



SHIRE OAK ACADEMY

TURNING POTENTIAL INTO EXCELLENCE

Health & Safety Local Arrangements 2023

Person Responsible	Sarah Lowe (Operations Manager)
Chair of Governors	Jane Mole
Adopted	May 2021
Reviewed	April 2023
Next Review Date	April 2024
Signature	

Statement of Local Health and Safety Intent Shire Oak Academy

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

We will:

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

Headteacher

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Date.....

Chair of Governors:

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Date.....

Local Arrangements

Appendix 1	-	<u>Accident Reporting Procedures</u>
Appendix 2	-	<u>Art</u>
Appendix 3	-	<u>Asbestos</u>
Appendix 4	-	<u>Contractors</u>
Appendix 5	-	<u>Control of Substances Hazardous to Health</u>
Appendix 6	-	<u>Design & Technology</u>
Appendix 7	-	<u>Display Screen Equipment</u>
Appendix 8	-	<u>Educational Visits</u>
Appendix 9	-	<u>First Aid and Medication</u>
Appendix 10	-	<u>Fire Evacuation and other Emergency Arrangements</u>
Appendix 11	-	<u>Fire Prevention, Testing of Equipment</u>
Appendix 12	-	<u>General Hazards</u>
Appendix 13	-	<u>Health and Safety Information and Training</u>
Appendix 14	-	<u>Health and Safety Monitoring and Inspections</u>
Appendix 15	-	<u>Induction Process</u>
Appendix 16	-	<u>Infection Control</u>
Appendix 17	-	<u>Legionella</u>
Appendix 18	-	<u>Lettings</u>
Appendix 19	-	<u>Lone Working</u>
Appendix 20	-	<u>Minibus</u>
Appendix 21	-	<u>Music and Performing Arts</u>
Appendix 22	-	<u>Moving and Handling</u>
Appendix 23	-	<u>New and Expectant Mothers</u>
Appendix 24	-	<u>Physical Education</u>
Appendix 25	-	<u>Premises Work Equipment</u>
Appendix 26	-	<u>Risk Assessments</u>
Appendix 27	-	<u>Science</u>
Appendix 28	-	<u>Security & Violence</u>
Appendix 29	-	<u>Site Staff</u>
Appendix 30	-	<u>Stress</u>
Appendix 31	-	<u>Vehicles</u>
Appendix 32	-	<u>Work at Height</u>
Appendix 33	-	<u>Work Experience</u>

Accident Reporting Procedures

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

Copies of these forms are available on the staff shared work area.

- Academy accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

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

- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR
- Incidents resulting in a student or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring.

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

[Back to Appendices](#)

Art & Design

Shire Oak Academy is committed to teaching all practical subjects in a safe way. This policy outlines the processes and procedures for ensuring safe working in Art and Design.

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

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

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

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

COSHH

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

Risk Assessment

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

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

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

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

Alternatives to hazardous substances should be sought. Suppliers of substances covered by COSHH regulations will supply details in order to assist risk assessment.

Art environment is made up of four practical areas.

N303 - Art room 1, three exits located in this room

N304 - Art room 2, which contains separate kiln room adjoining and two exits

N305 - Art room 3, two exits located in this room, 6th form studio located at the back of N303 with two exits

Art Office storage area with two exits joining to N303 and N304 Art classrooms.

N207 - Photography computer room contains two exits Photography studio area containing two exits one linking on to N207.

Room Safety

Unsupervised students must not be allowed in Art rooms, with the exception of the 6th form studio area where 6th form students can work unsupervised.

Staff are expected to leave the workrooms in a tidy safe condition;

When starting a practical lesson, staff should check that rooms are clear, all thoroughfares and room exits are free from obstruction, floors are dry and in a safe condition.

When starting a practical lesson, staff should check that rooms are clear, all thoroughfares and room exits are free from obstruction, floors are dry and in a safe condition.

Fire doors must be unlocked, and clear. Students must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly.

A specialist room may only be used for other curriculum activities if the person supervising the students understands room hazards in the room and can prevent them.

Supply or cover teachers must be given information on the room hazards. Cover teachers may supervise practical work if they are competent and experienced in the practical subject and understand the relevant safety procedures.

Photography Studio area must be kept clean and tidy Charging batteries and lights must be turned off at the end of every night and stored away.

Safety Signs, Notices and Displays

Each workroom must have a set of safety rules and the fire procedure displayed clearly by the door. Cautionary notices and signs must be displayed where appropriate. This includes white board safety guidance.

Resources and equipment

Resources	Distributed by the teacher – where possible print outs or photocopies to be stored by students in their art books / portfolios
Acrylic paints – KS4 & 5	Hands washed before using equipment Acrylics can be dispensed into pallets and cling filmed by the student and stored on a shelf or placed in a lidded named plastic tub. Cleaning of desk and equipment used after usage.
Watercolours pallets and ink KS3,4 & 5	Hands washed before using equipment Watercolour Pallets and ink pots can be used by students. Cleaning of desk and equipment used after usage –
Oil pastels / chalk Pastel and other dry materials	Hands washed before using equipment. Dry materials need to be kept in a container and can be used by students. Cleaning of desk and equipment used after usage – Teacher spray and students wipe, use paper towels and throw away.
Glue	Students should have their own glue stick – There will be a set of 20 for each year's group / teacher to use.
Paintbrushes	Paint brushes soaked / washed after use by teacher – collected in by teacher, not left in any sinks.
Printing rollers	Cleaning after usage to clean roller handles - students
Clay and clay tools	Each student has their own ball of clay. Clay tools are not to be shared and distributed by the teacher. Clay tools soaked / washed after use Cleaning of desk and equipment used after usage – Teacher spray and students wipe, use paper towels and throw away.
Sink area	Limit the number of students at the sink at one time.
Pens/pencils / rubbers / erasers	Students should bring their own pen and pencils to the lesson and will be distributed with a teacher art pack for loan.
Rulers	Students should bring their own ruler to the lesson and will be distributed with a teacher art pack for loan.
Paper	Students will collect on instruction from the teacher
Storage of Work	KS3 Students will primarily work in their sketchbooks – if working on paper keep work in A3 student folders. KS4 and KS5 students to keep artwork in their folder.
Drying rack – TEACHER ONLY	Teacher to place work on the drying rack so that when each tray level is lifted/dropped its limited to that teacher.
Guillotine	Students to ask permission to use the guillotine and observe social distancing Student to wipe equipment clean after use and wash hands Poster to be displayed to remind students of which way to cut.
Printers – STAFF ONLY	Staff to use – students to only use if teacher has agreed.

Clothing

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

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

Staff must remove lanyards when using a printing roller.

Eye Protection and Guards

Eye protection must be used if there is any significant risk of eye injury in the work being carried out or observed. This includes batik work.

Eye protection - select the type of eye protection suitable for the practical work;

Eye protectors must be kept clean. They must be periodically washed.

First Aid

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

Located in the kiln room in N304.

Storage

The storage/office area must be kept well organised and tidy.

Large items should not be stored high, and kick stool or similar must be available for reaching high shelves safely Standing on benches, chairs, tables etc. is not permitted.

Sharp tools and utensils must be stored in the 'staff only' office area so that accidental contact with the sharp part is unlikely and they must be securely locked when not in use.

All materials which are hazardous, for example they may be toxic, flammable or corrosive, must be clearly labelled.

The labelling must state the material and the nature of the hazard(s) Keep all working quantities of these materials to a minimum Access to hazardous materials must be restricted to authorised staff only

All hazardous materials must be stored away from direct access by students Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom. Shelving Make regular checks to ensure that shelving is in a safe condition.

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

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

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

Maintenance, Inspection and Testing of Equipment

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

Staff must carry out -

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

Responsibilities of all Staff will be

- To read and understand the Health and Safety Policy and comply with the prescribed arrangements and objectives to keep themselves and students safe.
- To comply with Risk Assessments and Method statements which apply to their work activities.

- To use personal protective equipment issued when required.
- To use work equipment only as instructed and trained. Damage to equipment should be notified to the subject leader.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents to following Academy guidance, including those where no injury occurred
- To ensure hazardous areas are kept secure from the students.
- To provide adequate guidance, instruction, training and supervision to students to provide safe methods of working.
- To comply with any reasonable instructions given by the Subject leader or appointed persons on matters of Health and Safety, for example; the Fire Marshals.

Responsibilities of First Aiders

- To provide First Aid to employees and students, as trained.
- To ensure that First Aid kits are maintained and that accidents are recorded in the accident book following the Academies reporting system.

Training Records and Certification

All practical work must be supervised by a suitably qualified teacher It is every teacher's responsibility to ensure that his or her knowledge of Health & Safety is current.

Subject lead will communicate the Health and Safety Policy to all department staff, and it will be freely available for reference. This policy will be reviewed annually and updated as required to conform to current legislation.

[Back to Appendices](#)

Asbestos

The asbestos register is held in the Operation Manager's office and a copy, held in Reception, will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

The Academies asbestos monitoring is the responsibility of the Operations Manager/ Site staff.

The Academy shall ensure:

- The asbestos log is maintained and that any changes are acted upon.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials on site will be carried out and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Operations Manager.

Refurbishment & Demolition Surveys.

This type of survey will be required when a building (or part of it) is to be upgraded, refurbished or demolished and is required prior to any work commencing. This survey is used to locate and describe, as far as is reasonably practicable.

- All ACMs in the area that the refurbishment will take place
- For the whole building if demolition is planned.

The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach.

During this type of survey consideration must be given to the risk of spread of debris including asbestos during aggressive inspection techniques such as:

- Lifting carpets and tiles,
- Breaking through walls, ceilings, cladding and partitions
- Opening up floors and void.

Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise the risk to students, staff and any third parties on the premises. Ideally the building should not be in service, and all furnishings should be removed. This would only apply to working areas within a building for small refurbishment projects.

Release of Asbestos Containing Materials

In the event of accidental release of known or suspected asbestos fibres, the area must be evacuated immediately and if possible sealed to prevent unauthorised access. A sign should be displayed to inform persons to stay out of the area.

The Operations Manager (or in her absence the Headteacher) must be contacted immediately who will contact the relevant agencies (asbestos registered contractors) to arrange for a sample to be taken and relevant remedial works carried out.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the Operations Manager.

Contractors

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

All contractors must report to the Academy reception where they will be asked to sign in electronically and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

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

Academy Managed Projects

Where the Academy undertakes projects directly, the Governing Body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the Site Management Team who will ensure that consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM¹ regulations will apply.

To ensure contractor competency the Academy will use recommended contractors.

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

[Back to Appendices](#)

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

Such projects are notifiable to the HSE where the project duration is longer than 30 days and will foreseeably have more than 20 workers on site at any one time, or the project duration will exceed 500 person days.

In addition 2 specific and specialist roles of Principal Designer and Principal Contractor must be appointed

In such instances it is recommended that an agent be used to work on the Academy's behalf.

Control of Substances Hazardous to Health

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

Within curriculum areas (in particular science and D&T) the head of faculty are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishment's nominated person responsible for substances hazardous to health will be the Operations Manager.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.)
- Suitable personal protective equipment (PPE) has been identified and available for use.

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

Guidelines:

- Teachers should not keep their own small stocks of hazardous substances e.g. cleaning solutions.
- Staff room cleaning materials should be kept securely in the appropriate staffroom cupboard.
- Chemicals and cleaning chemicals should ideally be stored in their own container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach students to recognise the red and black warning symbols (orange for older products), which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc., and warn of the dangers.
- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

Radioactive Sources

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

- Walsall Council's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provides the Radiation Protection Adviser. (RPA)

The member of staff in charge of radioactive sources (RPS) is a member of Science teaching staff who is responsible for ensuring all records pertaining to radioactive sources are maintained.

Design & Technology

Shire Oak Academy is committed to teaching all practical subjects in a safe way. This Local Arrangement outlines the processes and procedures for ensuring safe working in Design and Technology.

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

General Considerations

All occupants of a workshop and similar rooms are in a potentially hazardous environment and must therefore be fully trained and instructed on Health and Safety matters.

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

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

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

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

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

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

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

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

Students may not operate:

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

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

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

COSHH

Control of Substances Hazardous to Health (2002)

- Substances used in the workplace must be assessed with reference to COSHH and be stored in a locked metal cupboard.
- A risk assessment should be carried out in the normal course of lesson planning, which takes place in the academic year prior to lessons being delivered either by the writing of new modules or by the review of existing modules. Such risks should be identified on the Department's Lesson Planning Sheets.
- Alternatives to the hazardous substance should be sought and used if possible.
- Chemicals used in the workplace can be assessed with reference to HAZCARDS available from CLEAPSS.
- Suppliers of substances covered by COSHH regulations will supply details in order to assist risk assessment.
- A central record of identified substances should be maintained and updated. It is the responsibility of all department staff to co-operate in this process and assist with the identification and assessment of such substances.

Risk Assessment

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

All subjects will use the relevant Model Risk Assessments provided by CLEAPSS

Where significant, these MRAs will be adapted by the individual subject leaders to take account of the local circumstances of the Academy.

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

The BS 4163:2007 Health and safety for design and technology in Academies and similar establishments – Code of practice contains a helpful framework to use when assessing group sizes: 'Risk assessments should be carried out to determine the appropriate number of students in the work area. The risk assessment should take the following factors into account:

- The size and layout of the work area;
- The size and number of items of furniture and equipment in the work area;

- The type of activities carried out in the work area;
- The age and abilities of the students;
- The competence and experience of the teacher;
- The extent of technician or other appropriate support;
- Whether learners with special needs are present;
- Whether there are students whose first language is not English;
- The behaviour of the students.

Safety Signs, Notices and Displays

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

Cautionary notices and signs must be displayed where appropriate.

Clothing

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

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

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

Eye Protection and Guards

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

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

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

First Aid

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

Chemicals used in Design & Technology

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

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

- Read the relevant HAZCARDS available from CLEAPSS.
- Make a Risk Assessment and signify that you are aware of the dangers.
- Give 24 hours' notice of your intention to use the chemical (at the latest by afternoon break of the day before you intend to use).

Sharps

Sharps must be collected using suitable equipment i.e. gloves, handheld brush and pan and placed inside a suitable container. The container should be emptied on a regular basis to prevent overflowing of sharp materials.

Food Technology

Storage

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

Preparation

- Wash hands beforehand.

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

Cooking

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

Cleaning up

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

Eating the food or transporting it elsewhere

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

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

Student Rules for Working in Design & Technology Rooms

The biggest danger in the D&T room is **YOU!** You are at risk when you don't understand the hazards, or you are careless, or both. The person most likely to suffer from your mistakes is **YOU!**

Report any accident, spillage or breakage to your teacher.

1. Only enter a D&T room when told to do so by a teacher. Never rush about or throw things in a D&T room. Keep your work area and floor area clear, with bags and coats well out of the way.
2. Follow instructions precisely; only touch or use tools, equipment, machines and materials when told to do so by a teacher; never remove anything from any D&T room without permission.
3. Wear eye protection when told to do so and keep it on until you have finished the work that needs the eye protection.
4. When using naked flames (e.g. gas torches in workshops, gas cookers in food rooms), make sure that ties, hair, baggy clothing etc. are tied back or tucked away.
5. Always stand up when doing practical work in food technology or in workshops so you can quickly move out of the way if you need to.
6. Always wash your hands carefully before starting work in food technology and after the end of lessons in all areas.
7. If you are scalded, burnt or a chemical splash on your skin, wash the affected part at once with lots of water. Tell your teacher, also report any cuts or abrasions.
8. Report all spillage of any substance to your teacher.

[Back to Appendices](#)

Display Screen Equipment (DSE)

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

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

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

Staff that meet the criteria given in the guidance of the above regulations are defined as 'users'. The Headteacher or nominated staff will be responsible for arranging the following to comply with the Regulations:

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

Health and Safety and Computers:

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

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

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

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

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

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

All electrical equipment is checked once a year under the electrical audit.

All equipment must conform to Health and Safety Standards. In view of the fact that our students spend comparatively little time at a computer screen, we are not affected by the latest rulings on the anti glare screen.

SEN students and computers

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

Where a student has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the student. Possible problems may be upstairs room, pressing several keys simultaneously etc. Staff should be aware that a poor performance academically does not necessarily imply a poor performance on the computers. Every student has the same right to access and development. Furthermore, a student who has a problem with presentation can be highly motivated by obtaining a computer printout.

Gifted students are unlikely to be totally satisfied with Academy equipment, particularly as they are likely to have superior equipment at home. Staff should be sensitive to this and build on it by allowing students to produce work on the computer at home, without, of course, allowing those students without computers to feel inferior in any way. Gifted students should be identified on the SEN Target Student list.

[Back to Appendices](#)

Educational Visits

Introduction

Educational visits are activities arranged by or on behalf of the Academy, which take place outside the Academy grounds. All off-site activities must serve an educational purpose, enhancing and enriching our students' learning experiences.

The aim of this document is to establish a clear and coherent structure for the planning and evaluation of off-site visits, and to ensure that any risks are managed and kept to a minimum. Within these limits we seek to make our visits available to all students, and wherever possible, accessible to those with disabilities.

The benefits to students of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Improved achievement and attainment across a range of curricular subjects. Students are active participants, not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. Encouraging students to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.
- Provide a wider range of experiences for our students than could be provided on the Academy site alone.
- Promoting the independence of our students as learners to enable them to grow and develop in new learning environments.

Application

Any visit that leaves the Academy grounds is covered by this document, whether as part of the curriculum, during Academy time, or outside the normal Academy day.

In addition to this Educational Visits Local Arrangements,:

1. Adopts National Guidance www.oeapng.info
2. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with Academy Arrangements and National Guidelines. Staff are directed to be familiar with the roles and responsibilities outlined within the guidance.

Roles and Responsibilities

Group Leaders (GL) are responsible for the planning of their visits:

- An approval form must be submitted via Evolve prior to planning and before making any commitments.
- Visit details should be entered on EVOLVE and must be submitted to the EVC

for checking at least 10 days in advance.

- Overall responsibility for the supervision and conduct of the visit, including the health, safety and welfare of all involved.
- Ensure the student to adult ratio is appropriate to the group needs. For example, 1:15/20 for most non-residential visits, 1:10 for residential visits.
- Ensure first aid provision is available and special educational needs or medical needs of students are known and met.
- Responsible for ensuring that their visit complies with all relevant guidance and requirements.
- Where it is deemed necessary, visit the venue and produce risk assessments, Operating Procedures and Code of Conduct.
- Draft letter for parents.
- For residential visits Organise a meeting for parents.
- Organise staff and volunteers to go on visit.
- Brief staff, volunteers and students on their roles.
- Producing a Visit Plan, the visit plan for intended educational visits must include the following:
 1. Risk assessment
 2. Report on preliminary visit (if applicable)
 3. Application for approval of visit
 4. General information
 5. Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
 6. Travel schedule
 7. Accommodation plan (if applicable)
 8. Full plan of activities
 9. Fire precautions and evacuation procedures
 10. Intended arrangements for supervision
 11. Insurance arrangements for all members of the group
 12. Emergency contacts and procedures
 13. General communications information
 14. Guidance for party leaders
 15. Guidance for the emergency contact and Headteacher
 16. Medical information

The Educational Visits Coordinator (EVC) will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. Additionally:

- Check GL and staff are trained and approved for all planned activities.
- Help GL to produce risk assessments, Operating Procedures and Code of Conduct.
- Check final visit plans on EVOLVE before submitting them to the Headteacher.
- Set up and manage staff accounts on EVOLVE and upload generic Academy documents.
- Verify that all accompanying adults, including private car drivers, have had satisfactory Disclosure and Barring Service checks.
- Ensure all necessary permissions and medical forms are obtained.
- Only approve a visit when satisfied that all risks have been managed.

The Deputy Headteacher

- Ensure visits comply with regulations and guidelines.
- Ensure adequate child protection measures are in place.
- Ensure agreed contact and emergency measures are in place including an

- allocated Academy emergency contact for out of hours and residential visits.
- Ensure Educational Visits Coordinator is appointed, trained and qualified.
- Ensure parents are aware of visit details and given consent.
- Authorise all visits on EVOLVE.
- Review systems and monitor practice.

The Governing Body

- Will make decisions on the authorisation of all residential and overseas visits, the group leader will be required to attend a Governors committee meeting to present their Proposal for Residential Visit.
- Ensure that the Academy shows how their plans comply with regulations and guidelines.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and support staff in developing their competence in the following ways:

- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Headteacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements and take charge in the event of an emergency.
- Knowledge of the students, the venue, and the activities to be undertaken.

Expectations of staff (including volunteers)

Staff are representing the Academy as well as the students and are expected to behave impeccably. Staff should dress appropriately for the trip in line with students i.e. if the students are wearing Academy uniform the accompanying staff should dress accordingly in business dress.

Staff must not consume alcohol for the duration of the trip. Staff must not smoke whilst supervising students, this includes the use of e-cigarettes. If staff do smoke they are expected to do so well away from the sight of students.

In the event that activities on the trip are being led by external providers, staff must remain with student groups at all times. Students must never be left in the care of external providers no matter what their qualifications or DBS status – students are the responsibility of the Academies trip staff for the duration of the trip.

Inclusion

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

Funding

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

- Transport

- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the Academy has opted to pay for
- Cover costs where appropriate

Transport

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

The use of private motor vehicles for transporting students to and from venues, including sporting fixtures, is discouraged. In the event of an emergency that dictates that a private motor vehicle must be used, the driver of the vehicle must be in possession of Business Insurance. Under no circumstances should a member of staff transport a student in a private motor vehicle on their own.

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business Insurance) of each driver covers such journeys and confirming this with the EVC. Explicit parental consent must be obtained to transport students in private vehicles.

If using the Academy minibus, the driver must have completed a Minibus Driving Awareness Course. More detailed information can be found in the Academy minibus Arrangements.

Further Health and Safety Considerations

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

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

During the visit the group leader must take whatever steps are necessary to ensure that students are safe and well looked after at all times. Prior to an activity, if it is felt that the behaviour of an individual student is likely to compromise the safety of others or the good name of the Academy, the group leader should discuss with the Headteacher the possibility of excluding that student from the activity.

More detailed guidance on procedures and requirements can be obtained from www.oeapng.info/

[Back to Appendices](#)

First Aid & Medication

First aid boxes are located at various locations around the Academy.

The first aiders are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

First Aiders:

The Academy has sufficient numbers of first aiders (includes First Aid at Work and Emergency First Aid). A list of first aiders is displayed in reception.

The Headteacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

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

Transport to hospital:

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

Administration of medicines

All medication will be administered to students in accordance with the DfE document and the Academy Medication Policy.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_students_at_Academy_with_medical_conditions.pdf

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

Records of administration of medicines will be kept by the Reception/ House Staff.

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

All medications kept in Academy are securely stored in House Offices/Reception with access strictly controlled.

Health Care Plans

Health care plans are in place for those students with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.). These plans are reviewed annually and written precautions/procedures made available to staff.

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

[Back to Appendices](#)

Fire Evacuation & other Emergency Procedures

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

Fire Instructions

These documents are made available to all staff and included in the Academies induction process.

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

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Deputy Head

Fire Drills

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

Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.

Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

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

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

- **Gas:** Behind North block to the rear of the kitchens. Situated in corner of site boundary where it joins with Oak House Care Home .
- **Water:** Outside Lichfield Road Entrance just before first gates to the left as you approach the site.
- **Electricity:** Substation on Lichfield Road entrance just before sliding gates.

Details of chemicals and flammable substances on site are kept by the Site Team/ Operations Manager and Technicians as appropriate, for consultation

EMERGENCY PROCEDURES

FIRE EVACUATION AND EMERGENCY ASSEMBLY

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

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They should then notify reception (Ext: 4000) of the exact location of the incident.

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable fire fighting equipment.
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

ON HEARING THE FIRE ALARM:

- All staff, students, occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing bell/ siren.

- The designated person will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- Reception staff will summon the emergency services (DIAL 999) as necessary.
- Staff will supervise/affect the evacuation of students/visitors to the designated assembly point(s).
- Staff not with students, visitors and contractors must leave the building by the nearest exit and report directly to a fire warden at the assembly point.

Assembly points

All staff and students assemble on the sports field to the rear of the South building.

- Students should leave in single file when instructed by the teacher in charge of the class. Students should then leave by the nearest available escape route. The last person to leave the classroom must close the door (do not lock). Students should walk in their subject/form groups and remain with their teacher at the assembly point.
- If a student is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area students must stand in their teaching class they have just been with while staff perform a head count. Visitors' logs will be taken to the assembly point by reception staff.
- Allocated Fire Wardens are responsible for ensuring corridors/buildings are cleared. Fire wardens should ensure that in the event of their absence, another member of staff is available to take over their duties:

All Fire Wardens should report to the Operations Manager that corridors/buildings are cleared.

- The Headteacher/ member of the Senior Leadership Team (SLT) will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade/ Headteacher/ member of the SLT.
- If the building cannot be reoccupied following an evacuation, the Academy Emergency Plan procedures will be implemented.

In the event of a bomb threat, follow the evacuation procedure for fire.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

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

Visual disability

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

Hearing disability

People with a hearing disability should be escorted out of the building by staff.

[Back to Appendices](#)

Inspection/ Maintenance of Emergency Equipment

Testing of the Fire Alarm System

Fire alarm call points will be tested weekly in rotation by the Site Managers and a record kept in the fire log book on the iAuditor system.

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

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

Inspection of Fire Fighting Equipment

An approved competent contractor undertakes an annual maintenance service of all fire fighting equipment. Weekly checks are carried out to ensure that all fire fighting equipment is available for use and operational and for any evidence of tampering.

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

Emergency Lighting

These systems will be checked for operation monthly in house by the Site Managers and annually by an approved competent contractor.

Green Door Release Boxes

These will be tested regularly by the Site Managers.

Emergency Red Pull Cords

These will be tested regularly by the Site Managers.

Test records are located in the site's fire log book.

Means of Escape

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

[Back to Appendices](#)

General Hazards

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

Under no circumstances should staff use tables, chairs or any other item of furniture to stand on to work at height. If a stepping stool or step ladders have been provided they must be inspected before each time they are used. A fully detailed risk assessment must also be completed and agreed with the H&S group.

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

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

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

Damaged or defective furniture and equipment is to be reported on the relevant forms. Also, any sharp edges which may cause injury and/or damage to clothing must also be reported.

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

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

During the normal day the rear gates will be locked.

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

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

Disposal of Waste Materials.

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

Hazardous materials such as chemicals require specialist disposal (Site Staff should be contacted).

Health & Safety Information & Training

Consultation

The Academies health and safety committee meet once a month. Any issues raised from these meetings will be forwarded to the Headteacher to raise with the Academy Governing Body to discuss any health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by Academy management.

The Health and Safety Law poster is displayed outside the Reception in the Academy entrance.

Elite Safety in Education provides competent health and safety advice for the Academy.

Health and Safety Training

Health and Safety induction training will be provided and documented for all new employees by the Operations Manager following Academy induction by the Faculty Leader.

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

All employees will be provided with:

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

Health & Safety training records are held by the Operations Manager. The Operations Manager is responsible for coordinating health and safety training needs in discussion with SLT to include details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's/ line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

[Back to Appendices](#)

Health & Safety Monitoring and Inspection

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Operations Manager and Lead Site Manager.

Monitoring inspections of individual departments will be carried out by the Faculty leader or nominated staff.

The person(s) undertaking such inspections will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the relevant Faculty Leader and Operations Manager.

A named governor will be involved / undertake an inspection on an annual basis and report back to both the relevant sub-committee and full Governing Body meeting. This governor monitoring will also cover management systems in addition to inspecting the premises.

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

[Back to Appendices](#)

Induction Procedures

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

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

[Back to Appendices](#)

Infection Control

Introduction

These Local Arrangements have been written following guidance from Public Health England guidance on infection control and winter readiness.

Aim and Objectives

This document aims to provide the school community with guidance when preparing for, and in the event of an outbreak of an infection such as pandemic influenza or any contagious illness.

Principles

The school recognises that infections such as influenza pandemics are not new. No-one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community.

We recognise the need to be prepared. Infections are likely to spread particularly rapidly in schools and as students may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. However we will strive to remain open unless advised otherwise. Good pastoral care includes promoting healthy living and good hand hygiene. School staff will give pupils positive messages about health and well-being through lessons and through conversations with pupils.

Planning and Preparing

In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would direct their parents to report to their GP and inform Public Health England. During an outbreak of an infectious illness such as pandemic influenza the school will seek to operate as normally as possible but will plan for higher levels of staff absence.

The decision on whether school should remain open or close will be based on medical evidence.

This will be discussed with the Health Protection Agency and the Government.

It is likely that school will remain open, but we recognise the fact that both the illness itself and the caring responsibilities of staff will impact staff absence levels.

The school will close if we cannot provide adequate supervision for the students.

Infection Control

Infections are usually spread from person to person by close contact, for example

Infected people can pass a virus to others through large droplets when coughing, sneezing.

Through direct contact with an infected person: for example, if you shake or hold their hand and then touch your own mouth, eyes, nose without first washing your hands or even talking at a close distance.

Viruses can also survive longer on hard and soft surfaces.

Staff and students are given the following advice about how to reduce the risk of passing on infections to others:

- Wash hands regularly, particularly after coughing, sneezing or blowing your nose.
- Minimise contact between your hands and mouth/nose
- Cover your nose and mouth when coughing and sneezing or in crook of elbow.
- Do not attend school if you have an infectious illness.

These messages are promoted through posters around the school, in assemblies and

through Personal and Social Education lessons.

HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS

Minimise Sources of Contamination

- We will ensure staff have received training or competent in food handling.
- We store food that requires refrigeration, covered and dated within a refrigerator at a temperature of 5°C or below.
- We wash hands before and handling foods.
- Food is brought from reputable sources and used by recommended date.

To Control the Spread of Infection

- We ensure good handwashing procedures (toilet, handling animals, soil food)
- Students encouraged to wipe and blow their own noses and dispose of soiled tissues in waste bins.
- We wear protective clothing when dealing with accidents and incidents.

Personal Protective Equipment (PPE)

Disposable non-powdered vinyl or latex-free CE-marked gloves, face coverings (if advised) and disposable plastic aprons are worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing) by all staff.

Cleaning of the Environment

Cleaning throughout the school is frequent and thorough including the cleaning of all toys and equipment in class. Cleaning of the environment, cleaning equipment such as buckets are colour coded and cleaned and replaced as needed. Cleaning contracts are monitored regularly and ensure cleaners have access to PPE.

Cleaning of Blood and Body Fluid Spillages

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately (with staff wearing PPE). When spillages occur, they are cleaned using a product that combines both a detergent and a disinfectant to be effective against bacteria and viruses and suitable for the surfaces used on. Mops are never used for cleaning up blood and body fluid spillages – disposable paper towels are used and waste is disposed in secure bins along with nappies.

Vulnerable Students

Some medical conditions make students vulnerable to infections that would rarely be serious in most students, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

The school will have been made aware of such students.

These students are particularly vulnerable to chickenpox, measles or parvovirus B19 and, if exposed to either of these, the school will contact the parent/carer and inform them promptly and further medical advice sought. It may be advisable for these students to have additional immunisations, for example pneumococcal and influenza.

Female Staff – Pregnancy

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated according to PHE guidelines by a doctor. The greatest risk to pregnant women from such infections comes from their own child/students, rather than the workplace. Some specific risks are:

Chicken Pox can affect the pregnancy if a woman has not already had the infection.

Report exposure to midwife and GP at any stage of exposure.

The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

German Measles (rubella). If a pregnant woman comes into contact with German Measles she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform whoever is giving antenatal care to ensure investigation.

Slapped Cheek Disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

This advice also applies to pregnant students.

In school we follow the guidelines set by the Health Protection Agency, regarding the recommended period of time that pupils should be absent from school.

Detailed information about many conditions is available at: <http://www.hpa.org.uk/>.

It is important to note that the school are unable to authorise absence on medical grounds or illness for conditions where the guidelines state that no period of absence is recommended, e.g., head lice.

Meningitis

Meningitis most commonly affects babies, young students and teenagers, but can also be harmful to older people and adults with lower immunity. It can be very serious, even fatal, if it is not treated quickly, as it infects the protective membranes surrounding the brain and spinal cord. It can cause blood poisoning and permanent brain and nerve damage.

Symptoms may include a high temperature, vomiting, headaches, a rash that does not fade when rubbed over with a glass, stiff neck, an aversion to bright lights, drowsiness and fits. These symptoms may occur in any sequence and sometimes not all of them will be experienced at all.

Bacterial and virus meningitis are contagious and can be spread through sneezing, coughing, kissing, sharing cutlery and utensils, and spending considerable time with an infected person, so schools are one of the prime locations where the infection can spread. It can be caught from people who carry the virus or bacteria but are not ill themselves.

Vaccinations are available for several types of meningitis but practicing good personal hygiene (washing hands and coughing/sneezing into tissues etc.), and not sharing drinks and cutlery will also help reduce the risk of contagion.

Coronavirus Disease – COVID-19

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads.

Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

[Back to Appendices](#)

Legionella

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

A legionella water risk assessment of the Academy has been completed by Hydroflow Environmental Services.

The Operations Manager is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control log book. The Operations Manager will be responsible for undertaking basic operational controls in lieu of a Legionella water risk assessment being conducted by Hydroflow.

This will include:

- Ensuring site staff are identifying and flushing rarely used outlets on a regular basis and after Academy holiday periods.
- Monthly temperature checks, disinfecting/descaling showers, or other areas where water droplets are formed at least termly to be carried out by Hydroflow

[Back to Appendices](#)

Lettings/Shared use of Premises

Lettings are managed by the Site Staff following guidance laid down by Governors.

Prior to any agreement for letting out of the Academy premises/equipment a written contract detailing the terms and conditions must be signed by the hirer.

Information will be given to the hirers regarding the emergency procedures.

The hirer is responsible for ensuring they have sufficient first aid arrangements in place.

[Back to Appendices](#)

Lone Working

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hour's activities - cleaning, maintenance, etc.

Lone working is undesirable but, in some circumstances, it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Headteacher to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by the Headteacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the Academy.

Controls

Staff should seek the permission of the Headteacher to work alone in the building outside of normal Academy hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a colleague.

A staff member must seek permission to work alone and contact the Headteacher by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Headteacher, the member of staff must ideally contact another member of staff or a family member as the default position.

Good practice would be to liaise with other staff during Academy holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the Academy premises. At weekends and during Academy holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified, then the document will be reviewed. The staff attendance log in must be maintained.

Staff should not enter the Academy premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock the outer doors when lone working and ensure that areas of the Academy not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Headteacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the Academies Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the Academies safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones they must ensure that their network has good reception within the Academy. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All Academy personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all Academy personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Headteacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The Academy respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of the Headteacher any aspect of work related risks.

The Headteacher will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

[Back to Appendices](#)

Minibus

The Academy minibus is a valuable resource, which helps to provide students with access to Academy visits, as well as to various extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

Aims

- To provide clear procedures relating to use of the Academy minibus.
- To ensure that all users of the Academy minibus are aware of their legal responsibilities.

Eligibility to drive the Academy Minibus

- Those permitted to drive the Academy minibus must be over 21 years of age with a full driving licence (maximum of 6 points on licence)
- Any endorsements incurred by eligible drivers must be disclosed to the Operations Manager, as these may affect eligibility to drive the vehicle. The Academy may ask staff to give them access to their car documentation via the DVLA website.
- All eligible drivers must have completed a recognised training course through the Minibus Driver Awareness Scheme (valid for 4 years) to ensure high levels of competence and skill.
- Approved drivers must be medically fit and are required by law to inform the DVLA if they have any medical condition that is likely to affect their fitness as a driver.

Procedures

- The vehicle must only be used for the purpose of Academy business; this includes transporting students for sporting activities, educational visits, etc. unless authorised by the Headteacher or delegated representative.
- The Academy minibus must not be used unless the named driver meets the eligibility requirements above.
- Approved drivers wishing to use the Academy minibus should do so by emailing the Operations Manager.
- The Headteacher has overall responsibility for the Academy minibus and final powers of authorisation over its use.
- Drivers are responsible for the operational safety and legal requirements of the vehicle and must complete a Minibus Vehicle Check / Log Sheet along with the mileage and driver records you receive when collecting the keys. This is to allow careful monitoring of the minibus, its condition and general use.
- Minor defects should be reported to the Operations Manager as soon as practicable. More serious defects MUST be reported immediately. If the driver is in any doubt about the roadworthiness of the vehicle it MUST NOT be used.
- A fuel card is available from the Operations Manager if required; Any money expended for a journey, which specifically relates to the minibus (i.e. to purchase fuel) can be claimed through the finance department. Receipts should be obtained for any such expenditure and handed to the finance department upon return.

Maintenance/ Licensing of the Academy Minibus

- The Academy will be responsible for ensuring the vehicle is correctly insured, maintained and taxed.
- Routine checks of the vehicle (oil, water, tyres etc.) will be carried out weekly by a member of the Academy minibus driving staff.

In the event of an accident

- The driver should inform the SLT on-call as soon as possible.
- Insurance details should be swapped with a third party as soon as possible. However, NO LIABILITY should be admitted.

- Where it is safe and reasonable to do so, students should be removed from the vehicle and taken to a safe area away from the accident site where they should remain fully supervised.
- A visual check of the vehicle should be undertaken before the journey resumes.
- If the vehicle is not roadworthy the driver should contact the Breakdown Service details are in all 3 minibuses.

In the event of a breakdown

- The driver should inform the SLT on-call as soon as possible.
- The breakdown service indicated in the minibuses folder should be contacted.
- Where it is safe and reasonable to do so, students should be removed from the vehicle and taken to a safe area away from the breakdown site, where they should remain fully supervised.

Health and Safety of Drivers and Passengers

The named driver should state the following to the students before the commencement of the journey:

- Seatbelts must be worn at all times. This is a legal requirement. (It is the driver's responsibility to check this).
- Everyone should remain seated at all times.
- Which entry and exit doors are to be used (It is recommended that side doors be used except in emergencies).
- Gangways and doorways are to be kept clear at all times. Bags should be kept on laps or stored under seats securely.

Other considerations

- If at any time the students distract the driver, s/he should stop the minibuses until the students are settled. Do not try to continue. Remember that they may also be distracting other drivers.
- Where possible park the bus with the side doors to the kerb. Where this is not possible, students should remain seated until you are able to supervise them from the road.
- It is essential that all drivers have had sufficient rest prior to undertaking a journey. The driver must therefore assess whether they are safe to drive before commencing a trip.
- Drivers should remember that prescribed medication or over the counter medications may affect their ability to drive.
- On no account should you drive a minibuses if you have had any alcohol within the previous 12 hours.
- Drivers should not drive for longer than 2 hours without taking a break for at least 15 minutes. For journeys in excess of two hours, consideration should be given to staffing the minibuses with an additional qualified driver. Remember tiredness kills.
- Students should only be taken on a journey in the minibuses accompanied by one adult after an agreed risk assessment.
- Do not eat, drink or use a mobile phone whilst driving.
- Drive in accordance with the Highway Code.
- Do not use a mobile phone when the vehicle's engine is running, whether stationary or mobile.

Music and Performing Arts

Staff Guidelines

Students are not allowed in any part of the Music/Performing Arts block without prior permission and staff supervision.

Strictly no food or drink in any of the Music/Performing Arts block.

Control room-strictly no pupil access. The room must always remain locked when not in use. The internal windows must also remain locked when not in use.

Costume room- strictly no pupil access without staff supervision.

The props/costumes are primarily intended for school productions and shows. If pupils wish to use any in lessons, they must check with the Subject Leader first.

At the end of each lesson, please ensure that all rooms are left clean and tidy: encourage the students to take responsibility for this.

Use of practice rooms during lesson times. Doors must remain open if pupils are working unsupervised with the teacher circulating all rooms continuously during the lesson

Work at height

All work at height must be assessed prior to activity being carried out.

No lone work at height to be carried out, two persons to be always present.

Staff must have received higher level work at height training prior to working on ladders. (Alternative control measures must be considered prior to using ladders i.e., use of mobile tower scaffolding)

First aid kit

Located in the Performing Arts office as well as a walkie-talkie in case emergency assistance is needed.

Electrical equipment

All electrical equipment must be tested and inspected on a regular basis and visually inspected prior to use.

Students and staff must not use electrical equipment which has been brought in from outside school unless they have been PAT tested by the school's electrical contractor.

Students should not operate any electrical equipment unless a member of staff is present.

Students' Guidelines

Before the lesson:

- Line up outside the Music/Performing Arts block and wait for your teacher to meet and greet. NEVER come into the block without permission.
- Once given permission, walk sensibly to your classroom and be quickly seated.
- **OUT OF BOUNDS:** Control room, costume/props cupboard, staff offices, staff kitchen area.
- Appropriate clothing, footwear should be used for Performing Arts lessons suitable for the lesson, e.g. dance or acting lessons
- Pupils are responsible for their own valuables at all times when in the Music/Performing Arts block

During practical lessons in the Music and Performing Arts block:

Music

- If using electronic musical instruments such as keyboards, guitars, amps, DO NOT operate any of the plug's switches. Use the equipment sensibly and safely. ALWAYS report an accident or breakage immediately.
- ALWAYS be aware of other students' safety during Music and Performing Arts lessons. Scenes that require physical interaction must be taught and fully supervised by your teacher.
- Use of the microphones are permitted under teacher supervision. Do not alter the levels on the sound desk or unplug any cables.
- For dance lessons all warm ups/downs must be fully supervised by your teacher.
- ALWAYS stack chairs safely if required to do so
- NEVER use any electrical equipment unless directly supervised by your teacher.
- NEVER use any other equipment without permission from your teacher.
- NEVER eat, drink, chew or put anything in your mouth during lessons.
- NEVER interfere with any equipment or remove any safety notices.

After the lesson:

- ALWAYS leave the Music/Performing Arts block clean and tidy.
- ALWAYS collect your belongings and take them with you.
- Once instructed stand behind your chairs and wait to be dismissed in an orderly manner.

School shows and concerts

- All visiting members of the audience must be briefed with the relevant safety notices before the show/concert commences. How to access fire escapes, evacuation procedures etc.
- If there is use of a smoke machine or strobe lighting, then further announcements should be made.

School Stage

- Entrance on and off the stage must be by the stairs. Never climb onto the stage or exit the stage by the edge.
- Pupils are not permitted onto the stage without staff supervision.
- STRICTLY NO entrance to the lighting gantry.
- Pupils must not operate the stage curtains or the lighting sound/desk.

[Back to Appendices](#)

Moving & Handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

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

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

Moving and Handling

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

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

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

[Back to Appendices](#)

New & Expectant Mothers

Introduction

All the normal rules relating to risk assessment apply for expectant and new mothers though, because certain hazards present more significant risks for this group, the law requires employers to follow a slightly stricter regime of preventative or precautionary measures. The same general principles apply in relation to students who are expectant or new mothers and, though the employer's legal duties do not specifically apply in such situations, our policy is that risks must be assessed. Appropriate precautions must be taken to protect people to whom we owe a duty of care.

The majority of simple risks are already covered by advice based on generic risk assessments. However, there are circumstances in which the Academy must always undertake specific risk assessments; for example when a member of staff notifies the Academy that she is pregnant. The Academy will produce a risk assessment specific to her. The law requires that adjustments are made to an employee's work and/or environment where these are necessary to ensure that the woman and the baby remain healthy and safe. These adjustments may have to be varied as a pregnancy progresses as the woman's capabilities and tolerances are likely to change. Remember that, even after giving birth, certain risks may still need to be controlled to ensure the safety of the new mother and, if she is breastfeeding, the safety of her baby.

In certain cases, it may be necessary to move the member of staff to alternative work or, in extreme cases, grant paid leave. If an employer fails to protect the health and safety of their pregnant workers, it is automatically considered to be sex discrimination.

Some risks (some chemicals, physical risks such as radioactive substances and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some occupations (Academy lab technicians, for example) give the Academy as much notice as possible so that adjustment can be made.

Heads of Departments/Line Managers must ensure they explain the matter to their female staff of childbearing age. It is important also not to exaggerate the risks, which are generally quite low in the Academy setting, to avoid creating unnecessary anxiety. The Academy will consult the [CLEAPSS](#) guidance for more specific advice on these issues.

Responsibilities

Risks to employed expectant and new mothers must be adequately assessed and controlled. Heads of departments will be responsible for carrying out risk assessments.

[Back to Appendices](#)

Physical Education

Safety in Physical Education & Academy Sport

Introduction

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

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

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

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

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

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

Duty of Care

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

Risk Assessment

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

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

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

Refer to;

'Guidelines for Local Education Authorities, Schools and Colleges' in the use of 'Adults other than Teachers in Physical Education and Sport Programmes', BAALPE.

Class Sizes in Physical Education

In determining the size of teaching groups in physical education, Headteachers and teachers take into account;

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

General Health & Safety Issues in PE

Manual Handling and Storage Of Equipment

Where possible manual handling tasks should be avoided or the risk of handling injury minimised by appropriate task design or the use of handling aids (e.g. trolleys). The layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised.

Apparatus Handling by Students

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

Inspection of Equipment

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

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

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

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

Hazards and Equipment Defects

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

First Aid

The Academy has suitable numbers of first aid trained personnel.

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

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

Incident Reporting

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

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

Clothing and Footwear

This must be appropriate to the activity.

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

Clothing allowing freedom of movement appropriate to the activity should be worn.

In line with AfPE guidelines, Hoodies are not to be worn for physical activities. These can cause obstruction to peripheral vision and drawstrings can cause injury to the eye. In addition, coats and baggy fitting clothing should not be worn as they can restrict movement and / or cause entanglement / trip hazard if too loose.

Personal Effects (Jewellery etc.)

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

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

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

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

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

Taping over ear studs is not permitted within the department as per the department Arrangements.

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

Specialist activities

Athletics

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

Gymnastics

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

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

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

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

Rugby

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

Climbing Wall

All teachers of climbing are knowledgeable of the safety aspects required before students climb and while they are climbing. Teachers have been taught how to tie students in and how to belay while students are climbing. Staff are to have no more than two ropes at any one time due to experience. There will be yearly checks on equipment led by the external climbing consultant who will also offer extra training to allow staff to teach belaying to the students. All equipment has been logged on a spreadsheet so that it can be checked and maintained.

Fitness Area

All teachers of Fitness are knowledgeable of the safety aspects required before students use the specialist equipment. Prior to first teaching in these areas, students are given an induction by a member of staff on how to safely use all equipment and students are supervised at all times when using the equipment. Equipment is checked and maintained by a member of PE staff monthly and annually services can be requested (at a cost) by Fitness Warehouse (suppliers).

Clothing

For all physical activities students must be suitably dressed to ensure their safety at all times, for example, when using climbing equipment hazards can arise from unfastened coats, woollen gloves, scarves, ties, etc.

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

[Back to Appendices](#)

Premises & Work Equipment**Statutory Inspections**

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

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

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

Curriculum Areas

Faculty Leaders are responsible for ensuring maintenance requirements for equipment in their areas is identified and implemented.

Gas Safety

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

Air Conditioning Units

All Air Conditioning Units will be inspected and tested on an annual basis by an approved contractor.

Smoking

The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes.

Electrical Safety

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

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

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

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

[Back to Appendices](#)

General Risk Assessments

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

The risk assessments are held centrally in a shared work area, and a hard copy will be kept in the Operations Manager's office.

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

Individual Risk Assessments

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

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

Curriculum Activities

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

The Academy has a subscription to CLEAPSS, in Science and DT their publications² can be used as sources of model risk assessment.

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

[Back to Appendices](#)

Science

Introduction

The purpose of this document is to record the arrangements made in the Science Faculty in accordance with any Code of Practice or Guidance issued by the employer.

This document is maintained by the Science Faculty. It is kept available for consultation by science staff and for inspection by visiting HSE inspectors or a representative of the employer. A copy of this document has been placed in the school prep room and another passed to the employer for endorsement.

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

General Aims

It is the duty of all science staff, i.e. teachers, staff who work in the department occasionally, technicians and other support staff to:

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

Duties and Functions/Tasks

The employer, The Mercian Trust, Shire Oak Academy, has the ultimate duty to ensure the health and safety of employees and others on the site. The task of overseeing health and safety on this site has been delegated by the employer to the Head Teacher.

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

Risk Assessments

Every employer is required under various regulations² to supply employees with a Risk Assessment before any hazardous activity takes place. (Hazardous activities, common in Science departments, are listed in the publications described in Appendix 2.) Because it is impracticable for the employer to write risk assessments for each of the many activities in school Science, this employer follows the HSE recommendation to adopt published 'model' or 'general' risk assessments, which school Science departments adapt to their local circumstances. See Appendix 2 for the list of publications adopted by this employer.

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

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

² Risk assessments are required by the *Control of Substances Hazardous to Health Regulations* 2002, the *Management of Health & Safety at Work Regulations* 1999 and others

Since the scheme of work has been checked against the model risk assessments, staff should not deviate from it, unless their proposed activities have been agreed with the Head of Science Faculty. **NEED TO CHECK CLEAPSS SHEETS IF DEVIATING!**

Staff should also ensure that they undertake a risk assessment for every lesson making use of the agreed risk assessment grid:

Risk Assessment Grid

	Activity	Materials and Procedures	Group Size and Venue	Group Dynamics
1	Practical activity within the experience of the individual	Physical, Chemical and Electrical hazards within the everyday experience of that particular age group and ability range	Small group with adequate working area.	Well behaved, mature group
2	Outside the everyday experience of the individual but tasks have familiar aspects	Physical, Chemical and Electrical hazards similar to those encountered in the day-to-day routines of the particular age group and ability range	Large group with adequate working area	Generally well behaved. Most of group have a mature attitude
3	Outside the everyday experience of the individual, sufficient training/ demonstration given	Physical, Chemical and Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, COSHH and Electricity at work regulations, but are not specifically mentioned in the Hazcards or laboratory manuals	Small group with restricted working area	Group requires strict classroom management. Will act appropriately when reminded/cautioned
4	Outside the everyday experience of the individual, training given for certain aspects only	Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, COSHH and Electricity at work regulations and are mentioned specifically in either the Hazcards or laboratory manuals	Large group with restricted working area	Group with many discipline problems. Some members lack maturity and respond slowly to warnings and sanctions
5	Outside the everyday experience of the individual, no training given or the individual is not able to retain satisfactorily instructions/information given	Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, and are mentioned specifically in either the Hazcards or Laboratory manuals and have a high level of associated risk e.g. concentrated acids, heating to high temperatures.	Insufficient work space. Room too small for the group size, and/or not furnished appropriately	Badly behaved, immature group

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

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

Equipment and Resources

Fume Cupboards

The COSHH Regulations require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. The annual test is carried out by P & J Dust Extraction. The Health and Safety Officer has the job of seeing that this happens. Copies of completed forms are kept with the Health and Safety Officer. All users should check fume cupboard is functioning properly before use.

Electrical Testing

To meet the requirements of the Electricity at Work Regulations 1989, this employer requires portable electrical equipment to be inspected and tested regularly. The Director of Science Support has the job of seeing that this happens within Science.

This work will be carried out by a competent contractor. For details/schedule to be completed, see Appendix 4. The data is stored and is available for staff reference and for inspection by the employer's representative or an HSE Inspector.

All staff should visually inspect any electrical equipment before use.

Radioactive Sources

The school's Radiation Protection Supervisor (RPS) is identified in Appendix 1 +14. This school follows the provisions of AM 1/92. The use of ionising radiations in education establishments in England and Wales. The Local Rules for the use of ionising radiations (Appendix 5) have been drawn up in consultation with the RPA and it is a function of the RPS to see that they are adhered to.

The History of the Radioactive Sources (i.e., authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) is kept in the radioactive sources file in room 72 and kept up to date by the Physics Technician. The Use Log (showing the times that sources are removed from and returned to their store) is also kept in the prep room.

Pressure Vessels

Autoclaves, pressure cookers and model steam engines need periodic inspection under the Pressure Systems and Transportable Gas Containers Regulations 1989. In accordance with this employer's Code of Practice, the examination is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by Zurich. Records of examinations are stored with the Facilities Manager.

Animals, Plants and Microorganisms in Schools

The hazards associated with the use of animals, plants and microorganisms are discussed in texts listed in Appendix 2, which also give advice on controlling them. This advice will be followed and any queries referred to the Biology lead teacher (see Appendix 1).

Equipment Safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the Provision and Use of Work Equipment Regulations 1992). Equipment listed by specialist educational equipment suppliers is taken to meet these Regulations but all other equipment, especially gifts, is treated with caution and carefully assessed. Advice on safety and suitability is sought from CLEAPSS through publications and directly. Equipment restricted to those users who have received or are receiving special training (see Appendix 6 + 8) is labelled accordingly. Any user who discovers a hazardous defect in an item of equipment must report it to the appropriate Technician.

Personal Protective Equipment

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

The employer expects eye protection to be available for students and visitors. Goggles or face shields to chemical splash standard are worn whenever there is a risk to the eyes. The condition of the eye protection is checked regularly (see Section 8 - Monitoring and Appendix 13).

Chemicals

Offers of gifts of chemicals are viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included. The task of arranging safe storage of chemicals, including highly flammable liquids, is given to the Chemistry Technician who will see that labels are readable and that a spill kit is to hand and properly replenished. See Appendix 1 for the name of the staff member currently with this function. Hazardous activities involving chemicals restricted to those who have received or are receiving special training (see Section 6 - Training and Appendix 6) are identified as part of the risk assessment.

Manual Handling

All regular operations involving lifting or carrying equipment, pushing trolleys, etc will be assessed to see if any may give rise to risks of injury (Manual Handling Operations Regulations 1992). Manual-handling operations will be assessed by individual staff before attempting them. Problems will be reported to the Head Teacher.

New and Expectant Mothers Taking Part in School Science

Please refer to the CLEAPSS sheet PS13. All science staff issued with this document.

Security

Access to laboratories and preparation rooms will be controlled to comply with the Management of Health & Safety at Work Regulations 1992. All preparation rooms and storerooms are to be kept locked at all times except when in use. All laboratories which are kept locked and are cleared of all hazards, including shutting-off all services when supervision by a qualified Science teacher comes, to an end. No class is allowed to carry out practical work in a laboratory without supervision by a qualified Science teacher, familiar with the departmental safety procedures. In the unusual circumstance of any non-Science staff being required to lead practical work, adequate training in laboratory rules will be provided.

Concern for Others

All Science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed. Notice and permission required if entering chemical storage areas.

Outdoor Activities

When planning any field trips etc., staff must consult one or more of the following: employer's code of practice, CLEAPSS Laboratory Handbook, Managing Out-of-classroom Activities, Geographical Association.

Local Code of Practice

Staff will follow instructions from the employer, whether temporary or long term as expressed in the employer's Code of Practice.

Emergency Procedures

Fire

Science staff will follow the normal school procedures in case of major fires. This is supported by regular drills arranged by the school. The school facilities manager is the staff member currently responsible for this.

Spills

Spills of any volume which do not give rise to significant quantities of toxic or highly flammable fumes ('minor spills') are dealt with by teachers or technical staff using a 'spill kit' prepared for this purpose. Advice on dealing with spills is given in the CLEAPSS Laboratory Handbook. Absorbed spills should be transferred to a bucket and taken to the prep room for appropriate treatment.

Major spills are those involving the escape of toxic gases and vapors or of flammable gases and vapours in significant concentrations. (Small volumes can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures (see Appendix 9). See Appendix 1 for the body currently with this function.

Injury

Science staff will follow the normal school procedures in cases which require first aid (see Appendix 10). They will carry out immediate remedial measures whilst waiting for first aiders after any accident that occurs in Science. See Appendix 8 and the CLEAPSS Laboratory Handbook. See Appendix 1 for the name of the person responsible for coordinating training in remedial measures.

Reporting Procedures

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

Science Department Rules

The Guidelines for Science Staff are contained in Appendix 11 and the Rules for Students in Appendix 12.

Training

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

- Induction of newly appointed technicians – Director of Science Support
- Safety aspects of the work of NQTs – Head of Science
- Safety of students on teaching practice - Head of Science + supervising class teacher.
- Safety of non-Science teachers using laboratories – Head of Science
- Manual handling for all staff using laboratories – Head Teacher
- Safe procedures for cleaners – Cleaning contractor/ Facilities Manager
- Training in the use of specialist equipment, chemicals or procedures - safety training of non-Science support staff – Existing science staff

Communications

It is acknowledged that communication of safety information is of the greatest importance and is the job of the Head of Science Faculty with help from the Science Technicians. All staff have access to this via the ICT network. The main copy is kept in the prep room. Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing e.g. by SCIENCE FACULTY.

Laboratory technicians can be contacted via the prep room or email.

Monitoring

The employer expects the Science department to monitor the implementation of their arrangements. Laboratories, storerooms and preparation areas are checked on a regular basis by the director of science support and technical team. Any issues are raised with the Head of Science and relevant action is taken e.g. problem resolved or referred to the Facilities Manager.

Science Appendices

Appendix 1 - Names of staff with particular functions

The task of overseeing health and safety on this site is given to the Facilities Manager. Within the Science department, this task is further delegated to the Head of science faculty.

The subject specialists for consultation over safety matters are:

- Biology – Michelle Woodward
- Chemistry – Kieren Boardman
- Physics – Phill Trueman
- Faculty Leader – Nina Critchley
- The person trained to do portable appliance testing is provided by
- The employer's Radiation Protection Adviser (RPA) is provided through SIPS Education
- Radiation Protection Supervisor (RPS) is Manny Singh
- The person in charge of chemical storage is Melanie Opie
- The person in charge of manual handling is Head Teacher
- The person with the task of arranging drills on fires etc. is the Facilities Manager
- The trained first aiders are Mandy Heath

Appendix 2 - Publications to be used as model risk assessments

The school has endorsed the use of the following publications as sources of model (general) risk assessments:

- CLEAPSS, Hazcards, CLEAPSS, latest edition
- CLEAPSS, Laboratory Handbook, CLEAPSS, latest edition
- ASE – General information

This information is found online.

Appendix 3 - Monitoring fume cupboards: guidance notes and forms

The records of the tests performed by P & J Dust Extraction are stored by the Facilities Manager.

Appendix 4 - Notes and schedule for the examination and testing of portable mains-operated equipment

This employer requires school staff to inspect and test portable electrical equipment used in the Science Faculty. Items which suffer lots of wear/abuse should be tested more frequently than once per year. Items which are never moved or used only rarely can be tested less frequently. The records of the tests are stored with the D&T technician and facilities manager.

Appendix 5 - Local rules for ionising radiations

This employer's RPA has agreed Local Rules for the use of ionising radiations. These are stored with the RPS who should be consulted before the sources are taken out.

Appendix 6 - Equipment or activities restricted to those users who have received or are receiving special training

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

- Chemical reactions with particular hazards: i.e., using alkali metals, phosphorus, and Thermite reaction, the reduction of copper oxide with hydrogen or magnesium.
- Demonstrations involving an air rifle or pistol.
- Equipment supplying or using high voltages: e.g. all mains-powered equipment, HT power supplies, high-voltage electrophoresis apparatus, power line demonstration.
- Equipment with hot or moving parts: e.g. hotplates/fractional horsepower motors.
- High pressures: e.g. pressure cookers, autoclaves, steam engines/compressed-air systems.
- Human physiology equipment: e.g. sphygmomanometers/spirometers.
- Technician tasks, e.g. diluting strong acids, handling strong alkalis, clearing up spills, disposal of residues, glass handling, fitting mains plugs + regular inspections of electrical equipment, microbiology: preparation tasks + disposal procedures.
- Use of microorganisms

Appendix 7 - Local instructions from the employer

There are currently no local instructions attached.

Appendix 8 - Remedial measures for Science staff

What Science Staff should do while waiting for first aid
The First Aid Regulations do not necessarily require there to be a qualified first aider among Science staff, yet this is clearly desirable. Nevertheless, all staff have a duty to carry out remedial measures immediately while waiting for first aid or professional medical treatment. The following advice covers common laboratory accidents and is intended as a supplement to any local guidance on dealing with non-laboratory events, e.g. epileptic fits.
Chemical splashes in the eye - Immediately wash the eye under running water from a tap for at least 10 minutes and for much longer in the case of alkalis. The flow should be slow and eyelids should be held back. Afterwards, the casualty should be taken to hospital (with irrigation continuing during the journey for an alkali in the eye). Rubber tubing provided in the first aid box.
Chemical splashes on the skin - Wash the skin for 5 minutes or until all traces of the chemical have disappeared. Remove clothing as necessary. If the chemical adheres to the skin, wash with soap.
Chemicals in the mouth, perhaps swallowed - Do no more than wash out the casualty's mouth. After any treatment by the first aider, the casualty should be taken to hospital.
Burns - Cool under gently running water until first aid arrives.
Toxic gas - Sit the casualty down in the fresh air.
Hair on fire - Smother with a cloth.
Clothing on fire - Smother by pushing the casualty to the ground, flames on top. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.
Electric shock - Taking care for your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves. If casualty is unconscious, check that airways are clear and begin artificial ventilation if necessary.
Severe cuts - Lower the casualty to the floor and raise the wound as high as possible. Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Protect yourself from contamination by blood. Leave any embedded large bodies and press round them.

Appendix 9 - Emergency procedures

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

Emergency	Body	Telephone number
Serious accident	Ambulance- inform the Head Teacher's PA	999
	First aiders:	
	Reception/ school First Aider	All staff TEAMS
Chemical spill	CLEAPSS	01895 251496

Appendix 10 – School injury reporting procedure

Following an injury, so that the Regulations (RIDDOR) can be complied with, the incident must be recorded on an electronic document found in the shared area and then forwarded to Head of Science Faculty and Facilities Manager. The Head of Science will notify the Head Teacher.

Appendix 11 - Guidelines for Science staff

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

Responsibilities of Teachers

- At the beginning of each school year, teachers must make sure that their classes have copies of the student rules and issue them if necessary. They should be stuck in the exercise book.
- Teachers must enforce the student laboratory rules, reminding students of them often enough for them to be familiar. With new students, time should be spent explaining them, with appropriate demonstrations.
- Lesson preparation should be adequate and include checking on risk assessments and the safety precautions required. Time should be allowed for consulting more senior colleagues where there is any doubt and to try out experiments, particularly those involving hazard. Teachers should explain precautions to students as part of their health and safety education.
- Open-ended investigations must be so organised that the teacher can assess any risks and lay down precautions before any hazards are met.
- If, because of large class size or indiscipline, safety cannot be maintained during certain practical work, the work should be modified or abandoned. This should be reported to the Faculty Leader Science.
- A teacher is responsible for the safety of any of his/her classes taken by a student teacher.

Appendix 12 – rules for students during Science lessons

Always:

- Line up quietly and keep the corridor clear.
- Wear safety goggles when performing experiments.

- Tie back long hair and secure loose clothing.
- Keep bench tops and floors clear.
- Ask your teacher if you are not sure what to do.
- Carry out your teacher's instructions straight away.
- Report accidents and breakages to your teacher.
- Use the bins for rubbish.
- Wash hands after practical work involving chemicals, plants or animals.
- Broken glass to be placed in the glass bin provided.

NEVER:

- Enter the laboratory without permission.
- Interfere with equipment or chemicals, electrical sockets, gas taps or water taps.
- Put anything in your mouth in the lab. (No chewing, eating or drinking!)
- Take anything out of the laboratory without permission.
- Rush or run about.

All class rooms must have lab rules on display.

Appendix 13 - Safety checklists

The procedures used for monitoring the implementation of this arrangement are as follows:

- Departmental meetings - safety is a regular item on the agenda for meetings of the Science department staff.
- Lesson observation - opportunities are made for formal and informal lesson monitoring by senior staff.
- Informal talk - both colleagues and students draw attention to failings informally.
- Records - the Safety Check List and resource requisitions reveal inadequacies.

Appendix 14 – Local rules for use of radioactive sources

Radiation Protection Supervisor (RPS)	Dr Manny Singh
Radiation Protection Officer (RPO)	Mrs Kate Narwain SIPS Education Telephone 0121 296300 ext 8525
Radiation Protection Advisor (RPA)	CLEAPSS
Location of secure store for radioactive substances	Metal wall safe in cupboard in room B101
Key holders for secure store	Elaine Stanton Physics Technician
Laboratories where radioactive sources are authorised to be used	B101

- The names of the members of staff currently authorised to use the sources are: All science staff if received training from RPS.
- All persons using the sources must record the date and time of removal and return of each source from and to the store on the log sheet provided in the Radioactivity Folder. On return, the log sheet must be countersigned by RPS who must independently check the source before returning to secure storage.

UNDER NO CIRCUMSTANCES MUST A SOURCE SIGNED OUT IN YOUR NAME BE MOVED TO ANOTHER ROOM BEFORE YOU HAVE SIGNED IT BACK IN.

- All sources must be handled with tweezers/tongs.
- Wherever possible, only one source should be used at any one time. Sources not in use must remain in their protective box.
- The RPS is responsible for safety and security of the sources and for keeping suitable records.

- Any loss or theft of a source must be reported to the RPS, who in turn must inform the RPA immediately (Tel No above). The RPS in consultation with the RPO/RPA will be responsible for notification to the Health and Safety Executive, Department for Students, Schools and Families, the Environment Agency and the Police.
- Leakage testing will be carried out at 24 month intervals by the RPS. A Record of these tests will be kept for 5 years from the date of test.
- Students are not permitted to handle the sources, (unless instructed by a member of the science staff and only year 13 students permitted to handle sources for up to 1 minute) i.e. only teacher demonstration is allowed to classes.
- In the case of a FIRE ALARM or DRILL involving mandatory evacuation of the building whilst a source is in use, the source must be locked in a cupboard in your laboratory before you leave the laboratory.

UNDER NO CIRCUMSTANCES MUST A SOURCE BE TAKEN OUTSIDE OR LEFT LYING AROUND ON BENCHES.

- Any trainee teachers or temporary staff need full supervision by an authorised user.
- All teachers/technical staff handling sources must be aware of the appropriate risk assessment (see overleaf). Any female employee handling sources is requested to notify the RPS if she is pregnant. Risks to that member of staff will then be reviewed by the RPS.

LOCAL RISK ASSESSMENT FOR USE OF RADIOACTIVE SOURCES

- Sources held on the premises are listed below together with their approximate dose rates.
- All sources are taken out of the Secure Store and kept in their boxes until needed for use. Signing out and in procedures are in force. Measurements involving the sources are taken for a period of 10 minutes maximum per student.
- Persons at risk are teaching staff, laboratory technicians and students. Students under 16 are not permitted to handle sources.
- Maximum dose would be if a student held a source in hand for 10 minutes without tweezers. There is likely to be a dose delivered to the whole body whilst holding source with tweezers of under 5 microsieverts plus small contribution 1-2 microsieverts from whilst source is part of experiment. The dose from the radioactive rocks sample is regarded as insignificant.
- Wipe testing of sources for leakage to be carried out every 24 months. Wipe testing to be repeated if sources are dropped or become damaged in any way.
- If a member of staff becomes pregnant there is no reason to alter work practices as set out in the local rules and this risk assessment. However, her work with radioactivity is to be discussed with the RPS.
- All teachers and technical staff handling sources to have risk assessment and are required to follow local rules as provided by RPS who will check that they are being followed.
- The RPO is expected to visit every 12 months.
- The sources used at this school are regarded as very low risk when the controls specified in this risk assessment and local rules are followed.

Sources held at Shire Oak Academy

Stored	Source	Activity (microcuries)
Wooden box	266 - Ra	5 μ C
Kit 3 s2	90 - Sr	0.125C
Kit 3 s4	90 -Sr	9 μ C
Kit3 s3	60 - Co	5 μ C
Kit2 yellow dot	90 - Sr	1 μ C
Kit 2 blue dot	239- Pu	0.1 μ C
Kit3 s1	241 - Am	0.125 μ C
	Diffusion cloud chamber	U308
Kit 2 green dot	60 - Co	5 μ C
Kit 3 s6	Radioactive rock	U308 - S6

Security & Violence

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

- Any incident should be recorded, and a copy of the incident given to the appropriate person within the Academy
- Any intruder found on the premises or grounds should be politely asked to leave and a member of senior leadership informed
- Under no circumstances should staff attempt to evict intruders by force
- Any refusal to leave should be reported to the office or senior leadership team immediately so that police can be informed

[Back to Appendices](#)

Site Staff

General responsibilities:

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

[Back to Appendices](#)

Stress/Wellbeing

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

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

- Regular Performance Management Reviews
- Mentoring for all staff
- Open door policy of Headteacher and Faculty Leader.
- Mentoring of new staff.

[Back to Appendices](#)

Vehicles on Site

Vehicular access to the Academy is restricted to Academy staff and visitors only and not for general use by parents/guardians when bringing children to Academy or collecting them.

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

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

The main vehicle access gate incorporates a designated pedestrian walkway for students, staff and visitors.

If an event is being held outside of normal Academy activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

Deliveries

Where possible, deliveries should be made between 9am – 2pm.

[Back to Appendices](#)

Work at Height

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

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

The establishment's nominated person responsible for work at height is the Operations Manager.

The nominated person shall ensure:

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

Students will not be permitted to use ladders/stepladders.

Students can use kick stools, but they must be under direct supervision and a risk assessment should be carried out prior to use.

Contractors will not be permitted to use any of the Academies work equipment.

[Back to Appendices](#)

Work Experience

The Faculty Leader for work related learning and careers is responsible for managing and coordinating work related learning.

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

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

[Back to Appendices](#)

Health and Safety Arrangements Reviewed

April 2022 – Reviewed (NC)

Appendix 3 – Asbestos amended.

April 2023 – Reviewed

Whole policy reviewed (NC)

Added new: Music and Performing Arts

October 2023

Appendix 7 – Science (Reviewed and Sent to Elites Safety by Sarah Lowe)

December 2023

Appendix 24 – Physical Education (Clothing and Footwear amendment sent to Elite Safety by Sarah Lowe)