



Health and Safety Policy

Review Date: May 2019

Next Review: May 2019

“Respect the unexpected. Think through your risks.”

RISE Education School



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Health and Safety Policy

Health and Safety Policy Statement

1. The Head of School and Management of RISE Education are committed to a safety management approach to Health & Safety, and thereby to an organised, well informed and proactive approach to all health & safety and welfare related issues. All activities will be planned and executed with a systematic approach which includes an element of 'context sensitive' risk assessment, and where necessary control measures will be put in place to reduce/eliminate to a safe level any foreseen risks
2. This policy supplements and operates in conjunction with London Borough of Merton's policy statement on Health and Safety.
3. It is the policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the health, safety and welfare of all persons employed, visiting, working in or being taught at the school.
4. All school staff are reminded that they have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school, and to observe the health and safety requirements relevant to their activities.
5. A suitable assessment of all-foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned.
6. Consultation will take place with any members of staff or pupil on matters that affect their health and safety. If required, specialist advice will be sought at the earliest opportunity from the LA, Building Surveyors, Asset Manager or other specialist advisers, such as the local Fire Officer
7. All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, training, instruction and supervision will be made available by managers to achieve this, particularly to staff after recruitment, transfer or changes to their responsibilities.
8. A copy of this statement will be brought to the attention of all members of staff. It will be regularly reviewed and updated as necessary, or at least annually.
9. Additional information to implement this policy is contained in the attached Schedule of Duties.

Organisation

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school.

The following is a summary of individual responsibilities, their consequent structure and accountability:-

Management

The Management has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Management Team, nor can the Head or employees avoid responsibility by referring urgent matters to that body for information and decision. The Management will be kept informed of all developments relating to health and safety matters and school secretaries will include such matters on the Agenda for termly meetings.

Management Must Ensure:

- a) That in cooperation with the Head of School, an individual school Health and Safety Policy is produced, and this policy is regularly reviewed and revised as and when necessary;
- b) That risk assessments are undertaken of any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly;
- c) That sufficient funding is allocated for health and safety issues e.g. training, provision of personal protective clothing etc;
- d) That regular health and safety inspections of the premises are carried out on a termly basis;
- e) That an annual audit of health and safety systems and standards of health and safety is received from the Head of School;
- f) That a positive health and safety culture is established and maintained.

Head of School

The Head of School is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, his/her operational duties include the following:

- a) Ensuring that all members of staff (including new staff, supply staff, probationers and students, voluntary helpers etc) are aware of the contents of the school health and safety policy and all safe working practices.
- b) If deemed necessary, appointing one or more members of staff (safety representatives), undertaking specific duties in relation to health and safety. Acting as Co-ordinator for the school on health and safety matters affecting the school.
- c) Ensuring that risk assessments are carried out on any activity that has significant associated hazards.
- d) Undertaking inspections of the school premises, plant, and equipment and working practices on a termly basis. Where necessary implement any changes and improvements.
- e) Providing an annual report to the Management of the school regarding safety performance. – E.g. how many fire drills have been carried out? How many accidents have occurred? Have any trends been discovered? What risk assessments have been carried out?
- f) Making recommendations to Management where Health and Safety funding is required, and to advise on any safety policies that need to be introduced.
- g) Ensuring that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Education Health & Safety Officer (to allow RISE to comply with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995).

Deputy Head

Deputy Heads of School is responsible to the Head of School for the health and safety of all staff, workplaces and activities under their control. To achieve this duties include the following: -

- a) Ensuring that all staff, probationers/students/supply teachers and voluntary helpers are aware of the requirements of the Health and Safety Policy, and the safe working practices that apply to their area of activity. This will be done through induction.
- b) Actively encouraging the participation in health and safety and welfare matters of all pupils.
- c) Making known to the Head of School any identified training needs.
- d) Establishing and regularly reviewing safe working practices for activities under their control.
- e) Taking effective action and/or immediately referring to the Head of School any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe. This is to be enforced until safety levels are adequate.
- f) Ensuring that all items of portable electrical equipment (including new purchases) are entered on the school inventory before use, and that visual inspections of all equipment take place on a termly basis. Defective or damaged equipment must be isolated and taken out of use until repaired or replaced, (repaired by a competent person only).
- g) Checking the adequacy of fire precautions and procedures in liaison with the Head of School.
- h) If an accident/incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence.

Teaching Staff (Including Supply Teachers)

Teachers have a duty of care under Health and Safety Legislation. In order to achieve this, their duties include the following:

- a) Ensuring that all students, supply teachers etc. assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.
 - b) Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.
 - c) Exercising effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc. carrying them out as necessary.
 - d) Seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.
 - e) Setting an example by personally following safe working practices.
 - f) Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment must be visually checked before use.
 - g) Reporting to the Head of School or Head of Department any defects in equipment or identified inadequacies in procedures. N.B where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', 'until repaired' or 'replaced'.
 - h) Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons.
- i) Non Teaching Staff

All employees of the School have legal responsibilities under The Health and Safety at Work Act to safeguard themselves, colleagues and others in the workplace.

Trade Union Safety Representative

Any Trade Union Safety Representative will be encouraged by the Head of School to fulfil his/her duties as well as being released for any appropriate training. The Head of School will also consult regularly with the Safety Representative on Health & Safety matters. He/she will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures.

Health & Safety Executive

The Health & Safety Executive (HSE) have many powers, including the right to visit the school and have sight of all relevant policies and documents. They have the right to turn up for announced or unannounced visits, however they will usually visit in connection with an accident that has been reported to them.

If contact is made within the school by the HSE either by visit, phone or writing, the school will make contact with the Education Safety Officer to make them aware of the reason for contact.

ROLES AND RESPONSIBILITIES FOR HEALTH AND SAFETY WITHIN SCHOOLS

Health and Safety in schools is covered by the Health and Safety at Work Act 1974. This is the main piece of legislation; however there are many others, which identify duties and responsibilities for Health and Safety groups or individuals. The following is a brief summary of how the duties are split in schools.

Head of School & management

- b)** Must ensure that a school specific safety policy is prepared and revised as necessary.
- c)** Must ensure that risk assessments of work activities are undertaken, a record of the assessments are kept and assessments revised as necessary.
- d)** Must ensure that sufficient funding is allocated for health and safety purposes, i.e. training, personal protective equipment, and any corrective actions that arise out of the risk assessment process.
- b)** Must ensure that regular health and safety inspections are carried out.
- c)** Must receive an annual report from Head of School on the safety performance g) Of the school.
- d)** To ensure there is a Health and Safety Governor from the Governing Body.
- e)** Provide a Service Safety Policy indicating areas of responsibility.
- f)** Provide advice to schools and Management on complying with Health and Safety legislation.
- g)** Monitor performance of Health and Safety in schools.
- h)** HSE reporting on behalf of schools on HSE reportable accidents.
- i)** Assist schools in accident investigation.
- j)** Provision of Health and Safety Bulletin.
- k)** To implement and monitor school safety policies introduced to comply with the Council and Service Safety Policies and specific Health and Safety legislation.

- l) To advise Management on Health and Safety issues by regular briefing.
- m) To provide an annual report to Management on school safety performance.
- n) Undertake termly safety inspections.
- o) Make recommendations to Management on where Health and Safety funding is required and on safety policies to be introduced.

ARRANGEMENTS

Management recognise that the way forward in achieving effective management of the school's health and safety policy and the arrangements necessary to fulfill the obligation is through the school's "Safety Committee".

The Safety Committee will include:

Head of School
Deputy Head of School
Safeguarding Officer
Relevant Mentor/Teacher
Safety Rep. (If applicable)

All staff should be aware of the following arrangements: -

RISK ASSESSMENTS

Risk assessment is a principle requirement of the management of Health & Safety at Work Regulations 1999. Regulation 3 requires all employers and self-employed persons to undertake a systematic assessment of all risks (except the trivial) to workers and any others who may be affected by their work activities. The purpose of the risk assessment is to assist the employer to determine what measures to take in order to establish safe systems of work and to comply with health and safety legislation.

This school has completed risk assessments in the following areas:-

1. Fire Risk
2. Control of substances hazardous to health
3. School trips
4. Work experience placements

Our competent persons on the theory of risk assessments is Joe Kerson, Head of School

We have a team approach to risk assessment which includes: -

- a) Competent person in theory of risk assessment
- b) Relevant teacher
- c) Individual carrying out duties
- d) Pupils

The approach allows for competency not only in the theory but also the practical and allows for discussion from a Health and Safety angle. This group fulfils the competency need.

EMERGENCY PROCEDURES

- a) Evacuation where necessary - a competent person should be appointed to supervise any evacuation
- b) The restriction of access to danger areas
- c) The provision of warnings and instructions to all persons exposed to danger
- d) The cessation of work
- e) Danger areas to be made safe before work recommences

Fire procedures

- a) Each week the alarm will be tested to ensure that it is effective. Points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details should be recorded in the Fire Log Book.
- b) Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the Fire Log Book.
- c) In each room there will be fire/evaluation procedures
- d) The location of explosive substances such as gas and paint should be known and the Senior Fire Officer informed upon arrival.
- e) Temporary heaters are located in the storage cupboard in the Reception area
- f) Other highly flammable/explosive substances/equipment are.....
- g) Fire exits and fire exit routes should be free from obstruction. At all times all exit doors must be unlocked whilst there are people in the building.
- h) All fire exits must be clearly labeled and comply with legislation e.g. should be pictorial rather than just written.
- i) The use of display materials must be controlled in fire exit corridors. Display/notice boards should be covered in Perspex to limit combustible materials in fire corridors.
- j) All visitors spending any length of time in the school should be made aware of arrangements in case of fire.
- k) The fire log book is kept in the Reception. Full and detailed records are kept of evacuations, call point testing, alarm system servicing, fire fighting equipment checks etc.

If you discover a fire:-

- Operate the nearest alarm call point
- Go to the nearest telephone and dial 999
- Carry out any previously arranged duties to be done in the event of fire (these may include dedicated procedures for evacuation of the disabled - e. g. wheelchair bound /hearing impaired pupils) or go to the nearest line up point.
- On sounding the alarm the fire brigade will be summoned if necessary by senior management. All staff, pupils and visitors must leave the building immediately, closing doors behind them as necessary.
- Only if there is no risk of personal injury should attempts be made to tackle a fire using a suitable fire extinguisher. In addition, if there is no risk of injury, mains services such as gas and electricity should be turned off.
- The mains isolator for gas can be found in the cupboard in Reception and the mains isolator for electricity can be found opposite front entrance. Action on

Hearing a Fire Alarm

- Teacher or responsible adult will supervise children leaving the building by appropriate exit, closing the door when the last person is out (diagrams located in each room).
- Proceed to line up point at the top of Love Lane - Walk quickly, does not run.
- Keep calm.
- Do not stop to collect any personal belongings or books.
- Registers will be taken to the line up points by Teachers and distributed to teachers for roll call.
- If the fire brigade has been called there must be clear access to the site for emergency services.

Accidents

- a) All accidents must be reported to the Head of School and entered into accident book which is found in Reception
- b) Dangerous Occurrences, Fatal or Major Injuries must be reported immediately by telephone to the Head of School and the Deputy Head of School. This must be followed up by the completion of an accident report form and sent to the Education Health and Safety Officer.
- c) In the event of fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until a thorough examination has been carried out.
- d) Parents/guardians or next of kin must be contacted as soon as possible.

First Aid

The provision of first aid in this school is based around the extent of risk present. We therefore follow the LEA guidance and have a mix of fully qualified first aiders and appointed persons.

The fully qualified first aiders who hold a current recognised First Aid at Work Certificate are:-

- 1) Mr PJ Dacas, Safeguarding Officer (Mitcham)
- 2) Miss A Allen, Safeguarding Officer (Mitcham and Croydon)
- 3) Miss A Allen, Safeguarding Officer (Croydon)

The fully qualified first aiders are available on a 1 to 50 members of staff ratio.

These named persons are qualified to administer first aid to casualties. The responsibilities of appointed persons are:-

- i) To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.
- 10) To ensure that the first aid boxes/cupboards are fully stocked with designated items only.
- 11) In the case of serious injury, responsibility of the appointed person ends when the patient is handed over to medical care or parent/guardian.
- 12) The first aid boxes/cupboards in this school are located in:- the Reception Area

Notices giving details of whereabouts of first aid facilities will be displayed at appropriate sites.

All teaching staff acts in loco parentis during the time that the school is open for children. All injuries, whether to staff, pupils or visitors, must be recorded via the school accident book or for more serious injuries, on the accident report forms. Any serious injuries should be transported to hospital by ambulance as the patient's condition could worsen. Accidents of this type should be reported in the first instance to the Head of School and then followed by a written report/investigation.

No attempt to move an injured person should be made until a proper examination and assessment has been completed. There is clear evidence that premature handling of the casualty can worsen injuries.

Minor injuries may be treated on a self-help basis or by any members of staff in loco parentis.

SMOKING

This school operates a No Smoking Policy

DISPLAYS AND DECORATIONS

Decorations must not be placed near temporary heaters or suspended by light fittings.

ELECTRICAL SUPPLIES AND FITTINGS

Any faults must be reported immediately Any faulty fittings (e.g. cracked sockets etc.) should be isolated and labeled for repair. (See Equipment and Materials for electrical testing of equipment)

- a) All equipment should be regularly tested and labeled by the electrical technician undertaking the test.
- b) Any defective equipment must be isolated and labeled for repair.
- c) Installations; only approved contractors will be used after consultation with Asset Management.

Extension Cables

- They must not be used permanently - only as a temporary measure.
- Those with multi sockets may be used for computers.

GAS

There must be access to the isolator at all times. Keys will be kept by Head of School Heaters for temporary use (mobile LPG Heaters).

We have 3 of these and they are generally used in Office areas.

CONTRACTORS ON SITE

Before we select contractors, we will make sure that they not only have a good work record, but also a good health and safety record. (You need to be sure that if you invite contractors onto your site they will not endanger any members of staff, pupils or visitors by their actions or failure to act.) We will investigate their Health and Safety track record. Some pertinent questions that we will ask are:

- a) Have they got any history of working within a school in this area? How did this go?
- b) What reputation have they got?
- c) What is their accident rate? When was the last time they had a reportable accident?
- d) Are they from the authorised list of contractors held by the authority? 15
- e) Have they had any Health and Safety Prosecutions/investigations in the last 3 years?

When Contractors arrive on site to commence work the following Safe Systems of Work will be followed...

1. All staff will be informed of the works being carried out and any areas that are likely to be affected. Also the duration and timing of the works will be discussed.
2. Set up regular update meetings on daily basis if required, to communicate on how the job is going, what needs to be done today etc. This will give the opportunity to assess any changes and introduce Safe Working Practices to meet any changes.
3. Ensure that any changes to the job are discussed with the Head of School or representative, and any changes affecting timing, or Health and Safety be looked at and action taken where necessary.
4. Ensure that any contractors working on site or sub contractors are familiar with our Health and Safety Policy and are aware of any local safety rules.
(Attach a copy of the Statement of Intent (page 2) of this document into the front of the visitor's book. This way when the contractors sign in and out you can ensure that they have had sight of and the opportunity to read this document)

LETTINGS

- a) Details of fire procedures will be given to hirers.
- b) Precautions must be taken for large gatherings (e.g. plays)
- c) All emergency exits must be unlocked.
- d) Access to a telephone is advisable, however if access is not given this must be communicated to hirers so that they can make their own arrangements.
- e) The Caretaker must inspect premises after their evening use and check for possible fires.
- f) The school smoking policy must be communicated to the hirers.
- g) If the caretaker discovers a fire when the school is unoccupied, he/she must sound the alarm and call the fire brigade.
- h) The Head of School must be informed immediately.

COMMUNICATING INFORMATION TO EMPLOYEES

The Head will be responsible for ensuring that any regulations, information, guidance notes etc, received are passed immediately to staff that have a direct interest.

As this will normally relate to a departments activities the information will have to be passed on or highlighted in that department's safety policy or safe working practices arrangements.

MONITORING THE SCHOOL/COLLEGE HEALTH AND SAFETY PERFORMANCE

- a) The Management will require in the annual report a commitment by the Head of School that departmental self-inspection has been carried out and that the monitoring to substantiate this has been undertaken by a suitably qualified and experienced person(s).
- b) The Management with the Head of School will identify from the report, strengths and weaknesses in the conduct of departmental inspections, in order to remedy situations and to plan successfully, future objectives regarding health and safety matters.

AUDITING

- 1 The Management will also require in the annual report an audit on health and safety matters, providing an objective assessment. The audit should provide an examination of records (eg)
 - a) Accidents are being recorded and investigated but: are all reported accidents being included? are investigators trained? have we taken preventative measures? are accident statistics being compiled (Department)? 18
 - 2 Other areas of concern for auditing will be:
 - a) the policy – is it working, how effective and at what levels?
 - b) The organisation – does it function properly, does it plan and implement and does it monitor and control?
 - c) Inspection Procedures – by whom, what standards, what training and so on.
- 1 In conclusion the Management may wish to employ outside auditors to carry out the annual check on health and safety management and provision of the subsequent report.

ART, DESIGN & TECHNOLOGY

The general provisions set out in BS 4163, Code of Practice for Health and Safety in Workshops of Schools and Similar Establishments 2000 will be met at all times, along with all general provisions of Health and Safety legislation.

Further publications which relate more specifically to art, design and technology are shown in

Appendix A.

Members of staff should ensure that:-

- a) Pupils are supervised at all times.
- b) Protective clothing is worn when appropriate.

Floor Space

All gangways, spaces between benches and machines should be free from obstruction. All stools should be stored safely when they are not in use. The surface of the floor should be non-slip

Lighting

All room lights should work. All flickering fluorescent lights should be replaced immediately. Lights should be free of dust and should be fitted with a protective diffuser or a wire mesh. Supplementary lighting to machines should be low voltage and all cables and fittings should be in a good condition. Activities which require sharp tools may also need supplementary lighting.

Heating and Ventilation

If blown air heating is used the filters should be clean.

Normal ventilation requirements apply in art, design and technology areas except in:

- a) Ceramics areas and kiln rooms
- b) Darkrooms
- c) Spray booths
- d) Casting and welding areas

NB Advice on kilns may be sought from the Institute of Ceramics
Information on spray booths can be found in Safety in Practical Studies
(Safety Series No. 3, DES, HMSO, 1981)

Dust extraction should be fitted to circular saws, planers, band-saws and sanders. Dust extraction units should be marked "Wood Dust Only" or "Metal Only." Softwood dust, which includes MDF, was assigned a Maximum Exposure Limit (MEL) in January 1997. This means that exposure must be reduced to the lowest level reasonably practicable, and in any event must not exceed the MEL which is 5mg/m³.

Acids

Acid solutions should only be made up by a competent person. All staff who handle acids should use gloves, protective clothing and chemical grade eye and/or face protection. Eye protection should comply with BS2092C (the "C" indicates it is chemical grade) or the new European Standard BS EN 1663.

Brass and/or plastic tongs should be available for placing work and removing it from an acid bath.

Electrical Installation

All electrical installations should comply with the current edition of the Institution of Electrical Engineers' Regulations for Electrical Installations.

All cupboards which contain main electrical intake switchgear should be free from all other items. They should not be used as additional storage space.

Water Supply and Drainage

Blocked or dirty sinks present a risk to health. Bottle traps should be fitted to sinks to prevent plaster, clay and other deposits causing blockages. They should be emptied and cleaned regularly. Usually this is likely to be done by the caretaker, but may be carried out by a competent teacher or technician.

Draining boards should be used for drainage purposes and not as a storage space.

SCIENCE LABORATORIES

The general provisions of H&S legislation will be met along with further regulations, associated codes of practice and guidance from the DfEE which relate more specifically to science education.

Maintaining an up-to-date knowledge of legislation and its application to the teaching of science is important, as are good practice and accurate record keeping. These are important for monitoring of practices and subsequent review

Where doubt exists about any area related to science, advice will be sought from the LEA, the DfEE or professional subject bodies, such as the Association for Science Education (ASE), before proceeding with any action. The Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) provides an advice service to its members. Croner's Manual for Heads of Science is also a useful source of information.

Further publications which relate to science education are shown in Appendix B. Copies of pupils' medical forms should be kept in the science department.

All science staff should be aware not only of general emergency procedures but also of a number of additional procedures relevant to laboratories:

- a. Potentially dangerous experiments and demonstrations should not take place near a laboratory door - it could be the only emergency exit.
 - b. Combustible material, especially chemicals, should be kept in a secure place, never in storerooms or cupboards which contain exposed electrical switchgear. All stores where highly flammable liquids are kept should be marked "Flammable liquids - no smoking - no naked lights".
 - c. Combustible waste should be cleared away regularly.
 - d. Any gas taps should be checked before leaving the room and isolating valves should be turned off.
 - e. Open flames should be used only after checking that nearby materials are not inflammable. Flammable liquids should not be poured from one vessel into another or heated near to an open flame.
- a) 22
- a. Goggles or some other suitable eye protection must be worn whenever there is a risk to the eyes from spills, splashes or explosions.
 - b. There is a risk of explosions as a result of mixing substances which are they relatively stable. Pupils should be warned about this risk.

Schemes of Work

A scheme of work details what will be taught and assessed in terms of content and skills. It should also highlight opportunities for developing safe practical procedures and skills in addition to identifying when health and safety matters need particular attention.

Personal Protective Equipment for Science

The availability and suitability of personal protective equipment for use by staff should meet the requirements of the Personal Protective Equipment at Work Regulations 1992 (SI 1992 No.2966). Although these Regulations do not apply to the provision of personal protective equipment for pupils, good practice and the duty of care which staff have to pupils suggest that they should be applied to the provision of all personal protective equipment, regardless of who it is to be used by.

In situations where personal protective equipment is required a risk assessment should be carried out. This allows the degree of protection which needs to be provided to be assessed. If the necessary equipment is not available, the operation should not be carried out.

Eye Protection

Eye protection complying with BS 2092, Specification for Eye-Protectors for Industrial and Non-Industrial Use, or EN 166 should be available for use by both staff and pupils:

- a) During all heating operations
- b) During all exothermic chemical reactions
- c) On all occasions when concentrated (i.e. those with a concentration of one mole per litre or more) acids or alkalis are handled
- d) On all occasions when harmful, irritant, flammable, toxic or corrosive chemicals are handled
- e) On all occasions when there is a risk from flying objects (e.g. when chipping rocks, stretching monofilaments, etc).
- f) Protective Clothing
- g) Some form of protective clothing, such as a laboratory coat or apron made of nonflammable material is always advisable.
- h) Laboratory coats should be worn by pupils who are:
 - i) Working with corrosive liquids
 - j) Heating solids or liquids
 - k) Dealing with micro-organisms
 - l) Laboratory coats must be worn when radioactive materials are being used
- m) Footwear
- n) Sound shoes, not sandals, should be worn in order to protect feet against most accidental spillages. Wellington boots may also be required in some cases.
- o) Lighting

The lighting of science laboratories needs special consideration including the following.

1. Bunsen burner flames become invisible near windows, therefore curtains or blinds should be available to reduce the sunlight which enters the laboratory. Curtains and blinds should be in good working order.

2. Some experiments require very dim light or complete darkness. Again this can be achieved by the use of curtains or blinds.
3. Audio-visual equipment sometimes requires reduced lighting.
- d) 23
5. Microscope work requires bright direct light. If this cannot be achieved using natural light, then artificial light should be available.
- f) Ventilation

There are no regulations directly governing ventilation requirements in school science laboratories, although Ventilation of the Workplace (EH 22, Health and Safety Executive, 1988) could be taken as setting a reasonable standard. Applied to a typical school situation, this probably requires a laboratory to have about six air changes per hour. This may require the installation of mechanical ventilation and there may be a need for both an in and out fan. The advice of ventilation engineers should be sought because of the possibility of interference from fume cupboard operation.

FIRE

See Fire Policy Document

PHYSICAL EDUCATION & ORGANISED GAMES

The School will carry out all risk assessments, inspections and monitoring necessary to comply with relevant legislation in this field, namely:

1. The Health and Safety at Work Act 1974
2. The Occupiers' Liability Act 1957
3. The Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992 No. 3004)
4. Management of Health and Safety at Work Regulations 1992 & 1999
5. Provision and Use of Work Equipment Regulations 1998.
6. and will also follow specific guidance available in the Baalpe Safe Practice in Physical

Physical education involves risk challenges. In order to discharge the duty of care towards pupils involved in physical education work, the school must provide appropriate supervision. The school recognises that it has a clear duty to take into account pupils' capabilities as regards health and safety when entrusting tasks. The school will also provide staff with whatever information and training is necessary to enable them to carry out properly activities which could expose themselves and/or others to risks. An important part of a school's physical education safety code is the appropriate matching of supervisors to potentially dangerous activities - this will include both staff and parent volunteers.

P.E. and Swimming /after School activities Staff are reminded that:-

1. If a parent has put a restriction on a child's activity on medical grounds, it is the
2. PARENT ALONE WHO CAN REMOVE IT.
3. If a child taking part in an unaccustomed physical activity is known to be disabled, or have an ongoing medical complaint (e.g. asthma, epilepsy, cystic

- fibrosis, etc), rigorous supervision should be maintained.
4. If these two points are not followed, a serious situation could develop, which may result in claims for damages should an incident occur.
 5. There is specific guidance available in the Baalpe Safe Practice in Physical Education, which we follow.
 6. A note of consent must be received from the parent/guardian before a child may take part in swimming and any after school activities.
 7. Cancellation of Activities
 8. Parents/guardians must be notified in advance if after school activities have to be cancelled. Where this is not possible, children must be kept in school until the time they would normally leave at the end of the activity.

Equipment

Any defects or damage should be reported immediately, and taken out of use awaiting repair if necessary.

Teachers are instructed that they do not allow children into the pool unless the pool lifeguard is in attendance or if the individual teacher(s) possess the relevant qualifications.

KITCHENS & DINING ROOMS, TRANSPORT ARRANGEMENTS, SCHOOL OUTINGS

1. School Trips
2. This school follows the guidance as laid down in the North Somerset 'School Trips and Adventurous Outdoor Activities Manual'.

Accidents

1. In the event of fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until a thorough examination has been carried out.
2. Parents/guardians or next of kin must be contacted as soon as possible.

STAFF RELATED ISSUES

Stress

Work related stress requires a broad-based approach to ensuring that people are valued and that the organisation recognises that stress is real and not a weakness of the individual. This School will Endeavour to identify all work related stress and reduce it as far as is reasonably practicable, whilst creating a working environment in which employees have the confidence to come forward and discuss any work related problems.

Stress is the reaction people have to excessive pressures or other types of demands placed on them both in work and in their personal lives. Stimulation and challenge are positive impacts at work as they provide motivation and encourage staff to achieve their best. Undue pressure however, produces stress levels which can result in excessive, prolonged or overwhelming stress which has potentially negative effects, including reduced work performance and can also and can also be

damaging to individuals' health. Stress usually arises when an individual worries that they cannot cope.

The following arrangements will form the School's policy for stress at work:

1. Identifying the possible causes of work related areas
2. Reducing or eliminating the identified possible causes of stress
3. Provision of training in consultation with the Occupational Health Service where applicable
4. Provision of support and treatment of employees suffering from work related stress via consultation with the Occupational Health Service
5. Monitoring of control measures implemented to reduce stress within the working environment.
6. Specifically the Head of School will :
7. Recognise that proactive and constructive prevention and management of stress is an ongoing and integral part of management practice and
8. Ensure that all managers receive appropriate training for this.
9. Ensure that whenever risk assessments are carried out the potential causes of stress or stressful situations are identified and considered, in consultation with staff, so that appropriate control mechanisms are developed and implemented.
10. Ensure that all staff has agreed, clearly defined, reasonable and realistic objectives and responsibilities and that potential stress is considered whenever changes are made to these.
11. Ensure that a supportive culture is engendered in all sections, so that all staff feel able to raise concerns on stress during appraisals or at staff/management meetings and receive a supportive response e.g. agenda items to discuss workload pressure
12. Ensure that where an individual is identified (or identifies themselves) as suffering from negative symptoms arising from stress, the manager will work with them to assist in managing the situation. If necessary, in consultation with the Education Personnel Manager, seeking a referral to the Occupational Health Service, respecting the individual's right to confidentiality.
13. Ensure that managers and individual members of staff are encouraged to offer support to colleagues and managers in potentially stressful situations and if they are suffering from stress, to seek assistance at an early stage.
14. Recognise the effect their behaviour, and that of their staff, has on the stress of colleagues and that all concerned accept the responsibility of avoiding causing unnecessary stress in others.
15. All staff must recognise that health and safety responsibilities include a responsibility on individual employees to contribute to the development and implementation of strategies for reducing stress. This includes a personal responsibility to seek assistance at an early stage.

Violence to Staff

1. The Management are concerned about the possibility of staff being subjected to violence of any kind whilst working in school.
1. If any member of staff is subjected to any aggression on school premises they must inform the Head of School immediately.
2. Staff are asked to keep written records of such episodes.
3. An accident report form should be completed and sent to the Education Health & Safety Officer at the LEA.

4. Appropriate steps will be taken by the Head of School to deal with such a situation.
5. If necessary, the Management and LEA will be informed and involved.

SECURITY

An assessment for security has been carried out on the 5th of May 2010 by Joe Kerson

STATUTORY REQUIREMENTS

COSHH (Control of Substances Hazardous to Health)

The Management recognise the need for the school/college to carry out risk assessment of all areas in accordance with the regulations.

Working in conjunction with the school/college chemical register and the COSHH package, Heads of Department/Faculty will ensure assessments have been carried out and that further monitoring is in place as required.

No new substance must be taken into school until they have been cleared with the Head of School

Review of practice and procedure must take place periodically in the department.

Signed: _____ Date: _____

(Head of School)



*RISE... consults, provides, contributes,
supports and teaches*