by poor equipment design, failure of equipment, premises problems, poor supervision or failure to follow health and safety procedures, these will be brought to the attention of the Chair of the relevant Academy and/or Health and Safety Advisors for further advice. Appropriate remedial actions will be taken.

Third Party Monitoring / Inspection

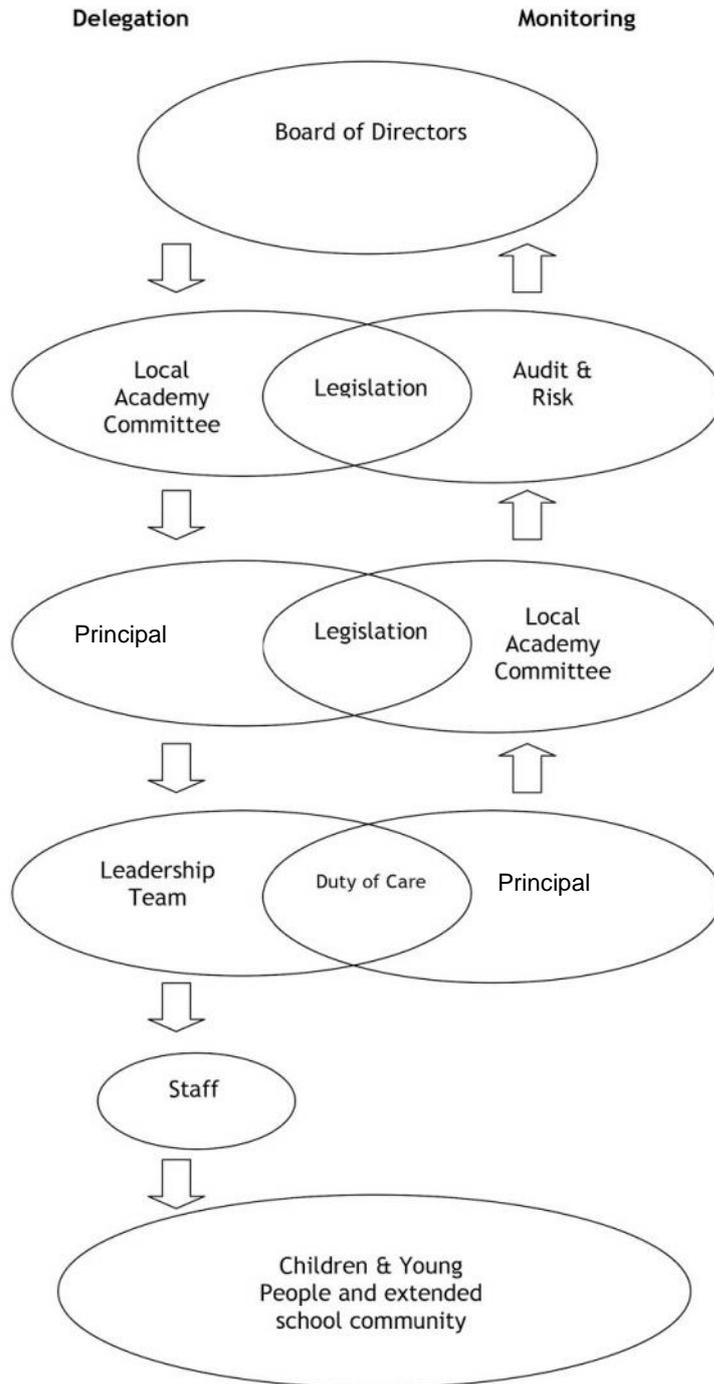
The Academy will be subject to third party inspection and monitoring, as follows:

- OFSTED
- Elite Safety in Education Safety Advisors

Actions arising from third party audit/inspection will be incorporated within the Academy action plan with appropriate target dates for completion.

**Pope John XXIII Catholic Multi Academy Company
Flowchart responsibility and delegation**

COMPANY RESPONSIBILITY AND DELEGATION OF DUTIES



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Accident Reporting Procedures

Accident Reporting Procedures

In accordance with the Governors accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the standard accident report form.

Copies of these forms are available from the Main Reception.

The Health & Safety Officer or appointed person will be responsible for completing the F2508 forms for more serious injuries and for carrying out the statutory reporting procedures for 'major' and 'over 7 day' absence injuries as required by the current Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

- Academy accident reports will be monitored for trends and a report made to the Governing Body, as necessary.
- The Principal, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.
- After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- All incident reports will be kept by the Health & Safety Officer.

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

Reporting Hazards

- Staff, students, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- In the main, reporting should be verbal to the Facilities Manager as soon as possible who will inform the Principal as appropriate.
- Serious hazards will be reported using the appropriate form available in the Academy office.

All accidents, whether or not resulting in an injury should be reported to the Health & Safety Officer.

Reporting to the Health and Safety Executive (HSE)

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

- Employee absence, as the result of a work related accident, for periods of 7 consecutive days or more (including W/E's and holidays) must be reported to RIDDOR
- Accidents to employees causing either death or major injury.
- Fractures, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.

- Any burn injury (including scalding) which covers more than 10% of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs.
- Any degree of scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- The collapse, overturning or failure of any load-bearing part of any lifting equipment.
- The explosion, collapse or bursting of any closed vessel or pipe work.
- Electrical short circuit or overload resulting in a fire or explosion.
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Any accidental release of a biological agent likely to cause severe human illness.
- Any collapse or partial collapse of scaffolding over 5 metres in height.
- When a dangerous substance being conveyed by road is involved in a fire or released. Unintended collapse of any building or structure under construction, alteration or demolition including walls or floors.
- Any explosion or fire resulting in the suspension of normal work for over 24 hours.
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg or more of these substances if the release is in the open air.
- Accidental release of any substances which may damage health.
- Serious gas incidents.
- Poisonings
- Skin diseases including but not limited to occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Lung diseases including but not limited to occupational asthma, farmer's lung, asbestosis, and mesothelioma.
- Infections including but not limited to leptospirosis, hepatitis, anthrax, Legionellosis and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.
- Incidents resulting in a student or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring.

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

The Health and Safety Officer will be responsible for RIDDOR reporting.

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Art & Design

Art & Design

Our Lady & St Chad Academy is committed to teaching all practical subjects in a safe way. This policy outlines the processes and procedures for ensuring safe working in Art and Design.

Any activity taking place in practical rooms should comply with the recommendations of B.S.4163 2007.

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

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

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

COSHH

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

Risk Assessment

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

All risk assessment must be carried out BEFORE a practical activity is undertaken and the effectiveness of the risk assessment must be regularly monitored; if any new activities are to be undertaken, it is essential that a full risk assessment is carried out beforehand.

The activity must NOT be undertaken until the risk assessment has been completed and recorded.

Risk assessment should form part of lesson planning if any dangerous substances are to be used.

Alternatives to hazardous substances should be sought.

Suppliers of substances covered by COSHH regulations will supply details in order to assist risk assessment.

Room Safety

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

of main services such as electrical isolators, any local hazards, and where help can be obtained. Cover teachers must not supervise practical work unless they are competent and experienced in the practical subject and understand the relevant safety procedures.

Safety Signs, Notices and Displays

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

Cautionary notices and signs must be displayed where appropriate.

Clothing

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

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

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

Eye Protection and Guards

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

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

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

First Aid

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

Storage

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

Shelving

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

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

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

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

Maintenance, Inspection and Testing of Equipment

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

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

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

Training Records and Certification

All practical work must be supervised by a suitably qualified teacher

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

Any perceived training needs should be discussed with the Head of Department in the first instance and then training will be arranged through the Health and Safety Manager

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Contractors

Contractors

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

All contractors must report to academy main reception where they will be asked to book in and wear an identification badge. Contractors will be issued with an induction booklet (prior to the visit) on fire procedures, local management arrangements and vehicle movement restrictions. Verbal instruction will also be given when they arrive on site. Contractors must provide proof of Disclosure & Barring check if they are working unsupervised within the academy.

The Facilities Manager is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work.

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

Before any contractor undertakes works which requires a permit to work and must be completed with the Facilities Manager and all the precautions observed – if not the contractor will not be allowed to work on site.

Academy Managed Projects

Where the academy undertakes projects direct the Governing Body would be considered the 'client' and therefore have additional statutory obligations.

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

To ensure contractor competency the academy will use recommended contractors.

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

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¹ CDM refers to the Construction (Design and Management) Regulations 2015 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work.

Design & Technology

Design & Technology

Our Lady and St Chad Academy are committed to teaching all practical subjects in a safe way. This Policy outlines the processes and procedures for ensuring safe working in Design and Technology.

Any activity that takes place in an academy workshop situation should comply with the recommendations of BS.4163: 2007.

General Considerations

All occupants of a workshop and similar rooms are in a potentially hazardous environment and must therefore be fully trained and instructed on Health and Safety matters. It is the teaching staff, however, who carries the overall responsibility for the maintenance of safe working conditions. They should anticipate potentially dangerous conditions and act before they can develop. Their example in the handling of tools and equipment, wearing protective clothing and maintaining general workshop discipline will encourage a sense of responsibility in the students and an understanding of the importance of planning work in order to prevent accidents. In short, Staff must see themselves as a role model for the students and act accordingly at all times.

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

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

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

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

Only staff qualified under the Provision and Use of Work Equipment (PUWER) 1998 is permitted to use the circular saw or the planer.

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

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

Students may not operate:

- Circular saws
- Planers
- Millers
- Grind stones
- Students must not pour molten fluids

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

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

COSHH (Control of Substances Hazardous to Health)

The department will follow standard practice regulations to control the use of hazardous substances and thereby protect both staff and students:

- All substances should be kept in a suitable lockable cupboard in an area where students are not permitted.
- All substances should be clearly marked and kept in their original container.
- Only limited stocks of hazardous substances will be kept where possible.
- To avoid using hazardous materials/substances where possible safer substitutes should be used.
- Manufacturer's guidelines must be obtained and kept in the relevant folder before any hazardous substance is used.
- A central record of identified substances should be maintained and updated. It is the responsibility of all department staff to co-operate in this process and assist with the identification and assessment of such substances.

Safety Signs, Notices and Displays

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

Clothing

- Protective clothing such as aprons or overalls must be used in any 'messy' practical work, or where hazardous materials are being used
- Do not use nylon or other plastic protective clothing in high-temperature work
- People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts.

Eye Protection and Guards

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

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

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

First Aid

First aid boxes are provided in the Workshop Technicians Room/Machine Shop and the Food Prep Room stocked with the recommended level of resources.

Where possible at least one member of the department should have basic first aid training.

Chemicals used in Design & Technology

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

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

- Read the relevant HAZCARDS available.
- Make a Risk Assessment and signify that you are aware of the dangers.

Give 24 hours' notice of your intention to use the chemical. (At the latest by afternoon break of the day before you intend use).

Resources and Equipment

- Regular maintenance of machines and extraction should be carried out by qualified personnel only.
- Portable electrical items are to be tested fully every 12 months and inspected in line with current regulations. Records of this to be kept in the department.
- Visual inspection of all equipment is to take place regularly (daily or when equipment is used).
- Damaged or faulty equipment is to be reported immediately to the department technician and HOD and to be removed from use immediately.

Risk Assessment

As part of the department curriculum and individual lesson planning due consideration should be given to the potential risks involved in any activity. Staff must assess if they can deliver the course content safely and if the students could successfully carry out the tasks in a classroom environment. Staff must follow the codes of practice and use the risk assessments provided by CLEAPSS. Where significant, these MRAs will be adapted by the individual subject leaders to take account of the local circumstances of the Academy.

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

Staff must:

- Plan lessons with personal and student welfare in mind.
- Assess the risks of each individual activity.
- When required decide upon control measures.
- Communicate any potential problems to senior members of staff.
- Provide an environment where staff and students can work safely.
- Have full access to all literature on risk assessment and COSHH regulations and know where to find them.
- Report any faulty equipment/machinery and remove it from use immediately.
- Be aware of the location of gas and electricity isolation points in all teaching rooms.

- Be aware of the location of first aid kits and fire extinguishers

Accommodation

- Adequate working space around machines is essential.
- Floor areas will be kept clear of bags and other obstructions.
- Tools and equipment will be safely and securely stored.
- Hazards and safety procedures will be clearly identified with notices and signage.
- Work areas will be safe, hygienic (where necessary) and uncluttered.
- The machine shop/materials storage area and storerooms are out of bounds to students.

Departmental Inspection Reports

(PAT) Portable equipment is tested annually by competent persons.

Informal checks are made whenever equipment is used and a more formal visual inspection carried out twice a year as part of the health and safety checklist.

Technology Supplies Ltd are contracted to carry out an annual inspection of all machines. They produce an inspection report and carry out repairs as appropriate, including complete statutory testing of all dust and fume extraction equipment annually (LEV).

Flamefast Ltd carry out an annual inspection/servicing of the Brazing Hearth/forge. Gas cookers are serviced annually by Brelmayne Ltd.

Accidents, Incidents and Ill Health

In line with the academy policy and the welfare of all of the pupils, accidents and ill health affecting students is dealt with by staff outside the department. All departmental staff are expected to carry out 'common sense' first aid and then pass incidents onto more qualified staff.

Accident and Incident report forms are available in the Tech office and should be completed where required. A copy should be kept in the department folder and the original passed on to the Academies Health & Safety Officer.

All teaching staff are expected to deal initially with incidents at the level of a well-informed parent and then pass incidents onto more experienced staff; including medical services where appropriate. When dealing with medical emergencies another member of staff in the department should be informed so that adequate supervision can be maintained.

Staff dealing with incidents should try to keep their involvement to a minimum once the situation is being dealt with by others in order that they are available to supervise the progress and behaviour of the rest of the class.

DSE Assessment

Currently most staff/students in the department spend less than an hour in the academy viewing DSE displays at any one time. With increasing use of ICT the situation will need to be reviewed, in particular staff need to be aware of this issue when they are working on computers at home and for lesson preparation.

Manual Handling

In line with Manual Handling Regulations staff and students are made aware of the correct procedures for lifting and moving equipment that is of significant risk of injury.

Fire Safety Assessment

The Academy Health and Safety rep. makes periodic checks on the level of equipment and procedures and the environment where they are to be used. A contractor services all equipment annually (a record is kept on each piece of equipment)

Risk Assessments

Risk assessments have been carried out in accordance with the recommendations from DATA and HSE codes of practice as well as BS 4163. Risk assessment is an essential part of this process, no student should be expected to use equipment or carry out a process where the risk assessment is unacceptably high. In carrying out risk assessments we also rely on guidelines from the various other accepted sources that are available:

- CLEAPS
- DATA

In all cases a teachers professional judgement is also required as in a student's ability to carry out a task safely depends on a number of factors:

1. A student's age and stage of development.
2. Experience
3. Behaviour and reliability.
4. Class size.
5. The nature of the activity to be undertaken.

Specific risk assessments should not and cannot be undertaken by any member of staff on their own. It is important to reach a consensus to make the assessments more consistent and reliable.

This departmental policy is intended to be used as a short series of checklists that can be used as timely reminders of good practice and procedures.

The main aim is to pull together guidance from a number of sources into a single working policy that assists the formulation of schemes of work and conduct of lessons.

It is appropriate to use the checklists once a term.

Employees have Duties of:

- Taking care of their own safety and that of others and;
- To co-operate with the governing body and senior management team so that they may carry out their own responsibilities successfully.
- (See the academy statement of Health and Safety policy for further details.)

Objectives

- To foster a greater safety awareness in pupils and of the sources of information available to be able to make a reliable assessment.

Aims

- To reduce risks inherent in teaching Design & Technology to as low a factor as possible.
- To ensure students complete their work in a safe environment and with an understanding of the safety requirements in carrying out that work.
- To teach an awareness of safety issues and particular safety rules as and when they are required.
- To ensure pupils consider safety in planning the way they are to make the products they design.
- To have in place procedures to ensure that incidents are dealt with speedily and professionally.

The Department Should Have

- A folder accessible to all staff giving up to date information on health and safety guidance from recognised sources. This should include information from DATA, CLEAPS, BS 4163 etc.

- A list of equipment, chemicals, processes, and a risk assessment for each one.
- Data sheets from the manufacturers on all substances that have hazard markings on the label (as required by the COSHH regulations)
- At least one fixed first aid box stocked in accordance with current recommendations. A contents list should be included so that stock levels can be maintained and checked.
- A breakage book for reporting items of equipment in need of repair or maintenance.

Requirements

In each teaching room there should be:

- A notice or poster giving the general safety rules for work in that materials area.
- Specific notices giving the safety rules to fixed items of equipment as appropriate.
- A fire / emergency drill notice giving the procedure to be used.

This notice to also include:

1. The location of the nearest fire- fighting equipment.
 2. The location of the nearest first aid box and name of the closest first aid trained members of staff. During lessons, Guidance Managers and other first aid qualified staff should be available.
 3. Information giving the location of the main gas isolating valves if appropriate. In addition, the position of electrical isolators and water stop taps.
- In each room, there should also be a small stock of prohibition notices for use when equipment is taken out of use for maintenance or repair.
 - Each room should have an adequate stock of personal protective equipment in good condition for use by students and staff.

A copy of any statutory notices as appropriate to the materials and equipment normally used in that room should be clearly displayed.

All flammable liquids should be stored away from sources of combustion and oxidising agents. In the resistant materials area this means inside the flame resistant cupboard in the metal store.

Training Records

With the new initiative from DATA and the Teacher Training Agency, there is a need to start the process of prior accreditation and training needs assessment for the department.

All staff must achieved minimum accreditation in specific timescales.

An important factor in H&S management is identifying those members of staff with specific roles to play.

This departmental policy therefore recognises the role Design & Technology subject staff, play in the safe education of students and the management of teaching rooms within the department. Ideally, all staff should have accreditation as follows:

- Food and Textiles (including technicians) SCHS (core level)
- STHS
- SFHS
- Food Hygiene Certificate
- Resistant materials, Graphics and Control (including technicians)
- SCHS (core level)
- SMHS (Res Mat.)
- SSHS (Sys & Cont.)
- S1HS, S2HS, S7HS, S8HS and S9HS.

Food Technology

Storage

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

Preparation

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

Cooking

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

Cleaning Up

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

Eating the Food or Transporting it Elsewhere

- Food should be put in a clean container with a lid.
- Food should not be left out uncovered.

Students must inform the teacher if they are intolerant or allergic to certain foods or ingredients.

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Display Screen Equipment

Display Screen Equipment (DSE)

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

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

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

Staff that meet the criteria given in the guidance of the above regulations are defined as 'users'. The Health & Safety Officer will be responsible for arranging the following to comply with the Regulations:

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

Health and Safety and Computers:

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

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

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

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

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

Any problems with the equipment should be reported to the teacher who should isolate the equipment and report the problem to the IT manager.

All electrical equipment is PAT tested annually.

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

SEN Students and Computers

The SEN handbook details academy policy for SEN students. In addition, however, the following points need to be made.

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

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

Staff should be aware that a poor performance academically does not necessarily imply a poor performance on the computers. Every student has the same right to access and development. Furthermore, a student who has a problem with presentation can be highly motivated by obtaining a computer printout.

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First Aid & Medication

First Aid & Medication

It is the responsibility of the Principal to ensure good first aid practice is carried out within the academy and at events and activities organised by the academy.

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

A defibrillator is located in the front reception area of the academy.

Additional first aid boxes are available in curriculum and/or specialist areas throughout the Academy.

A first aid kit is available for all off-site visits, and all minibuses have a first aid box.

Departments are responsible for ensuring that the contents of the first aid box are replaced as necessary.

The Health & Safety Officer is responsible for ensuring first aid training is carried out.

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

First Aiders:

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

A list of first aiders is displayed around the academy.

Drivers will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to Hospital:

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

Administration of Medicines

All medication will be administered to students in accordance with the DfE document [*"Managing Medicines in Academics"*](#)

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

Records of administration of medicines will be kept by the Guidance Manager.

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

Medicines should be capable of being self-administered (where possible)

Staff members have a duty to report any suspicion of unauthorised medicines or drugs being taken or carried.

All medications kept in the academy are securely stored and recorded in a book located in the medical room.

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

Emergency Procedures

If anyone becomes ill or suffers an injury the following procedures should be followed:

- First aid should be rendered, but only as far as knowledge and skills permits. The person should be reassured and removed from danger if possible. The qualified first aider should be notified.
- If there is no first-aider immediately available a common sense judgement will be made by those attending the injured party regarding whether to contact the emergency services.
- If an ambulance is required, the first aider will contact the emergency services or instruct a member of staff.
- Parents/guardians will be informed.
- In less severe cases, the student's parent or guardian will be asked to make arrangements to transport the student by car, usually the office will make this contact.
- If a member of staff transports the student this must be done on a voluntary basis. Another member of staff must be in attendance and ensure staff have appropriate vehicle insurance.

If a student complains of being ill in the classroom the following procedures should be followed:

- If a minor problem the student should be kept in the classroom until the end of the lesson
- In the case of a more serious problem the student should be sent to the office where if necessary the parents/guardians will be informed and asked to collect the student.

Health Care Plans

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

These plans are reviewed annually and written precautions/procedures made available to staff.

Staff undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

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Fire Evacuation & Emergency Procedures

Fire Evacuation & other Emergency Procedures

Fire prevention is part of everyone's duties. In particular, attention should be paid to checking the academy before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied.

All electrical equipment that need not be left on, such as, typewriters, word processors, photocopiers and kettles are to be switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended.

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

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

Fire risk assessments of the academy are carried out by an approved contractor. It is the policy of the academy to implement all the recommendations from the outcomes of the risk assessment.

The Facilities Manager is required to participate actively with the fire advisor during these inspections and ensure that any necessary remedial work is carried out.

Evacuation procedures have been devised and notices are posted throughout the academy.

The Health & Safety Officer, after consultation with the Principal is responsible for organising evacuation practices each term and for completing the record sheet.

Fire Instructions

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

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

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Fire Drills

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

Fire Fighting

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

Ensure the alarm is raised BEFORE attempting to tackle a fire. (Small fires only)

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

Details of service isolation points (i.e. gas, water, electricity)

- **Gas:** Top carpark or science boiler house
- **Water:** Bike shed
- **Electricity:** Opposite law building

Details of chemicals and flammable substances on site are kept by the Facilities Manager, Heads of Department & Technicians as appropriate, for consultation.

EMERGENCY PROCEDURES

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point.

Fire Fighting

- Under no circumstances should anyone attempt to tackle a fire, evacuation of the buildings is paramount to all persons on the site.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- The use of the fire fighting equipment should only be used to enable safe passage from the academy building.

On Hearing the Fire Alarm:

- All students and staff will leave the academy building by the nearest exit
- Do **Not** Use the Lift in the event of a fire.
- Students will assemble at designated muster points (academy field) as displayed in each room
- Designated fire marshals will sweep the building
- A roll call will be taken as quickly as possible
- The fire brigade will be informed immediately of missing/unaccounted for persons

Fire Safety

- The width of escape routes must not be reduced by introducing cupboards or other furniture
- Fire doors must not be wedged open or obstructed
- All fire exit doors must remain unlocked and unobstructed whilst the premises are occupied
- Emergency lighting will be subject to monthly checks by the site team and on a six monthly inspection by an approved contractor
- All firefighting equipment will be subject to monthly checks by the site team and an annual inspection by an approved contractor.
- Fire alarms will be tested weekly from different 'break glass' fire points around the academy and records will be maintained and held in the facilities office.

ACADEMY LETTINGS & CONTRACTORS

Fire Procedures for Academy Lettings

Anyone who is using the building must ensure they are aware of who is in the building.

On hearing the alarm bell the person in charge must take the list and all persons to congregate at the designated area.

Any persons who have not been accounted for will be reported to the fire service on their arrival.

Crisis Incidents: Bomb Threat Procedure

Upon receipt of a bomb threat or a suspicious package staff members ask the following questions regardless of the call's course (including if the call is from the Police):

Where is it?

In which building is it and on what floor?

What time will the bomb go off?

What does the bomb look like and what colour is it?

What type of bomb is it and what type of explosive?

Who are you?

Why are you doing this?

Do you have a code word?

Staff should note the time of the call and write down exactly what was said by the person calling. This may be useful for the Police. The staff member receiving the call should then contact the Principal who will then alert the Police.

The Principal will decide whether or not to evacuate the building.

Evacuation

If an evacuation is deemed necessary, the following procedure will take place. All senior staff will be informed of the situation NOT by the use of mobile phones. The evacuation will then take place as per fire drill.

Staff will be instructed to:

Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned, this room should be sealed with all windows and doors closed).

All staff and students will be asked to take all personal items with them to avoid unnecessary searching.

Staff and students will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).

Staff will be positioned at all gates leading into the Academy and nobody will be allowed in or out except for emergency personnel.

Once the Police have arrived staff will await further instruction from the emergency services.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

If staff or students with significant mobility impairments must go to a refuge point if on the first level.

Visual Disability

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

Hearing Disability

People with a hearing disability should be escorted out of the building by staff. In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

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Flammable & Hazardous Substances

Flammable & Hazardous Substances

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

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

In all other areas the Facilities Manager is responsible for substances hazardous to health for ensuring compliance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH), i.e.

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

Dust and fumes must be safely controlled by LEV Regulations.

Low toxic products such as corrective fluid and aerosol paints will be stored securely and only used under supervision in a well-ventilated area.

No staff member or students should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

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

Radioactive Sources

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

- **Wolverhampton Council's Radiation Protection Officer is the Curriculum Advisor for Science**
- CLEAPSS provide the Radiation Protection Adviser. (RPA)
- Member of staff in charge of radioactive sources (RPS) is the Head of Science and is responsible for ensuring all records pertaining to radioactive sources are maintained.

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Inspection & Maintenance of Emergency Equipment

Inspection/Maintenance of Emergency Equipment

Testing of the Fire Alarm System

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

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

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

Inspection of Fire Fighting Equipment

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

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

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

Emergency Lighting

These systems will be checked for operation monthly by the site team and six monthly by an approved contractor.

Means of Escape

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

Emergency Red Pull Cords

The pull cords will be tested on a monthly basis and recorded.

Air conditioning

This will be serviced annually by a competent contractor.

Lifts

Passenger lifts are inspected on a six monthly basis by a competent contractor.

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General Hazards

General Hazards

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

Under no circumstances should staff use tables, chairs or any other item of furniture to stand on to work at height. If a stepping stool or step ladders have been provided they must be inspected before each time they are used. A detailed risk assessment must have been carried out.

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

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

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

Damaged or defective furniture and equipment to be reported to the facilities manager with serious hazards reported using the appropriate form. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

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

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

During the normal day there is only one exit/entrance into the academy.

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

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

Disposal of Waste Materials.

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

Hazardous materials such as chemicals requiring specialist disposal will be organised by various departments.

Severe Weather

The Principal, in liaison with the Governing Body, makes a decision on closure of the academy on the grounds of Health and Safety.

Health & Safety Information & Training

Health & Safety Information & Training

Consultation

The academy's health and safety governors will inspect the academy including the documentation and if and when required report any issues at the relevant meeting. The academy Governing Body meets termly and will discuss where necessary health, safety and welfare issues affecting staff, students or visitors as part of the agenda. Action points from meetings are brought forward for review by academy management.

The Health and Safety Law poster is displayed within the academy.

Elite Safety in Education provides competent health and safety advice for our academy.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the Health & Safety Officer.

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

All employees will be provided with:

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

Specific departmental training records are held by the relevant departments. All other training records will be held by the Health & Safety Officer.

The Health & Safety Officer will be responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Heads of Department will be responsible for assessing the effectiveness of training received.

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

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Health & Safety Monitoring & Inspections

Health & Safety Monitoring and Inspection

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the academy and Elite Safety in Education.

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

The person(s) undertaking such inspections will complete a report in writing and submit this to the health & safety officer. Responsibility for following up items detailed in the safety inspection report will rest with various heads of departments and the Health & Safety Officer.

The Health & Safety Governor will be involved/undertake an inspection on an annual basis and report back to both the relevant meetings and where necessary full Governing Body meetings.

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

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place. This involves regularly checking compliance procedure and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Regularly examining documents to ensure compliance to standards.
- Regularly inspecting premises, plants and equipment.
- Annual audits including Fire Risk Assessments and Health and Safety audits.
- Regular reports and updates to the Principal.
- External measures such as surveys by contractors and service providers along with visits from Environmental Health and Ofsted.

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Induction Procedures

Induction Procedures

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

- Academy H&S statement.
- Risk Assessment – reporting and recording process. (including faculty RA)
- Security and personnel protection – internal communication.
- Discipline of students.
- Care and control of students
- Child protection issues – identification of SENCO.
- Off-site activities – risk assessment required.
- Administration of medication.
- First Aid – identification of first-aiders, position of first aid kits.
- Dealing with drug related incidents
- Fire safety and fire drill.
- Emergency procedures
- Accident reporting (RIDDOR and other in house requirements)
- Identification of H&S representatives.
- Cleaning, reporting failures and inadequacies.
- Good housekeeping – tidy workspaces etc.
- Use and safety of PE equipment.
- Work experience.
- Use of personnel protective clothing.
- Disability, sex and race discrimination policies.
- Safe Handling.
- Stress.
- Sickness and absence policy.
- Welfare facilities including toilets, medical room and drinking water.
- Safety signs.
- Equipment instructions – generally made available on or near equipment.
- Safe routes to academy.

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Legionella

Legionella

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

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

The facilities manager is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control log book.

The Contractor is Responsible for the Following:

- Disinfecting/descaling showers, or other areas where water droplets are formed at least termly.
- Monthly Temperature checks
- Annual sampling

The Facilities Manager is Responsible for:

- Identifying and flushing rarely used outlets on a regular basis and after academy holiday periods.

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Lifting & Manual Handling

Lifting & Handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques. Significant manual handling operations are required as part of the site staff duties.

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

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

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Facilities Manager.

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

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

Moving and Handling

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

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

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

Chairs and Tables Moving

Measures to reduce the risk of injury:

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

Miscellaneous Packages and Items

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

Furniture, Lockers, Display Boards Etc.

Measures to reduce the risk of injury

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

Lone Working

Lone Working

Staff are encouraged not to work alone in academy. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain a senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the student/family being visited.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable".

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Mini-Bus

Mini buses

The Health & Safety Officer will maintain a list of nominated drivers who have received training (MIDAS) in order to drive a minibus and must have a current license. They must be aged 25 years or over and hold a full licence in Group A or PCV. They will conduct an annual check of their driving licence. ²

Drivers must complete the relevant form from the Academy office and supply a photocopy of their driving licence.

If passengers are paying a charge the minibus permit must be clearly displayed in the vehicle.

Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The Academy will decide who is responsible for covering the cost of any repairs.

The minibus will carry strictly one person per seat and seat belts must be worn at all times.

Fines occurred will be paid by the driver at the time the offence was committed.

Starting and closing mileage along with any potential risks or defects identified will be reported upon return to the Academy.

The following staff members hold the required licence and have completed specific training allowing them to drive the minibus/minibuses:

PS,MC	LH,PC,AH
JA	TE
LC	D HOLLOWAY
NS	AD

The site team will carry out a weekly check of the minibuses. Drivers are responsible for checking the vehicles prior to use.

Risk assessments have been carried out on the use of the mini-bus and all checks are carried out prior to using the vehicle.

It is a requirement that the academies procedures are followed by all employees. Failure to do so may result in action being taken under the academy Conduct and Discipline Procedure. If you are in any doubt you must seek advice from the health & safety officer.

Approved drivers are responsible at all times for the operational safety and legal requirements of their vehicle, and must check the following before taking the minibuses out on the road, and completing the check sheets:

- Lights, horn, stop lights and reflectors

² All drivers must hold a full Category B (car) licence and must have held this for at least two years. Employees who first obtained a Category B (car) licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

- Brakes and steering
- Windscreen washers and wipers
- Visually inspect the tyres for damage and wear
- That there is no damage to the body of the vehicle that is likely to cause harm
- Seat belts are working correctly
- The interior is safe and luggage is appropriately stowed

Drivers must adhere to the current speed limits

All fines and fixed penalty tickets are the responsibility of the driver of the minibus

If the minibus is involved in an accident the driver of the minibus should obtain all details including weather conditions, witnesses and third parties.

All Staff Who Drive on Behalf of The Academy will:

- Sign keys in and out with health & safety officer – action plan
- Report any endorsements, impending endorsements and disqualifications to the health & safety officer
- Carry out the pre-start checklist at the start of your journey when driving on academy business.- action plan, send one.
- Where the journey time is more than 1 hour a second person should accompany the driver, or where the findings of a risk assessment indicates an additional member of staff is required to accompany the trip.
- Take a 15 minute break away from the wheel when you drive continuously for more than 2 hours.
- Wear seat belts at all times unless they hold a medical exemption.
- Not use mobile phones when the vehicle's engine is running, whether the vehicle is moving or not.
- Not drive under the influence of drugs or alcohol
- Not eat, drink or use a mobile phone whilst driving
- Drive in accordance with the highway code

In the Event of an R.T.C, Obtain the Following Information:

- Stop; and check whether you need the emergency services.
- Are there any witnesses? If so, record their details.
- Exchange details with other drivers.
- Call for further assistance if required and inform the facilities manager
- In the event of breakdown the details of the breakdown cover is kept in the minibus, this should be checked by the driver before any journey.
- Make a sketch drawing/take photograph of the accident site.

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Mobile Phones & Communication Technology

Mobile Phones

Aim

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

Staff

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

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

Should staff need to take photographs whilst on the academy site, they should seek the Principals approval in advance and must utilise the academy's own equipment.

The Ipads should not be used for personnel communication of social networking sites during teaching time.

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

Students

The Principal and governors of Our Lady & St Chad Academy recognise that many students and their families own a mobile phone. We also recognise that some parents/guardians may request that their children bring a mobile phone to the academy for before and after academy safety/security reasons.

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

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

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

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

Sanctions

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

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

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

Inappropriate Use

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

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

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

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

Related Technology

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

Parents/Performances and Events

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

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

Exemptions

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

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Educational Visits

Educational Visits

Introduction

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

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

Aims

The aim of our off-site visits is to:

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

For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the academy by specialists)

Residential Activities

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

How Visits May be Authorised

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

The academy's educational visits coordinator will be involved in the planning and management of all off-site visits.

S/he will:

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

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

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

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, the Principal and/or the EVC will consider approval from the Governing Body

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

Risk Assessment

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

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

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

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

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

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

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

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

A useful framework for assessing requirements for ratios and effective supervision is **SAGED**:

- **Staffing requirements** – Trained? Experienced? Competent? Ratios?
- **Activity characteristics** – Specialist? Insurance Issues? Licensable?
- **Group characteristics** – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **Environmental conditions** – Like Last Time? Impact of Weather? Water Levels?
- **Distance from support mechanisms in place at the home base** – Transport? Residential?

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

Transport

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

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the academy has opted to pay for

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

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

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

Communication with Parents

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

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

No student may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this Principal through the academy prospectus and letters sent home about intended visits.

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

Further Health and Safety Considerations

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

Before a party leaves academy the academy office should be provided with a list of everyone, students and adults, travelling with the party, together with a programme and timetable for the activity.

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

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

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

Group Leaders' Planning

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

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

Visit Plan

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

- Risk assessment
- Report on preliminary visit
- Applications for approval of visit
- General information
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule
- Accommodation plan (if applicable)
- Full plan of activities
- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for party leaders
- Guidance for the emergency contact and Principal
- Medical questionnaire returns
- First-aid boxes

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Physical Education

Physical Education

Safety in Physical Education & Sport

Introduction

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

Teachers and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element.

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

Comprehensive guidance and advice for academy's and outdoor education groups is to be found in the following publication:

Safe Practice in Physical Education and Academy Sport' published by the Association of Physical Education (formally BAALPE)

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

ISBN 1 902523 68 7

Duty of Care

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

Risk Assessment

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

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

The academy ensures that stringent checks, including Disclosure and Barring checks, are made before allowing any unsupervised access to students.

Refer to;

Guidelines for Local Education Authorities, Academics 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, Principals and teachers take into account of the;

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

General Health & Safety Issues in PE

Manual Handling and Storage of Equipment

Where possible manual handling tasks should be avoided or the risk of handling injury minimised by appropriate task design or the use of handling aids (e.g. trolleys). The layout of storage areas should minimise the need to stretch, reach, bend or twist

the body excessively to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised.

Apparatus Handling by Students

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

BAALPE guidance, pages 196 and 199 refer.

Inspection of Equipment

All PE facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment is inspected regularly.

The academy makes arrangements with competent contractors to inspect PE equipment at least annually.

PE department staff carry out pre-use visual checks of equipment to identify obvious defects; this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.

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

Hazards and Equipment Defects

It is the responsibility of everyone in the PE department to inform the teacher in charge of any hazards, e.g. defects to equipment, so that appropriate action can be taken. If the teacher in charge considers a defect to be a significant threat to health and safety, the equipment must be taken out of use until the defect has been remedied. Such equipment should also be labelled indicating that it is faulty and must not be used.

First Aid

The academy have suitable numbers of trained first aiders available.

A travelling first aid kit and clear, effective procedures for contacting the emergency services is in place.

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

Incident Reporting

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

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

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

Clothing and Footwear

This must be appropriate to the activity.

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

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

Personal Effects (Jewellery Etc.)

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

In addition belts with metal buckles should not be worn and long hair should be secured as appropriate to the activity. Students should be consistently reminded of these requirements and a check carried out to ensure compliance before activity begins.

The academy includes a section in the prospectus outlining the policy on this issue.

When ears, etc. are newly pierced studs and rings cannot be removed for a period of around four to six weeks while the piercing heals. In such cases AFPE guidance should be followed, i.e.:

- All personal effects should be removed; if they cannot be removed, the adult in charge should take action to make the situation safe (e.g. adjust the activity for the individual student or group); if the situation cannot be made safe, the individual student should not actively participate.
- Some students may need to wear personal effects such as glasses or hearing aids. In these circumstances, the adult in charge should determine whether it is more hazardous for them to actively participate wearing such items, both in terms of their own safety and that of the other students.

Taping over ear studs is sometimes used to make the situation safe. However, the adult in charge should be confident that this strategy will be effective.

Teachers must not remove or replace earrings. They cannot be responsible for the consequences of removing or replacing earrings. Parents cannot transfer this responsibility to teachers.

Specialist Activities

Athletics

Athletics embraces a range of tasks, activities and events for the teaching of coaching students in secondary education. Guidelines for secondary physical education specialists covering the use of equipment, landing areas and facilities can be found in BAALPE guidance Chapter 12.

Gymnastics

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

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

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

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

Rugby

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

Trampolining

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

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

Clothing

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

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

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

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Premises & Work Equipment

Premises & Work Equipment

Housekeeping and Cleanliness

Contract cleaners will be monitored by the Facilities Manager. The standard required will be clear in the Service Level Agreement held with the contracted cleaners.

Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the Facilities Manager.

Special consideration will be given to the disposal of laboratory materials and clinical waste.

Statutory Inspections

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

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

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

Curriculum Areas

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

It is the responsibility of the Department Leader to ensure new equipment meets the appropriate standards and conforms to all Health and Safety requirements. A Safety Technician should be consulted as necessary.

Gas Safety

All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor.

Electrical Safety

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

All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required, and carried out by a competent contractor.

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

Major fixed wiring circuits will be checked at least once every five years.

Maintaining Equipment

Protective clothing and equipment must be supplied and used when required. All staff and students must be provided with protective eyewear in all workshops and laboratories. Visitors must also be supplied with protective equipment when appropriate.

Risk Assessments

General Risk Assessments

The Principal has overall responsibility for ensuring potential hazards are identified and ensuring risk assessments are completed for all areas of risk in the Academy.

The academy risk assessments (for all activities, teaching and non-teaching and premises) will be co-ordinated by Elite Safety in Education and the academy.

Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

The risk assessments are held centrally on the staff intranet, and a hard copy will be kept in the Facilities Manager's office.

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

Regular assessments of high risks areas such as laboratories will take place.

The Governing Body will be informed of risk assessments allowing issues to be prioritised and actions to be authorised along with funds and resources.

A senior member of staff will ensure risk assessments are completed by staff leading day visits or residential stays.

Individual Risk Assessments

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

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

Curriculum Activities

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

The academy has a subscription to CLEAPSS in science and DT their publications³ can be used as sources of model risk assessment.

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

BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice

Safeguards in the academy laboratory 11th edition, ASE 2006 <http://www.ase.org.uk/>
Topics in safety, 3rd Edition ASE 2001

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

Safe Practice in Physical Education and Academy Sport' Association of PE 'AfPE'
<http://www.afpe.org.uk/>

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³ CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

Science

Science

Introduction

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

THIS DOCUMENT IS MAINTAINED BY THE SCIENCE DEPARTMENT. IT IS KEPT AVAILABLE FOR CONSULTATION BY STAFF AND FOR INSPECTION BY VISITING HSE INSPECTORS OR A REPRESENTATIVE OF THE EMPLOYER.

A copy of this document has been saved under the shared area on the computer network. The file is administered by the academy safety office.

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

General Aims

It is the duty of all members of the science staff, i.e., teachers, staff who work in the department occasionally, technicians and other support staff (e.g., special needs and bilingual staff):

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

Duties and Functions or Tasks

The employer, Our Lady & St Chad Academy, has the ultimate duty to ensure the health and safety of employees and others on the site.

The task of overseeing health and safety on this site has been delegated by the employer to the Health and Safety Officer and the Facilities manager.

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

Risk Assessments

Every employer is required under various regulations¹ to supply employees with a Risk Assessment before any hazardous activity takes place. (Hazardous activities,

¹ Risk assessments are required by the *Control of Substances Hazardous to Health Regulations 1994*, the *Management of Health & Safety at Work Regulations 1992* and others.

common in science departments, are listed in the publications described in Appendix 2.) Because it is impracticable for the employer to write risk assessments for each of the many activities in academy science, this employer follows the HSC recommendation to adopt published 'model' or 'general' risk assessments which academy science departments adapt to their local circumstances. See Appendix 2 for the list of publications adopted by this employer.

Whenever a new course is adopted or developed, all activities (including preparation and clearing work) are checked against the model risk assessments and significant findings are incorporated into the scheme of work. See Appendix 1 for the member of staff with the task of overseeing this process (described in CLEAPSS guide L196, *Managing Risk Assessment in Science*).

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special assessment is obtained, following the employer's instructions, from CLEAPSS. In order to assess the risks adequately, the following information is collected:

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

See Appendix 13 for Generic Risk Assessment

Since the scheme of work has been checked against the model risk assessments, staff should **not** deviate from it, unless the proposed activities have been agreed with their Head of Department. Where an activity must be restricted to those with special training or receiving that training (Appendix 6), that restriction is included in a note on the point-of-use text.

Equipment and Resources

Fume Cupboards

The COSHH Regulations 1994 require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. The Head of Department has the function of seeing that this happens. Sheffield academy has arranged a contract with an insurance company who will be allowed access to carry out the tests. The regular tests will be carried out by a trained technician from Zurich using a suitable air-flow meter and equipment for testing filter saturation where necessary. For details see Appendix 3. Copies of test certificates are kept in the equipment folder which is stored in the preparatory laboratory, available for staff reference and for inspection by the employer's representative or an HSE Inspector.

All fume cupboards are labeled clearly to show the date of previous and upcoming equipment test dates.

All users have been trained to carry out a quick check that a fume cupboard is working before use.

Electrical Testing

To meet the requirements of the Electricity at Work Regulations 1989, this employer requires portable electrical equipment to be inspected and tested regularly. The Head of Department has the function of seeing that this happens within the science department.

This work will be carried out by the trained site staff using a proper earth-bonding and insulation test set. Completed schedules are kept in the site staff office and are available for staff reference and for inspection by the employer's representative or an HSE Inspector.

See Appendix 1 for the names of the staff members currently with these functions within the science faculty.

All users have been trained to carry out a quick visual inspection before using mains-powered equipment.

Radioactive Sources

All science staff with authority to use radioactive substances should familiarize themselves with CLEAPSS guide L93 Ionising radiations and radioactive substances.

The employer's Radiation Protection Adviser (RPA) is identified in Appendix 1.

The academy's Radiation Protection Supervisor (RPS) is identified in Appendix 1.

This maintained academy follows the provisions of AM 1/92, the use of ionising radiations in education establishments in England and Wales.

The Local Rules for the use of ionising radiations (Appendix 5) have been drawn up in consultation with the RPA and it is a function of the RPS to see that they are adhered to.

The History of the Radioactive Sources (i.e., authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) is kept in the radioactive substances file (stored in the main preparatory room) with a copy held by the academy safety officer.

The Use Log (showing the times that any sources are removed from and returned to their store) is kept on top of the radioactive materials cupboard in the store room where the radioactive sources are kept.

The Record of Tests of the radium source(s) for 'leakage' (self-contamination) is kept in the radioactive substances file.

See appendix 5 for local rules.

Sources held at Our Lady & St Chad Academy

Name/ref. of source	Radionuclide/chemical name	Original activity/mass	Model Risk assessment number
N/A	Uranyl nitrate	50g	9b
N/A	Protactinium generator	37g	9a
Radioactive rocks	Granite	unknown	1
Cloud chamber	Alpha source unknown	Very low	5
Pure alpha source	Plutonium 239	5µCi	8a
Box 1 S1 alpha	Americium 241	0.125µCi	8a
Box 1 S2 beta	Strontium 90	0.125 µCi	8a
Box 1 S3 gamma	Cobalt 60	5µCi	8a
Box 1 S9 beta	Strontium 90	5µCi	8a
Box 1 S8 radium	Radium 226	5µCi	8a

Personal Protective Equipment

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

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 regularly.

Chemicals

Offers of gifts of chemicals are viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included.

The task of arranging safe storage of chemicals, including highly-flammable liquids, is given to the Senior Technician who will see that labels are readable and that a spill kit is to hand and properly replenished.

See Appendix 1 for the name of the staff member currently with this function.

Hazardous activities involving chemicals restricted to those who have received or are receiving special training (see 8 Training Policy and Appendix 6) are identified on the point-of-use texts as part of the risk assessment (see 4 Risk Assessments).

Manual Handling

All regular operations involving lifting or carrying equipment, pushing trolleys, etc will be assessed to see if any may give rise to risks of injury (*Manual Handling Operations Regulations 1992*) by the academy's Health and Safety Group. Occasional (i.e., one-off) manual-handling operations will be assessed by the staff members before attempting them. Problems will be reported to the Head of Department.

See Appendix 1 for the names of the staff members currently with these functions.

Security

Access to laboratories and preparation rooms will be controlled to comply with the *Management of Health & Safety at Work Regulations 1992*. Store rooms are to be kept locked at all times except when in use. Laboratories and preparatory rooms are to be kept locked during lunch and break times. 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 qualified science teacher comes to an end. No class is allowed to be in a laboratory without adequate supervision. Any non-science staff who are to supervise any class in a laboratory will be asked to familiarise themselves with the laboratory rules posted on the wall of each laboratory in the academy before taking class. No non-science staff are permitted to conduct any experimental or practical work in the absence of a qualified science teacher. See also Appendix 11.

Concern for Others

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

Outdoor Activities

When planning any field trips etc, staff consult the employer's code of practice and the CLEAPSS *Laboratory Handbook*.

Local Code of Practice

Staff will follow instructions from the employer, whether temporary or long term as expressed in the employer's Code of Practice. Copies of temporary instructions are attached to this policy in Appendix 7 as are recently-rescinded (lifted) instructions.

Emergency Procedures

Fire

Science staff will follow the normal academy procedures in case of major fires. All science staff are trained to deal with minor bench fires, clothing fires and hair fires (see Appendix 8). This training is supported by regular drills arranged by the Health and Safety Group. See Appendix 1 for the names of the staff members currently with this function.

Advice on fire-fighting is given in section 4 of the *CLEAPSS Laboratory Handbook*].

Spills

Spills of any volume which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers or technical staff using a 'spill kit' prepared for this purpose. Advice on dealing with spills is given in section 7 of the *CLEAPSS Laboratory Handbook*.

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

Injury

Science staff will follow the normal academy procedures in cases which require first aid (see Appendix 10). They will carry out immediate remedial measures, while waiting for first aiders, after the accidents which occur in science. See Appendix 8 and the *CLEAPSS Laboratory Handbook* section 5

See Appendix 1 for the name of the person responsible for coordinating training in remedial measures.

Reporting Procedures

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

Science Department Rules

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

THE LABORATORY SAFETY CODE

The laboratory will be a much safer place to work if you follow this code

Before the lesson starts you must:

1. **Never** go into a science laboratory without permission
2. **Always walk** into the laboratory and **never run** or **push** anyone

During the lesson you must:

1. **Always** know exactly what you are doing, if not **ask your teacher**
2. **Always** wear safety goggles and keep them on until you are told it is safe to remove them
3. **Always** tie back/tuck in long hair, ties etc. when using Bunsen burners
4. **Always** put bags/coats under the table or where your teacher tells you to put them
5. **Always** put stools under the table and stand during practical work
6. **Always** report any accident or breakage immediately...call for your teachers help
7. **Always** wipe up any spillages and wash off your skin immediately
7. **Never** taste anything or put anything in your mouth when in the laboratory...this includes food and drinks
8. **Never** interfere with equipment, follow instructions

At the end of the lesson:

1. **Always** wash your hands after an experiment
2. **Always** wipe the tables and sink areas if they are wet
3. **Always** leave the laboratory clean and tidy

Training Policy

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

- **Induction of newly-appointed technicians** - The Senior Technician
- **Training of newly-qualified teachers** –The Head of Science, The Senior Technician/Mentor
- **Safety of students on teaching practice** - The Head of Department
- **Safety of non-science teachers using laboratories** - The Head of Department
- **Manual handling for all staff using laboratories** - The Senior Technician
- **Safe procedures for academy cleaners** - The Facilities manager
- **Training in the use of specialist equipment, chemicals or procedures** - The Senior Technician
- **Safety training of non-science support staff** - The Senior Technician.
- **Regular update training** - covering new or changed regulations, new equipment etc - The Senior Laboratory Technician.

Communications

It is acknowledged that communication of safety information is of the greatest importance and is the task of the Head of Department

In this department, all staff are issued with this Policy and Appendix 1 and Appendix 11 whenever it changes. The main copy is kept in the main prep room.

Appendix 8 is posted on the wall in all laboratories and preparation rooms while The Laboratory Safety Code is displayed on the wall of all science laboratories and time is spent at the beginning of each academic year going through the rules.

Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing as well as being attached to this policy (Appendix 7).

Monitoring

The employer expects the science department to monitor the implementation of this policy and the employer's Code of Practice for Science.

Termly and annual monitoring is done by the Senior Technician.

**Appendix 1
Names of Staff with Particular Functions**

Title	Name	Telephone No/ extension
Academy Health and Safety Officer		
Within the science department, the duty of overseeing health and safety is given to the head of department.		
Senior Laboratory Technician		
The function or task of overseeing the checking of activities against the model risk assessments and recording significant findings is held by the head of department		
Detailed checking of activities against the model risk assessments is further delegated by KS3		
Detailed checking of activities against the model risk assessments is further delegated by KS4		
The fume cupboards are tested by trained technicians on an annual basis		
Electrical inspection and testing		
Radiation Protection Advisor		
Radiation Protection Supervisor		
Chemical Storage		
Manual Handling		
First aiders		
The person with the task of arranging drills on immediate remedial measures		
The union health and safety representatives		

Appendix 2

Publications to be used as Model Risk Assessments

The employer has endorsed the use of the following publications as sources of model risk assessments

The CLEAPSS website. Academy username: carbon, password: 6c5h3d4b.

CLEAPSS, Hazcards, CLEAPSS2, 1995 or later

CLEAPSS, Laboratory Handbook, CLEAPSS2, 1997 or later

ASE, Safeguards in the Academy Laboratory, ASE, 1996 (10th Edition), ISBN 0863572502

ASE, Topics in Safety, ASE, 1988 (2nd edition), ISBN 0863571042

These publications, where available, may be useful for reference:

Other guidance issued from time-to-time by:

The Department for Education and Employment

The Association for Science Education

The CLEAPSS Academy Science Service

For example, on ionising radiations:

CLEAPSS, Ionising Radiations and Radioactive Substances, CLEAPSS, 1992, Ref L93

On more general matters:

CLEAPSS, monitoring the implementation of science safety policies, CLEAPSS, Aug 1997, Ref No PS 30

DfE, Fume Cupboards in Academy's, (Building Bulletin 88), HMSO, 1998, ISBN 0112710271 (Replaces Design Note 29)

Regular updates on safety matters are contained in the CLEAPSS Bulletin and the ASE's Education in Science.

Appendix 3

Monitoring fume cupboards: guidance notes and forms

This employer holds a contract with an insurance company to test the academy's fume cupboards on an annual basis.

The test certificates are located in the Equipment file, stored in the main preparatory laboratory.

Appendix 4

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

This employer requires academy staff to inspect and test portable electrical equipment used in the science department.

Details and a suggested schedule are in the CLEAPSS *Laboratory Handbook* Section 6 and Chapter 3 of *Topics in Safety* (based on guidance from the HSE). Later guidance from this source (IND(G)160L 2/94) allows the frequency of testing to be adjusted in the light of experience: items which suffer much wear or abuse need testing more frequently than once per year while items which are never moved or used only rarely can be tested less frequently.

² CLEAPSS Academy Science Service, Brunel University, Uxbridge, UB8 3PH.
Tel: 01895 251496; Fax: 01895 814372; E-mail: science@cleapss.org.uk

The records of the portable electrical equipment tests are held in the site staff office.

Appendix 5

When using any radioactive sources, staff should always refer to the CLEAPSS guide L93 “Managing Ionising Radiations”. This guide can also be accessed remotely for preparation and planning purposes, via the CLEAPSS website. Academy username: carbon, password: 6c5h3d4b.

Local rules for the use of radioactive sources

Name of academy	Our Lady & St Chad Academy
Name of Radiation Protection Supervisor (RPS)	
Location of secure store for radioactive substances	
Laboratories/rooms where radioactive sources are used	

Documentation	Location
Radioactive source history	With radioactive substances and separate copy in cabinet in prep room.
Use log for radioactive sources	With radioactive substances and separate copy in cabinet in prep room.
Monitoring record for radioactive sources and store	With radioactive substances and separate copy in cabinet in prep room.

Appendix 6

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

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

- Use of centrifuges.
- Chemical reactions with particular hazards: i.e., using alkali metals, phosphorus, and the Thermit reaction, the reduction of copper oxide with hydrogen or magnesium.
- Demonstrations involving an air rifle or pistol.
- Equipment supplying or using high voltages: e.g., all mains-powered equipment, HT power supplies, high-voltage electrophoresis apparatus, the power line demonstration.
- Glass working with oxygen or high-pressure air.
- High pressures: e.g., pressure cookers, autoclaves, steam engines and compressed-air systems.
- Human physiology equipment: e.g., sphygmomanometers and spirometers.
- Low pressures: e.g., vacuum systems.
- Manual handling: e.g., carrying boxes of books, or heavy trays of equipment.
- Power tool use.

- Technician tasks, e.g., diluting strong acids, handling strong alkalis, clearing up spills, disposal of residues, glass handling, fitting mains plugs and regular inspections of electrical equipment, microbiology: preparation tasks and disposal procedures.
- Use of microorganisms at levels 2 and 3.

Appendix 7

Local Instructions from the Employer

There are currently no local instructions attached.

Appendix 8

Remedial measures for science staff

IMMEDIATE REMEDIAL MEASURES

What Science Staff should do while waiting for first aid

The First Aid Regulations do not necessarily require there to be a qualified first aider among Science staff, yet this is clearly desirable. Nevertheless, all staff have a duty to carry out remedial measures immediately while waiting for first aid or professional medical treatment. The following advice covers common laboratory accidents and is intended as a supplement to any local guidance on dealing with non-laboratory events, e.g., epileptic fits.

Chemical splashes in the eye

Immediately wash the eye using an eye wash bottle for at least 10 minutes and for much longer in the case of alkalis. The flow should be slow and eyelids should be held back. Afterwards, the casualty should be taken to hospital (with irrigation continuing during the journey for an alkali in the eye).

Chemical splashes on the skin

Wash the skin for 5 minutes or until all traces of the chemical have disappeared. Remove clothing as necessary. If the chemical adheres to the skin, wash gently with soap.

Chemicals in the mouth, perhaps swallowed

Do no more than wash out the casualty's mouth. After any treatment by the first aider, the casualty should be taken to hospital.

Burns

Cool under gently running water until first aid arrives.

Toxic gas

Sit the casualty down in the fresh air.

Hair on fire

Smother with a cloth.

Clothing on fire

Smother by pushing the casualty to the ground, flames on top. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.

Electric shock

Taking care for your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves. If casualty is unconscious, check that airways are clear and begin artificial ventilation if necessary.

Severe cuts

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

Notes on this table Chemical splashes in the eye. More advice on washing is given in [the CLEAPSS Laboratory Handbook Section 3]

Chemicals in the mouth. Sometimes attempts are made to administer an 'antidote'. This is likely to do more harm than good and should not be attempted.

Appendix 9 Emergency Procedures

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

Appendix 10 Academy Injury Reporting Procedure

Following an injury, so that the Regulations (RIDDOR) can be complied with, the accident must be reported to the first aider and the accident form filled in as quickly as possible.

Theft

All equipment (especially high risk of injury equipment) must be counted out and counted back in and recorded on the relevant forms.

Appendix 11 Guidelines for Science Staff All Teachers, Technicians and Support Staff

1. Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties: to be familiar with this health and safety policy, its updates, appendices and the safety texts it refers to. They must observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific safety duties. They have a duty to report to local management any failure of equipment which has a safety function.
2. Staff practice must set a good example to pupils and be consistent with pupil laboratory rules, e.g., over the wearing of eye protection.
3. Staff must be familiar with emergency drills and familiar with the location in each science room of: the escape route; fire-fighting equipment; the nearest first-aid box; the eye wash station; the main gas cock; the main electricity switch and the spill kit.
4. Laboratories must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out. In general, all gas taps should be completely turned off and all mains-operated apparatus switched off. At the end of the day, if practicable, gas should also be turned off at the laboratory main gas cock and electricity at the laboratory main switch.
5. Eating, drinking, smoking and the application of cosmetics should not take place in laboratories, preparation rooms or storage areas.
6. A teacher or technician must assess the risks very carefully before conducting any practical operation in the laboratory when alone in the science department. Nothing should be done which could lead to an accident needing a remedial measure. (See Appendix 8.)
7. In general, pupils must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighbouring member of staff. Special arrangements may be needed for senior students doing project work depending on the hazards involved.

8. Store rooms are to be kept locked at all times except when in use. Laboratories and preparatory rooms are to be kept locked during lunch and break times. 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. Laboratories should not be used by teachers who are not scientists for teaching or registration. They should be available for teacher-supervised club activities only by special arrangement.

9. All equipment (especially high risk of injury equipment must be counted out and counted back in and the relevant forms completed)

Teachers

1. At the beginning of each academy year, teachers must make sure that their classes have access to copies of the pupil rules and issue them if necessary.

2. Teachers must enforce the pupil laboratory rules, reminding pupils of them often enough for them to be familiar. With new pupils, time should be spent explaining them, with appropriate demonstrations.

3. Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the safety precautions required. Time should be allowed for consulting more senior colleagues where there is any doubt and to try out experiments, particularly those involving hazard. Teachers should check that activities not on the scheme of work have a risk assessment carried out for them. Teachers should explain precautions to pupils as part of their health and safety education.

4. Open-ended investigations must be so organised that the teacher can assess any risks and lay down precautions before any hazards are met.

5. If, because of large class size or indiscipline, safety cannot be maintained during certain practical work, the work should be modified or abandoned. This decision should be reported to the Head of Department.

6. A teacher is responsible for the safety of any of his/her classes taken by a student teacher. If the normal class teacher is absent, another science teacher must be given this responsibility by the Cover Supervisor.

7. Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for their lessons and in clearing the equipment away. Class teachers may need to repeat such warnings.

Appendix 12

Rules for pupils during science lessons

THE LABORATORY SAFETY CODE

The laboratory will be a much safer place to work if you follow this code

Before the lesson starts you must:

- 1. Never** go into a science laboratory without permission
- 2. Always walk** into the laboratory and **never run** or **push** anyone

During the lesson you must:

- 1. Always** know exactly what you are doing, if not **ask your teacher**
- 2. Always** wear safety goggles and keep them on until you are told it is safe to remove them

3. **Always** tie back/tuck in long hair, ties etc. when using Bunsen burners
4. **Always** put bags/coats under the table or where your teacher tells you to put them
5. **Always** put stools under the table and stand during practical work
6. **Always** report any accident or breakage immediately...call for your teachers help
7. **Always** wipe up any spillages and wash off your skin immediately
7. **Never** taste anything or put anything in your mouth when in the laboratory...this includes food and drinks
8. **Never** interfere with equipment, follow instructions

At the end of the lesson:

1. **Always** wash your hands after an experiment
2. **Always** wipe the tables and sink areas if they are wet

Appendix 13
Risk Assessment Grid

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

		regulations, COSHH and Electricity at work regulations and are mentioned specifically in either the Hazcards or laboratory manuals		
5	Outside the everyday experience of the individual, no training given or the individual is not able to retain satisfactorily instructions/information given	Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, and are mentioned specifically in either the Hazcards or Laboratory manuals and have a high level of associated risk e.g. concentrated acids, heating to high temperatures	Insufficient work space. Room too small for the group size, and/or not furnished appropriately	Badly behaved, immature group
6	Practical activity within the experience of the individual	Physical, Chemical and Electrical hazards within the everyday experience of that particular age group and ability range	Small group with adequate working area.	Well behaved, mature group

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

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

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Site Staff

Site Staff

General Responsibilities

- The maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces.
- Deal with any stray animals that come onto the academy grounds and contact the relevant authorities as required.
- Erecting temporary warning notices on any floors that become slippery from cleaning operations, leaks or spills etc.
- The maintenance of fixtures and fittings, i.e. replacing light bulbs, tubes and broken door handles etc.
- Reporting faults to the facilities manager.
- Carrying out any necessary testing of fire alarm and emergency lighting batteries, and testing the operation of any automatic emergency boiler fuel cut off devices.
- Keeping storage areas tidy and ensuring that any highly flammable liquid, e.g. petrol is stored in safe areas.
- Keeping the boiler house and plant rooms clean, tidy and free from accumulations of combustible materials and flammable liquids.
- Ensuring that boiler house ventilators are kept free of obstruction.
- Operating the boilers and plant in accordance with the manufacturer's advice and for ensuring the relevant instruction notices are posted.
- Isolating the electricity supply before changing light bulbs or tubes or carrying out any maintenance or repairs on equipment.
- Putting warning notices on isolated switches and equipment.
- Wearing appropriate personal protective equipment e.g. PVC gloves when handling fuel oil, safety shoes at all times, respirators when involved in dusty work, eye protection when hammering, chiselling or drilling etc.
- Storing all cleaning substances in accordance with the manufacturer's advice and where there are significant risks to health, following the control measures detailed in the COSHH assessments.
- The routine inspection of access equipment such as ladders, stepladders, tower scaffold etc.
- Ensuring that all access equipment is suitable for the work involved and is used in accordance with the manufacturer's advice.
- Obtaining assistance to foot ladders and steady steps when climbing more than 8 rungs high.
- Not approaching the edge of flat roofs nearer than 2 metres (except at ladder access point where this must be at least more than 1 metre above the roof).
- Cleaning any shower heads and running hot and cold water services prior to the academy re-opening after more than 5 days closure.

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Stress

Stress/Wellbeing

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

Staff will be aware of the symptoms of stress that include: sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

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

- Regular Performance Management Reviews
- Mentoring for all staff
- Open door policy of Principal and Departmental Heads.
- Mentoring of new staff.
- Referrals to occupational health if required
- Return to work interview

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Vehicles on Site

Vehicles on Site

Vehicular access to the academy is through the main gates which is barrier controlled. The parking is for staff and visitors only.

The pedestrian gate will always be open for events held outside of normal academy hours.

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

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

A separate walkway is available for students, staff and visitors.

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Security, Theft & Violence

Security, Theft & Violence

The Academy will take all reasonable steps to protect staff from violent behaviour. (The Academy's disciplinary measures remain in force)

- Any incident should be recorded and a copy of the incident given to the appropriate person within the academy
- CCTV systems will be used to monitor events and identify incidents taking place.
- CCTV systems may be used as evidence when investigating reports of incidents.
- Money must be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.
- Money should be counted in an appropriate location and staff should not be placed at risk of robbery.
- Staff and students are responsible for their personal belongings and the Academy accepts no responsibility for loss or damage.
- Thefts may be reported to the Police and staff members are expected assist police with their investigation.
- All members of staff are expected to take reasonable measures to ensure the security of Academy equipment being used.
- Missing or believed stolen equipment must be reported immediately to a Senior Staff Member.
- Any intruder found on the premises or grounds should be politely asked to leave and a member of senior leadership informed
- Under no circumstances should staff attempt to evict intruders by force
- Any refusal to leave should be reported to the office or senior leadership team immediately so that the police can be informed

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Visitors

Visitors

Visitors to the Academy must sign in to reception using the electronic signing in system.

Once visitors have signed in they will be collected from reception by the member of staff they are visiting or escorted to the area of the academy concerned.

Temporary teaching staff and assistants will inform reception of their presence by reporting and signing the visitor's signing in system.

Visitors and contractors will wear a visitor's badge at all times while on Academy grounds.

No contractors will execute work on the Academy site without the express permission of the Principal other than in an emergency or to make safe following theft or vandalism.

Contractors will be responsible for the Health and Safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, students or visitors to the Academy.

Cleaning contractors will wear an easily identifiable uniform or badge at all times.

Anyone hiring the Academy premises will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their Health and Safety obligations when making the booking.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

Uncooperative visitors threatening violence, refusing to leave the site or carrying out physical or verbal abuse immediate help will be sought via a 999 phone call.

Work at Height

Work at Height

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

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

The academy's nominated person responsible for work at height is the Facilities Manager/Health & Safety officer

The nominated person shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces are properly controlled.

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

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

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Work Experience

Work Experience

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

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

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

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The policy was approved by Governors on:

Date:

Signature of Chair of Governors:

Review date: May 2015