

SOUTH LINCOLNSHIRE ACADEMIES TRUST (SLAT)

HEALTH AND SAFETY POLICY

Aspire - Challenge – Achieve

Author	Link	Date Approved
Chief Operating Officer	Chief Executive Officer	Jan - 26
Policy Type	Date of Next Review	Approved By
Trust Wide	Jan - 27	Trust Board of Directors

The contents of this document are kept under constant review, in-year revisions of this document may be issued.



SECTION 1: South Lincolnshire Academies Trust | Statement of Intent

South Lincolnshire Academies Trust 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 and appropriate systems of work.
- SLAT will identify risks and set in place programmes to eliminate, 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 improvements:
- SLAT will ensure that the health and safety of the general public is managed 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.

Signed: 

Chair of Board of Trustees

Date: 01 January 2026

Signed: 

Chief Executive Officer

Date: 01 January 2026

Signed: 

Chief Operating Officer

Date: 01 January 2026

SECTION 2: Roles 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 and appropriate.
- Health and safety standards are monitored across the Trust.
- Actions are prioritised where resources are required.
- Health and safety specifically identified for reviews, or that health and safety is reviewed as an agenda item at their meetings.
- A board member is given specific responsibility for health and safety.
- 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 Board of Trustees three times a year.

2.2 Chief Executive Officer

The Chief Executive Officer is responsible to the Trust Board of Directors 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 effectively and accurately.
- 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 in providing the necessary facilities for Trades Union Safety Representatives.

2.3 Chief Operating Officer

The South Lincolnshire Academies Trust Chief Operating Officer is responsible to the Chief Executive Officer for ensuring that their areas are;

- Working with employees and external health and safety advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements are implemented.
- Ensuring that all educational visits, trips and events are suitably managed and planned in accordance with Health and Safety.
- Acting as the responsible and competent person for the sign off and review of risk assessments across the Trust.
- Carry out routine and regular inspections throughout the year, ensuring all areas are prioritised accordingly.
- Monitoring the health and safety standards of the school on a day-to-day basis. Any issues that cannot be resolved in a timely manner should be reported to the Chief Executive Officer.
- Assisting and advising the Chief Executive Officer with their responsibilities, as required.
- Ensuring accident/incident records are maintained, and notifiable accidents/incidents are reported to the HSE.
- Documenting risk assessments to identify the arrangements required to control the significant risks and comply with the relevant health and safety legislation.

2.4 Heads of School

Heads of School are responsible to the Chief Executive Officer & Chief Operating Officer for ensuring that in their schools are;

- Ensuring that relevant site specific risks are monitored and reviewed e.g. vulnerable people as outlined in Regulation 16,17,18 & 19 in the Management of Health and Safety at Work Regulations 1999.
- 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 Chief Operating Officer.
- Specialist help and assistance is obtained where necessary.

2.5 All Employees

All employees are responsible to the Chief Executive Officer, through the Heads of School 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 relevant premises management 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

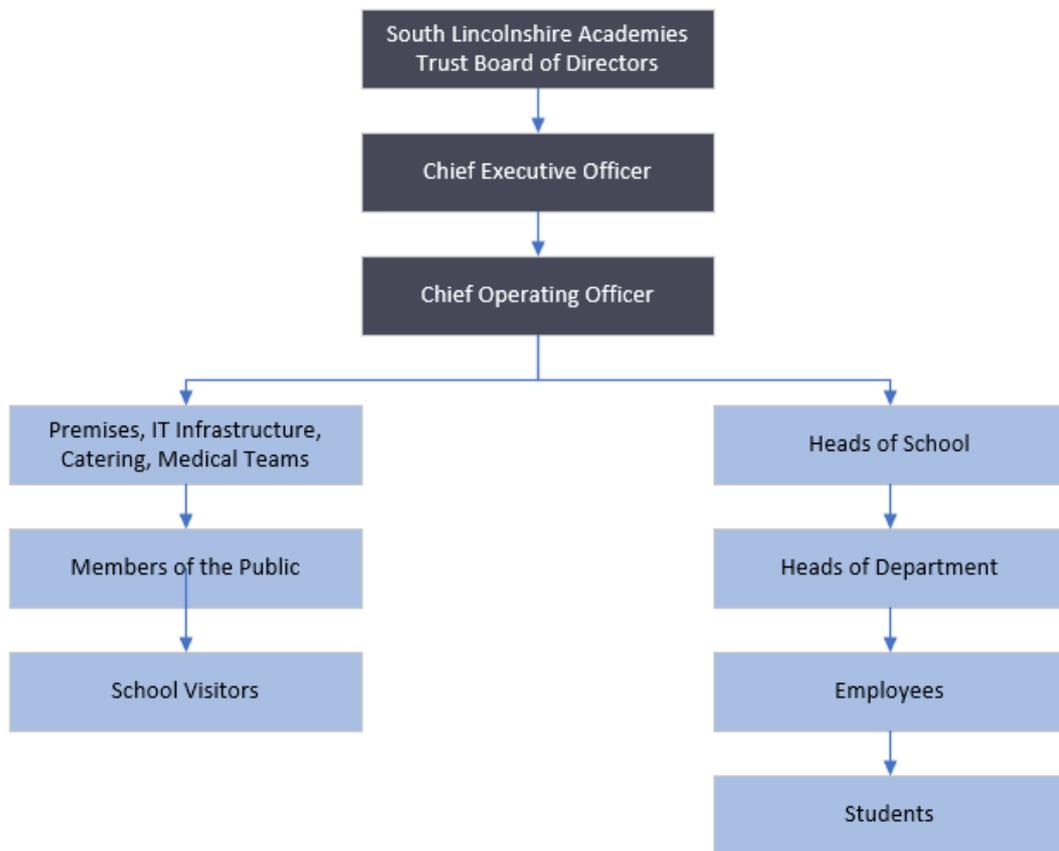
2.7 Health and Safety Assistance

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.

2.9 Organisation Structure



SECTION 3: Health and Safety Arrangements

Contents of this section;

- 3.01 Risk Assessments
- 3.02 General Hazards
- 3.03 Guardrails on Stairs and Landings
- 3.04 Vulnerable Glazing
- 3.05 Electrical Safety
- 3.06 Working at Heights
- 3.07 Substances Hazardous to Health
- 3.08 Fire Safety
- 3.09 Manual Handling of Items and Equipment
- 3.10 Moving and Handling Assistance for Students with Special Needs
- 3.11 Display Screen Equipment (DSE)
- 3.12 Smoking
- 3.13 Contractors Activities
- 3.14 First Aid Arrangements
- 3.15 Pregnancy and Work
- 3.16 Young persons working or on work experience in the School.
- 3.17 Students on Work Experience / Placements outside the School Premises.
- 3.18 School Security
- 3.19 Violence at Work
- 3.20 Educational Visits
- 3.21 Medicines and Infection Control
- 3.22 Mental Health
- 3.23 Accident / Incident Reporting
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- 3.25 Health and Safety Representatives and Consultation
- 3.26 Employee Induction Procedures
- 3.27 Physical education and sport
- 3.28 Non-Lesson Times
- 3.29 Vehicles on the Premises
- 3.30 Science
- 3.31 Technology
- 3.32 Food Technology
- 3.33 Art
- 3.34 Drama and Music
- 3.35 School Productions
- 3.36 Catering
- 3.37 Statutory Engineering Inspections
- 3.38 Working Alone
- 3.39 Working Time
- 3.40 Occupational Health Service
- 3.41 Work Related Stress
- 3.42 Legionella Bacteria
- 3.43 Asbestos
- 3.44 Personal Protective Equipment
- 3.45 Grounds Maintenance
- 3.46 Monitoring and Review
- 3.47 Critical Incidents
- 3.48 Lettings
- 3.49 Disabilities
- 3.50 Swimming
- 3.51 Boiler Room
- 3.52 Ponds
- 3.53 Managing sickness absence and return to work
- 3.54 Vibration
- 3.55 Noise
- 3.56 Environmental Conditions

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 risks have been comprehensively assessed.
- 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 Chief Executive Officer and implemented through the appropriate channels.

Risk Assessment Procedure

SLATrust has adopted a standard risk assessment form (Appendix 1). Any staff that are required to carry out risk assessments are trained and checked 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 – Chief Operating Officer.

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 assessments are signed by the author and the person who is reviewing it. Risk Assessments are reviewed more frequently if required.

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 surface etc. Employees are expected to rectify these situations where possible or report them to the Premises 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 Premises 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 Premises Manager, any sharp edges or protrusions 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 students' 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 major 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 student 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. Personal equipment should not be used unless direct authorisation is given by the Chief Executive Officer or Chief Operating Officer.
- 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 Tested.
 - 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 Premises 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 step ladder 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 manufacturers 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.

3.07 Substances Hazardous to Health

Were 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, Food, 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 banded 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 Chief Operating Officer 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 Premises 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 relevant staff are familiar with the Fire Risk Assessment for their work area, and all staff are aware of and know their requirement 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.
- The Fire Alarm system must remain operational at all times.
- 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.
- 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 should not be secured when vacating rooms and buildings.
- 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 half yearly, and are monitored by the Chief Operating Officer.

- Routine inspections are carried out by the Premises Manager to ensure that the fire safety arrangements of the school are not compromised, and remain effective.

Each school site has its own evacuation plan which is to be followed in the event of a fire evacuation.

3.9 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 student 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 student. 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 student'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 access to these through the Chief Operating Officer 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 any 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.

Appropriate signage, prohibiting smoking, is displayed at all entrances to the School site/buildings.

Appropriate signage is displayed in all school vehicles.

This includes e-cigarettes and 'vape' devices.

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 Chief Executive Officer or delegated employee must identify 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 Chief Operating Officer must ensure that arrangements to control the risks are implemented by the contractors to protect students, employees and visitors. The Chief Operating Officer 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 Chief Operating Officer is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

3.14 First Aid Arrangements

There are number of different staff across the Trust who are certificated first aiders, this is considered to be appropriate for the risks and numbers of persons present. In addition to this, it is the policy of the school to train as many teachers as possible in emergency first aid, so as there is always cover for the most likely times that injuries occur, and for absences/school trips etc. All first aid training is repeated every 3 years to maintain competence.

First aid boxes stocked with the recommended contents are located at appropriate points and the First Aid Teams are 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 called by telephone from the Reception/Office by dialling 9-999.

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.

First Aid Policy & Ambulance Procedures.

Head Injuries

Head injuries can easily be underated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the student 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 as soon as possible 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, Hepatitis B, COVID-19, Scarlet Fever and STREP A are viruses that could be 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.

3.15 Pregnancy and Work

Employees who become pregnant shall inform the Human Resources Admin Team 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.

The Chief Operating Officer will be made aware of all pregnancies within the Trust and sign off all pregnancy risk assessments, as is required under the Management of Health and Safety at Work Regulations 1999.

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'.

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 Deputy Chief Executive Officer 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 Health and Safety/Work Experience Co-ordinator.

3.17 Students on Work Experience / Placements outside the School Premises

When students go 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 student'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 student.

The Careers Administrator 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 measure 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 student.

The Careers Administrator 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 DfE 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 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.

When students are outside during free 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.

Further information can be found in the Trust Safeguarding and Trust Behaviour Policy.

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.
- No member of staff will conduct a Home Visit without direct supervision from another colleague.
- 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 Chief Executive Officer. 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.oeapeg.info are used to help assess and control the risks.

The role of the Trips & Visits Manager for the school is 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 Trips & Visits Manager.

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.

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.

All trips and visits are authorised by the Chief Operating Officer.

Minibus

Use of the minibus is covered in the SLATrust Trips & Visits Policy.

The minibus is 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 Premises 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 Chief Operating Officer 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, this will be assessed and reviewed by the Chief Operating Officer.

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'.

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

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 Accident / Incident Reporting

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

In the event of major absence injuries the Chief Operating Officer 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 2013 Regulations.

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 Chief Operating Officer has the responsibility of ensuring that all incidents/accidents are documented correctly.

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 Chief Operating Officer, and incidents of a lower severity by Heads of Departments.

3.23 Statutory Notices

The Chief Operating Officer 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 considered before employment starts. Adequate information will be given by the Human Resources Director 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 an understanding of.

- The Health and Safety Policy.
- 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 HR Director and Chief Operating Officer.
- Evacuation procedures.
- First aid and injury reporting arrangements.
- Any other relevant policies, emergency procedures.

A training log is kept for all Trust staff, this can be located on their personnel file on SIMS.

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. All relevant equipment is inspected annually.
- 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 meters 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.

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 free 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 whilst grass mowing or grounds maintenance vehicles are in use.
- Pedestrians must use the separate entrance provided.
- High visibility vests are worn by all members of staff on traffic control duties.
- 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, Hazcards

CLEAPSS, Laboratory Handbook

ASE, Safeguards in the School Laboratory

ASE, Topics in Safety

ASE, Be Safe – Health and Safety in Primary School science and technology. (Primary Schools only)

CLEAPSS, Primary schools publications. (Primary schools only).

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 CLEAPSS 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 Advisors (RPA) role is 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.

In Secondary Schools, the following requirements apply.

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.

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 Home Economic 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.
- 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 HE 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 are 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.
- All stage lights are fitted with secondary security devices.
- Stage materials and equipment are stored securely to prevent falls.
- 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.
- Routes to viewing balconies, lighting gantries and roof spaces are secured to prevent unauthorised access.
- The guarding to viewing balconies and their access is sufficient to protect persons (including small children) from falling over or through.
- 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.
- Combustibles beneath the stage are kept well clear of lights and electrical equipment.
- 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.

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. These are secured together during performances to minimise obstruction in the event of an emergency.
- Food hygiene arrangements are supervised by an employee who has attended a Level 2 Certificate in Food Safety & Hygiene Certificate course (or similar).

3.36 Catering

Catering employees are exposed to significant hazards. Health and Safety training for employees and clear procedural arrangements are the key to good health and safety in catering operations. The following minimum control measures have been implemented.

Catering staff guidance is issued within their department.

- All spills are cleaned up immediately to minimise the risk of accidents. Additionally, the floor is dried after cleaning.
- Proper access equipment is provided for reaching items located at heights.
- Employees are not to use chairs, boxes etc, or to climb up the front of storage racks.
- All electrical outlet sockets are provided with RCD protection, to minimise the risk of serious electric shock and all exposed metalwork is electrically bonded to earth. Employees must avoid touching switches and controls with wet hands and are to report any earth bond connections which are damaged or loose.
- Electrical wiring is not to be routed close to heat sources (such as cookers etc) or across sinks.
- All gas fired equipment is serviced and maintained on a regular basis by a Gas-Safe specialist.
- The main gas isolation valve is clearly marked and free from obstructions. This must be closed if a leak is

suspected or if there is an unexplained smell of gas.

- The main hazard from ovens and ranges is being burned, either by touching a hot surface, or by being in the way of hot air when an oven door is opened. Oven cloths or oven gloves are to be used when handling trays or tins in the oven.
- Similar care should be taken when moving oven racks or utensils on the hotplate or cooking top.
- The handles of saucepans should be placed away from the hotplate or gas ring, and not allowed to project beyond the edge of the range, ladles or spoons should not be left in saucepans on hotplates or rings.
- Gas operated ovens/ranges are fitted with flame failure devices, to eliminate the hazard of a gas flashback if the equipment does not light immediately, and securing devices to prevent fracturing of the gas supply pipes.
- Where older equipment is in use that does not have this safeguard fitted, the safe lighting procedures must be carefully followed.
- A lighted taper should be inserted before the gas supply is turned on.
- All the gas burners must ignite.
- When lighting pilot lights it is vital to make sure the main burner is turned off.
- If the pilot fails to light, turn off the gas and report it.
- All operators should be trained in the safe lighting procedure, and receive adequate supervision.
- Clearly marked, emergency electrical isolation controls are located within the kitchen.
- The cooker extraction system is cleaned and maintained on a regular basis.
- The walk-in fridge is fitted with a means of opening from the inside, and employees are instructed in its' operation.
- Only trained employees are allowed to use kitchen knives, the safe handling rules for which are as follows.
 - Use a knife suitable for the task.
 - Keep knives sharp.
 - Hold the knife firmly.
 - Do not cut towards your body.
 - Do not leave knives on tables or in washing up water.
 - Put the knife away after use.
 - Carry a knife point down.
 - Never try to catch a falling knife.
- Employees are prohibited from using or cleaning the hazardous machinery (e.g. mixer and slicer) until they have been trained in the safe procedures. The Catering Supervisor is responsible for providing this training and for authorising employees who are competent to use this equipment. A written record of those

appointed and the machinery involved must be kept.

- The food mixer is fitted with a fully interlocked guard to prevent access to the blades whilst in motion.
- Foodstuffs and materials are purchased in manageable sizes, 25kg maximum. Employees are trained in safe manual handling techniques to minimise the risks, and are encouraged to seek help with anything they consider to be beyond their capability, especially large pans containing hot liquids.
- Liquid cleaners, disinfectants and bleach are used for general purpose cleaning. These carry 'irritant' or 'harmful' etc hazard warning labels. Material Safety Data Sheets are available for these substances and Risk Assessments are carried out for their use and storage. These substances are necessary, as substitutes without these hazards are considered to be ineffective. The following measures are the minimum necessary to control the risks from the use of these substances.
- The substances are kept secure at all times when not in use to prevent access by unauthorised persons.
- The substances are all purchased from the same manufacturer and are only to be used as directed by them.
- Employees are trained in the correct application methods and safety precautions.
- Substances shall not be mixed together (this is particularly important with bleach, as toxic fumes can be generated if this is mixed with other substances).
- Contact with the skin is to be avoided by the wearing of protective gloves.
- Gloves 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 Catering Supervisor and where appropriate to a medical practitioner.
- Where substances are transferred into smaller containers for use, these containers must be marked with their contents and appropriate hazard sign.
- Containers of concentrated detergent marked with a "corrosive" hazard warning label are used with the dishwasher. Spare containers are kept secure, and changed when required.
- Although Risk Assessments must be carried out prior to use, the risk of exposure is only likely when changing the tube from an empty to a full container and washing out the residue from the empty container before disposal. Protective gloves and goggles must be used for these tasks because this "corrosive" substance will cause serious burns if splashed on the skin or in the eyes. Copious quantities of water must be used to irrigate the affected areas if splashes occur.
- The Catering Manager has implemented and recorded a system of Hazard Analysis and Critical Control Points (HACCP) to ensure the food hygiene risks are properly controlled. This ensures compliance with the Food Safety (General Food Hygiene) Regulations 1995 (As amended). All food handlers are trained to an appropriate level in Food Safety and Hygiene.
- Work equipment is appropriately maintained by a competent person, and emergency facilities (such as emergency isolators) are routinely tested.

- A slip-resistant floor surface is installed in the Kitchen, 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.
- Contact dermatitis is a known potential issue in food handling environments. In view of this appropriate PPE is worn wherever reasonably practicable and regular checks are made on the condition of employees' hands.
- New and waste cooking oil is stored in a separate fire compartment to the main kitchen cooking area.

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.

In all the above cases the reports from examinations are reviewed by the Chief Operating Officer who will initiate any necessary action to prevent danger. The reports are then kept available by the Premises Manager for inspection for at least 2 years.

Statutory Testing Procedure (Appendix)

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. These will include those listed below and will require specific risk assessment and control measures.

- Working at heights.
- Moving and handling tasks where assistance is required to minimise the risk of injury.
- Work in roof spaces.
- Work below the ground such as in inspection pits, pipe ducts, excavations.
- Work involving exposure to uninsulated, live, mains voltage electrical conductors, such as when fault finding on electrical equipment.
- Work involving the use of high risk, hand fed machinery such as circular saws and planers.
- Meetings with people who have a record of violent behaviour, or meetings where conflict or

disagreement is anticipated.

Documented procedures have been developed 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 the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside).

A method of raising the alarm must be readily available, in case of an emergency, and documented procedures developed in order to raise the alarm should a lone worker fail to report their safety.

Lone workers will be provided with a contact method, and they are to make regular contact with a nominated individual to confirm their safety. The nominated individual will be instructed on the arrangements for reporting a failure to make contact.

In addition everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if they are overdue and raise the alarm if there is no reply.

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 Chief Executive Officer.

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 student.
- 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 three 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 Premises 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 Premises 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 Premises 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 Premises 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 Premises 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 Premises Team 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 Premises Team 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 inspected every three years and maintained by a competent specialist. Further to this, the Premises 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 Trust Board of Directors be informed and updated on all Health and Safety matters, to identify health and safety improvements or failings.
- The Chief Executive Officer 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 School will carry out regular health and safety inspections of their areas of authority on behalf of the Chief Operating Officer, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- The Premises Manager will carry out regular health and safety inspections of the shared areas on behalf of the Chief Operating Officer, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- The Premises 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 daily 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 Chief Operating Officer will carry out ongoing and regular monitoring of the school health and safety policy, and submit amendments to the Chief Executive Officer 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 Trust Board of Directors are to meet regularly, with the Chief Executive Officer 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 Chief Executive Officer is to chair a regular health and safety meeting with Heads of Departments, and the Chief Operating Officer to identify health and safety issues (including training levels and accident reports) and areas for improvement. These meetings are to include a review of the school health and safety arrangements, and items from the lower level meetings.
- 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.

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 on a regular basis. Although these are mainly carried out as 'desktop' exercises, wherever practicable full drills are practiced.

3.48 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).
- 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.
- 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.

3.50 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.

3.51 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.

3.52 Managing sickness absence and return to work.

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

3.53 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.

3.54 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.

- Areas where the noise is likely to be at or above the Upper Exposure Action Value have been identified, and in these areas.
- Hearing protection zones (where the use of hearing protection is compulsory) have been identified and appropriately signed.
- Persons are informed about the noise hazard and the controls to be adopted.
- Hearing protection will be worn by all persons within the hearing protection zones.
- The use of hearing protection will be monitored and enforced by Heads of Department.
- Health surveillance will be undertaken at the commencement of employment and annually there-after for all employees who are likely to be regularly exposed to noise at or above the upper action levels.

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 on all site. The Premises 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 & yards.

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 Premises 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 Chief Executive Officer.

High Winds

The Premises 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 free 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.

SECTION 4: Other Relevant Documents and Procedures Referenced

Name of Document	Location	Staff Responsible
Risk Assessment Template	SLAT Staff Handbook	Chief Operating Officer
Fire Policy Statement	SLAT Staff Handbook	Chief Operating Officer
Statutory Testing Procedure	SLAT Staff Handbook	Chief Operating Officer
Requesting An Ambulance Procedure	SLAT Staff Handbook	Chief Operating Officer
Bomb Threat Procedure	SLAT Staff Handbook	Chief Operating Officer
Intruder Lockdown Procedure	SLAT Staff Handbook	Chief Operating Officer
Fire Evacuation Procedure	SLAT Staff Handbook	Chief Operating Officer
Medical Conditions Policy	SLAT Staff Handbook	Chief Operating Officer
Catering Policy	SLAT Staff Handbook	Catering Director
Lone Working Procedure	SLAT Staff Handbook	Chief Operating Officer
Asbestos Management Plan	SLAT Staff Handbook	Chief Operating Officer

**SLATrust
Risk Assessment and Management Plan**

Date of Assessment		Assessor	Ref
Approved by Operations Director:			
This risk assessment has been undertaken for			
THIS RISK ASSESSMENT WILL BY DYNAMICALLY REASSESSED WHEN ACTIVITES ARE IN MOTION			
Hazard	Risk Caused & to Whom	Management of Risk (intervention steps)	Sufficient?
Remote Supervision: students become separated from group	Students	<ul style="list-style-type: none"> Students will be in groups of 10 with one assigned member of staff to each. Students will be given a copy of the 'Trip Phone' mobiles number. 	N
Remote Supervision: students approached by unknown person	Students	<ul style="list-style-type: none"> Students will be made aware of where they can find a staff member at all times Visible contact with staff will be maintained where possible. Students should be polite, but not engage in conversation and walk away. Students to inform staff member immediately, either physically or via the contact number. 	N
Students or Staff sustaining injury	Students and Staff	<ul style="list-style-type: none"> A first aid kit will be with each group. Staff have a basic understanding and knowledge in First Aid and one EFAW trained member of staff. Venue has a First Aid provision - this is for the trip lead to be aware of. Staff to carry medical forms at all times, and contact details are on these forms. 	Y
		Additional controls required	
		<ul style="list-style-type: none"> Students will be reminded to bring mobile phones, but caution should be used when using them. Students will be required to meet with the trip leader regularly. Registers and head counts will be taken during this meeting time. Students will be put into groups of 10 with one teacher as their main lead. 	
		<ul style="list-style-type: none"> Students reminded to call relevant phone number in emergency including 999. Teacher location to be known by ALL students. 	
		<ul style="list-style-type: none"> JCU and ARO to be informed in the event of a medical episode or incident. 	