

SOUTH LINCOLNSHIRE ACADEMIES TRUST (SLAT)
BOURNE ACADEMY, SPALDING ACADEMY & GILES ACADEMY

HEALTH & SAFETY POLICY

Included:

Fire Policy	Lockdown Procedure
Bomb Threat Procedure	Calling for an Ambulance

Aspire - Challenge – Achieve

Author	SLT Line Link	Date Approved
H Lewis	J Hind	4 th March 2021
Policy Type	Date of Next Review	Approved By
Trust Wide	March 2022	The Board of Trustees



South Lincolnshire
Academies Trust

Statement of Intent

The Board of Trustee's will aim to ensure that:

- SLAT will set and maintain high standards for health and safety throughout the trust;
- SLAT will ensure that all employees, visitors & students are working in safe and healthy conditions.
- SLAT will aim to provide safe site conditions including safe access and egress, safe plant & systems of work.
- SLAT will identify risks and set in place programmes to remove, manage, or reduce those risks;
- SLAT will ensure that all personnel are given the necessary information, instruction, training and details for the named competent person to enable them to work in a safe manner and to freely report any concerns they may have;
- SLAT will monitor its operations with regard to health and safety management and achieve continuous health and safety improvement:
- SLAT will ensure that the health and safety of the general public is protected on all sites within the Trust
- SLAT will ensure all contractors will work to the same and equal standards.
- SLAT will ensure it is continually compliant with legislation.

The co-operation of employees, students, parents and contractors is required to achieve these objectives, and minimise injuries and work related ill health.

The main hazards and risk control arrangements for the Trust are detailed in Section 3.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks using risk assessment.

If in doubt about anything to do with health and safety, stop as soon as it is safe to do so, and ask. Where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

South Lincolnshire Academies Trust competent person for Health & Safety is; Ms Helen Lewis.

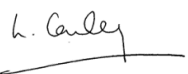
Signed:



Chair of Board of Trustee's

Date 08.03.21

Signed:



Executive Headteacher

Date: 08.03.21

2.0 Health and Safety Organisation and Responsibilities

2.1 Board of-Trustees

Are responsible for ensuring that.

- A health and safety policy is prepared, implemented and reviewed to ensure it remains valid.
- Health and safety standards are monitored.
- Actions are prioritised where resources are required.
- Health and safety is the subject of specific health and safety reviews, or that health and safety is reviewed as an agenda item at Governors' meetings.
- A Board Member is given specific responsibility for health and safety.
- The Board Member with specific health and safety responsibilities and the Executive Head Teacher receive health and safety management training and are competent to deal with the health and safety aspects of their work.
- Staff health and safety functions are identified and staff are made aware of their responsibilities and are competent to carry them out.
- Assistance is obtained from specialists when in any doubt about the health and safety standards to apply.
- Provide information to the full Board of Directors three times a year.

2.2 Executive Head Teacher

The Executive Head Teacher is responsible to the Board of Trustees for ensuring that.

- The arrangements outlined in the health and safety policy are effectively implemented, and remedial actions taken as necessary.
- Hazards are identified and documented arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation.
- The significant findings regarding the above are recorded.
- The arrangements are monitored to ensure they are working.
- Health and safety information is communicated to the appropriate people.
- Employees are aware of what is expected of them and that they are competent to deal with the health and safety requirements of their work.
- Any problems in implementing appropriate health and safety standards are reported to the Board of Trustees.
- Accident/incident investigations are carried out.
- Specialist help and assistance is obtained where necessary.

- The reports of health and safety monitoring are communicated to the Board of Trustees along with details of significant
- injuries to employees, students and visitors.
- Co-operation is afforded in providing the necessary facilities for Trades Union Safety Representatives.

2.3 School Operations Manager and the Premises Manager

The school's Operation Manager and Premises Manager are responsible to the Executive Head Teacher for.

- Liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented.
- Acting as the education visits co-ordinator for the school.
- Carrying out risk assessments for shared areas and activities.
- Initiating and progressing the reviews of risk assessments.
- Carrying out termly inspections of the shared areas.
- Monitoring the health and safety standards of the school on a day-to-day basis, and reporting any problems that cannot be rectified to the Executive Head Teacher.
- Assisting and advising the Executive Head Teacher with their responsibilities, as required.
- Ensuring accident/incident records are maintained, and notifiable accidents/incidents are reported to the HSE.

2.4 Heads of Department

Where Heads of Departments are not identified, the Senior staff member present in each specific work area or specialism is to be allocated these responsibilities (i.e. Site Manager, Catering Manager, Senior Teachers etc).

Heads of Department are responsible to the Executive Head Teacher for ensuring that in their areas.

- Documented risk assessments are carried out to identify the arrangements required to control the significant risks and comply with the relevant health and safety legislation.
- Documented health and safety procedures are drawn up and regularly reviewed.
- The health and safety arrangements are monitored to ensure they are adequate, and remedial actions taken as necessary.
- Subordinate employees are aware of what is expected of them and that they are competent to deal with the health and safety requirements of their work.
- Received Health and Safety information is acted upon and passed on to the appropriate people.
- Any problems in implementing appropriate health and safety arrangements are reported to the Headteacher.
- Specialist help and assistance is obtained where necessary.

2.5 All Employees

All employees are responsible to the Executive Head Teacher, through the Heads of Departments, for.

- Taking reasonable care for their own health and safety and that of other employees, students and visitors who may be affected by their activities.
- Checking classrooms and work areas are safe prior to use, highlighting areas of concern in the weekly room checksheet and recording those areas on the Site Issues system.
- Where appropriate, exercising effective supervision of students so as to minimise risks to their health and safety.
- Using any work equipment in accordance with the training and instructions provided.
- Co-operating as is necessary to implement the arrangements of this policy.
- Monitoring the health and safety arrangements and standards in their own areas, ensuring that appropriate risk control measures are implemented.
- Reporting any health and safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements.
- Report all incidents, hazards and near misses using the appropriate channels.

2.6 Students

Students are expected:

- To exercise personal responsibility for their own health and safety and that of their classmates.
- To comply with standards of dress and behaviour consistent with the health and safety of themselves and others.
- To comply with the rules of the school and in particular the instructions of members of staff.
- To report any health and safety issues immediately to a member of staff

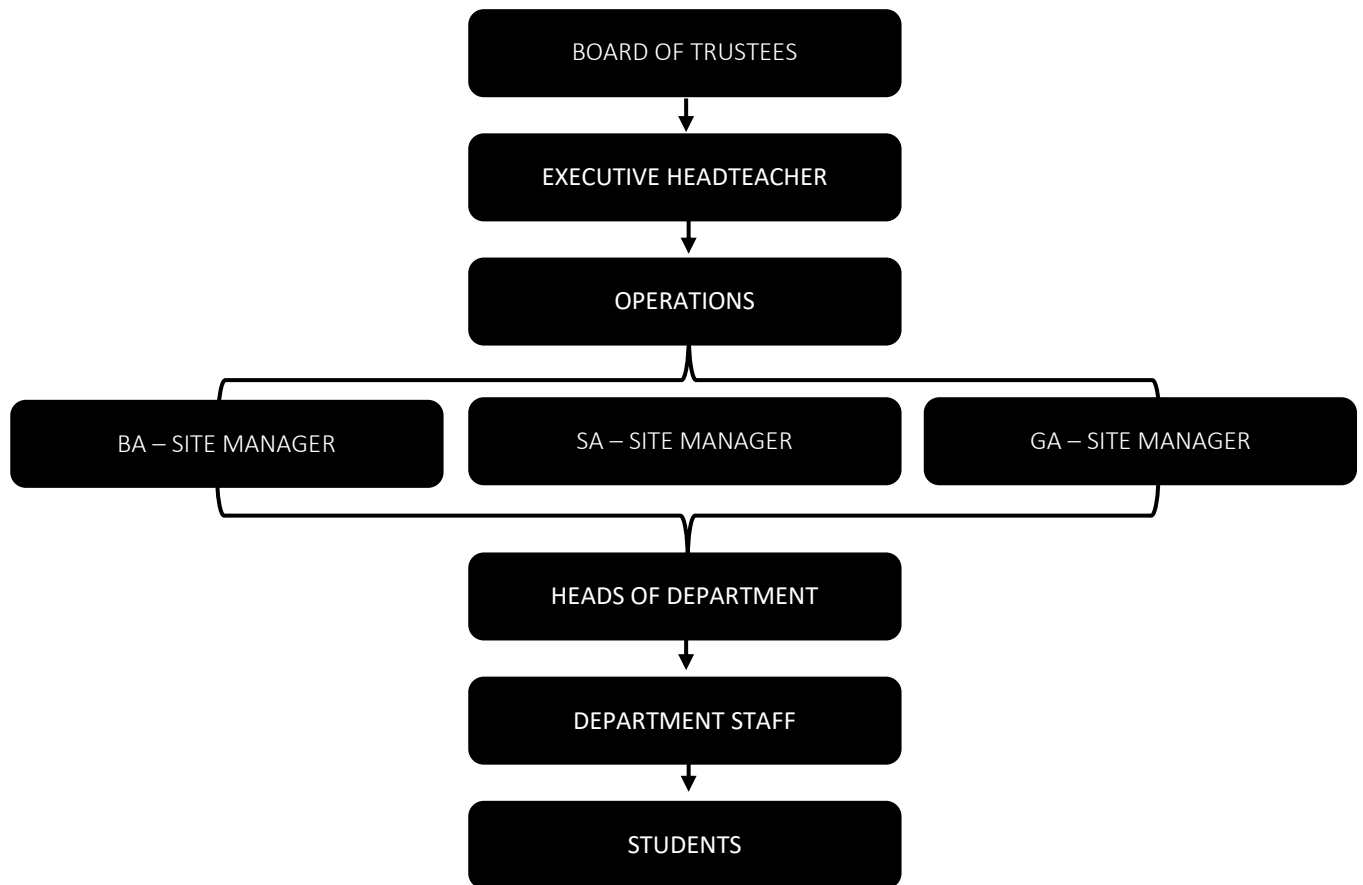
2.7 Health and Safety Assistance

Health and Safety Assistance will be reviewed and made available when required.

2.8 Areas for improvements

At any one time there may be number of areas that have been identified for improvement. These will be recorded on the schools Management systems, Every.

HEALTH AND SAFETY ORGANISATION



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3.01 Risk Assessment

Legal Position

The duty to assess risks and take appropriate action to remove or control the risks is fundamental and absolute. The purpose of a risk assessment is to identify the measures to remove or control the risks. A systematic general examination of all activities is necessary. Risk assessments must be 'suitable and sufficient' and records should be kept to show that.

- All significant risks have been comprehensively assessed by a competent person.
- Those persons affected have been identified.
- All the significant hazards have been identified.
- The controls are adequate and the remaining risk is acceptable.

Hazard - Something with the potential to cause harm. (e.g. fire, electricity, vehicle movements, substance use). The harm will vary in severity – some hazards may cause death, some may cause injury or ill health, causing short or long term incapacity, others only cause cuts and bruises.

Risk – The combination of the severity of harm and the likelihood of it happening (this may be used as the basis for prioritising actions)

- Carrying Out Risk Assessments
- The following steps are to be followed when undertaking Risk Assessments.
- Briefly identify the process being assessed.
- Identify the hazards (trivial hazards may be ignored, concentrate on significant hazards).
- Identify who might be harmed.
- Identify the controls currently in place to protect those at risk.
- Evaluate the risks and decide if existing controls are adequate.
- Identify additional controls that are required. (in many cases this can be done by finding out what is up-to-date good practice).
- Record the significant findings.
- Communicate the results of the risk assessment to the relevant personnel.
- Review assessments annually or when circumstances change and revise as necessary.

Controlling Risks

Where possible eliminate the hazard, there can be no risk without a hazard, or consider less hazardous options (e.g. using a less hazardous substance or equipment).

When controlling risks, apply the principles below in the following order.

- Combat risks at source by using engineering means (e.g. local exhaust ventilation, guarding).
- Implement systems and procedures to reduce exposure to the hazard.
- Issue personal protective equipment as a last resort.

Those responsible for carrying out risk assessments will receive suitable training. The significant findings of risk assessments will be recorded on the attached form. Where possible any actions to remove/control the risks will be implemented by those carrying out the assessments. Where this is not possible the action to remove/control the risks will be approved by the Executive Head Teacher and implemented through the appropriate channels.

Risk Assessment Procedure

SLATrust has adopted a standard risk assessment form (see next page). Any staff that are required to carry out risk assessments are trained by a competent person.

Risk Assessments are carried out to identify and hazards or risks that pose a significant risk, in addition to this as a Trust we risk assess any activity that is outside the 'day to day' classroom experience.

All risk assessments are reviewed by a competent person. Helen Lewis – Operations Manager or Alex Roffe – Operations Support – both hold valid NEBOSH Qualifications in Occupational Health and Safety.

Middle Leaders disseminate any department specific risk assessments to their departments. Feedback is given if required.

An annual review of all departmental risk assessments is undertaken. All risk assessment are signed by the author and the person who is reviewing it.

Significant Findings of Risk Assessment

Location:	Assessment Serial No:	
Activity: Dropping different designs of helicopter	Carried out by: HL/ABU	Date: 5/10/16 Review Date: 5/10/17

Hazards	Who might be harmed	Existing controls (Refer to procedures documented elsewhere where appropriate)	Controls Adequate Y / N	Additional Controls Required

Signed _____ Date _____

3.02 General Hazards

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

Specific attention is to be given to avoid slip and trip hazards such as trailing cables, damaged walkways and floor coverings, slippery floors surfaces etc. Employees are expected to rectify these situations where possible or report them to the Site Manager.

Proper access equipment is provided and must be used where necessary to reach above head height. Employees are to inspect these before use and report any defect to the Site Manager. Employees are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported to the Site Manager. Also any sharp edges or protusions which may cause injury and/or damage to clothing must also be reported.

All radiator spindles must be fitted with a handwheel, cap or other protection to prevent penetration injuries.

Hot water temperatures in pupil's areas are set to so as not to cause scalding.

Running is not permitted within the school buildings (excepting authorised sporting activities) 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.

Access gates are designed and constructed to minimise finger trapping points etc.

Emergency procedures are in place for the release of persons trapped by any malfunction of the lift.

Adequate welfare facilities (Toilets, restrooms, drinking water etc) are provided and appropriately maintained for employees, and others where necessary.

3.03 Guardrails on Stairs and Landings

Falls down stairwells are a risk to students in schools with multiple floors. To minimise the risks employees must ensure good discipline in these areas making sure that students do not run or play about on stairs or landings. The guardrails on the stairs and landings meet the following minimum requirements.

- Handrails are at least 900mm high on stairs, measured vertically from the stair nose to the top of the rail and at least 1100mm high on landings, both sufficiently in-filled so that gaps do not exceed 100mm and prevent easy climbing.
- Handrails are provided on all stairs with three or more steps.

3.04 Vulnerable Glazing

The vulnerable areas of glazing have been protected to prevent serious injuries in the event of breakage. This includes all glass in doors & sidepanels up to 1500mm above the floor level, and glazing up to 800mm above the floor level in other areas (Note, wired glass will not necessarily meet the protection requirements of safety glass). In addition the glazing in windows facing the playground and all glazing in the Sports Hall and Gymnasium have been safeguarded.

Glazed mirrors in pupil areas are to be protected against breakages, which may cause injury to students.

3.05 Electrical Safety

Employees shall not attempt repairs or make modifications to electric equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.

Electricity is extremely hazardous and can cause serious injuries, fatalities and fires.

To ensure the safe use of electricity, effective maintenance regimes need to be implemented, and safe working practices adopted.

The following control measures are adopted as the minimum required for electrical safety within the school.

- The fixed electrical installation is subject to a 5 yearly inspection by a competent engineer, and any maintenance required to prevent danger is carried out.
- Only electrical equipment provided or authorised by the School shall be used.
- Portable electrical appliances are subject to Portable Appliance Testing (PAT) and a formal

visual inspection, generally on an annual basis, by a competent person, to identify any maintenance required to prevent danger (Low risk stationary office & IT equipment, where the cables are organized to prevent damage, may have a greater test interval, whilst portable drills etc which may be used in all conditions, may require more frequent testing; advice should be sought from the competent person).

- Employees are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

The pre use check will include inspection of the electrical equipment to identify, The equipment is suitable for it's intended use, and environmental conditions in the area of use.

- That the equipment has been appropriately PAT.
 - There are no signs of physical damage to the equipment or wiring.
 - There are no signs of overheating.
 - The wiring is appropriately clamped into the equipment and plug.
 - The equipment is clean and appears in a condition that is fit for use.
-
- It is essential that where electric equipment is used outdoors, or in areas where contact may be made with water, a Residual Current Device (RCD) is used to reduce the risk of serious electric shock. Employees must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.
 - Residual Current Devices (RCD) are functionally tested in accordance with the manufacturers recommendations (generally quarterly or monthly), and the results of these tests recorded. Functional testing of RCD in high hazard areas is carried out more frequently, in line with current guidance.
 - Portable Residual Current Devices are additionally functionally tested before each use.
 - Electrical maintenance work is only carried out by competent persons.
 - Damaged, defective or inoperative equipment is immediately isolated, withdrawn from use, labelled as such, and reported to the Site Manager. Unauthorised staff or students are not to tamper with electrical equipment, serviceable or otherwise.
 - Work on or near live electrical conductors is only carried out after being fully risk assessed, and then using a documented Permit-To-Work system, by qualified engineers.
 - Appropriate maintenance records are maintained.

3.06 Working at Heights

Employees are reminded that falls from height are the most common cause of fatal and serious accidents at work.

Employees shall not work at heights of more than 2 metres (from floor to feet position) when they are working alone. If an accident occurs there would be no one to call for assistance.

The need to reach things at heights should be eliminated where ever possible e.g. displaying students work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible, all work at height should be risk assessed, proper access equipment must be used and the following protocol adhered to.

1. The over-riding principle is that; all that is reasonably practicable to prevent anyone falling should be done. Therefore the following hierarchy for managing and selecting equipment for work at height should be followed.
 - a. Avoid work at height where possible.
 - b. Where work at height cannot be avoided, use work equipment or other measures to prevent falls.
 - c. Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall.
2. The managing of work at height requires that.
 - a. All work at height is properly planned and organized.
 - b. Account is taken of weather conditions that could affect safety.
 - c. Those involved are trained and competent.
 - d. The place where the work is carried out is safe.
 - e. Work / access equipment is appropriately inspected.
 - f. Risks from fragile surfaces are controlled.
 - g. Risks from falling objects are controlled.

3. The planning of work at height requires that.

- a. No work is done at height if it is safe and reasonable to do it other than at height.
- b. The work is properly planned, appropriately supervised and carried out in a way that is as safe as is reasonably practicable.
- c. Emergencies and rescue are planned for.
- d. Account is taken of the appropriate risk assessments.

4. All work at height access equipment (i.e. ladders, step ladders, tower scaffolds etc) is securely stored to prevent unauthorised access when not in use. A register is maintained of all this equipment and it is maintained and inspected regularly, records of which are maintained.

Although current legislation does not prohibit the use of ladders, a Risk Assessment must be carried out to demonstrate that the use of more suitable work equipment is not justified because of the low risk involved, the short duration of the work and existing features on the site which cannot be altered.

5. Before using a ladder or stepladder make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturer's instructions, by a person who is competent, having received sufficient instruction and training.

6. Those using ladders or stepladders are to be appropriately trained and are to comply with the risk assessments and local rules to ensure their safety. *Comply with local rules for ladder use.*

3.07 Substances Hazardous to Health

Where possible all substances used in the School should be non hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant' etc, or carry the hazard warning symbol. Where a choice exists between substances required to carry out the same task, the substance with the lowest hazardous properties is always used in preference to higher hazard substances, and then in the most diluted form suitable for the task.

All substances must be properly labelled, stored, used and when necessary, disposed of in accordance with the manufacturers instructions.

Material Safety Data Sheets (MSDS) have been received from the suppliers for all hazardous substances in use in the School.

The processes relating to the use of each hazardous substance are appropriately risk assessed, to ensure the appropriate the risk control measures are devised and implemented, and the risk assessments recorded.

Some hazardous substances are unavoidable, the minimum safety precautions for cleaning substances are given below. The control measures for the hazardous substances used in Science, Technology, Home Economics, Art and Catering are covered in the relevant sections.

School Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for the general purpose cleaning in the School.

These substances are necessary, as less hazardous substitutes are considered to be ineffective.

The following minimum control measures are to be used to control the risks to health from the use of these substances.

- The substances are kept secure at all times when not in use to prevent unauthorised access.
- Adequate ventilation is to be maintained at all times.
- The substances are only to be used as directed by the manufacturers instructions and Risk Assessment.
- Substances shall not be mixed together. This is particularly important with bleach. Toxic fumes can be generated if this is mixed with other substances.
- Adequate arrangements are maintained to ensure the segregation of incompatible substances. Such as colour coded containers, separate bunded storage areas, and separate cleaning materials.
- Skin contact with the undiluted substances or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, excema or dermatitis. Contact with the skin is to be avoided by the wearing of protective gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.
- Accidental splashing on the skin or in the eyes should be washed off or out immediately with plenty of water, and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Executive Head Teacher and where appropriate to a medical practitioner.
- Where substances are transferred into smaller containers for use, they are marked with their contents and appropriate hazard sign.

3.08 Fire Safety

A Fire Risk Assessment has been carried out as required by Regulatory Reform (Fire Safety) Order 2005. The significant findings are recorded separately.

The employer or controller of the premises is deemed to be the 'Responsible Person' within the meaning of the Regulatory Reform (Fire Safety) Order 2005, and the Site Manager is responsible for ensuring that the maintenance requirements identified in the Fire Risk Assessment have been carried out.

- Fire safety arrangements and procedures have been documented, and all fire safety equipment is appropriately maintained.
- All staff are familiar with the Fire Risk Assessment for their work area, and are to comply with the fire safety arrangements and procedures of the school.
- A log book is available to record maintenance, false alarms etc of the fire detection and warning system.
- Fire extinguishers are not to be tampered with or removed without authorization, and are not to be obstructed.
- Emergency exits, fire action notices and fire alarm call points are not to be obstructed.
- Heater inlet and outlet vents are not to be obstructed, and combustible materials are not to be placed on top of heaters or near the outlet vents.
- The whole school site is a designated no-smoking area, including no e cigarettes.
- Electrical equipment is to be inspected prior to use to ascertain so far as is possible that it is safe to use and free from defects.
- Windows and doors are to be secured when vacating rooms, buildings etc, to reduce the potential for unauthorised entry and arson.
- Waste skips are to be kept secure and located away from school buildings, to reduce the potential for arson.
- All work requiring the use of sources of ignition is to be Risk Assessed, and the appropriate safety precautions taken.

- All staff are to check their work areas immediately after use to ensure that sources of ignition are extinguished or turned off (as appropriate) etc, prior to vacating the area.
- Waste bins are to be emptied daily, and combustible materials not allowed to accumulate.
- Practice fire drills are carried out termly, and are monitored by the Health and Safety Coordinator, who compiles a report on each for the Executive Head Teacher.
- Routine inspections are carried out by the Site Manager to ensure that the fire safety arrangements of the school are not compromised, and remain effective.
- A pack-up is prepared for the fire and rescue service, which includes a site plan, and the locations of significant hazards and emergency isolators and exit routes in the school.

Fire Risk Assessment to be complied with.

Fire safety procedures to be complied with.

A Health and Safety Training plan has been produced and includes frequency for Fire Warden and Fire extinguisher training. New staff and new students will also be trained in fire safety.

3.09 Manual Handling of Items and Equipment

Manual handling operations are required to some extent in most of the school's activities and although these have been eliminated wherever possible, it is not reasonably practicable to completely avoid them. Most of lifting tasks within the classroom do not generally involve significant risks and are within the capabilities of all employees. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

- Safe lifting techniques must be employed at all times. Never bend from the waist or lift with the legs straight, as this puts strain on the back muscles and spine and may lead to injury. Manual handling training is provided as necessary.
- Employees shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If the load is beyond their capabilities, they are to seek assistance.
- Special care is to be exercised where students are involved with the moving of objects, eg moving trampolines or pianos. Employees are required to assess these operations and only allow students to be involved where the task is within their capabilities, with regard to age, build, strength and maturity etc; and ensure that adequate precautions are taken to prevent injury.
- The manual handling of any objects which present a significant risk of injury and which cannot be avoided, is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

- Those persons anticipated to be involved with significant lifting tasks have been provided with training in safe manual handling techniques.
- For those without this training, they are to seek the assistance of appropriately trained persons if as a part of their job the requirement arises to carry out any significant lifting tasks.

Below are listed some of the controls that should be employed for lifting different objects, which along with the manual handling training that has been provided, are considered to be the minimum required to reduce the risks to the lowest extent reasonably practicable.

Chair and Table Moving

Measures to reduce the risk of injury:

- Using safe lifting techniques.
- Carrying no more than 3 chairs at a time.
- Using special trolley for moving stacks of chairs.
- Carrying no more than 1 table at a time (single tables), & seek assistance if moving large/heavy tables.
- Obtaining assistance where the timescale or other factors involved could lead to over-exertion.

Miscellaneous Packages and Items

Measures to reduce the risk of injury:

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

FURNITURE, LOCKERS, DISPLAY BOARDS ETC

Measures to reduce the risk of injury:

- Using safe 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.

3.10 Moving and Handling Assistance for Students with Special Needs

An assessment of the moving and handling needs of students with special needs will be carried out before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Occupational Health Advisors.

The assessment will identify the moving and handling plans appropriate for each pupil:

The hierarchy of measures in these plans shall be as follows:

- Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and where appropriate encouraging students to move themselves, or by re-organising activities.
- Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable, e.g. training for employees in using safe techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.
- The moving and handling plans will be recorded in pupil's care plan.
- The assessments shall be reviewed each term or when significant changes occur.
- Personal Emergency Evacuation Plans (PEEP's) have been documented to identify the safe evacuation procedures for all disabled persons that can be expected to be on the School Site during an emergency.

3.11 Display Screen Equipment (DSE)

Display Screen Equipment (DSE) is generally regarded as computer equipment, however other items of equipment with alpha/numeric displays (with some exceptions) are also included in the scope of the legislation.

Computer equipment is used extensively throughout the school by various members of staff, and current health and safety legislation designates employees who use this equipment as a significant part of their normal work as 'users'. Self employed persons working similarly, with school equipment, are designated as 'operators'.

Workstations used by 'users' or 'operators' have been assessed to ensure they satisfy minimum requirements for health and safety, and the risks are reduced to lowest level reasonably practicable. All workstations meet the minimum requirements for health and safety, appropriate to the workstation equipment and method of use.

'Users' are provided with information and training about the risks to their health and how to minimise them.

Frequent changes of activity occur, therefore no special breaks need be planned into work routines to prevent the onset of fatigue.

'Users' are entitled to eye tests and any special spectacles specifically required for display screen

work, at no cost to themselves. Initially 'users' are to request these through the Executive Head Teacher who will provide referral letters to take to an optician of their choice.

Work related upper limb disorders such as pain in the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged work stations and organisational systems will minimise the risks of these disorders. Employees should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse use.

3.12 Smoking at Work

Smoking is not permitted on the school site, in any school vehicle or in any vehicle in which more than a single employee is travelling during the course of their employment. This is to prevent unwanted exposure to environmental tobacco smoke, which is a health hazard, and to minimise the risk of fire.

- E cigarettes or associated devices are not permitted on the school site or in school vehicles.
- Appropriate signage, prohibiting smoking, is displayed at all entrances to the School site/buildings.
- Appropriate signage is displayed in all school vehicles.

3.13 Contractors Activities

Construction and maintenance work involves major hazards and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The School has a duty to ensure the health and safety of students, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who are on local approved lists (where applicable), or can show in some other way, they are competent to carry out their work in accordance with the relevant statutory provisions will be selected for work on the premises.

The Headteacher or delegated employee must identify to the contractors, those hazards and controls already in place at the school, and obtain from them information regarding the hazards and controls which they will be bringing to the school, such that adequate control measures can be implemented and effective contractor / school segregation maintained.

Before work commences the Premises Manager must ensure that arrangements to control the risks are implemented by the contractors to protect students, employees and visitors. The Premises Manager shall then liaise with the contractor and monitor their activities to ensure the arrangements are, and remain, adequate. Any situation where the control measures are inadequate must be rectified immediately.

The Construction (Design and Management) Regulations (CDM Regulations) apply to all construction projects. Additionally construction work which involves more than 500 person/days, or takes longer than 30 days is notifiable to the HSE. The Premises Manager is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

3.14 First Aid Arrangements

There is a number of trained First Aid staff employed on a full or part time basis to provide First Aid to students during the normal school day. They are based in a First Aid room.

First aid boxes stocked with the recommended contents are located at appropriate points and the medical room staff is responsible for checking the contents on a monthly basis and replenishing any deficiencies. All employees should familiarise themselves with the location of the first aid boxes so that in the event of an injury or acute illness they can be located quickly.

If required, an ambulance can be summoned by telephone from the Reception Office by dialling 201. *A procedure for calling the emergency services is attached.*

Employees should administer first aid treatment in accordance with their levels of training and competence, and always err on the side of caution by referring students for further medical attention as set out below, or when in doubt.

Head Injuries

Head injuries can easily be underated. Any signifcant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil should be referred immediately for further medical attention. Slight knocks to students who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non-significant head bumps which show no signs or only slight reddening.

Other Injuries

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Infection Control

Aids and hepatitis B viruses are a risk to employees involved in the provision of first aid. The universal precautions for cleaning up body fluid spills detailed in the Health Protection Agency poster 'Guidance on infection control in schools and other childcare settings' should be followed to prevent the spread of infection. This leaflet is displayed in the Staffroom.

Covid 19 poses specific risks within the school enviroment and requires significant control measures. These are identified in a Covid 19 Risk Assessment that is reviewed on a regular basic and when circumstances within the school change. The Risk Assessment is available on the school web sites.

3.15 Pregnancy and Work

Employees who become pregnant shall inform the Executive Head Teacher so that a separate risk assessment can be carried out to ensure that any risks to themselves or their unborn child, created during their work are identified and eliminated or controlled. This risk assessment will require

regular reviews as the pregnancy develops, and may still be required for new mothers. Additional facilities such as a place to lie down or store expressed milk will be provided as necessary. Advice on pregnancy and work is given in the Health Protection Agency poster 'Guidance on infection control in schools and other childcare settings'. This poster is displayed in the Staffroom.

3.16 Young persons working or children on work experience in the School.

If young persons come to the School to work, or on work experience, additional Legislation applies. A 'young person' is defined as someone who is over compulsory school age, but has not attained the age of 18, and a 'child' is defined as someone who is not over compulsory school age. 'Young persons' require specific risk assessments to identify any measures that are required to reduce risks, because of their immaturity, inexperience and lack of awareness.

The Work Experience Co-ordinator is responsible for organising the work experience etc, liaising with Heads of Department and the person with parental responsibility, to ensure that risk assessments are carried out and communicated to the person with parental responsibility. They are also to obtain from the person with parental responsibility, information regarding any particular hazards / medical conditions etc that the work experience candidate will be bringing to the school, in order that their suitability can be assessed and safety measures adapted accordingly.

Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures required must be communicated to the person having parental responsibility for the child. Attendance records will also be maintained, and failure to attend reported to the child's originating school.

All young persons will work directly under the supervision of an experienced employee, who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are kept fully informed as described above, a copy of this policy shall also be forwarded to them with the confirmation letter, and any specific risk assessments pertaining to the work they will be experiencing.

DfES publication 'Work Experience: A guide for employers' is available as a reference guide for the Work Experience Co-ordinator.

3.17 Students on Work Experience / Placements outside the School Premises

When students go on work experience the same Legislation as above applies. This requires that employers who provide the work experience carry out a specific risk assessment to identify any measures that are required to reduce the risks because of pupil's immaturity, inexperience and lack of awareness. Where students are under compulsory school age the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the pupil.

The Work Experience Co-ordinator is responsible for ensuring that employers providing work experience placements are suitable, and have arrangements which ensure that.

- Students are properly prepared and briefed on the hazards of the workplace and the risk control measures before they start work.
- Students are effectively supervised to ensure the appropriate risk control measures are

taken. Supervision requirements during non-contact time are subject to risk assessment.

- The findings of the risk assessments and the protective/preventive measures to be taken are communicated to the person having parental responsibility for the pupil.

The Work Experience Co-ordinator is responsible for authorising and organising the work experience/placement, liaising with the Work Provider and the person with parental responsibility, to ensure that risk assessments are communicated to the person with parental responsibility. There is no substitute for direct knowledge, and the Work Experience Co-ordinator should visit the Work Experience Providers' site to confirm that arrangements are adequate. They are also to obtain from the person with parental responsibility information regarding any particular hazards / medical conditions etc that the work experience candidate will be bringing to the Work Experience Provider, in order that their suitability can be assessed and safety measures adapted accordingly. Written parental consent is to be obtained for each placement, and effective arrangements are to be in place to ensure student attendance is reported, and that routine visits are made to monitor the progress of the placement.

The assessment of suitable work experience providers will be through a centrally co-ordinated scheme or done individually by the Work Experience Co-ordinator in accordance with the DfEE guidance publication 'Work Experience: A guide for secondary schools'.

DfES publication 'Work Experience: A guide for employers' will be forwarded to employers who are assessed individually by the Health and Safety/Work Experience Co-ordinator.

3.18 School Security

The main reception entrance is monitored at all times to prevent unauthorised access.

All visitors are required to report to the Reception Office on arrival.

The names of all visitors, their time of arrival and departure should be recorded and a badge issued for identification while on the school site.

Unknown persons on the school site not wearing a visitors badge, are to be asked to identify themselves, their reason for being on school premises and if they require assistance. Appropriate measures are then to be taken to escort them to the Reception Office to book in, or escort them off the premises, as appropriate. In some cases it may not be appropriate for a lone employee to make this approach, in these cases assistance is to be sought, and the police called for additional assistance if necessary.

CCTV is in use at pre-determined locations throughout the school, and is maintained under external contract.

When students are outside during play time or for sports, adequate supervision is provided to ensure that they do not leave the premises.

The car park is segregated from areas occupied by students and pedestrian access is controlled during school time.

The premises are secure, reducing the potential for students to stray unsupervised.

All staff to shut windows before leaving their room at the end of the day.

Premises staff check windows, lock all external doors and lock out lying gates. Staff to use internal routes, only, after these times.

Gate to main entrance to be locked, when the final lock up of the school is carried out each day.

3.19 Violence at Work

The School seeks to minimise employee vulnerability to violent disturbing behaviour, including threats, intimidation, verbal abuse and physical assault. This kind of behaviour will not be tolerated from students or parents etc and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed.

- Employees who have any qualms about parental interviews should arrange for a colleague to be present, and ensure that any loose objects which could be used as weapons are out of the immediate reach of the visitor.
- Employees should not become confrontational even if provoked. They should offer to arrange another meeting with senior colleagues and close the interview.
- Do not hold meetings with parents in isolated classrooms. Have clear objectives and a set timescale.
- Do not make home visits alone.
- If verbally or physically abused, leave or call for assistance immediately.
- Employees should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Executive Head Teacher. This will enable incidents to be monitored, investigated, and appropriate action taken.
- A secure register is kept of those who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.
- Employees who suffer violence at work will be sympathetically treated and support systems are available.
- Where necessary Staff are appropriately trained in identifying and dealing with situations where conflict may arise.

3.20 Educational Visits

Students generally face far higher risks on school visits than they do in the school.

The advice and guidance on the outdoor education advisors panel websites www.oeap.info and www.oeapgng.info are used to help assess and control the risks.

The Operations Manager is appointed as the Educational Visits Coordinator (EVC) for the school to help teachers/group leaders assess the risks and implement control measures.

It is the visit leaders responsibility to carry out the risk assessment for the visit, but each risk assessment and visit is to be vetted and authorised by the EVC.

Generic risk assessments have been carried out/recorded and control measures identified for repeated elements of educational visits e.g. travel by minibus or coach and swimming at regular venues etc.

Site/visit specific risk assessments are carried out/recorded for visits not covered by the generic risk assessments and teachers/group leaders carry out trial runs without students to identify the hazards and the measures necessary to control the risks if required.

Risk assessment controls are monitored by teachers/group leaders whilst on visits to ensure any additional control measures or prohibitions are implemented to control risks.

Appropriate levels of supervision and first aid support are assessed and provided for all visits.

Minibus

All minibus' are fitted with forward facing seats, lap and diagonal seat belts, and the driver is responsible for ensuring these are used by all occupants whilst on the move.

The Site Manager is responsible for ensuring the minibus is serviced in accordance with the manufacturers instructions, and the periodic safety checks (lights, tyres, windscreen washers, oil & coolant levels etc.) are carried out and records kept.

The Executive Headteacher is responsible for restricting the driving of the minibus to those with the appropriate licence, and who are assessed as competent.

Drivers of minibuses shall familiarise themselves with the rules that have been set to avoid driver fatigue and the actions to be taken in the case of a breakdown or accident.

Appropriate levels of supervision are assessed and provided for all minibus trips.

All travel in the minibus is appropriately authorised.

Vehicle registration documents Mot Certificates and insurances, along with the driving licences of Staff permitted to drive the minibus are checked annually to ensure they remain current.

Staff permitted to drive the minibus are required to notify the school management immediately of any endorsements, accidents etc that impact upon their driving licence or driving ability.

The Travel Policy Document is to be complied with.

3.21 Medicines and Infection Control

Students who are unwell with an infectious disease should not be at school and should be kept away until they recover, or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Health Protection Agency poster 'Guidance on infection control in schools and other childcare settings'. This poster is displayed in the Staffroom.

The storage and provision arrangements for students's medicines are in accordance with manufacturers and medical recommendations.

All drugs received into the school must be in the medicines original box with the students name and DOB clearly marked. The dosage should be stated. If it is a prescription drug the pharmacist's label should still clearly be on the box.

Controlled drugs will be logged in and out of the double locked cabinet and signed for. A weekly double check will be carried out.

Parental consent forms and medical instructions are required for the issue of all medicines administered to students by the school on behalf of parents. And records of each individual issue are kept on the appropriate form.

A register is maintained of all medicines held by the school, and appropriate security is maintained for the control of these medicines.

Where necessary, appropriate staff have received training in the administering of medicines such as epi-pen use etc.

3.22 Mental Health Awareness

Mental health is a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community. (World Health Organization)

The school aims to promote positive mental health for every member of our staff and student body. We pursue this aim using both universal, whole school approaches and specialised, targeted approaches aimed at vulnerable students. Staff and students will be made aware of warning signs and where they can find additional information. Students will be taught about Mental Health during tutor time and PHSE lessons. Additional information will be in the Safe Guarding Policy for Students and the Staff Handbook for staff.

3.23 Accident / Incident Reporting

Minor injuries to employees, visitors and students shall be recorded by the person administering first aid.

In the event of "major" or "over 7 day" absence injuries the Operations Manager is responsible for reporting the incident to the HSE, either via their website (www.hse.gov.uk), or by telephoning HSE Incident Contact Centre (ICC) 0845 300 9923 for a major injury or fatality, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

‘Major’ injuries to students and visitors include those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Accidents arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

Note that the reporting of injuries to persons in School on School training schemes, or children on work experience within the School should be reported as if they were employees of the School.

‘Major’ injuries to employees are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours. A full list of applicable injuries is available within the RIDDOR Regulations. All accidents are checked against the RIDDOR Regulations by the Operations Manager

and reported by them when required.

'Over 7 day' absence injuries to employees do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

The Operations Manager is responsible for notifying the schools insurers of all 'Major' and 'Over 7 day' injuries.

Some incidents which do not result in injury must be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing sectors, but some such as a fire or electrical short circuit which disrupts activities for more than 24 hours, or the failure of a lift, will apply.

The Health and Safety Team (01522 836716) shall be contacted if in doubt about reporting procedures.

All accidents will be investigated to some degree. The depth and scope of the investigation and the amount of resources devoted to each, will however be commensurate with the severity of the accident reported. Investigation of major/serious incidents are to be co-ordinated by the Health and Safety Co-ordinator, and incidents of a lower severity by Heads of Departments.

3.24 Statutory Notices

The Operations Manager is responsible for ensuring that the following are displayed where employees can see them.

1. A 'Health and Safety Law' poster, the local information of which is to be complete and Current, where appropriate.
2. A current copy of the employer's liability insurance certificate. Alternatively, this document may be held electronically as long as all employees have access to it.

3.25 Health and Safety Representatives and Consultation

The role of trade union appointed health and safety representatives is recognised and encouraged. Any trade union will representatives be consulted during the preparation and review of the health and safety policy of the school, to enable effective co-operation in the promotion and development of the health and safety arrangements. Facilities and time off from normal duties will be provided so that they can carry out the functions of a health and safety representative, as detailed in the Safety Representatives and Safety Committees Regulations 1977.

Health and safety is added to the Middle Leaders agenda when requested and to the regular employee meetings held within the school, during which employees are provided with any relevant health and safety information or news, and their consultation sought on matters affecting them.

3.26 Employee Induction Procedures

The capabilities of all new employees with regard to their responsibilities, their own health and safety and that of students in their care will be taken into account before employment starts. Adequate information will be given by the Personnel Manager to ensure that they are aware of the school's health and safety arrangements.

The school induction package is to be completed prior to employees carrying out any other tasks at the school, and includes a understanding of.

- The Health and Safety Policy and where to find a copy.
- Relevant Risk Assessments.
- Relevant safe working procedures, (will be delivered by the line Manager).
- Relevant health and safety training. If required for the post qualification will be checked by the Personnel Manager and any additional training required will be arranged by the line Manager
- Evacuation procedures.
- First aid and injury reporting arrangements.
- Any other relevant policies, emergency procedures, etc

3.27 Physical Education and Sport

A significant number of injuries to students occur during these activities.

Areas where children carry out PE, Sporting and play activities are to be kept as far as possible free from obstacles and hazards which could cause injury to students.

The surface of all areas where children carry out PE, Sporting and play activities are as far as possible to be level, and free from slip and trip hazards (i.e. pot-holes, ice, mud, loose gravel accumulations etc).

PE, Sporting and play areas are to be inspected before use, to ensure their safety.

General rules for sport and physical education

It is the policy of the school to follow the guidance in the document 'Safe Practice in Physical

Education and School Sport' published by The Association for Physical Education, and the guidance from the relevant national Board of Directors for the activity concerned.

Only suitably qualified employees are to supervise physical education, and particular attention should be paid to the following.

- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played.
- Ensure students are involved in activities appropriate to developing their existing abilities.
- Employees shall position themselves where they can see and properly supervise all students.
- Appropriate clothing should be worn at all times.
- Long hair should be tied back.
- Watches, necklaces, large rings and ring type earrings must be removed.
- Sports areas and pitches should be checked before activities start, to ensure there are no dangerous objects around the side of the Sports Hall/Gymnasium or on any of the outside areas being used.
- Ensure all equipment is safely set up before using, including the requirement for adequate head-room where appropriate.
- Physical Education equipment is maintained under external contract and is inspected routinely, and before use.
- Limit the number of students using any one piece of apparatus.
- Set up apparatus in accordance with the manufacturers' instructions, and with adequate spacing between each item.
- If students are involved in moving equipment, make sure this is done using safe techniques, with enough students to ensure that they do not have to struggle.
- Apparatus being used should be at least two metres from any wall.
- Students shall be supervised at all times.
- All equipment shall be put away safely at the end of the lesson.
- Students will be given the opportunity to shower after vigorous activity should they wish to

do so.

3.28 Non Lesson Time

General rules

A sufficient number of employees will be available to supervise free times and will be positioned where they can see all students.

Employees shall watch for and control over-enthusiastic behaviour. In particular running and ball games shall only take place in the designated areas.

Running and ball games are prohibited in the 'Quiet' areas.

The retrieval of balls from off the school premises by climbing fences, or entering private property, without specific permission is prohibited.

Employees shall not carry hot drinks in open top containers or glass drinking vessels whilst on play-time supervision duties.

3.29 Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas are a major risk and can cause serious, even fatal injuries. Special care is necessary to ensure that students are kept away from the vehicles on the School premises.

Adequate vehicle and pedestrian segregation must be maintained at all times. This can be achieved with physical barriers, time segregation or distance segregation, and may include arrangements such as pavements, warning notices, traffic control persons and signage etc.

Segregation arrangements include:

- Students are not allowed on the playing field in areas whilst grass mowing or grounds maintenance vehicles are in use.
- Pedestrians must use the separate entrance provided.
- Teachers' etc cars are not to enter or leave the school premises at school starting, leaving, lunch and break times.
- Members of staff are stationed at vehicle access points at school starting, leaving, lunch and break times to ensure vehicle pedestrian segregation.
- Delivery and contractor's vehicles must be prevented from entering the premises at school starting, leaving, lunch and break times.
- Parents and older students are not allowed to bring motor vehicles etc onto the premises.

- Reversing of large vehicles or those where the rear view is restricted, must be guided back by a competent person.
- Bus discharge and pick up arrangements must be planned and controlled to avoid students having to cross the road and avoid the need for reversing whilst students are present.
- The vehicle/pedestrian segregation arrangements have been documented into a Traffic Management Plan (vehicle/pedestrian segregation risk assessment).

3.30 Science

Each Science Laboratory and Preparation Room is provided with the following items, all of which are kept free from obstructions and are clearly labelled as required.

1. Emergency Electrical Isolation Control.
2. Gas isolation control.
3. Residual Current Device (RCD) protected electrical sockets.
4. Appropriate fire extinguishers. Sand is available as an extinguishing agent for some specialist fires.
5. A fire blanket.
6. Emergency eyewash facilities.

Access is available to a first aid kit, and to a telephone nearby to call for assistance if required.

Preparation Rooms and Chemical Stores are kept secure when no members of Staff are present to prevent unauthorised access.

Good practices outlined in the publications listed below should be used for chemical storage, and to develop risk assessments and safe working procedures for work in the science department, science experiments etc.

A separate Science Department Health and Safety Policy and Laboratory Rules have been developed in line with the CLEAPSS Guidance.

CLEAPSS, Hazards.

CLEAPSS, Laboratory Handbook.

ASE, Safeguards in the School Laboratory.

ASE, Topics in Safety.

Project work involving hazardous substances, not covered by these publications will be individually risk assessed by the Head of Department, and safe work procedures produced to ensure the risks

are adequately controlled.

Work equipment is appropriately maintained by a competent person, and emergency facilities (such as emergency isolators) are routinely tested.

Fume cupboards are provided and used as necessary for the control of hazardous substances, and these are appropriately maintained. As a minimum this includes a 14 Monthly examination by a competent person, and weekly visual checks of the equipment by Department Staff.

Fume cupboards are fitted with a device to provide a continuous indication of their operation, and the correct functioning of fume cupboards is confirmed prior to use.

Radioactive Sources

Only low level radioactive sources within the standard school holdings are held and used in the Science Department.

Local radiation safety rules have been drawn up in accordance with the CLEAPPS model.

The Head of Science is designated as the Radiation Protection Supervisor (RPS), and is responsible for ensuring the local rules are followed to control the risks.

A competent Radiation Protection Advisor (RPA) has been formally appointed, to oversee and monitor the radiation protection arrangements of the school, and provide specialist advice as necessary.

Records are kept regarding the history of each source, any tests made to confirm that they are not leaking, a usage log, audit records and a list of persons trained and authorised to handle radioactive substances.

Radioactive sources are securely stored in a properly labelled fireproof metal container. Highly flammable or corrosive substances are not to be stored in the same room as the radioactive sources, and the radioactive sources are not stored within 2m of where anyone person works habitually.

Radiation Safety Rules to be complied with.

3.31 Technology

Good practices outlined in the publications listed below should be used to develop risk assessments and safe working procedures for Technology work etc in Secondary Schools.

- BS 4163 Code of Practice for Health and Safety in Workshops of Schools and Similar Establishments.

- Model Risk Assessments for Technology in Secondary Schools (CLEAPSS Publication).

The following minimum control measures have been implemented:

- Guarding of dangerous parts of machinery in accordance with BS4163.
- Storage of hazardous substances in accordance with BS4163.
- Restricting the use of machinery to appropriately trained and competent employees and students.
- The provision and use of suitable Personal Protective Equipment (PPE) where the risks cannot be adequately controlled at source ie. eye protection, face shields, gloves and aprons etc.
- Machinery producing hazardous noise levels has been identified and information and suitable hearing protection has been provided.
- Emergency stops are fitted to all fixed machine tools (foot operated on pedestal drills as specified by BS4163).
- Central isolation points have been provided for the electricity supplies to all fixed machine tools in accordance with BS4163.
- Local exhaust ventilation equipment has been provided to control exposures to wood dust and fumes from hot processes, and these are appropriately maintained.
- As a minimum this includes a 14 Monthly examination by a competent person (And at least 6 monthly where non-ferrous metal casting is involved), and weekly visual checks of the equipment by Department Staff.
- Dust and fume extraction equipment is fitted with a device to provide a continuous indication of its'operation, and the correct functioning of the extraction equipment is confirmed prior to use.
- For all soldering operations lead-free solder and rosin-free flux are used, and adequate ventilation maintained.
- Health and safety information and instructions are incorporated into the lesson plans and into the teaching process.
- Close supervision is exercised over students' behaviour.
- Cleaning and tidying up is carried out daily and unwanted items are disposed of at regular intervals.
- Routine maintenance and inspection of all hand and power tools is carried out.

- RCD protection is provided for all electrical wall sockets.
- The staff workshop area is kept secure when no members of staff are present, to prevent access to dangerous machinery.
- The issue and use of sharp hand tools is strictly controlled, and all are positively accounted for after each use.
- Sharp hand tools are secured when not in use, and no member of staff is present.
- The Head of Technology is responsible for reviewing the risk assessments annually or when circumstances change, and ensuring the following.
- Checking of the presence and condition of machinery guards before use.
- Isolation of all fixed machine tools when not in use.
- Functionally checking of the operation of all equipment emergency stop controls, on a half termly basis.
- Functionally checking of the operation of the emergency electrical isolation controls, on a half termly basis.
- Functionally checking of the operation of RCD sockets on a monthly basis, and routine testing of emergency facilities (such as emergency isolation controls).
- Keeping of appropriate records.

3.32 Food Technology

Each Food technology classroom is provided with the following facilities, all of which are kept free from obstructions and are clearly labelled as required.

1. Emergency Electrical Isolation Control.
2. Gas isolation control.
3. Residual Current Device (RCD) protected electrical sockets.
4. Appropriate fire extinguishers.
5. Fire blankets

In addition, the following minimum control measures are taken to control the risks.

- Unsupervised access to the Food Technology areas is prevented.
- Secure storage and supervised use of kitchen knives. The issue and use of these items is strictly controlled and all are positively accounted for after each use. The rules for safe handling of kitchen knives are as follows.
 - a. Use a knife suitable for the task.
 - b. Keep knives sharp.
 - c. Hold the knife firmly.
 - d. Do not cut towards your body.
 - e. Do not leave knives on tables or in washing up water.
 - f. Put the knife away after use.
 - g. Carry a knife point down.
 - h. Never try to catch a falling knife.

Health and Safety briefing sessions for students and close supervision to ensure the rules are followed.

- Siting of cookers to minimise risk of pans being knocked.
- Ladles or spoons are not to be left in saucepans, on hot-plates or cooker rings.
- Electrical leads are kept clear of cookers and sinks.
- Pans are positioned on cookers so that handles do not protrude.
- Routine maintenance contracts are in place for all cookers.
- Gas cookers are appropriately secured to prevent fracturing of the gas supply pipes.
- Routine inspection and testing of all electrical equipment.
- Routine testing of emergency facilities (such as emergency isolation controls).

- Secure storage and following the manufacturers instructions for the use of bleach and cleaning substances.
- All Food technology employees have attended the Basic Food Hygiene Course.
- A slip-resistant floor surface is installed in the Food Technology Classroom, and is maintained in accordance with the manufacturers' recommendations.
- Floor surfaces are cleaned in accordance with the manufacturers' recommendations, spills are cleaned up immediately, and the floor surface is dried after cleaning etc.

3.33 Art

Good practices outlined on the NSEAD website pages 'A Guide to Safe Practice in Art and Design' should be used to develop risk assessments and safe working procedures for art work etc.

- Some inks and paints are oil based, but are otherwise non-hazardous.
- Suitable step ladders are provided for putting up displays and working at heights, employees and students shall not stand on desks and chairs. Stepladders are routinely inspected and are secured when not in authorised use.
- Clay is purchased in small quantities to minimise the manual handling risks.
- The dust levels from dry clay residues are minimised by wet cleaning methods and good general ventilation.
- The potters wheels are guarded to prevent access to the dangerous parts, the on/off switches are splash-proof because these tend to be operated with wet hands, and an RCD is fitted into the supply circuit to minimise the risk of serious electric shock. Non-portable items are hard wired into the electricity supply.
- The kiln is in a separate room to prevent unauthorised access whilst firing. The kiln doors are interlocked to prevent contact with the live heating elements, and a means of emergency electrical isolation is available. Ventilation arrangements have been provided to remove the hot gases and a red light is positioned on the approach to indicate when the kiln is firing. Combustible materials are not kept in the kiln room, and a fire extinguisher is available on the approach to the kiln room.
- Only ready mixed liquid glazes are used, these are stored securely, and good hygiene precautions are used to control exposures.
- Hazardous substances are stored securely, and only used in accordance with Risk Assessments, by employees.

- Sharp knives etc are secured when not in use, and no member of staff is present. The issue and use of these items is strictly controlled and all are positively accounted for after each use.

3.34 Drama and Music

The following minimum control measures are taken to control the risks.

- Suitable access equipment is provided for adjusting and replacing the stage lights and other work at heights. i.e. step ladders and mobile scaffold tower.
- Training is given in the safe erection, use and dismantling of all access equipment used.
- The mobile tower scaffold complies with the requirements of the Work at Height Regulations 2005.
- The Site Manager supervises the erection of the mobile tower scaffold and has attended a recognised training course.
- All stage lights are fitted with secondary security devices.
- Stage materials and equipment are stored securely to prevent falls.
- A rope is used to lower lights etc. to the ground from the mobile tower scaffold.
- Students are closely supervised.
- Routine inspection and tests of electric equipment such as lights, distribution panels and dimmer boards are carried out.
- RCD protection is provided for all electrical sockets used for equipment on the stage, and for all sockets which are used to supply students own equipment, amplifiers etc.
- Low voltage or battery operated electric organs are used to minimise the risks of electric shock.
- Adequate precautions are taken to prevent falls from scenery constructions and the edge of the stage.
- Stage access stairs are kept in good condition and securely fixed.
- Scenery and materials are stored securely to prevent falls.

- All non-essential combustible materials are removed from backstage.
- Curtains and scenery on the stage are kept well clear of lights.
- All exits from the Hall are kept clear and unlocked whilst it is occupied.
- Emergency lights are tested to ensure they work properly.
- Emergency exits are clearly signed.
- Fire extinguishers are provided back stage for combustible materials and electrical fires.
- The Hall floor surface is maintained so as not to be unduly slippery.
- Stage curtains etc. are regularly treated with flame retardant substances.

3.35 School Productions

In addition to the above, the following minimum control measures are taken to control the risks.

- A public entertainment licence has been obtained for productions open to members of the public, and the conditions set by this licence in terms of the numbers of people, seating layout, gangway widths and exit routes etc are complied with.
- Well lit routes are provided for pedestrians from car parks.
- Stewards wearing high visibility vests are appointed to direct and control vehicles on the premises.
- Arrangements are made for the provision of first aid in case of injury or acute ill health.
- A telephone is available for calling the emergency services.
- Chairs for the audience are kept clean and in good condition.

3.36 Catering.

Catering is provided by our in house team. It will be provided in line with the school's Food Safety Policy.

3.37 Statutory Engineering Inspections

Thorough examinations are carried out by engineers from an Insurance Company every twelve months for hoists and lifts, and every six months for the loose lifting equipment such as chains, slings eyebolts etc. Likewise these examinations take place every 6 months for the passenger carrying lifts, and equipment for lifting students with special needs.

The equipment for controlling exposures to hazardous substances, e.g. fume cupboards in Science areas and local exhaust ventilation equipment (LEV) in Technology Areas are thoroughly examined at least every fourteen months by competent engineers (and at least six monthly where casting of non-ferrous metal produces dust or fume), and are subject to visual checks on a weekly basis. Labels are affixed to each item of fume/dust extraction equipment to provide an indication of the serviceability status and test dates to the users of each item of equipment.

The autoclaves/pressure cookers/boilers on model steam engines are thoroughly examined every 12 months by a technician in accordance with the Schemes of Examination given in the CLEAPPS Laboratory Handbook.

Schemes of examination have been drawn up for the air receivers associated with compressors in the Technology Areas. (Those where the working pressure in bars multiplied the volume in litres is less than 250 bar-litres are exempt). Engineers from an Insurance Company thoroughly examine these every 12 months in accordance with these schemes.

In all the above cases the reports from examinations are reviewed by the relevant Department Head who will initiate any necessary action to prevent danger. The reports are then kept available by the Departmental Heads for inspection for at least 2 years.

3.38 Working Alone

Some activities involve special risks and shall not be carried out whilst alone. If an accident occurs, there will be no one to help or summon assistance.

A Lone Working Policy has been developed with documented procedures in order to raise the alarm should a lone worker fail to report their safety. Working alone on the premises should be avoided where possible but where this is unavoidable this Policy should be followed

3.39 Working Time

The School recognises that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 (as amended) is seen as the way to minimise these risks. Normal school arrangements usually ensure that employees receive the in-work daily/weekly breaks and annual leave entitlements specified in the Regulations. Some employees, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any employee whose work dictates they are required to work excessive hours should raise this with the Executive Head Teacher.

3.40 Occupational Health Service

Specialist Occupational Health Advisors have been contracted to provide the following.

- Pre-employment screening via the use of a health declaration form, and follow up medical

examinations where necessary.

- A management referral system for employees with long term ill health or sickness absence.
- Advice and guidance on ill health/medical issues for employees and students.
- Management of any health surveillance programs identified as being necessary by risk assessments.

3.41 Work Related Stress

Stress is the reaction people have to excessive pressures or other types of demands placed on them. Contributing factors to harmful levels of stress include work overload/underload, the working environment, working relationships (e.g. bullying or harassment), changes taking place, poor communication and organisational style. Prolonged work-related stress can lead to physical ill health.

A risk assessment has been carried out to identify and evaluate the schools' potential for stress related risks.

The following minimum control measures have been implemented.

- Factors likely to cause intense or sustained levels of work related stress are identified and measures implemented to protect staff.
- An open and understanding management style is practiced.
- Staff have the skills, training and resources they need.
- Fair and consistent treatment is provided for staff.
- Two way communication takes place, especially in times of change.
- Support and counselling facilities are available where appropriate.
- Staff are encouraged to report any work situation causing intense or sustained levels of work related stress.

Individual risk assessments are carried out for any member of staff reporting the symptoms of work related stress.

3.42 Legionella Bacteria

There is a small risk of legionella bacteria developing in the water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons.

A company specialising in water hygiene has been commissioned to survey the site and assess the risks. This risk assessment is repeated at least every two years, or earlier if circumstances change. The recommended remedial work has been carried out to prevent contamination and stagnant water gathering in dead legs of pipework etc, and the control measures outlined in the survey

report, such as inspections, temperature monitoring, cleaning and flushing implemented. All staff required to carry out legionella monitoring activities etc have been appropriately trained. Appropriate records of legionella control maintenance are maintained by the Site Manager.

In order to eliminate the potential for legionella bacteria in this area, only proprietary screen wash is used in the School vehicle screen wash system.

Legionella control maintenance requirements to be complied with.

3.43 Asbestos

A specialist asbestos management survey has been carried out throughout the school, all asbestos containing materials identified and a report produced. The control measures to prevent asbestos fibres being released have been taken as appropriate.

- Asbestos containing materials have been removed where necessary.
- Asbestos containing materials have been encapsulated to prevent contact.
- Asbestos containing materials have been sealed to prevent deterioration.
- Access is denied to asbestos containing materials.
- Asbestos containing materials are properly identified.

An Asbestos Management Plan has been developed, which includes the following control measures.

- No building or maintenance work is carried out without prior reference to the asbestos survey report.
- All contractors and maintenance personnel etc are made aware of asbestos containing materials in and around their area of work, in order that they may take the appropriate precautions. Confirmation of this notification should be recorded.
- Specialist assistance is to be obtained in all instances where asbestos containing materials are likely to be disturbed.
- The Site Manager monitors the conduct of employees and contractors to ensure that asbestos containing materials are not disturbed.
- The condition of all exposed asbestos containing material is monitored by the Site Manager on a regular basis, and records maintained.
- If asbestos containing materials are removed or treated in any way, the asbestos register is to be updated by the Site Manager.

- Access to areas where deterioration, damage or disturbance of asbestos containing materials occurs is prohibited.

In areas where refurbishment, demolition or major building works are to take place, an Asbestos Refurbishment/Demolition Survey will be carried out beforehand.

Asbestos Management Survey Report to be available. Asbestos Management Plan to be complied with.

3.44 Personal Protective Equipment

Personal Protective Equipment (PPE) is all equipment (including clothing for protection against the weather) which is intended to be worn or held by individual persons at work and which protects them against one or more risks to their health and safety.

PPE is regarded as the last choice on any hierarchy of control, and should only be chosen where risk assessments have identified that other methods, such as engineering controls, are not sufficient to adequately control the risks.

Only PPE bearing a 'CE' mark will be made available, and will be provided free of charge to employees. Employees are not permitted to use their own privately owned PPE.

Heads of Departments are to monitor and enforce the use of PPE, and are responsible for ensuring.

- PPE is assessed for suitability prior to use. It should be appropriate for controlling exposure to the risks concerned, available in appropriate sizes or fully adjustable to fit the users, and is compatible with other PPE that may need to be used at the same time.
- Effective storage arrangements are provided and used for PPE, which enable PPE to be stored without damage, and eliminates the potential for cross contamination.
- PPE is kept in a clean condition, and manufacturers guidance is followed for the maintenance requirements.
- Employees are provided with training and instruction on how to use appropriate PPE properly and safely, and informed of the reason for its' use and how to identify and report defects.
- Adequate supplies of serviceable PPE are available, and damaged or ineffective PPE is withdrawn from use

3.45 Grounds Maintenance

The following controls are considered to be the minimum required for safe maintenance of the school grounds. Risk assessments and safe working procedures have been produced for all hazardous activities. Appropriate records of all inspections and maintenance are maintained by the Site Manager.

- All grounds maintenance equipment is secured when not in use, and only operated by trained personnel. Powered equipment is isolated when not in use, and the keys secured.

- Fuels for powered grounds equipment is stored in appropriate containers, which are designed to be fire resisting and contain spillages. The containers are secured when not in use and appropriate ventilation provided. The minimum practicable quantities of fuel are transported and kept on site, in approved containers.
- Grounds maintenance equipment is maintained in accordance with manufacturers' recommendations, and faults rectified promptly.
- Inspections of the grounds are carried out by the Site Manager before the school opens each day, and all hazardous items removed prior to allowing students access to the site.
- Inspections of the wooden equipment (sheds, seating, fencing and play equipment etc) are carried out by the Site Manager on a weekly basis, and all hazardous parts rectified or isolated prior to allowing students access to that area.
- All trees on the site are annually inspected and maintained by a competent specialist. Further to this, the Site Manager ensures that all trees are inspected on a weekly basis, and after high winds or other adverse conditions that could affect their integrity. Records are kept of these inspections.
- Hazardous substances are securely stored with appropriate spill prevention and ventilation, and are only used in line with appropriate risk assessments.

3.46 Monitoring and Review

In order to ensure that the health and safety arrangements of the school remain effective, and that the health and safety policy remains valid, a scheme of monitoring and review has been implemented.

The following summarises the content of this process

Monitoring.

- The Health and Safety advisor or Premises Manager for the school will carry out regular health and safety inspections of the school, on behalf of the Executive Head Teacher and Board of Governors. These inspections may be targeted at specific areas at the request of the school. A report will be produced from these inspections.
- A Board Member will carry out regular health and safety inspections of the school, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- The Executive Head Teacher will carry out regular health and safety inspections of the school, to identify health and safety improvements or failings. Notes should be taken during these inspections.

- The Heads of Departments will carry out regular health and safety inspections of their areas of authority on behalf of the Headteacher, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- The Site Manager will carry out regular health and safety inspections of the shared areas on behalf of the Headteacher, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- The Site Manager will carry out a daily inspection of the School Site prior to opening, in order to remove any obvious hazards before the students arrive. A daily signature sheet may be used to record these inspections.
- Individual Teachers will carry out a daily inspection of their classrooms prior to use, in order to remove any obvious hazards before the students arrive. A weekly signature sheet may be used to record these inspections.
- Heads of Departments will monitor their staff, and take appropriate action to ensure that they are complying with the requirements of the school health and safety policy, risk assessments and safe systems of work.
- The Operations Manager will carry out ongoing and regular monitoring of the school health and safety policy, and submit amendments to the Headteacher as necessary.
- Staff will monitor students at all material times, and take appropriate action to ensure that they are not putting themselves or others at risk by their acts or omissions.

Review.

- The Board of Governors are to meet regularly, with the Executive Head Teacher to identify health and safety issues and areas for improvement. This meeting is to include a review of items from the lower level meetings, a review of the school health and safety policy, and recent inspection reports. These meetings are to be minuted.
- The Heads of Departments are to meet regularly with their staff to identify health and safety issues and areas for improvement within their sphere of influence, and a review of the school health and safety arrangements. Notes should be taken at these meetings. Any issues raised are recorded on the Premises Management system TES.
- The Executive Head Teacher meets regularly with the Operations Manager, Finance Manager and the Premises Manager and health and safety issues and areas for improvement are discussed and a plan for improvement put into place. They will discuss any issues raised by staff and logged on TES that cannot be resolved within the Premises budget. They will review the school's compliance with the health and

safety arrangements of the school health and safety policy when necessary. Notes should be taken at these meetings.

3.47 Critical Incidents

Critical incidents are considered to be major emergency situations. These emergencies could develop slowly from minor incidents, with staff interacting where appropriate, or they may escalate very quickly before coming to anyone's notice (the difference being such as the difference between an intruder who gradually turns violent and a bomb that explodes without warning). They may also occur at unpredictable times or when the most appropriate member of staff to deal with them is absent.

A Business Continuity Plan has been developed under a separate cover to assist staff with dealing effectively with such emergencies.

There is little point in waiting for an incident to occur before becoming familiar with the contents of this document, as time (or someone else to take responsibility) may not then be available. Staff should therefore familiarise themselves with it during the induction process, and act accordingly when the need arises.

A Business Continuity Plan has been compiled and the arrangements for dealing with reasonably foreseeable incidents are documented. Key personnel have been nominated to perform specific roles during incidents, appropriate resources provided, and contact details documented.

Critical incident practice drills are undertaken. Although these are mainly carried out as 'desk top' exercises, wherever practicable full drills are practiced.

3.48 Lettings

Any hirers of the premises have the responsibility to ensure that they use it safely.

The Board of Governors recognises its duties as the controller of the premises, and require that the lettings policy and contractual agreements be complied with.

These will ensure that.

- Premises hired are in a safe condition for the purpose of use.
- Arrangements for emergency evacuation are adequate.
- Fire fighting equipment is in place and operational.
- Relevant insurance requirements have been met.
- Contractual arrangements are drawn up to clearly delineate and specify responsibilities and arrangements for health and safety (i.e. telephone communications, first aid provision, fire procedures etc).
- The relevant area is inspected both prior to and after each letting to ensure that it is in a safe condition for subsequent use. Records are kept of these hand-over/return checks.

Comply with appropriate lettings Policy and Contract.

3.49 Disabilities

The school recognises its' duties with regard to providing reasonable access to the school and its' facilities for disabled persons. Due to the widely differing circumstances of each disabled person, there can be no single set of provisions which will cater for all disabilities.

The requirements of each disabled person for access to the school and its' facilities will be assessed individually, and reasonable adjustments made to cater for them.

- Ramps have been provided where necessary for disabled persons to gain access to facilities.
- Lifts have been provided and maintained, for disabled persons to gain access to different floor levels.
- Disabled toilet facilities have been provided.
- Facilities for disabled persons use are appropriately maintained (i.e. testing of WC alarm call facilities, evac chair maintenance etc).
- The edges of steps etc, changes of level and impact hazards have been highlighted to assist visually impaired persons.
- Supervision levels are individually assessed for each disabled person.
- Manual Handling training and mechanical aids are provided and maintained, to assist with moving mobility impaired persons as required.
- Emergency arrangements have been reviewed in light of the disabled persons likely to be present, and where appropriate Personal Emergency Evacuation Plans (PEEP's) have been documented.

3.50 Swimming

Swimming is recognised as a particularly hazardous sporting/recreational activity, in that fatalities can occur very quickly without adequate controls. When swimming is carried out by students the following controls are considered:-

The following minimum control measures are taken to control the risks.

- Adequate levels of supervision are maintained at all times that the pool is occupied (At least two lifeguards on duty at poolside at all times).
- All lifeguards are properly trained and hold appropriate certification.

- Adequate life-saving/floatation devices are available at poolside.
- Adequate signage is posted to indicate water depths.
- The floor surface around the pool is of a non-slip type and is maintained clean and free from obstructions.
- Un-programmed diving from the poolside is not permitted.
- Effective security is maintained in order to prevent unauthorised access to the swimming pool.
- Disabled access equipment is fully maintained by specialist contractors, and operated by trained persons only.

3.51 Boiler Room

Boiler Rooms are considered to be potentially hazardous environments, and the following control measures have been adopted to reduce the risks.

- The boilers are maintained annually by competent specialist contractors.
- Appropriate fire extinguishers are provided in the Boiler Room.
- Emergency isolation controls are provided in the Boiler Room.
- The Boiler Room is kept secure to prevent unauthorised access.
- Combustible materials are not stored in the Boiler Room.
- Adequate ventilation is provided in the Boiler Room.
- Emergency exit routes from the Boiler Room are kept free from obstructions.

3.52 Ponds

Schools have a duty of care towards their staff, students and others who may be on their premises, and this extends to ensuring safety in and around ponds.

The safety of the Pond is covered by a Pond Operating Procedure, a Risk Assessment and an Emergency Plan.

3.53 Managing sickness absence and return to work.

This is managed in accordance with the school's Sickness and Absence Policy.

3.54 Vibration

School activities are not considered to include significant vibration risks.

A basic understanding of the hazards, symptoms and controls are of use in maintaining this situation, and assuaging employee concern.

Although regular and frequent exposure to hand arm vibration (HAV) can lead to potential health

effects, occasional exposure is unlikely to cause ill health.

Early symptoms of HAV are,

- Tingling and numbness in the fingers.
- Not being able to feel things properly.
- Loss of strength in the hands.
- Fingers going white or blanched, and becoming red or painful on recovery.

This can lead to effects such as,

- Pain, distress and sleep disturbance.
- Inability to do fine work, or perform everyday tasks.
- Reduced ability to work in damp or cold conditions.
- Reduced grip strength.
- Limiting the ability to do certain jobs, or affecting family or social activities.

Jobs requiring the frequent use of vibrating tools and equipment, and handling of vibrating materials are the main cause of this condition, and the equipment concerned could include chainsaws, hammer drills, pedestal grinders, powered sanders and powered lawn mowers.

The daily amount of vibration exposure above which actions are required to control exposure is 2.5m/s^2 averaged over an 8 hour working day (and employees must not be exposed to a vibration amount of 5m/s^2 averaged over an 8 hour working day).

Although this is difficult to measure without specialist equipment, it is stressed once again that school employees are extremely unlikely to receive vibration exposures approaching these levels.

A risk assessment will be carried out if equipment is used which is likely to pose a risk of vibration white finger.

The vibration controls currently employed by the school include,

- Equipment is purchased and maintained to keep vibration exposures as low as reasonably practicable.
- Work methods and patterns are such that extended exposures to vibration are minimised.
- Employees are informed regarding the hazards, symptoms and controls employed by the school

Any employees who remain concerned, or have any reason to suspect that they are suffering the symptoms of vibration exposure, are to see advice through their Head of Department without delay.

3.55 Noise

Exposure to high levels of noise can cause permanent damage to the human hearing, in the form of noise induced hearing loss (which may be frequency dependent) or tinnitus (a ringing noise in the ears).

Noise is measured in Decibels, on a logarithmic scale. Therefore an increase of 3 Decibels would be a doubling of the sound intensity, a difference which you may not even notice.

dB(A) is an average of the noise level received, usually averaged over an 8 hour working day.

Noise exposure is normally averaged over a single working day, but for largely varying or intermittent exposures, a weekly average may be taken.

In order to control exposure to harmful noise doses, Exposure Action Values have been set, at which differing levels of control are implemented.

These Exposure Action Values are:

Lower Exposure Action Value = **80dB(A)** with a peak sound pressure of **135dB**.

Upper Exposure Action Value = **85dB(A)** with a peak sound pressure of **137dB**.

There are also Noise Levels that must not be exceeded, and these are:

A daily or weekly exposure of **87dB(A)** or a peak sound pressure of **140dB**.

It is the school policy to reduce noise at source, by the purchase and maintenance of equipment to keep the noise level generated as low as possible. Where this cannot be achieved engineering controls, such as acoustic damping etc are employed to further reduce noise exposure. Work scheduling and careful of timing activities is also used to reduce individual noise exposures to as low as is reasonably practicable. And only where the above measure are insufficient or inappropriate is personal ear protection resorted to.

Additionally, practices are adopted, such as switching off unused equipment etc, in order to eliminate or reduce noise levels to as low as is reasonably practicable.

Risk Assessments have been carried out to determine areas and activities where persons could be exposed to hazardous noise levels. Training is provided in the care and use of ear protection. Storage containers are maintained for ear protectors at all appropriate locations.

Guidance.

Faintest audible sounds – Approx **0 dB**.

Quiet Library – Approx **20 – 30 dB**

Quiet Office – Approx **40 - 50 dB**

Conversation – Approx **50 - 60 dB**

Loud Radio – Approx **65 - 75 dB**

Primary Classroom – Approx **67 - 80 dB**

Tractor Cab – Approx **80 - 85 dB**

Arc Welding – Approx **87 - 97 dB**

Power Drill – Approx **87 - 97 dB**

Chainsaw – Approx **103 - 110 dB**

As a rule of thumb; if a person has to raise their voice to be heard by another person standing 2m away (with normal hearing), then they are probably in a hazardous noise environment.

Activities/Areas where the noise is likely to be between the Lower and Upper Exposure Action Values have been identified, and in these areas.

- Persons are informed about the noise hazard and the controls to be adopted.

- Hearing protection is available, and provided upon request.

There are no Areas where the noise is likely to be at or above the Upper Exposure Action Value. Instances where an individuals' noise exposure reaches the Noise Limit will prompt an immediate investigation into reasons for this exposure, and the activity concerned will cease until the noise exposure is brought down below the limit values.

3.56 Environmental Conditions

Sun Exposure

During hot sunny weather adequate drinking water is available, and a shaded area is provided in the playground.

Supervisory Staff are encouraged to wear sun hats, and sun-block.

Students are encouraged to wear sun hats, and sun-block.

Staff rotation ensures that no single member of Staff is overly exposed to sun/heat.

Radon Gas

A whole School Radon Risk Assessment has been carried out, and is reviewed routinely.

Radon gas monitoring has been undertaken to confirm the actual Radon gas exposure levels within the School buildings.

From the results of this monitoring, remedial works have been carried out as necessary to bring the exposure levels to below the Health Protection Agency (HPA) Target level.

Snow & Ice

Stocks of rock-salt are kept. The Site Manager monitors the forecasts for snow/ice conditions, and during winter checks the site at least 1.5 hours before school opening times. A plan is devised detailing the priorities for clearing pathways & playgrounds.

A salt spreader, shovels and warm clothing are provided. The Site Staff clear pathways and playgrounds according to the time available and the severity of the conditions in order to maintain at the minimum clear access to the School building.

The condition of the pathways and hard surfaces is regularly monitored by the Site Manager, and appropriate clearance measures taken, with slippery areas cordoned off as necessary.

The decision as to whether the weather conditions prevent the school from opening lies with the Executive Head Teacher.

High Winds

The Site Manager inspects the School Site after high winds, heavy snow etc to identify any tree branches etc or parts of the building etc left in a hazardous condition, such that appropriate remedial action can be initiated.

Rain

Suitable dry areas and supervision are provided for students when it is raining during Non-teaching time.

- All hazardous areas are cordoned off, and reported for immediate remedial action.
- A supply of cordon material and signage is kept for this purpose.

1 General Statement

We are a responsible employer and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with the Regulatory Reform (fire safety) order 2005 (FSO). In compliance with the FSO we will adopt a risk assessment based approach to managing fire safety within our premises. Based on the findings of the fire risk assessment (FRA) we will also create an emergency action plan, which provides explicit guidance to all staff and visitors to ensure that in the event of a fire our premises are safely evacuated.

2 Employees' Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire precaution or procedure that we may introduce as a measure to protect the safety and well being of our staff and visitors. All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors on stairs or any other inappropriate location.

3 Communications

We will keep staff informed of any changes that are made to our fire safety procedures and FRA. We will also ensure that all visitors to our premises are briefed on the evacuation procedure and issued with a visitors identification card.

4 Fire safety arrangements

We have introduced the following measures in order to maintain high standards of fire safety. A Responsible Person, Chris Kettle, has been appointed and given sufficient authority to effectively ensure that the following measures are in place and effective.

- A Fire Risk Assessment (FRA) will be completed. The findings of the FRA will be used to develop appropriate control measures to ensure the risk are reduced to a level as low as is reasonably practicable. The FRA will be reviewed annually or in the event of any significant changes being made to either the premises or the processes completed within it.
- The fire evacuation procedure will be tested at least annually with a fire drill, the results being recorded in the fire log book.
- All employees will receive training and instruction on the fire and emergency procedures. All training will be recorded.
- Any employee with additional fire safety duties, ie fire marshals or their deputies, will be given training on appointment to their specific duties and refresher training on an appropriate basis.

- Any other person identified to be at risk will receive training on the fire evacuation procedures.
- All exits and emergency routes are to be kept clear at all times. These routes will be properly signed, adequately lit and fitted with fire doors where appropriate. All exits will be fitted with appropriate hardware to allow escape without the use of a key.
- Where necessary escape lighting will be provided to assist evacuation in the event of failure of normal lighting during an emergency. Escape lighting will be tested on a regular basis as defined in the fire log book.
- The premises will have appropriate fire-fighting equipment, fire detectors and alarms. Fire safety testing and maintenance of these will be carried out on a regular basis as defined in the fire log book. Alarms will be tested on a set day and time each week.
- All electrical equipment will be maintained in accordance with the manufacturer's instructions. Faulty or damaged electrical equipment will not be used until it has been repaired and tested.
- This policy forms part of all employees' condition of employment. Failure to comply with it may be treated as a disciplinary matter.

Lockdown Procedure for South Lincolnshire Academies Trust

One type of emergency that schools may face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building.

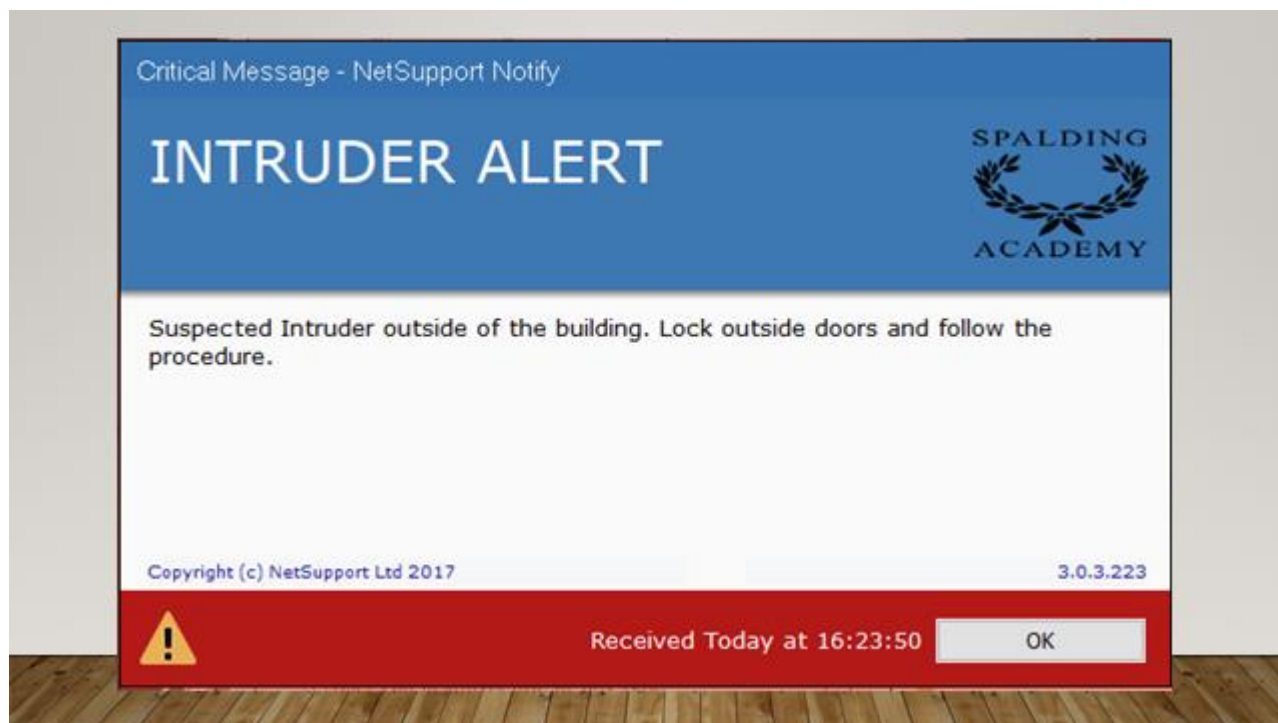
In these situations, schools should be prepared to take steps to isolate students, teachers and staff from danger by instituting a school 'Lockdown'. A school lockdown can serve several functions during an emergency, including the following:

- Removing students and teachers from the threat;
- Isolating the dangerous situation from much of the school;
- Allowing for an accurate accounting of students within each room; and
- Depending on the situation, facilitating an organized evacuation away from the dangerous area.

1. Lockdown Intruder on site

WHAT WILL HAPPEN

- If you see a threatening person outside of the school site contact SLT and give them as much information as possible.
- Head teacher/Deputy Head teacher, SLT or Operations Manager orders an announcement "lockdown intruder on site." over the radio. If possible, give an indication of where the intruder is. Message to be repeated on channel 4. IT and site staff to move to channel 3.
- Head teacher/Deputy Head teacher, SLT or Operations Manager contact ICT to send out the agreed warning to computers. At Spalding Academy we will lock all doors remotely. SLT to arrange for the emergency services to be contacted
- Be direct. DO NOT USE CODES. This announcement should be repeated several times.
- If safe to do so Fire Marshals and Pastoral staff go to their allocated area and ensure all staff are aware. Department phones to be used if it is not safe for staff to go to classroom. On-going PE lessons are brought into an agreed area.



INTRUDER ON THE SITE

- There may be an intruder on site or in the building, start the lockdown procedure.
- Clear the hallways and other rooms that cannot be secured.
- Lock or barricade the doors. Plan an exit route.
- Secure and cover classroom windows
- Switch off lights
- Sit quietly and calmly, if possible where you cannot be seen from the windows or windows in the door.

WHAT YOU THEN DO

- Take attendance register of students in each classroom.
- Prepare a list of missing and extra students in the room. E-mail any relevant information to Pastoral
- Take this list with you once you are directed to leave the classroom.
- Control all movement. Ignore bells. Move on direction only.
- Once the threat has subsided, Head teacher/Deputy Head teacher, SLT or Operations Manager announces “all clear.” over the radio and Fire Marshals return to areas to ensure all staff are aware.

Important:

- Radio communication should be kept to minimum. Noise may attract the attention of the intruder and prevent essential information being passed. If you have a radio keep on channel 3 but turn it down so you can just hear it.
- Special attention should be paid to classes that are outside of the school building, such as playgrounds and sports fields. An alternate lockdown location must be identified. This location can be indoors or outdoors (if students can be safely hidden).

2. Lockdown Prior to School Starting Procedures

- Staff gather all students in the hallways into their classrooms or other rooms.
- Pastoral Staff check the hallways and exterior of the building.
- If possible SLT posts an individual at the end of the drive ways and direct to designated points
- Bourne Academy – Corn Exchange Bourne
- Spalding Academy – St Mary’s and St Nicolas’ Church
- Staff takes attendance of students in their room.
- At “all clear,” students report to their form rooms to take attendance.

3. Lockdown During After School Activities Procedures

- Event leaders gather students and take attendance register and e-mail to AA Pastoral
- Pastoral and site staff checks the hallways and other rooms.

Note: Please note that some threats, such as a confirmed fire or intruder within a classroom, may override lockdown procedures. Also, lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.

Warning to be sent to computers:

1. There may be an intruder outside of the site, start the lockdown procedure and lock external door
2. There may be an intruder in the building, start the lockdown procedure and barricade the doors

Bomb Threat

No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police dialing 999

Procedure for dealing with a telephone bomb threat

Report of telephoned bomb warning or other threat. Keep this form in an obvious place near to your 'phone

If you believe you are receiving a call warning of a bomb, your main job is to **keep the caller talking as long as possible and to gather as much information as possible**. There are some questions included to help you keep the conversation going and you could try asking them to repeat words/phrases – blame it on a bad line.

You should immediately try to **attract a colleague's attention so they can call the Police by dialing 999**. Either use the mute button and shout or try e-mail.

Suggested questions

- Code word if given?
- What kind of bomb/threat is it?
- Where has it been placed?
- How will it be set off?
- When is it due to explode/happen?
- Why are you doing this?
- What does it look like?
- Did you place the bomb?
- Why are you doing this and who do you represent?
- What is your name / address / telephone number?

If the threat is delivered face-to-face

- Try to remember as many distinguishing characteristics of the threat maker as possible

If the threat is a written note, letter or as graffiti

- Treat as police evidence and stop other people touching the item

If the threat is received via email or social media application

- Do not reply to, forward or delete the message
- Note the sender's email address or username/user ID for social media applications
- Preserve all web log files

Assessing the credibility of bomb treats

Police will assess the threat at the earliest opportunity and may have access to specific intelligence although decisions may have to be made before their involvement.

External evacuation

If it is decided by SLT that the school needs to be evacuated before the police arrive, evacuation will be to the south side playing field unless that takes students and staff closer to the threat, in which case evacuation will be to the back field.

Dependent on the nature of the threat evacuation will use pastoral staff visiting rooms. Unless SLT are sure it is safe to do so, radios and fire alarms will not be used.

Internal evacuation

It may be safer to stay inside. Staff and students will be moved away from doors and windows.

If the location of the device threatened is unknown, evacuation represents a credible and justifiable course of action

Decision not to evacuate

This will be reasonable and proportionate if, after evaluation by SLT, the threat is deemed implausible (e.g. a deliberate hoax). This decision would be taken in liaison with the police and following a search by staff for anything unusual.

Search of the premises

If this is deemed necessary fire marshals will be instructed to carry out a search in their designated area.

Public Exams

If a bomb threat is identified during a public exam, the exam will be halted, the time noted and students and staff will be evacuated if necessary. Sufficient staff will be made available to ensure the security of the exam as far as is reasonable practicable. The room will be kept in silence if no evacuation is necessary. SLT will liaise with the invigilators in each room as appropriate. The time the exam restarts will be noted and additional time added at the end as necessary. The boards will be made aware via special considerations should such an incident happen.

COMPLETE THE FOLLOWING AS SOON AS PRACTICABLE

Extension number at which call received			
Time & Date of call			
Length of call			
DETAILS OF CALLER			
Man	Woman	Child	Old/young Approx age:
THREAT LANGUAGE			
Well-spoken (educated)		Foul	Irrational
Taped		Incoherent	Message obviously being read
CALLER'S VOICE			
Calm	Angry	Excited	Slow
Soft	Rapid	Loud	Laughter
Crying	Normal	Distinct	Slurred
Nasal	Stutter	Lisp	Raspy
Deep	Ragged	Clearing throat	Deep breathing
Cracking voice	Disguised	Accent	Familiar
If voice is familiar, who did it sound like?			
BACKGROUND SOUNDS			
Interruptions	Someone in background?	Street noises	Crockery
Voices	PA system	Music	House noises
Motors	Office machinery	Booth	Factory machinery
Animal noises	Clear	Static	Local
Long distance	Aircraft	Children	Others
REMARKS			
DETAILS OF PERSON RECEIVING CALL			
Name:		Unit/ward/dept:	
Extension no:		Did you tape the call?	
SIGNATURE:			
Contact the police on 999.		Time informed:	

Keep a personal copy of this form in case you need to be interviewed at a later date.

Procedure for calling an Ambulance

Requesting an ambulance – this is likely to be the Receptionists or First Aid room staff
Dial 999

Collect as much information about the incident as possible including:-

Students' name/names

When happened

Nature and extent of any injuries/illness

Have SIMS open ready to provide information about the student(s)

Speak clearly and slowly

You will be asked firstly for three key pieces of information

BOURNE ACADEMY:

1. Tel: 01778 422365
2. Address: Bourne Academy, Edinburgh Crescent, Bourne, Lincs, PE10 9DT (SAT NAV: PE10 9DS)

SPALDING ACADEMY:

1. Tel: 01775 722484
2. Address: Spalding Academy, Neville Avenue, Spalding, Lincs, PE11 2EH

GILES ACADEMY:

1. Tel: 01205 870693
2. Address: Giles Academy, Church Rd, Old Leake, Boston, Lincs, PE22 9LD

Best entrance to school site for this incident

Exact location of the patient within the school

STATE THAT THE AMBULANCE WILL BE MET BY A MEMBER OF STAFF WHO WILL TAKE THE CREW TO THE PATIENT

Radio Site Staff to make them aware an ambulance is on the way and where it needs to go to.

Name of Student(s)

DOB

Description of Child's symptoms

Inform if any underlying medical conditions

Inform if any emergency rescue medication has been administered e.g midazolam for epilepsy, Epipen for allergies or glucose for diabetes

On Arrival of the Ambulance

- **Member of site staff to meet crew and escort crew to patient**
- **Member of staff to pass over empty packaging of any rescue medication administered**
- **Member of staff to pass over child's IHCP if they have one**

Patient's parents/carers to be contacted at earliest possible point. Head Teacher to be informed
Ring 999 for an ambulance, a guide for education

It is always better if someone who is with the patient can ring 999, so you will need to get a telephone to the patient or get the patient to a telephone.

This is important for a variety of reasons, if the call is about an illness the call handler may want to know if there is a rash, what their breathing sounds like, any rapid swelling of the lips, face, throat or tongue, does their skin feel a normal temperature etc. If the call is about an injury the call handler may ask questions like, is the limb cold, pale or blue, can the patient weight-bear, are there pins and needles in the limb, any bleeding etc. It is essential that the caller provides accurate timely information about what they can see and hear this loses quality if the caller is reliant on a third person.

When you first ring 999 you will go through to an emergency operator who will ask you what service you require (Police, Fire, **Ambulance** or Coastguard) if you do not state you want an ambulance you will be transferred to the police.

The East Midlands Ambulance Service uses a triage tool called Advances Medical Priority Dispatch System (AMPDS). AMPDS is an International Academy of Emergency dispatch computer based operating system that provides a suite of clinical protocols for triaging 999 calls based on the symptoms reported when calling. Calls are prioritised so that patients are provided with the right level of care in the fastest time possible. The ambulances are only sent on lights and sirens to the most serious conditions, thus minimising the risk to other road users and the public.

When you are connected to the ambulance service you will initially be asked if the patient is breathing, you will then be asked if they are conscious. If the patient is awake & breathing you will be asked what the problem is, at this point we only want to know a brief summary of what is happening, i.e. “they have injured their ankle”, “they have breathing difficulties” etc. and how this has happened.

You will then be asked to confirm the address of the emergency including the postcode. You will be asked to repeat this.

The call will then be triaged; in order to do this effectively we need to speak to either the patient or someone with the patient and we will also want to know the name and age of the child.

The call handler will carry out a safe effective assessment of the symptoms reported, as the clinical assessment progresses; each answer determines the next question to be asked.

The question set will vary depending on the symptoms and condition of the patient so it really requires the patient or someone with the patient to answer these questions.

By answering these questions it enables us to priorities the response required. EMAS may get a clinician (paramedic, nurse or doctor) to call you back who will further assess the clinical presentation of the patient and also might ask you if the school or the parents are able to transport the patient to the hospital, a Doctors surgery or a Minor Injury Unit (MIU) following the assessment. **If, when asked is the patient is conscious and breathing, you answer no to either then this could potentially be life threatening and will be triaged appropriately in line with AMPDS.**

You may be requested to fetch defibrillator if there is one available. Ensure that someone other

than the caller goes to fetch this and returns as soon as possible.

If someone is not breathing the call handler will talk you through what you can do to help, this will include instructions on how to commence Cardio Pulmonary Resuscitation (CPR). This will require you and the phone to be next to the patient. You will be asked to put the phone on loudspeaker and will be asked to shout out the chest compressions as you give them, so the call handler knows what is happening.

Do not stop CPR as soon as the Paramedics arrive as they will require a few seconds to assemble any equipment required. Continue until the paramedics actively take over from you.

Important

You don't need to be First Aid trained, all instructions will be given by the call handler. It is important that CPR is started as soon as possible to give that patient the best opportunity for a full recovery.