KING EDWARD VI FOUNDATION BIRMINGHAM

Educational excellence for our City

KING EDWARD VI ACADEMY TRUST BIRMINGHAM

Health and Safety Policy

Responsible Board/Committee	Academy Trust and Foundation Board
Policy Type	Hybrid Policy
Policy Owner	Estates
Statutory	Yes
Publish Online	No
Last Review Date	June 2026
Review Cycle	Annual This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
Next Review Date	June 2027
Version	V1.3

School	King Edward VI Northfield School for Girls
School Policy Owner	School Business Manager
LGB Adoption Date	29/09/2026

Health and Safety Policy Statement

This is the Health and Safety Policy Statement of:

King Edward VI Northfield School for Girls

Our statement of general policy is:

- to provide adequate control of Health and Safety risks arising from our work activities;
- to consult with our employees on matters affecting their Health and Safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to provide them with adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed Nicola Smith Chair of Governors Date: 29/09/2026

Signed M Collins Head Date: 29/09/2026

Review date: September 2027

2 Responsibilities

2.1 School Governing Body

The Governing Body is responsible for ensuring that:

- A Health and Safety policy is prepared, implemented and reviewed to ensure it remains valid;
- Health and Safety standards are monitored;
- Actions are prioritised where resources are required;
- Health and Safety is on the agenda for Committee Meetings;

- Staff Health and Safety functions are identified and staff are made aware of their responsibilities and are competent to carry them out; and
- Assistance is obtained from specialists when in any doubt about the Health and Safety standards to apply.

2.2 The Head

Overall and final responsibility for Health and Safety is that of:

The Governors

Mrs Milena Collins is responsible to the Governing Body 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 Governing Body;
- accident/incident investigations are carried out;
- specialist help and assistance is obtained where necessary; and
- the reports of Health and Safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitors.

2.3 Premises Manager

The Premises Manager is responsible to the Head teacher for the maintenance and safety of buildings and specialist facilities.

- Ensuring that support services are delivered in a compliant, professional, efficient and effective

manner and the needs of the organisation and the end-user are met appropriately;
- Identifying requirements for improvement works in conjunction with the Head Teacher; Selection, deployment and control of external contractors employed on works, and identification of when such works can be carried out by in-house staff;
- Ensuring that up to date and relevant information related to preventative maintenance, including records of service visits and routine testing are maintained.

2.4 Health and Safety Officer

Day-to-day responsibility for ensuring the policy is put into practice is delegated to:

The Head and Health & Safety Officer

The school Health and Safety Officer is responsible to the Head for:
- liasing with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented;
- carrying out risk assessments for shared areas and activities;
- initiating and progressing the reviews of risk assessments;
- carrying out termly inspections of the shared areas;
- monitoring the Health and Safety standards of the school on a day-to-day basis, and reporting any problems that cannot be rectified to the Head;
- assisting the Head with their responsibilities, as required; and
- ensuring accident/incident records are maintained, and Notifiable Accidents/Incidents are reported to the HSE.

2.5 Heads of Departments

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

Heads of Department are responsible to the Head for ensuring that in their areas:
- documented risk assessments are carried out to identify the arrangements required to control the significant risks and comply with the relevant Health and Safety legislation;
- documented Health and Safety procedures are drawn up and regularly reviewed;
- the Health and Safety arrangements are monitored to ensure they are adequate and remedial actions taken as necessary;
- subordinate employees are aware of what is expected of them and that they are competent to deal with the Health and Safety requirements of their work;
- received Health and Safety information is acted upon and passed on to the appropriate people;
- any problems in implementing appropriate Health and Safety arrangements are reported to the Head; and
- specialist help and assistance is obtained where necessary.

2.6 All Employees

All employees are responsible to the Head, through the Heads of Departments, for:
- taking reasonable care for their own Health and Safety and that of other employees, pupils and

visitors who may be affected by their activities;

- checking classrooms and work areas are safe prior to use;
- where appropriate, exercising effective supervision of pupils 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; and
- 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.

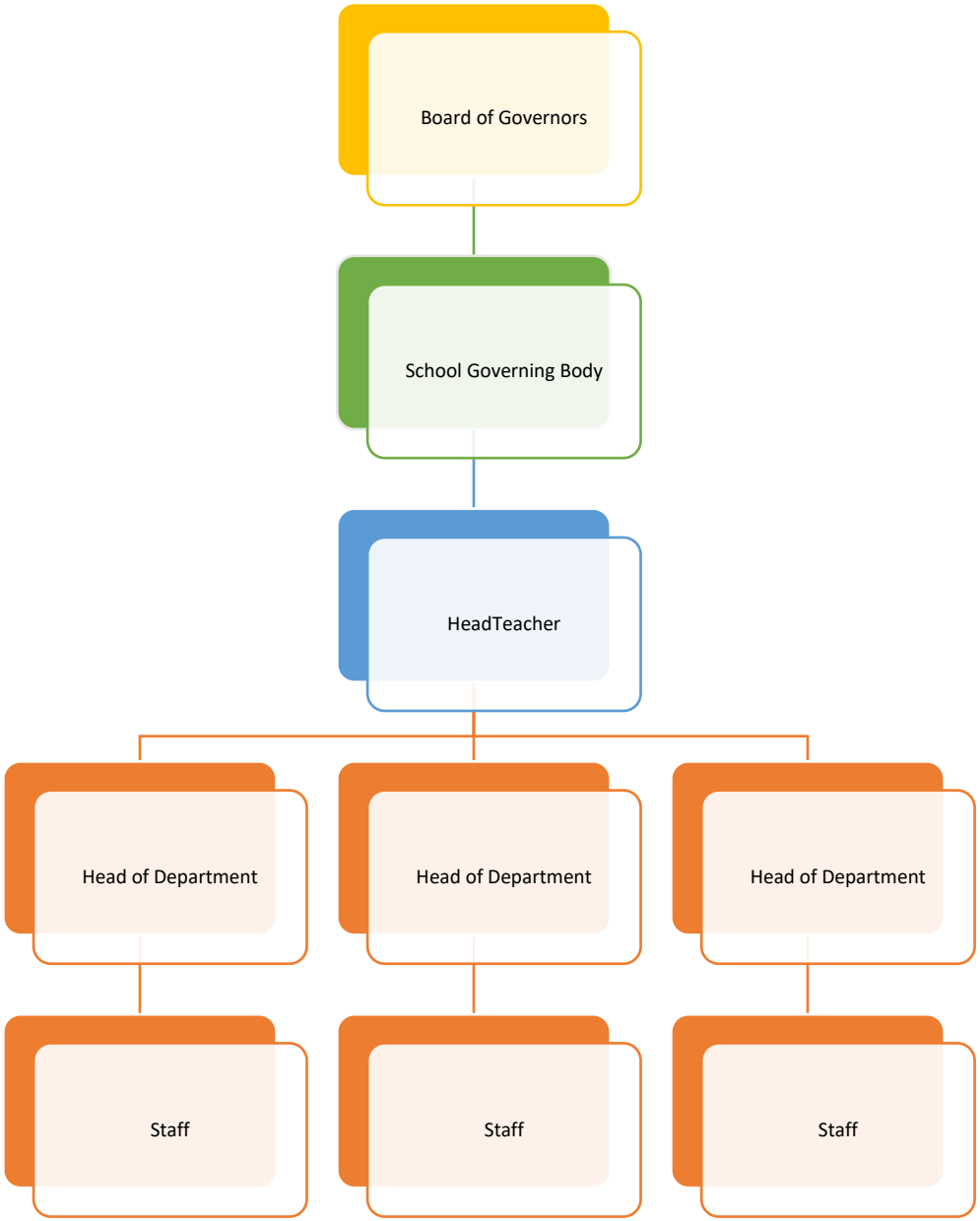
2.7 All Pupils

Pupils are expected:

- To exercise personal responsibility for their own Health and Safety and that of their classmates.

2.8 Health and Safety Assistance

Handsam Limited is appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999 and is responsible for providing health and safety advice and assistance as and when requested.


Board of Governors
School Governing Body
HeadTeacher
Head of Department
Head of Department
Head of Department
Staff
Staff
Staff

3. Health and Safety Arrangements

3.1 Risk Assessment
3.2 General Hazards
3.3 Guardrails on Stairs and Landings
3.4 Vulnerable Glazing
3.5 Electrical Safety
3.6 Working at Heights
3.7 Substances Hazardous to Health
3.8 Fire Safety
3.9 Manual Handling of Items and Equipment
3.10 Moving and Handling Assistance for Pupils 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 Pupils on Work Experience / Placements outside the School Premises.
3.18 School Security
3.19 Violence at Work
3.20 Educational Visits
3.21 Mini bus
3.22 Medicines and Infection Control
3.23 Accident / Incident Reporting
3.24 Statutory Notices
3.25 Employee Induction Procedures
3.26 Staff Training
3.27 Physical education, sport and play activities
3.28 Vehicles on the Premises
3.29 Science
3.30 Technology
3.31 Food Technology
3.32 Art
3.33 Drama and Music
3.34 School Productions
3.35 Catering
3.36 Statutory Engineering Inspections
3.37 Lone Working
3.38 Working Time
3.39 Occupational Health Service
3.40 Work Related Stress
3.41 Legionella Bacteria
3.42 Asbestos

3.43 Personal Protective Equipment
3.44 Grounds Maintenance
3.45 Monitoring and Review
3.46 Critical Incidents
3.47 Lettings
3.48 Disabilities
3.49 Boiler Room
3.50 Managing sickness absence and return to work
3.51 Vibration
3.53 Noise
3.53 Environmental Conditions
3.54 COVID Risk Assessments & Controls

3.1 Risk Assessment

3.1.1 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; and
- 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.

3.1.2 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 be the relevant Heads of Department. The findings of the Risk Assessments will be recorded and stored electronically. 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 Head and implemented through the appropriate channels.

3.2 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. Pupils' 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 floor surfaces etc. Employees are expected to rectify these situations where possible or report them to the Estates/Site Manager.

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

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

Damaged or defective furniture and equipment is to be reported to the Estates/Site Manager. Also 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 are set 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.

Powered gates are appropriately maintained by specialist contractors, with safety features fitted and routinely tested. Site Staff have been trained in emergency release procedures for the powered gates.

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

Adequate welfare facilities (toilets, rest rooms, drinking water etc) are provided and appropriately maintained for employees, pupils and others where necessary.

3.3 Guardrails on Stairs and Landings

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

- Handrails are provided on all stairs with three or more steps.

3.4 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 and side panels 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).

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

3.5 Electrical Safety

Employees shall not attempt repairs or make modifications to electrical 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 qualified electrician, and any maintenance required to prevent danger is carried out.
- Only electrical equipment provided or authorised by the School shall be used.
- Portable electrical appliances are subject to Portable Appliance Testing (PAT) and a formal visual inspection, on an annual basis, by a competent person, to identify any maintenance required to prevent danger (low risk stationary office and IT equipment, where the cables are organised 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 its 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; and
  - the equipment is clean and appears in a condition that is fit for use.

- It is essential that where electrical 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.

- RCDs are functionally tested in accordance with the manufacturers recommendations (generally quarterly or 6 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 RCDs are also functionally tested before each use.

- Electrical maintenance work is only carried out by qualified electricians.

- Damaged, defective or inoperative equipment is immediately isolated, withdrawn from use, labelled as such, and reported to the Estates/Site Manager. Unauthorised staff or pupils 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 electricians.

- Appropriate maintenance records are maintained.

3.6 Working at Heights

Employees are reminded that falls from height are the most common cause of fatalities 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 wherever possible e.g. displaying pupils' 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 organised.
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 held for all this equipment and it is maintained and inspected half-yearly, records of which are kept. A brief inspection is also carried out before use.

   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

manufacturer's instructions, by a person who is competent, having received sufficient instruction and training.

6. Those using ladders or step ladders are to be appropriately trained and are to comply with the risk assessments and local rules to ensure their safety.

3.7 Substances Hazardous to Health

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

All substances must be properly labelled, stored, used and when necessary, disposed of in accordance with the manufacturer's 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 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 Technology, 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 manufacturer's 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 bounded 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, eczema or dermatitis. Contact with the skin is to be avoided by wearing 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 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 Head 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.

3.8 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 Estates/Site Manager is responsible for ensuring that the maintenance requirements identified in the Fire Risk Assessment have been carried out.

Fire safety arrangements and procedures have been documented, and all fire safety equipment is appropriately maintained.

All staff are familiar with the Fire Risk Assessment for their work area and are to comply with the fire safety arrangements and procedures of the school.

A logbook 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 authorisation and are not to be obstructed.

Emergency exits, fire action notices and fire alarm call points are not to be obstructed.

Heater inlet and outlet vents are not to be obstructed, and combustible materials are not to be placed on top of heaters or near the outlet vents.

The whole school site is a designated no-smoking area. This includes e-Cigarettes.

Electrical equipment is to be inspected prior to use to ascertain so far as is possible that it is safe to use and free from defects.

Windows and doors are to be secured when vacating rooms, buildings etc, to reduce the potential for unauthorised entry and arson.

All work requiring the use of sources of ignition is to be risk assessed, and the appropriate safety precautions taken.

All staff are to check their work areas immediately after use to ensure that sources of ignition are extinguished or turned off (as appropriate) etc, prior to vacating the area.

Waste bins are to be emptied daily, and combustible materials not allowed to accumulate.

Practice fire drills are carried out termly and are monitored by the Health and Safety Coordinator (*or school equivalent),* who compiles a report on each for the Head.

Routine inspections are carried out by the Estates/Site Manager to ensure that the fire safety arrangements of the school are not compromised and remain effective.

A pack is prepared for the fire and rescue service, which includes a site plan, and the locations of significant hazards and emergency isolators and exit routes in the school.

The fire alarm is tested every Monday for a few seconds

Fire Risk Assessment to be complied with. Fire safety procedures to be complied with.

3.9 Manual Handing 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 the 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 pupils are involved with the moving of objects, e.g. moving trampolines or pianos. Employees are required to assess these operations and only allow pupils 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 a special trolley for moving stacks of chairs.
- Carrying no more than 1 table at a time (single tables) and 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 e.g. Furniture, Lockers, Display Boards etc
- 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 Pupils with Special Needs

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

The assessment will identify the moving and handling plans appropriate for each pupil. The hierarchy of measures in these plans shall be as follows:

- Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and where appropriate encouraging pupils 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 the pupil's care plan.
- The assessments shall be reviewed each term or when significant changes occur.

Personal Emergency Evacuation Plans (PEEP's) have been documented to identify the safe evacuation procedures for all disabled persons that can be expected to be on the school site during an emergency.

3.11 Display Screen Equipment (DSE)

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

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

Workstations used by 'users' or 'operators' have been assessed to ensure they satisfy minimum requirements for health and safety, and the risks are reduced to the lowest level reasonably practicable.

All workstations meet the minimum requirements for Health and Safety, appropriate to the workstation equipment and method of use.

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

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

'Users' are entitled to eye tests and any special spectacles specifically required for display screen work, at no cost to themselves. Initially 'users' are to request these through the Head/HR who will provide referral letters to take to the opticians used by organisation.

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 workstations and organisational systems will minimise the risks of these disorders. Employees should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse use.

3.12 Smoking at Work

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

Appropriate signage is displayed in all school vehicles.

3.13 Contractors' Activities

Construction and maintenance work involves major hazards and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The school has a duty to ensure the Health and Safety of pupils, 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 Head or delegated employee must identify to the contractors, those hazards and controls already in place at the school and obtain from them information regarding the hazards and controls which they will be bringing to the school, such that adequate control measures can be implemented and effective contractor / school segregation maintained.

Before work commences the Head or delegated employee must ensure that arrangements to control the risks are implemented by the contractors to protect pupils, employees and visitors. The Head or delegated employee 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 Head or delegated employee is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

3.14 First Aid Arrangements

The School First Aid policy to be referred to.

3.15 Pregnancy and Work

Employees who become pregnant shall inform the Head or HR (as applicable) so that a separate risk assessment can be carried out to ensure that any risks to themselves or their unborn child, created during their work are identified and eliminated or controlled. This risk assessment will require regular reviews as the pregnancy develops and may still be required for new mothers.

Additional facilities such as a place to lie down or store expressed milk will be provided as necessary.**3.16 Young persons working or children on work experience in the School**

If young person's come to the school to work, or on work experience, additional legislation applies. A 'young person' is defined as someone who is over compulsory school age, but has not attained the

age of 18, and a 'child' is defined as someone who is not over compulsory school age. 'Young persons' require specific risk assessments to identify any measures that are required to reduce risks, because of their immaturity, inexperience and lack of awareness.

The Work Related Learning Co-ordinator (*or equivalent*) is responsible for ensuring 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 that 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.

GOV.UK: Employers guide to work Experience is available as a reference guide for the Work Related Learning Co-ordinator.

3.17 Pupils on Work Experience / Placements outside the School Premises

When pupils do 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 a pupil's immaturity, inexperience and lack of awareness. Where pupils are under compulsory school age the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the pupil.

The Work-Related Learning Co-ordinator *(or equivalent)* is responsible for ensuring that employers providing work experience placements are suitable, and have arrangements which ensure that:

- Pupils are properly prepared and briefed on the hazards of the workplace and the risk control measures before they start work.
- Pupils are effectively supervised to ensure the appropriate risk control measures are taken. Supervision requirements during non-contact time are subject to risk assessment.
- The findings of the risk assessments and the protective/preventive measures to be taken are communicated to the person having parental responsibility for the pupil.

The Work-Related Learning Co-ordinator *(or equivalent*) 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. They should 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 to monitor the progress of the placement.

3.18 School Security

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

All visitors are required to report to Reception on arrival.

The names of all visitors, their time of arrival and departure should be recorded and a pass issued for identification whilst on the school site. Disclosure and Barring Service (DBS) forms will be checked and details noted for future visits. Visitors with a DBS are given an appropriate pass to identify that they have been DBS cleared.

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

CCTV is in use at pre-determined locations throughout the school and is maintained By the IT Department.

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

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

Electrically powered gates and doors are fitted with appropriate safeguards to prevent injury and are routinely checked and maintained in accordance with the manufacturers' recommendations. Appropriate staff are trained in their operation and emergency release functions.

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 pupils, staff 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;
- Home visits are carried out by the School Family Liaison Officer (*or equivalent)*. Documented protocols and risk assessments in place.
- 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 Head. 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; and
- where necessary staff are appropriately trained in identifying and dealing with situations where conflict may arise.

3.20 Educational Visits and Off-Site Enrichment

Pupils 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.oeapng.info are used to help assess and control the risks and have been used to create our trips policy/procedure documents

A member of the leadership team is appointed as the Educational Visits Coordinator (EVC) for the school to help teachers/group leaders assess the risks and implement control measures.

It is the visit leader's responsibility to carry out the risk assessment for the visit, but each risk assessment has to be authorised by the EVC.

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

Site/visit specific risk assessments are carried out/recorded for all visits and teachers/group leaders carry out trial runs without pupils when applicable 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. Individual risk assessments are carried out by trip leaders for pupils who require closer supervision on trips as identified by the pupil achievement leaders

3.21 Minibus

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 manufacturer's instructions, and the periodic safety checks (lights, tyres, windscreen washers, oil & coolant levels etc.) are carried out and records kept. The minibuses are checked on a weekly basis and also before use.

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

Drivers of minibuses should 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, M.O.T. Certificates and insurances, along with the driving licences of staff permitted to drive the minibus are checked annually to ensure they remain current.

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

The Minibus Policy is to be complied with.

3.22 Medicines and Infection Control

Pupils 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 by the *Health Protection Agency 'Guidance on infection control in schools and other childcare settings*'.

The storage and provision arrangements for pupils' 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 pupils 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.

3.23 Accident / Incident Reporting

Minor injuries to employees, visitors and pupils shall be recorded by the person administering First Aid.

In the event of "major" or "over 7 day" absence injuries, the Health and Safety Officer (*or equivalent*) 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 1995. The Head must be informed before this.

'Specified' injuries to pupils 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. Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

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.

The Risk and Compliance Team must be notified, who will be responsible for notifying the insurers of all 'Specified' and 'Over 7 day' injuries.

Some incidents which do not result in injury must be reported to the HSE. 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.

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

3.24 Statutory Notices

The Health and Safety Officer (*or equivalent)* is responsible for ensuring that the following are displayed where employees can see them:

A 'Health and Safety Law' poster, the local information of which is to be complete and current, where appropriate.

A current copy of the employer's liability insurance certificate.

3.25 Employee Induction Procedures

The capabilities of all new employees with regard to their responsibilities, their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given by the Health and Safety Officer (*or equivalent*) to ensure that they are aware of the school's Health and Safety arrangements.

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

1. The Health and Safety policy
2. Risk assessment procedures
3. Relevant safe working procedures
4. Relevant Health and Safety training
5. Evacuation procedures
6. First aid and injury reporting arrangements
7. Any other relevant policies, emergency procedures, etc, including the Critical Incidents Policy

The Health and Safety Officer (*or equivalent)* is to guide new employees through the induction process and organise and document Health and Safety training as appropriate, including refresher training.

Should the Health and Safety Officer (*or equivalent*) post be the new employee, adequate hand-over arrangements are to be made by the previous incumbent, and the new employee lead through the induction package by the Head.

3.26 Staff Training

Details of training and a record of attendance is held by the Health & Safety Officer (*or equivalent*).

3.27 Physical Education, Sport and Play Activities

A number of injuries to pupils can occur during these activities.

Areas where pupils 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 pupils.

The surface of all areas where pupils carry out PE, sporting and play activities are as far as possible to be level, and free from slip and trip hazards (i.e. potholes, 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 governing body for the activity concerned.

Qualified teachers to whom the Head allow are to supervise physical education, and particular attention should be paid to the following:

- physical activities should be undertaken with strict control, especially if competitive games are being played;
- ensure pupils are involved in activities appropriate to developing their existing abilities;
- employees shall position themselves where they can see and properly supervise all pupils;
- Pupils must wear appropriate clothing at all times;
- Pupils' long hair should be tied back;
- Pupils' watches, necklaces, large rings and 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 headroom where appropriate;
- physical education equipment is maintained under external contract and is inspected annually, and before use;
- limit the number of pupils using any one piece of apparatus;
- set up apparatus in accordance with the manufacturers' instructions, and with adequate spacing between each item;
- if pupils are involved in moving equipment, make sure this is done using safe techniques, with enough pupils to ensure that they do not have to struggle;
- pupils shall be supervised at all times; and
- all equipment shall be put away safely at the end of the lesson.

3.28 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 pupils 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:

- Pupils are not allowed on the playing field whilst grass mowing or grounds maintenance vehicles are in use;
- pedestrians must use the separate entrance provided;
- staff cars are not to enter or leave the school premises at school starting, leaving, lunch and break times. In the event that there is a need to do this they must be extra vigilant;
- members of staff are stationed at vehicle access points at school starting, leaving, lunch and break times to ensure vehicle pedestrian segregation;
- delivery and contractor's vehicles must be prevented from entering the premises at school starting, leaving, lunch and break times;
- reversing of large vehicles or those where the rear view is restricted must be guided back by a competent person; and
- bus discharge and pick up arrangements must be planned and controlled to avoid pupils having to cross the road and avoid the need for reversing whilst students are present.

3.29 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; and
6. emergency eyewash facilities

Access is available to a First Aid kit and to a telephone nearby to call for assistance if required.

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

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

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

- CLEAPSS, Hazards

- CLEAPSS, Laboratory Handbook
- ASE, Safeguards in the School Laboratory
- ASE, Topics in Safety

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

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

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 regular visual checks of the equipment by department staff.

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

Radioactive Sources

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

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

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

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

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

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

Radiation Safety Rules to be complied with.

3.30 Design Technology

Good practice outlined in the publications listed below should be used to develop risk assessments and safe working procedures for Design 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 Design 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 e.g.. eye protection, face shields, gloves and aprons etc;
- 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 and maintained annually.
- 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 pupils' behaviour;
- cleaning and tidying up is carried out daily and unwanted items are disposed of at daily 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 accounted for after each use;
- sharp hand tools are secured when not in use, and no member of staff is present.

The Head of Design Technology is responsible for reviewing the risk assessments annually or when circumstances change, and ensuring the following:

- checking of the presence and condition of machinery guards before use;
- isolation of all fixed machine tools when not in use;
- functionally checking of the operation of the emergency electrical isolation controls, on a half termly basis;
- functionally checking of the operation of RCD sockets on an annual basis, and termly testing of emergency facilities (such as emergency isolation controls);

- keeping of appropriate records.

3.31 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; and
5. fire blankets.

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

- Adequate supervision is provided in the Food Technology areas at all times

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 the body;
e. do not leave knives on tables or in washing up water;
f. put the knife away after use;
g. carry the knife point down; and
h. never try to catch a falling knife.

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

- Siting of cookers to minimise risk of pans being knocked.
- Ladles or spoons are not to be left in saucepans, on hot-plates or cooker rings.
- Electrical leads are kept clear of cookers and sinks.
- Pans are positioned on cookers so that handles do not protrude.
- Annual maintenance contracts are in place for all cookers.
- Gas cookers are appropriately secured to prevent fracturing of the gas supply pipes.
- Annual inspection and testing of all electrical equipment.
- Weekly testing of emergency facilities (such as emergency isolation controls).
- Secure storage and following the manufacturers' instructions for the use of bleach and cleaning substances.
- All Food Technology employees have attended the Basic or Level 2 Food Hygiene Course.
- A slip-resistant floor surface is installed in the Food Technology classroom and is maintained using appropriate cleaning agents and equipment.

- Floor surfaces are cleaned with an appropriate cleaning agent and equipment. Spills are cleaned up immediately and the floor surface is dried after cleaning etc.

3.32 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 artwork etc.

Fume extraction equipment is provided where necessary, annually tested, and indications provided to the users of its serviceability and operation.

Fume extraction equipment is fitted with a device to provide a continuous indication of its operation, and the correct functioning of the equipment is confirmed prior to use.

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 pupils shall not stand on desks and chairs. Stepladders are bi-annually inspected and are secured when not in authorised use. They are also checked before 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 pugmill and potters wheel is 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 are secured when not in use, and no member of staff is present. The issue and use of these items is strictly controlled and all are accounted for after each use.

3.33 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;
- when appropriate a rope is used to lower lights to the ground from the mobile tower scaffold;
- pupils are closely supervised;
- annual 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 pupils 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;
- 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 backstage for combustible materials and electrical fires;
- the hall floor surface is maintained so as not to be unduly slippery.

3.34 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; and
- chairs for the audience are kept clean and in good condition.

3.35 Catering

Catering is carried out by AiP, in kitchens owned by the school. The caterers have their own Health and Safety Policy, arrangements, and procedures.

The Contractors Health and Safety Policy, arrangements and procedures are periodically reviewed by the School.

10. 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.

19. 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.

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

21. A slip-resistant floor surface is installed in the kitchen and is maintained in accordance with the manufacturers' recommendations.

22. Floor surfaces are cleaned in accordance with the manufacturers' recommendations, spills are cleaned up immediately, and the floor surface is dried after cleaning etc.

23. 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.

24. New and waste cooking oil is stored in a separate fire compartment to the main kitchen cooking area.

3.36 Statutory Engineering Inspections

Science Technicians are responsible for the cleaning and regular maintenance of their equipment. The equipment for controlling exposures to hazardous substances, e.g. fume cupboards in Science areas and local exhaust ventilation equipment (LEV) in Technology Areas are thoroughly examined at least every fourteen months by competent engineers (and at least six monthly where casting of non-ferrous metal produces dust or fume) and are subject to visual checks on a weekly basis. Labels are affixed to

each item of fume/dust extraction equipment to provide an indication of the serviceability status and test dates to the users of each item of equipment.

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

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

The passenger lifts are subject to a thorough examination every six months and following 'exceptional circumstances' such as damage to, or failure of, the lift, long periods out of use or a major change in operating conditions which is likely to affect the integrity of the equipment.

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

3.37 Lone Working

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 inception 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, handheld 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 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.

Lone worker emergency call-out procedure to be complied with.

3.38 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 Head.

3.39 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 pupils; and
- management of any health surveillance programs identified as being necessary by risk assessments.

3.40 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/under load, the working environment, working relationships (e.g. bullying or harassment), and 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.

3.41 Legionella Bacteria

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

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

All staff required to carry out legionella monitoring activities etc have been appropriately trained.

Appropriate records of legionella control maintenance are maintained by the Estates/Site Manager.

Legionella control maintenance requirements to be complied with.

3.42 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 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 Estates/Site Manager monitors the conduct of employees and contractors to ensure that asbestos containing materials are not disturbed;
- the condition of all exposed asbestos containing material is monitored by the Estates/Site Manager on a regular basis, and records maintained;
- if asbestos containing materials are removed or treated in any way, the asbestos register is to be updated by the Estates/Site Manager; and
- 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.

3.43 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 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 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 instructions 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.

3.44 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 Estates/Site Manager.

- All grounds maintenance equipment is secured when not in use and only operated by trained personnel. Powered equipment is isolated when not in use, and the keys secured.
- Fuels for powered grounds equipment is stored in appropriate containers, which are designed to be fire resisting and to 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 on the grounds are carried out by the Facilities 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 Facilities team on a weekly basis, and all hazardous parts rectified or isolated prior to allowing pupils access to the area.
- All trees on the site are inspected every two years and maintained by a competent specialist. Further to this, the Estates/Site Manager ensures that all trees are inspected on a weekly basis, and after high winds or other adverse conditions that could affect their integrity. Records are kept of these inspections.
- Hazardous substances are securely stored with appropriate spill prevention and ventilation and are only used in line with appropriate risk assessments.

3.45 Monitoring and Review

In order to ensure that the Health and Safety arrangements of the school remain effective, and that the Health and Safety Policy remains valid, a scheme of monitoring and review has been implemented.

The following summarises the content of this process.

Monitoring

- The Health and Safety Advisor for the school will carry out an annual Health and Safety inspections of the school, on behalf of the Head and Board of Governors. These inspections may be targeted on specific areas at the request of the school. A report will be produced from these inspections.
- The following staff members will carry out termly Health and Safety inspections of the school, to identify Health and Safety improvements or failings. Notes should be taken during these inspections.

- The Governors
- The Head
- The Heads of Departments
- The Estates/Site Manager
- The Grounds Manager *(if applicable)*
- The Health and Safety Officer *(if applicable)*

- Individual teachers will carry out a daily inspection of their classroom prior to use, in order to remove any obvious hazards before pupils arrive.
- 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 Health and Safety Officer (*or equivalent*) will carry out ongoing and annual monitoring of the School Health and Safety policy and submit amendments to the Head as necessary.
- Staff will monitor students at all times and take appropriate action to ensure that they are not putting themselves or others at risk by their actions or omissions.

Review

- The Health and Safety Committee are to meet termly, with the Health & Safety Officer *(or equivalent)* 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 minuted.

3.46 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 predictable times or when the most appropriate member of staff to deal with them is absent.

A Critical Incident Policy 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 Critical Incident Policy has been compiled and 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.

Comply with the Critical Incident & Business Continuity Policy.

3.47 Lettings

Any hirers of the premises have the responsibility to ensure that they use it safely. The Board of Governors recognises its duties as the controller of premises, and requires that the letting policy and contractual agreements be complied with to ensure that:

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

Comply with the school Letting Policy and Contract.

3.48 Disabilities

The school recognises its duties with regards 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.

- Lifts in new buildings 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).
- 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.

3.49 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.

3.49 Managing Sickness Absence and Return to Work

Please refer to the schools Arrangements for Managing Absence due to Ill Health Policy.

3.50 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 fingers;
- not being able to feel things properly;
- loss of strength in 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;
- reduce 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/squared averaged over an 8-hour working day (and employees must not be exposed to a vibration amount of 5m/squared 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 has been carried out to assess the vibration risks in the most likely exposure areas, and vibration exposure is not considered to pose a significant risk to employee health.

The vibration controls currently employed by the school:

- 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 seek advice through their Head of Department or HR Manager without delay.

3.51 Noise

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

Noise is measured in decibels, on a logarithmic scale. Therefore any increase of 3 decibels would be a doubling of the sound intensity, a difference which you would 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 largely varying or intermittent exposures, a weekly average may be taken.

In order to control exposure to normal 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. Work scheduling and careful timing of activities is also used to reduce individual noise exposures to as low as is reasonably practicable. Only where the above measures are sufficient 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 of 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. 0dB
- Quiet Library – approx. 20 – 30dB
- Quiet Office – approx. 40 – 50dB
- Conversation – approx. 50 – 60dB
- Loud Radio – approx. 65 – 75dB
- Tractor Cab – approx. 80 – 85dB
- Arc Welding – approx. 87 – 97dB
- Power Drill – approx. 87 – 97dB
- Chainsaw – approx. 103 – 110dB

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.

Instances where an individual's noise exposure reaches the Noise Limit will prompt immediate investigation into reasons for this exposure, and the activity concerned will cease until the noise exposure is brought down below the limit values.

3.53 Environmental Conditions

Sun Exposure

- During hot sunny weather adequate drinking water is available, and a shaded area is provided in the grounds.
- Supervisory staff and pupils are encouraged to wear sun hats, and sunblock.
- 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 building. From results of this monitoring, remedial work has been carried out as necessary to bring the exposure levels to below the Health Protection Agency (HPA) Target level.

Snow and Ice

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

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

The condition of the pathways and hard surfaces is regularly monitored by the Site Facilities Team, 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 Head.

High Winds

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

Rain

Suitable dry areas and supervision are provided for pupils when it is raining during non-teaching time. All hazardous areas are cordoned off and reported for immediate remedial action. A supply of cordon material and signage is kept for this purpose.

3.54 COVID Risk Assessments & Controls

Covid-19 is no longer regarded as an enhanced incident and will now be managed in the same way as any other health protection issue (i.e., “business-as-usual", BAU) from September 2022

If support is needed to manage outbreaks UKHSA will be contacted (westmidlands.arc@ukhsa.gov.uk or call 0344 225 3560).

If UKHSA advises, it may be necessary to implement certain control measures to help manage a COVID-19 outbreak within the school /setting.

Outbreaks would be 2 or more linked cases in a setting.

There are no thresholds in schools, any concerns will be reported to UKHSA for advice.