



HEALTH & SAFETY POLICY

This policy has been adopted by the Board of Directors of the STAR Multi Academy Trust and is applicable across all schools that make up the STAR Multi Academy Trust. In line with the MAT's Scheme of Delegation, this Policy must be duly applied by each Local Governing Board and the Headteacher of each school that is part of the STAR Multi Academy Trust.

Where there are specific details or any discretions in the policy that apply to an individual school or Local Governing Board this has been made clear within the wording of the policy.

This policy will be monitored regularly by the MAT Headteachers' Group and reviewed formally by the STAR MAT Board of Directors in line with the agreed timetable for policy review or sooner as events or legislation changes require.

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Contents

1 Introduction.....	4
2 Responsibilities.....	6
3 Accidents, Incident Reporting & First Aid	9
4 Riddor	10
5 Asbestos	10
6 Contractors/New Buildings or Major Alterations to Existing Buildings	11
7 COSHH – control of substances hazardous to health.....	11
8 Departments.....	12
9 Electrical Safety	12
10 Emergency Procedures.....	12
11 Equipment and Operations Regulations	12
12 Health and Safety Inspections.....	13
13 Occupational Health.....	14
14 On site vehicle movements.....	14
15 Related Policies	14
16 Reporting Health and Safety problems.....	14
17 Risk Assessment	15
18 Smoking	16
19 Temperature.....	16
20 Testing	16
21 Training.....	16
22 Transport	16
23 Fire Safety.....	17
24 Legionella.....	18
25 Stress	18
26 Pregnant Members of Staff	18
27 Supervision of Pupils/students.....	18

28 Lone Working	19
29 Swimming Pools	19
30 Communication & Consultation.....	
31 Design & Technology	
32 Disabled Persons including Pupils with Special Education Needs (SEN)	
33 Drugs & Alcohol	
34 Educational Visits	
35 Infection Control	
36 Interactive Whiteboards	
37 Lifts	
38 Needlestick or Sharps Injuries	
39 Outdoor Play Equipment	
40 Personal Protective Equipment	
41 Physical Education	
42 Pressure Vessels	
43 Radiation	
44 Safeguarding	
45 Science	
46 Visitors	
47 Window Restrictors	
Appendix 1.....	21
Appendix 2.....	22
Appendix 3.....	22
DOCUMENT CONTROL	27

* In this document:

- the term 'parent' includes guardian and primary carer
- the term 'student' includes pupil

1 Introduction

The STAR Multi Academy Trust recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation. The Trust recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.

One person alone cannot ensure health and safety in the Trust: we need to work together. We need a culture which recognises that controlling health and safety risks is an essential part of everyone's daily life. It should reinforce health and safety in higher risk subjects such as Science, Technology and PE; it encourages safety at home and on the road.

The Health and Safety at Work Act 1974 affects everyone: not just people working in schools.

Everyone at work has obligations and duties under health and safety law. The main duties are placed on the employers, but managers and employees also have duties.

Responsibility for ensuring effective health and safety management rests with the employer. This is delegated to the Trust which delegates it to the CEO, Head of Estates & Facilities and Headteachers.

Employers must safeguard, as far as is reasonably practicable, the health and safety and welfare of their employees and non-employees who may be affected. This means all teaching and support staff, pupils/students, parents, visitors and contractors. We must have a health and safety policy and you must be told about it. There are various regulations we must comply with, including manual handling, display screen equipment and control of hazardous substances.

Employees must take reasonable care for their own health and safety and for that of anyone else who may be affected by what they do, or do not do, at work. They must cooperate with their employer to enable the health and safety law to be complied with. This means that employees should always follow the health and safety advice and instructions of their employers. They should also tell their employers about any unsafe conditions or practices.

The exact responsibilities will depend on the extent of their management control, e.g. SLT carry greater responsibilities than classroom teachers and technicians.

Trade-union appointed safety representatives have various rights, e.g. to carry out workplace inspections, e.g. time off with pay to carry out their functions, to investigate accidents. A safety meeting must be established if two or more appointed safety representatives request it.

When considering what safety measures are necessary it is legitimate to take costs into account. Common sense is often all that is necessary, but the balance must be firmly on the side of health and safety.

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

We are committed to:

- Reducing accidents and work-related ill health as far as reasonably practicable
- Ensuring compliance with statutory requirements as a minimum standard
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe and healthy working and learning environment for staff and students
- Ensuring safe working methods and providing safe work equipment
- Providing effective information, instruction, and training
- Consulting with employees and their representatives on health and safety matters

- Monitoring and reviewing our systems and prevention measures to ensure that they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the MAT
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- Learning from our own health and safety experiences and share learning opportunities with other schools

2 Responsibilities

Summary of health and safety responsibilities: Trust Board and Members

- A clear written policy statement is created which promotes the correct attitude towards safety in staff, students, visitors, and contractors
- Persons have sufficient experience, knowledge, and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Sufficient resources are made available in respect of financial, time, equipment, and people
- Health and safety performance is measured both actively and reactively
- The MAT's health and safety policy and performance is reviewed as a minimum annually or when there is a change of key personnel.
- act as client under Construction Design and Management Regulations 2015

Summary of health and safety responsibilities: Governors (LGB's) and Headteachers

- keep themselves apprised of changes in health & safety legislation.
- monitor (including consideration of inspection reports)
- Detailed responsibilities and accountabilities of staff within their schools are in place -the following roles are school specific roles and are the minimum required at all schools:
 - Site Asbestos Liaison Officer (SALO)
 - Site Legionella Representative (SLR)
 - Fire Warden/s
 - First Aider/s
 - Educational Visits Coordinator

Other staff will have tasks allocated to them relevant to their roles and responsibilities

Summary of health and safety responsibilities: Headteachers

- a) prioritise actions where resources are required
- b) ensure actions within health & safety action plans are taken
- c) include health and safety on LGB meeting agendas
- d) discuss and implement the Schools' health and safety action report
- e) consider and ratify the health and safety policy and guidelines for the Trust premises
- f) Ensure suitable people are appointed to implement this Policy on a day to day basis and that all employees with specific responsibilities for Health & Safety are competent to carry out the role and will be given sufficient time and resources.
- g) Ensure an appropriate level of health and safety training relevant to staff positions.
- h) Lead by example in all matters relating to health & safety.
- i) monitor and manage, in conjunction with The STAR MAT, all minor building/contract work not subject to Construction Design and Management Regulations 2015.
- j) All new employees undergo induction training by a competent person and receive a written copy of School and health and safety rules and guidance.
- k) ensure that all employees are aware of and fulfil their safety responsibilities, arranging for training needs to be addressed and ensuring that all staff are formally inducted into the health and safety policy, reinforced by annual reminders of the need to adhere to the policy.

Summary of health and safety responsibilities: WorkNest/Head of Estates & Facilities – The STAR MAT

- a) manage on a day-to-day basis all health and safety matters in the Trust in accordance with the Trust Health and Safety Policy.
- b) ensure that a Health and Safety Plan is agreed and implemented.
- c) monitor, review and report progress of each schools Health and Safety Plan to the Board/LGB's.
- d) ensure that risk assessments are carried out and reviewed as required by legislation.
- e) ensure that methods and systems of work are safe and that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied.
- f) ensure the provision of adequate plant, equipment, tools and protective equipment to enable work and School activities to be done safely.
- g) ensure that plant, equipment, tools, buildings etc are maintained in a safe condition and arrange inspections to monitor this. This will apply equally in all parts of the School premises – offices, classrooms, workshops, etc.
- h) arrange for the check, verification and investigation, as appropriate, of all accident reports and ensure remedial action is taken including the revision of Risk Assessments.
- i) ensure that formal health and safety inspections are carried out each term and remedial action taken.

- j) establish a system to process safety and health defects and monitor and review progress, report any concerns to the Board/LGB's.
- k) ensure that fire risk assessments are carried out and that the Fire safety checks are maintained.
- l) ensure that a Safety Supervisor is designated on each site with responsibility for ensuring that health, safety and welfare matters are attended to.
- m) This role should be IOSH/NEBOSH trained.
- n) The following statutory notices must be displayed:
 - A signed copy of the Health and Safety Policy
 - Employers liability insurance certificate
 - Health and Safety Law poster
 - First aid (notifying the names and locations of the first- aiders)
 - Fire procedure (with the assembly point)

Summary of health and safety responsibilities: Site Managers/Supervisors/Caretakers/Cleaning Teams

- a) to deputise/cover for Head of Estates & Facilities where appropriate
- b) carry out local level checks/compliance as directed
- c) responsible for day to day health & safety issues across sites
- d) ensure that RA's and manuals are followed by all staff
- e) respond to local level H&S issues/concerns

Summary of health and safety responsibilities: SLT/Heads of Departments (including staff with management responsibility for group/groups of staff or an area of the School)

- a) manage on a day-to-day basis health and safety in accordance with the health and safety policy of the School
- b) draw up and regularly review procedures for their group of staff/area
- c) ensure all necessary action is taken
- d) identify staff training
- e) pass on health and safety information received to appropriate people
- f) act on reports from any member of staff

Summary of health and safety responsibilities: all other School based employees:

- a) co-operate with their employer
- b) conduct their work in accordance with the health and safety policy
- c) check classrooms/work areas are safe daily
- d) check equipment is safe before use
- e) ensure safe procedures are followed at all times
- f) ensure protective equipment is used, where appropriate
- g) participate in inspections and the health and safety meeting, if appropriate
- h) bring problems to the relevant manager's attention.

Effective health and safety management has 2 key elements:

- a) health and safety policy
- b) organising health and safety

Promoting positive health and safety culture involves:

- a) communication
- b) co-operation
- c) control
- d) competence
- e) planning and implementing
- f) carrying out risk assessments.
- g) monitoring performance
- h) checking that the School is safe by carrying out inspections.
- i) auditing and reviewing performance.

To learn more about Health and safety legislation, and what it means in practice, visit

www.HSE.gov.uk

3 Accidents, Incident Reporting & First Aid

The Health and Safety (First-Aid) Regulations 1981 will be complied with and the recommended number of persons will be trained and certificated to the necessary standard. Qualified first aid personnel, having a current First Aid Certificate, must be provided. Numbers and qualifications of first aiders will vary across schools and settings. The exact requirements for this will be derived from the school specific First Aid Risk Assessment.

The First Aid attendant may carry out other duties but must always be readily available.

The first aid attendant's name and location must be clearly denoted on or near the first aid boxes.

Details of the first aiders will be displayed prominently for the benefit of all employees and visitors and brought to the attention of all new employees at their Induction stage.

Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work away from School premises.

A register of certified first aiders will be maintained; a minimum level of cover will be provided at all times.

The School will undertake a First Aid risk assessment as required by the regulations to ensure suitable and sufficient first aid provision will be provided at all times, to include out of hours activities.

All accidents (**including near miss accidents not resulting in injury**) must be recorded on the forms available from the School First Aid Room or electronically. These are passed to the School main first aider/responsible person and logged appropriately, this may require staff to

complete further forms or in the case of more serious incidents. These records will need to be logged electronically on the defined compliance system.

Fuller details are contained in the Supporting students with Medical conditions or school specific policies which should be known and followed by all staff.

Recorded accidents are discussed and evaluated by the Health & Safety meeting and at LGB meetings. The record is then issued to all relevant departments to discuss in a department meeting during that term. The aim will be to identify any hazards and, where possible, put into place control measures.

4 Riddor

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work.

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils/students and School staff, this is normally the main employer at the School.

See Appendix 4.

5 Asbestos

The Responsible Officer for asbestos management is the Head Teacher who delegates responsibility to the Site Manager/Supervisor/Caretaker.

There is no risk to human health from the simple presence of asbestos if left alone and undamaged.

The programme of asbestos work is prioritised as follows:

- a) Priority 1 – necessary because of damage
- b) Priority 2 – associated with other necessary work
- c) Priority 3 – laggings and coatings, eg classrooms
- d) Priority 4 – asbestos cement products, eg gutterings

Ensure there has been an inspection of the site to determine those areas containing asbestos; the areas are labelled appropriately, and the Site Manager/Supervisor/Caretaker has the full report. A copy will be also available in Reception and online.

Ensure that a school asbestos management plan is in place - The AMP will include details of:

- your plans to manage the risks from ACMs in the school on a day-to-day basis
- arrangements to inform all staff and contractors about the location of ACMs
- measures that need to be taken to prevent disturbing them
- your plans to check for less easily accessible ACMs where intrusive work is planned
- the schedule for monitoring the condition of ACMs

Example plan - <https://www.hse.gov.uk/asbestos/assets/docs/managementplan.pdf>

Contractors and anyone who is working on site are informed about the locations of the asbestos materials and sign to say they have read the document and plan. This can be completed electronically.

Visual inspections must take place regarding the condition of ACMs and recorded in the school asbestos management plan.

Drawing pins or adhesive tape should not be used on asbestos panels. Blu-tack or similar must be used.

If any material found is suspected of containing asbestos:

- a) Stop work.
- b) Inform the Site Manager/Supervisor/Caretaker/Headteacher.
- c) It may be necessary to evacuate any areas of the building where damage has occurred or is suspected of occurring and do not allow reoccupation until assurance is received from relevant authorities that all necessary precautions have been taken.
- d) Staff will be informed and, when appropriate, parents and guardians will also be contacted.

6 Contractors/New Buildings or Major Alterations to Existing Buildings

All contractors must be approved and will therefore have current Insurance, Health and Safety policy and risk assessment/Method statements for the particular job they have been employed to do.

The Head of Estates & Facilities will ensure compliance with Construction (Design and Management) Regulations 2015 and all other contract Health and Safety requirements. All contractors will be required to complete Due Diligence supplier checks and provide Insurance details (including a minimum of £10million public liability – this amount can be reduced if required in line with the work been carried out).

7 COSHH – control of substances hazardous to health

Under the COSHH Regulations all staff have a duty to prevent or control exposure of employees and other persons to substances hazardous to health.

The regulations apply to all potentially hazardous substances such as dusts, printing products, pesticides, bleach fumes etc.

Each relevant department must have a designated member of staff trained to carry out COSHH assessments.

COSHH assessments should be carried out where there are significant risks from hazardous substances and COSHH assessments must be brought to the attention of all relevant employees. This should be recorded.

All COSHH assessments must be reviewed on a regular basis or whenever there is a change in circumstances concerning use.

Designated staff are required to check the stocks of hazardous substances on a regular basis, at least annually, and list and arrange for disposal of all substances no longer required.

All hazardous substances and containers must be labelled, be adequately sealed and stored in the correct manner.

The Site Manager/Supervisor/Admin is responsible for arranging for the air flow testing of fume cupboards and local exhaust ventilation systems to ensure compliance with the regulations and design criteria.

Further information can be found in the Guidelines Relating to the Control of Substances Hazardous to Health Regulations 1994.

8 Departments

Wherever relevant this policy should be reflected in the handbooks, agendas of meetings and safe practice of each department. This will be particularly so for P.E., Science and D&T.

9 Electrical Safety

All portable electrical appliances will be examined on an annual cycle by suitably trained staff or contractors who are NICEIC registered. The records will be maintained by each School and uploaded electronically to the online compliance system.

The examination of the fixed equipment from the mains distribution board to the socket outlet will be arranged by the Site Manager/Supervisor/Head of Estates & Facilities

The use of personal electrical appliances on site is prohibited unless they have been tested and approved.

Staff should always make a visual check of electrical equipment before use ensuring, for example, that the cable is in good repair.

Defective equipment must be taken out of use immediately and arrangements for repair should be made through the appropriate staff member. Should equipment need to be disposed then the correct procedure must be followed.

10 Emergency Procedures

Emergency procedures in the event of a fire or bomb threat are detailed in the Trust Security Policy and Schools' Evacuation/Invacuation Procedures and should be known and followed by all staff.

All visitors to the School must sign in at Reception/Specified Entrance/Area and be accompanied by a member of staff whilst moving around the site. (Unless directed by the Headteacher or have completed all supplier due diligence checks including enhanced DBS).

11 Equipment and Operations Regulations

The Site Manager/Supervisor/Admin will work with Heads of Departments (including staff with management responsibility for a group/groups of staff or an area of the School) to ensure compliance with Health and Safety at work regulations.

Workplace (Health, Safety and Welfare) Regulations 1992/Education (School Premises) Regulations 1996

- A. Provision and Use of Work Equipment Regulations 1998
Heads of Departments (including staff with management responsibility for a group/groups of staff or an area of the School), with reference if needed to the Site Manager/Supervisor/Admin will ensure the safe positioning of equipment, the guarding of dangerous parts and the training of all appropriate staff and students in safe use of work equipment.
- B. Manual Handling Operations Regulations 1992.
Assessments will be undertaken and retained by the Site Manager/Supervisor/Head of Estates & Facilities. If manual handling training is required, it must be provided.
- C. Display Screen Equipment Regulations 1992.
Users of DSE will be entitled to receive an eye test where their work entails using the DSE for more than 1 hour per day. Appointments must be made through the HR's arrangements currently in place. Assistance towards the cost of the test and any spectacles will only be made where the glasses are required for DSE WORK ONLY. The School Admin should ensure that Risk assessments have been carried out on all employees who use display screen equipment, and that appropriate action is taken on any hazards identified. Records should be held, and advice actioned as necessary.
- D. Personal Protective Equipment Regulations 1992.
The provision of personal protective equipment will be determined following Risk Assessment by relevant Heads of Departments in liaison with the Trust. Staff must keep a record of demonstrating safe practice in line with departmental procedures. Failure of employees to comply may result in suspension without pay for the day or remainder thereof. Subsequent failure to comply may lead to disciplinary actions.
- E. Safety signs - The Site Manager/Supervisors/Caretakers will ensure that safety signs are in place and meet the legal standards.
- F. Management of Health and Safety at Work Reg 1999 – Reference to Young Persons.
All young persons under 18 shall only be employed/placed on work experience following the risk assessment detailed in appendix 3.

12 Health and Safety Inspections

Many items of plant and equipment are subject to statutory inspections and examinations. The Site Manager/Supervisor/Admin will monitor this as part of our Annual Safety Programme.

To ensure the safe, efficient and effective operation of plant and equipment, it is essential that it is regularly examined and inspected. Some is subject to a statutory inspection and other to a non-statutory examination system as follows:

Statutory

Local exhaust ventilation

Non-statutory

Gymnasium equipment

Fume cupboards	Sports equipment
Pressure systems	Playground equipment
Lifting equipment	Other heating appliances
Electrical equipment and services	Lightning conductors
Firefighting equipment	Gas safety – appliances and heating
Emergency lighting	Machinery safeguards
Ionising radiation sources	Gas safety – appliances and heating

The above lists are not exhaustive and may require regular review and modification.

An inspection is carried out by the Head of Estates & Facilities within a term to ensure that the work indicated has been completed.

A termly Health & Safety checklist will be carried out by the Headteacher/Site Manager/Supervisor/Head of Estates & Facilities/Admin.

13 Occupational Health

The Trust strives to avoid occupational illness by providing a safe and effective working environment and by careful consultation with staff when evaluating or changing working practices. However, should it be needed staff can be referred to the Occupational Health Service.

14 On site vehicle movements

All traffic must adhere to a 5-mph speed limit (which will be clearly displayed) and must park sensibly in designated areas.

15 Related Policies

Some issues of Health and Safety require such a detailed response that discrete policies have been developed. However, the following Trust policies should be seen as an integral part of the Health and Safety policy and treated accordingly. The policies below may also be school policies.

- Infectious Diseases policy
- Evacuation/Invacuation Policy
- Supporting students with Medical Conditions
- Minibus policy
- Security policy
- CCTV policy
- Visits policy
- PEEP policy
- Accessibility Policy
- Lettings Policy

16 Reporting Health and Safety problems

All employees, in any business, must take reasonable care for their own health and safety and for that of anyone else who may be affected by what they do, or do not do, at work. They must cooperate with their employer to enable the health and safety law to be complied with. This means that employees should always follow the health and safety advice and instructions of their employers. They should also tell their employers about any unsafe conditions or practices. All staff working in the School are bound by these regulations.

- a) There is a wide variety of potentially unsafe situations in the School, including but not limited to:
- a spilled drink making the floor slippery and presenting a slip hazard.
 - using a piece of electrical equipment which has a cracked or damaged plug
 - a table with a nail sticking out of it
 - a damaged piece of flooring, e.g. parquet tiles which have 'lifted', or torn lino,
 - presenting a slip hazard.
 - poor behaviour by a group of pupils/students which makes practical work unsafe, and so on.
- b) If any member of staff sees some aspect of School which is unsafe, s/he is obliged to act on it under Health and Safety regulations.
- c) Common sense and professional judgment are required in determining the seriousness of the risk involved and in determining the correct response. Sometimes a member of staff could make the situation safe her/himself, e.g. by asking the Technician to mop up a spillage. On other occasions, the situation needs to be reported via the appropriate chain of staff so that it can be made safe later. Sometimes, the situation is more serious so that the room or apparatus cannot be used as planned but the situation can be made safe later. In some cases, the situation is so serious that the problem must be reported immediately.

Reporting the problem:

1. If the problem is very serious:
The Site Manager/Supervisor/Caretakers should be contacted immediately, or in absence, SLT.
2. If the problem is less serious:
If a member of staff discovers a potentially unsafe situation, she/he should inform the Site team via Site issues request system on the or via a telephone.
3. If in doubt, the member of staff must contact SLT immediately.

Once any potential health and safety situation has been reported to the Site Team, The Site Manager/Supervisor should assess the situation and take appropriate action.

17 Risk Assessment

Risk assessments to identify hazards, evaluate the extent of the risk, and to eliminate or minimise that risk will be organised by the School Admin/Site Manager. This will necessitate involvement of Heads of Departments (including staff with management responsibility for group/groups of staff or an area of the School) in most instances.

A copy of the assessment will be held, along with all other related health and safety data, in the appropriate shared area.

These will be reviewed when required and annually.

A copy will be issued to appropriate departments, and on the appropriate shared area, who must make the contents known to all staff and where needed, students. It will form the basis of safe working practices.

18 Smoking

THE STAR MAT has adopted a no smoking policy in all buildings and on the site. Except events authorised outside of School hours. (All such events require Board approval prior). This includes E Cigarettes.

It is a disciplinary offence for any member of staff to smoke on the School site, whether in term-time or holidays, during the School day or after it.

19 Temperature

Should the temperature in School fall below the recommended levels then SLT will assess the situation and take appropriate action. This may involve room changes.

20 Testing

Annual testing, other than for equipment already described in this policy, is organised at least annually by the Admin/Site Manager/Supervisor/Head of Estates & Facilities. This includes: maintenance testing, local exhaust and ventilation, pressure systems, gas appliance, lifting equipment and glazing safety.

21 Training

The Head of Estates & Facilities and SLTS will ensure appropriate training for employees as agreed within the Trust Training Matrix.

All Health and Safety policies will be issued to members of staff and will be referred to in the induction of all new staff. Induction process should be recorded.

22 Transport

All staff should register their details with the Trust/School and notify their insurer if they wish to use their vehicle for business, e.g. to attend meetings, transport children and so on.

Details of appropriate licence, insurance and a MOT test are required.

Staff taking children on visits should follow the Visits policy which includes making a risk assessment before the trip.

Staff wishing to drive the School, Trust or a hired minibus need to have passed the D1 test or hold D1 on their Licence and be registered with the School/Trust. See the minibus (if applicable) and visit policies for full details.

23 Fire Safety

A written Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO) will be undertaken and kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary. It is the responsibility of the school to ensure that this assessment is reviewed annually as a minimum.

Detailed procedures for evacuations, including exit routes and information on good practice, are held and available on request to any member of staff, however they will have been communicated to all employees upon employment.

Equipment checks will be carried out in line with legislative requirements, these involve;

A weekly test of the fire alarm. This will be from varying call points throughout the School.

An annual service of the fire alarm.

A regular sounding of the alarm for familiarisation purposes.

A monthly test of the emergency lighting throughout the School.

An annual test of the full rated duration of the emergency lighting.

Along with the equipment checks and servicing, we will ensure that regular, termly fire drills are carried out. During these drills all fire wardens will be expected to lead the evacuation and follow their procedures. Drills for lockdown will also be carried out. (Security Policy).

Staff will be trained in fire safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency.

Fire procedures are displayed in all classrooms including the evacuation assembly point.

For after-hours events and performances, a fire evacuation plan will be created which will be communicated to relevant personnel prior to the event/performance. Fire safety information will be given to the audience prior to the event/performance. Please see the fire risk assessment for the hall capacities for such events.

Staff are instructed to ensure the alarm is raised BEFORE attempting to tackle a fire. 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 firefighting equipment. All staff throughout the School should be aware of the type and location of portable firefighting equipment and have received basic instruction in its use.

See Evacuation/Invacuation Policy

24 Legionella

A full risk assessment should be completed by an approved contractor. This should be reviewed upon any significant change to water systems. Any recommendations should be carried out. Periodic checks/inspections should be carried out as described in the Risk Assessment.

25 Stress

The STAR MAT values its workforce and is committed to protecting the health, safety and welfare of our employees. We acknowledge the importance of identifying and reducing workplace stress and will endeavour to manage and control stress at work through raising awareness, good management practice and provision of support. Individuals will be encouraged to be open, to seek support and advice, and to aim for a sensible work-life balance.

The Health & Safety Executive define stress as “the adverse reaction people have to excessive pressure or other type of demand placed upon”. They make an important definition between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. The stage at work pressure becomes excessive and result in stress will vary between individuals as each person has different tolerance levels.

26 New & Expectant Mothers

The trust recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the trust will ensure that:

- employees are instructed at induction to inform their manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- new and expectant mothers are not allowed to work with chemicals of a mutagenic/teratogenic classification
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc is provided where suitable alternative work is offered and accepted

- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. 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
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

27 Supervision of Pupils/students

- Sensible, safe behaviour will be promoted to pupils/students by all members of staff
- Dangerous or risky behaviour displayed by pupils/students will be addressed and dealt within the School rules
- Pupils/students will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

28 Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

A lone working Risk Assessment should be carried out.

29 Swimming Pools

Every pool operator is responsible for the health and safety of employees, pool users and other people on the premises. The HSW Act, the Management of Health and Safety at Work Regulations and others place general obligations on pool operators. The following are the key pieces of legislation that all pool operators should be aware of.

Risk Management – It is the duty of pool operators to ensure risks are adequately identified, assessed and controlled to prevent harm to employees and those affected by the work activity.

Pool safe operating procedures - A PSOP consists of the Normal Operating Plan (NOP) and the Emergency Action Plan (EAP) for the pool, changing facilities and associated plant and equipment. The NOP sets out the way a pool operates on a daily basis, including details of the layout, equipment, manner of use, user group characteristics etc. The EAP gives specific instructions on the action to be taken, by all staff, if there is an emergency.

Swimming Pool Management arrangements - If you operate a pool on behalf of the owner or let out your pool to other users and groups you will need to discuss and agree the extent of your responsibilities, when you set out the contract. For example, the arrangements for the maintenance of the fabric of the building or for electrical or extraction systems may lie with the owner, while the operator may be responsible for day-to-day operational issues, such as water treatment and bather supervision. There may also be areas of shared responsibility, so co-operation between duty holders and between workers and employers is important to ensure safety. Make sure that all parties are clear about what they need to do and where to go for help with areas outside their area of responsibility.

Emergency action plan - The EAP should provide details on how to respond effectively to accidents and other emergencies. Plans should be in proportion to the level of risk and the potential extent and severity of the incident.

Your plan should detail what to do if there is a more serious emergency requiring evacuation of the premises and a response from the emergency services, for example a release of chlorine gas.

Most pool EAPs should address the same basic requirements, to get people away from immediate danger; handle casualties; deal with the non-injured; summon, direct and help the emergency services; protect property.

Make sure that all workers, no matter what their normal role, understand and are competent in what to do in an emergency, for example the location of exits, emergency equipment, how to

raise the alarm and who will give them instructions. Bear in mind that pool users may require protection from the weather (cold/sun) if evacuated outdoors.

You should test your emergency plan as often as is necessary to ensure competence is maintained.

Other elements to consider are Alarms, First Aid, Reporting, Pool access, Safety information and signs, New workers, young workers, admissions and Training.

The maintenance and treatment of water - Regular and correct maintenance of buildings, plant and equipment is important in ensuring the health and safety of employees and pool users. You must provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.

Treatment of pool water is essential to ensure that employees and pool users are not exposed to risks of infection from contamination of the pool water by microbiological organisms.

Detailed technical guidance on types and efficacy of pool water treatment systems and associated risks is contained in the PWTAG Code of Practice and the Swimming Pool Water Book

[Swimming Pool Water Book | Essential Guide for the Pool Industry \(pwtag.org\)](http://pwtag.org)

Further guidance can be found here

[hsg179.pdf \(hse.gov.uk\)](http://hse.gov.uk/hsg179.pdf)

30 Communication and Consultation

It is a legal requirement for the school to establish arrangements to communicate and consult with staff on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

establish effective lines of communication

- involve and consult with staff through:
 - individual conversations
 - notice boards
 - internal publications
 - staff meetings
 - health and safety meetings.

- display the 'Health and Safety Law – What You Need To Know' poster
- consult with staff when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.

Where it is not practical to consult with all staff directly and it would be more appropriate to communicate and consult through employee representatives, we will recognise health and safety representatives who have been appointed by a relevant trade union.

The school will allow all representatives an appropriate amount of time away from their normal duties in order to complete their duties as representatives. We will not hinder representatives in the execution of their normal functions as defined by law.

31 Design and Technology

This policy outlines the procedures for ensuring safe working in Design and Technology. All staff are required to follow this policy to minimise risks to themselves, to pupils and to others. Teachers are expected to use this information to help them to plan lessons and decide if an activity can be carried out safely, giving consideration to the age and responsibility of the pupils.

Communication, information and training

The Head of Department is responsible for ensuring that all staff are made aware of this policy and ensuring that the procedures are followed, providing suitable training or directing new staff to an appropriate member of staff, and for recording the dates and content of any training given.

Trainee teachers who are following a recognised teacher training course should be supervised by a qualified teacher at all times when they are engaged in practical work. Such trainees may use machines and may show pupils how to use machines as part of the lessons that they are teaching provided that appropriate supervision is maintained. This supervision may be progressively reduced, depending on the competence of the individual trainee teacher. In such instances a specific risk assessment of the situation should be carried out, and the degree of supervision needed discussed with the Head of Department.

Generally, the department follows guidance in *BS 4163:2014 Health and safety for design and technology in schools and similar establishments – Code of practice* and is also licensed to use CLEAPSS. A copy of the code is available in school and all teachers within the department are given access to the CLEAPSS website.

Monitoring and checking

The school requires the D&T department to monitor the implementation of this policy. Records of monitoring are kept by the Head of Department.

Equipment and machines will be checked in accordance with current guidelines and records kept.

Risk assessments

The school follows the recommendation of the Health and Safety Executive to adopt published 'model' or 'general' risk assessments which the D&T department adapts to the school curriculum and facilities.

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are to be checked against the model risk assessments and significant findings incorporated into texts in daily use, i.e., the scheme of work, set of lesson plans, syllabus, technician notes.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment must be completed.

Every activity is to be assessed for risk including working with simple hand tools as well as potentially hazardous processes such as wood machining. An attempt is made to balance the desire to eliminate risk with the need to reduce risk in order to maintain practical work, e.g. certain activities may be demonstrated in order to reduce the level of risk to pupils.

It is the responsibility of all staff and other adults to follow the relevant risk assessments and lesson plans.

Equipment Safety

New equipment will be purchased that is safe and suitable for the intended purpose and to comply with the *Provision and Use of Work Equipment Regulations*. Equipment listed by specialist educational equipment suppliers is taken to meet these Regulations but all other equipment, especially gifts, are to be treated with caution and carefully assessed.

Use of guards

All staff in the department must use all guards and other safety devices on machines and other equipment at all times. Under no circumstances should any guard or other safety device be removed or not used to enable a task to be done. Any operation which cannot be done with guards and other safety devices in place must not be done.

Maintenance, Inspection and Testing of Equipment

All equipment and machinery must be maintained in a safe condition. To achieve this, equipment will be regularly maintained, inspected and, where necessary, tested.

There are 3 levels of inspection, maintenance and testing of equipment which must be carried out.

These are:

Level 1: A visual check by staff of equipment prior to its use or on a daily basis **Level 2:** A more formal visual inspection which should be carried out termly by staff. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.

Level 3: Formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually except for LEV (Local Exhaust Ventilation) which is carried out every 14 months. This includes PAT testing, no electrical equipment should be used in the academy unless it has in up to date PAT sticker.

When maintenance of equipment is carried out all machines must be isolated from the power supply and the fuses removed or the isolator locked off. A notice stating that the machine is under maintenance should be fixed to the machine. A risk assessment of the hazards involved in the task should be carried out before the work is started.

Recording of Inspections and Testing

All Level 2 formal inspections of equipment by members of staff should be recorded. An up to date record of Inspections will be maintained by the technicians on a weekly basis.

All Level 3 inspections/maintenance must be recorded. It is recommended that the subject leader holds records of examinations, tests and certificates. This information will be kept in the office in the health and safety folder.

If any faults, or the need for maintenance, are identified at any time, they must be reported to the Head of Department. If the fault or need for maintenance makes the equipment unsafe, it must not be used and must be electrically isolated. An appropriate label must be clearly displayed on the equipment.

Pressure Vessels

Autoclaves and pressure cookers need periodic inspection, normally annually, under the Pressure Systems Safety Regulations. Records of examinations are kept on file. See section 41.

Local exhaust ventilation

The school requires the regular testing of local exhaust ventilation equipment (dust extraction and fume extraction from heat treatment areas) every 14 months. The Head of Department has the responsibility of seeing that this happens. The records of the tests are available for staff reference and for inspection by an HSE Inspector on file.

Room Safety

All practical rooms must be locked when not in use.

Unsupervised pupils must not be allowed in hazardous rooms.

When starting a practical lesson, staff should check that rooms are clear, all thoroughfares and room exists are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken.

Fire doors must be unlocked and clear.

Only authorised staff are permitted to switch on the electricity and gas mains isolators. Pupils may not switch on these – not even under supervision.

Pupils must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly.

Particular care should be given to the distribution and collection of hand-tools and of small items of equipment, the number and condition of which should be checked at both the beginning and the end of an activity or a lesson.

Only one person may operate a machine or piece of equipment at a time.

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

Supply or cover teachers must be given information on the room hazards; explaining the location and operation of main services such as electrical isolators, any local hazards and where help can be obtained.

Pupils and staff are not to eat or drink in a room/workshop - this includes break and lunch times.

Gas and electricity must be switched off at the mains at the end of the day - the location of mains switches/taps is clearly indicated in each area.

Large volumes of shavings, sawdust and plastic cuttings are likely to constitute a fire hazard and so clearance and disposal should take place on a regular basis, rather than at the end of the day. Excessive dust from machining operations and 'walked in' dirt contribute to respiratory problems and should be removed by vacuuming on a regular basis, rather than by sweeping.

At the end of the day and particularly at weekends, all tool and storage cupboards should be locked, key switches and main electrical supplies isolated, gas valves closed, all machine tools and bench shears padlocked and all electrical equipment turned off. It is the responsibility of the teacher in charge of the room to make sure that all systems are safe, all hot items are cool and that everything is closed down safely before they leave the building.

All D&T areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

Storage

Storage must be kept well organised and tidy. Large items should not be stored high and proper stepladders or similar must be available for reaching high shelves safely.

All chemicals should be stored in accordance with the COSHH Regulations and risk assessments must be in place dealing with their safe use.

Standing on benches, chairs, tables to watch a demonstration/get equipment etc. is not permitted.

Sharp tools and utensils must be stored 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 (technicians).

All hazardous materials must be stored away from direct access by pupils.

Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom.

All sharp Design Technology Food knives should be stored in the locked store cupboards.

All sharp craft knives should be stored in a locked cupboard or room.

No sharp knives should be left unattended in a classroom.

Shelving

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

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

Safety Signs, Notices and Displays

Each workroom must have a set of safety rules and procedures displayed clearly. Cautionary notices and signs must be displayed where appropriate.

Personal Protective Equipment

The school accepts the duty to provide eye protection, gloves, overalls and aprons for employees where the risk assessment requires them and safety spectacles for pupils.

Eye protection must be worn by all staff and pupils when using any machine or when soldering using soldering irons. Eye protection should be used for any other operation where the risk assessment shows it is required. Eye protection must conform to BS EN166.

The employer expects eye protection to be available for pupils and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them.

The condition of the eye protection is checked at the start of each term.

Protective clothing such as aprons must be used in lessons where pupils could get dirty during practical work, or where hazardous materials are being used.

Emergency procedures

In the event of a fire sound the fire alarm.

On hearing the fire alarm staff should turn off the gas, electric and any machinery or equipment and make their way to the assembly point.

In the event of a fire and if it is safe to do so staff should attempt to extinguish a fire using the appropriate fire extinguisher.

32 Disabled Persons including pupils with Special Education Needs (SEN)

The school will give full and proper consideration to the needs of disabled employees, pupils and visitors.

To achieve this, the school will:

- treat all disabled employees, pupils and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the school's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Risk assessment of pupils with Special Education needs will consider:

- manual handling of pupils with physical disabilities
- pupils unable to recognise everyday hazards, communicate distress, or move around independently
- using mechanical aids and equipment
- using therapy and ball pools
- administering medical treatment and minimising the risk of infection
- management of difficult behaviour and the use of restraint

- lone working where an employee works on a one-to-one basis with a SEN student; and transport issues such as getting learning disabled or physically disabled pupils in and out of transport and making sure that access to the premises is appropriate.

When to assess

So far as is reasonably practicable risk assessments of the pupils with special education needs will be made:

- before pupils are admitted – this is a planning ahead exercise
- when planning educational activities both on and off site
- when planning and purchasing new facilities and when work practices are to be introduced or changed
- when deciding on a placement
- when an existing student develops a health need, e.g. after an operation, or where a significant change in their existing needs occurs
- when a student is to undertake work experience.

33 Drugs and Alcohol

Alcohol

Staff must not drink alcohol on school premises without express permission from the headteacher.

Any member of staff who is found consuming alcohol on school premises without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the school's disciplinary procedure.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on school premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager.

If the school suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the school reserves the right to require you to undergo a medical examination to determine the cause of the problem.

Medical Examination

Existing and prospective members of staff may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective staff and will normally be treated as gross misconduct for current members of staff.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the school reserves the right to suspend you from your employment (with or without pay) to allow the school to decide whether to deal with the matter under the terms of the school's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

Reasonable Grounds

The school reserves the right to search you or any of your property held on school premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The school reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on school premises.

34 Educational Visits – to be read alongside Visits Policy

The school policy is to ensure that the safety of pupils, employees and others is managed to minimise risk as far as practicable and in developing its procedures is guided by the guidance and procedures issued by the Department for Education and the Outdoor Education Advisers Panel's Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom.

To achieve its objective to ensure safety the school will ensure that:

- all visits are approved by the Senior Leadership Team (SLT) as appropriate
- a person is nominated to coordinate educational visits and that person will be trained in the role of an Educational Visit Coordinator (EVC)

- Group leaders are trained and experienced to lead a visit
- all visits are planned
- risk assessments are completed, where appropriate
- all employees are briefed prior to each visit
- emergency arrangements are established for all visits
- the ratio of adults to pupils is appropriate and proportionate to the needs of the visit
- adequate insurance is in place
- adequate child protection measures are in place
- parents are notified of all visits and given the opportunity to withdraw their child from any particular school trip or activity
- consent is obtained from parents for all visits
- arrangements are made for pupils with medical or special needs
- adequate first aid is available
- contingency plans are made
- safety during visits is monitored and reviewed
- visits incorporating an activity that will involve caving, climbing, trekking, skiing or water sports, the provider must hold a licence as required by the Adventure Activities Licensing Regulations 2004.

35 Infection Control

School staff and pupils are from time to time at risk of infection or of spreading infection.

The school aims to minimise the risk of the spread of infection and will:

- provide employees with information on potential infections and symptoms measures to assist with early identification and prompt implementation of control measures

- inform and take advice from the local Consultant in Local Disease Control (CCDC) and the Environmental Health Department of the Local Authority if an increase in illness is noted in school, or if they have any concerns about infectious disease issues
- maintain up-to-date emergency contact numbers for all pupils, not only so that parents can be contacted if children are ill and need to be taken home, but also to assist in the investigation of any outbreaks
- maintain high standards of hygiene throughout the school including the promotion of good hand washing
- provide warm water, liquid soap and disposable towels in all toilets and cloakrooms
- undertake risk assessments to include the infection control risk and identify control measures associated with farm or other similar visits
- ensure spillages of bodily fluids (blood, urine, vomit and faeces) are dealt with immediately and that adequate facilities are provided to provide protection to people involved
- organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises
- arrange for safe disposal of any infected materials.

Further Information

The Health Protection Agency (HPA) provides details on recommended exclusion periods for the more common communicable diseases in Guidance on Infection Control in Schools.

Factsheets on infectious diseases are available from the Health Protection Agency <http://www.hpa.org.uk/Publications/InfectiousDiseases/Factsheets/>.

Staff Illness and Reporting

Staff should notify their manager if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- norovirus
- gastroenteritis

- Weil's Disease.

Individual suitable controls will need to be applied dependant on the circumstances of each case. In some instances employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the school, will be regarded as a disciplinary offence and may result in disciplinary action.

Pandemics and Epidemics

When notified that the country is experiencing a pandemic or epidemic, the school will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

The school will:

- follow guidance given by government agencies and close sites if instructed to, or if staff, pupils or any other person is put at risk,
- undertake risk assessments to identify tasks or situations that may expose individuals or groups to potential risks,
- monitor any changes to government guidance,
- manage the risk posed by contractors and visitors visiting the school,
- develop and implement an emergency action plan to deal with any potential outbreaks,
- allow staff to take part in any government testing,
- identify, plan and implement controls and safe systems of work to prevent transmission,
- provide information, instruction and training to those identified at risk,
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance,
- organise for the safe cleaning of equipment and, where appropriate, disinfection and thorough cleaning,
- arrange for safe disposal of any infected materials, and
- adopt good hygiene practices.

36 Interactive Whiteboards

All reasonable steps will be taken by the school to secure the health and safety of employees and pupils when interactive whiteboards are used.

To achieve this objective the school will:

- consider ultra short throw projectors as a first option during the procurement process as these present the safest option for teachers and pupils
- prior to the installation of any new whiteboard a risk assessment will be completed to cover the positioning of the projector and the exposure to intense light
- try to ensure that projectors are located out of the sight line from the screen to the classroom; to ensure that, when teachers look at the class, they do not also have to stare at the projector lamp. (The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector)
- ensure that pupils are adequately supervised when they are asked to point out something on the screen
- provide a stick or laser pointer to avoid the need for the user to enter the beam is recommended
- provide adequate information and training to persons working with interactive whiteboards especially in relation to beam viewing by teachers and pupils.

Guidance for Users

- teachers and pupils should avoid staring into the projector beam at all times
- try to keep your back to the beam as much as possible
- use the stick or laser pointer provided whenever possible.

37 Lifts

All reasonable steps will be taken to maintain all lifts throughout the school.

Implementation

The school will ensure that:

- an examination scheme is drawn up by a competent person for each lift
- all lifts are fitted with appropriate barriers and interlocking gates to prevent passengers or cargo from falling from the lift, coming into contact with the lift machinery or entering/exiting the lift when it is not at a designated landing
- suitable equipment and mechanisms are installed to prevent the lift from:
 - leaving its landing when the doors are unlocked and/or open
 - falling (including its maximum working load) in the event of a failure in the lifting mechanism
 - overrunning its furthest intended point of travel
 - being operated from more than one position at any one time
 - being overloaded or exceeding its maximum number of passengers.
- lifts are maintained in a safe condition and examined/inspected by competent persons (annually for goods lifts and 6 monthly if lifting people)
- the safe working load (SWL) is clearly displayed inside each lift
- notices are posted adjacent to each lift opening advising against the use of a lift in the event of a fire
- arrangements are made for the emergency evacuation of persons in the event of lift failure
- lift motor rooms are kept locked and entry only allowed to authorised persons.

Records

All thorough examination reports will be kept for a minimum of 2 years

38 Needlestick or Sharps Injuries

A needlestick or sharps injury is when the skin is punctured or scratched by a needle or sharp device that may be contaminated. Needles will most commonly be found in adrenaline auto-injectors (known as EpiPens) or other medication prescribed to pupils or staff in an auto-injector.

Needles, sharps and other waste or drug paraphernalia may also be illicitly brought on site by pupils, or be dumped on site by members of the public in an attempt to covertly dispose of it. As such, the school will take all reasonable steps to protect staff and pupils from the risks of needles, sharps and similar waste.

The direct handling of needles should be avoided if they are found on site. If this is not possible pick up the needle by the thick end wearing gloves. The needle should then be placed in an appropriate container for disposal. A used EpiPen or other auto-injector for medication should be treated in the same way even if it incorporates a mechanism for automatically re-sheathing the needle after use.

If a member of staff or pupil suffers an injury from a needlestick or sharp which may be contaminated they must:

- encourage the wound to gently bleed, ideally holding it under running water
- wash the wound using running water and plenty of soap
- don't scrub the wound whilst you are washing it
- don't suck the wound
- dry the wound and cover it with a waterproof plaster or dressing
- seek medical assistance as advised by the First Aider
- ensure that the injury is recorded in the Accident Book.

39 Outdoor Play Equipment

Safe use of equipment

Supervision

Children must be supervised at all times whilst using outdoor play equipment and the appropriate number of people required to supervise play areas must be determined for each location.

Supervising staff should be familiar with the equipment, the rules for use and of the ability of the children.

General guidelines

- Staff/supervisors on duty must ensure that outdoor play equipment is visible and can be appropriately supervised when in use.

- Staff/supervisors on duty have a responsibility to make regular checks for defects and report them as appropriate.
- Staff/supervisors have a responsibility to ensure appropriate behaviour policy.
- Consideration needs to be given to weather conditions, outdoor play equipment should not be used during wet or icy conditions.
- Apparatus must only be used at appropriate times when supervised. Parents need to be informed that the apparatus is for school aged children only and not to be used before and after school.

Clothing/Footwear

Suitable clothing should be worn. 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.

Zoning of Activities

Consideration will be given to the range of activities occurring within the playground area:

- Ball games/chasing games to be sited away from the climbing area.
- In a nursery garden, wheeled toys in particular, are to be used away from the climbing area.

Play equipment standards

All new outdoor play equipment to be designed, constructed, installed and maintained in accordance with European standards BS EN 1176 and BS EN 1177.

These European standards are not retrospective or a legal requirement but represent good practice in the event of an accident claim. Play equipment which was considered safe under BS 5696 will still be safe under the new standards.

The independent competent person carrying out annual inspection and maintenance will advise whether any alterations need to be made.

Only manufacturers/contractors with appropriate play industries registration will be used to install new outdoor play equipment. Schools will check that companies have API (Association of Play Industries) or BSI registration for equipment manufacture and installation.

Scrambling and climbing elements must not exceed 3 metres, for children below 5 years the height should be a maximum of 1.6 metres.

Height should not be the dominant feature on any item of equipment. Interest challenge and enjoyment should be achieved without the need for height itself.

Structures must be spaced clear of each other to prevent one activity interfering with another, they must also be clear of walls, fences etc.

Suppliers of new equipment will be required to supply information relating to surfacing requirements, intended age range, risk assessment, installation instructions, servicing and maintenance instructions.

Safety surfaces

All products must meet the appropriate BS EN Standards. Both portable and fixed climbing equipment that has a fall height of 600mm must be on an impact-absorbing surface if used outside. (Fall height is the distance from the clearly intended body support to the impact area).

Although impact absorbing surfaces cannot prevent accidents they may reduce the level of injury. There are a range of surfaces available which provide impact attenuation including rubber mats and tiles, bark etc.

The extent of surfacing around static equipment is dependent on the fall height; this should extend at least 1.75m beyond the outermost points of the base of the frame.

When considering so called safety surfaces their likely effectiveness, durability, practicality and management will be taken into account.

Materials such as top soil and turf do have limited impact absorbing properties.

Where bark is used this area should be a minimum of 300mm deep with a recommended particle size of 38mm max and 12mm min.

Loose materials will spread if not suitably contained and will need to be topped up from time to time, thus it is important to have additional bark available to top up to the original level.

Inspection and maintenance

For new equipment a post installation inspection will be arranged.

BS EN 1176 recommends that all outdoor play equipment be inspected and maintained on a regular basis. Such inspection and maintenance is at 3 levels.

Level 1 checks – Daily / pre use checks by staff (these do not require formal recording)

Concentrating on the following points:

- no evidence of obvious wear / damage
- area safe from health hazards e.g. needles, glass, faeces etc
- impact absorbing surfaces no cuts, tears, wear or unstuck areas
- all fastening tightly secured
- no broken chains, stretched links or loose or twisted shackles
- uprights unbroken and firm in the ground.

Where any defects / hazards are identified appropriate steps must be taken to prevent use until problems have been satisfactorily resolved.

Level 2 checks – termly inspection in house

A more thorough check of the equipment to be conducted termly and these records kept on site.

Level 3 checks – annual inspection

A detailed certified inspection by an independent competent person capable of inspecting to BS EN 1176 and 1177 these checks must be formally recorded and records kept on site.

Such checks ensure safety and identify any improvements required in terms of the European standards.

The competent person conducting the annual inspection will advise on the extent of surfacing required for both static and moving equipment.

40 Personal Protective Equipment

The school provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the school will:

- ensure that PPE requirements are identified when carrying out risk assessments

- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure that PPE is sourced appropriately and bears the “CE” certification mark
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

41 Physical Education

The school is committed to safe practice in physical education and recognises that the school and the teaching staff 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.

The school follows the standards set out in ‘Safe Practice in Physical Education and School Sport’ produced by the Association for Physical Education.

Implementation

The Head of PE is responsible for ensuring this policy is brought to the attention of all staff in the Department, for ensuring that it is complied with.

The Head of PE is also responsible for completing an Association for Physical Education (afPE) PE risk assessment form for each PE event where significant health and safety hazards are reasonably foreseeable and for bringing risk assessments to the attention of relevant staff.

Staff competence and qualifications

Teachers with responsibility for the planning and delivery of PE programmes should have satisfactorily completed appropriate initial and/or in-service training which cover all those aspects of activity required to be taught, as recognised by the DfE.

Where there are specific National Governing Body Certificates available for certain sport or activities, teachers planning or supervising these activities should be certificated as appropriate.

Only in exceptional circumstances and with great care should teachers of other subjects who have no specialist training in physical education be time-tabled to teach in the PE department. Those teaching staff should not take full responsibility for any aspect of physical activity where there are elements of hazard and attendant risk. This will include swimming, gymnastics, athletics and throwing events.

Supervision of pupils

Unqualified teachers will not be required to teach in areas where they lack the appropriate experience and expertise, particularly where there are safety implications. A qualified specialist teacher should closely supervise PE classes. It is not acceptable for non-teaching staff to supervise a practical class on their own.

● Adults other than Teachers (AOTTs)

When adults other than teachers are used to support the delivery of physical education and in the extended curriculum to:

- support and work alongside teachers in the delivery of the curriculum
- work alongside and support teachers in the development of school clubs and teams on the school site
- deliver off-site activities.

The school governors continue to have a duty of care that operates for any activity in which pupils are engaged. Teachers cannot transfer this duty and therefore AOTTs must work alongside teachers with supervision.

The school will ensure that stringent checks, including Disclosure and Barring Service (DBS) checks, are made before allowing any unsupervised access to children.

Refer: '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, account will be taken of:

- nature of the activity
- age, experience and developmental stage of pupils
- requirements of National Curriculum.

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- **Risk Assessment**

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- The school will create and maintain a risk assessment for each PE work area. Significant hazards and their control measures will be included in "schemes of work" as appropriate. All staff working in PE and school sport will be made aware of these findings and be involved in their review.

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 Pupils

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

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Inspection of equipment

All indoor PE facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment will be inspected termly and records kept.

PE department staff should 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.

All games posts will be kept in good condition, with freestanding posts and lighter portable posts secured to prevent them falling over and all posts subject to regular checks.

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 action until the defect to the equipment has been remedied and/or the Head of Department agrees it is safe to be used. A notice must be attached to the equipment indicating that it is faulty and must not be used.

Emergency procedures

The Head of Department is responsible for preparing written emergency procedures for activities where there is a risk of serious and imminent danger to employees and/or pupils. Where employees are allocated specific tasks to perform in an emergency their role will be detailed and they will be suitably trained.

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Away Fixtures

Such risks could be significant in the case of an injury to pupil(s) during a lesson both on-site and off-site. Effective procedures are complicated by when and where the emergency happens. The school will consider what they will do during away fixtures and matches and agree procedures that will ensure effective handling of the situation.

First Aid

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- The school will ensure that a suitable numbers of trained first aiders are available.

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- A travelling first aid kit and clear, effective procedures for contacting the emergency services is considered to be the minimum requirement.

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- Procedures to address the needs of injured pupils and the remainder of the group away from school premises and the managing accidents will be included in PE risk assessments.

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Clothing and Footwear

This must be appropriate to the activity.

Suitable footwear must be worn on all occasions. Specific requirements are:

- Games, athletics, cross-country running

Training shoes are acceptable in most circumstances. However, the soles must provide satisfactory grip, particularly in wet conditions. Studded footwear should be worn where

appropriate. Participation in 'everyday shoes', such as those with heels or open toes, must not be permitted under any circumstances. Footwear must always be secured by suitable fastenings. Long, loose laces and flapping tongues present a significant hazard.

In football related activities, pupils in boots / blades and those in trainers will involve an assessment of the students' footwear to ensure it is suitable part of the on-going risk assessment undertaken by the teacher.

- Indoor activities, (dance, gymnastics, etc.)

Participation with bare feet will enhance the quality of work considerably, thereby making it much safer. If the condition of the floor does not allow bare feet, then soft soled plimsolls provide the best alternative. During activities, such as 'step aerobics', where excessive and repeated impact might be anticipated, suitable training shoes must be worn.

42 Pressure Vessels

- Pressure vessels used in the school science departments include autoclaves and domestic pressure cookers (used as autoclaves).

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- Due to the high pressures at which they operate and the steam that is generated they are subject to the requirements of the Pressure Systems Safety Regulations. The metal from which the pressure vessels are constructed may become corroded. Pressure vessels include some mechanism for regulating the pressure of steam that builds up internally; normally steam is released to maintain a constant working pressure. Severe corrosion and failure of pressure-regulating and other safety valves could lead to an explosion.

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- To ensure the safety of the pressure vessels used and to meet the requirements of the legislation the school will:

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- establish the safe operating limits of the equipment
- provide adequate instructions to ensure the equipment is operated safely, and instructions for procedures to be followed in case of emergency
- ensure that the equipment is properly maintained
- have a suitable written scheme drawn up or certified by a competent person for the examination, at appropriate intervals, of the equipment
- arrange to have examinations carried out by a competent person at the intervals set down in the scheme
- keep adequate records of the most recent examination.

Autoclaves and pressure cookers require periodic inspection under the Pressure Systems Safety Regulations.

The examination normally takes place each year in [Insert Month].

The examination is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by the insurance company.

Records of examinations are kept in the [Insert Location].

43 Radiation

Teaching about ionising radiation in school helps pupils to develop a balanced attitude towards the subject, for many the study of ionising radiation at school may be their only opportunity to achieve this.

School work involving ionising radiation is very safe because great care has been taken in the choice of sources, control measures and procedures. However, all radioactive substances can cause harm if misused.

To comply with legislation and to ensure the school follows best practice the school has appointed:

A Radiation Protection Adviser (RPA)

A Radiation Protection Supervisor (RPS)

The Local Rules for the use of ionising radiations have been adapted from the CLEAPSS model in consultation with the RPA and it is a function of the Teacher in charge of Science to see that they are adhered to. Staff using ionising radiations have been issued with their own copies, as a part of their training.

The Radioactive Sources History (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 Science Prep. Room.

The Use Log (showing the times that any sources are removed from and returned to their store) is kept in the Science Prep. Room.

The Monitoring Record of tests for leakage of radioactive sources and contamination by radium sources is kept in the Science Prep. Room. Testing normally takes place each year in [Insert Month].

It is the function of the Head of the Science Department to ensure these records are all kept up to date.

44 Safeguarding

See Trust Safeguarding Policy

45 Science

This policy sets out the school's arrangements for ensuring that practical work within the science department is carried out safely and that safety control measures applied are pragmatic and proportionate so as not to inhibit good teaching.

The task of overseeing health and safety within the science department is that of the Head of Department.

Information

All staff are issued with a copy of this policy which they should keep in their personal health and safety portfolio.

Any new instructions, restrictions or rescinded (lifted) restrictions made by the school are communicated to all staff in writing.

Monitoring and checking

The school requires the science department to monitor the implementation of this policy. Records of monitoring are kept by the Head of Department.

Training

Any non-science staff who have to supervise any class in a laboratory will receive brief training in laboratory rules.

Records of the training received by members of the science staff are kept on file.

Risk Assessments

The school follows the recommendation of the Health and Safety Executive to adopt 'model' or 'general' risk assessments adapted to the school curriculum and facilities.

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are to be checked against the model risk assessments and significant findings incorporated into texts in daily use, i.e., the scheme of work, set of lesson plans, syllabus, technician notes.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment is to be completed. 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 to be used, i.e. size, availability of services and whether or not the ventilation rate is good or poor
- any substance(s) possibly hazardous to health
- the quantities of substances hazardous to health likely to be used, including the concentrations of any solutions
- class size
- any other relevant details, e.g. high voltages, heavy masses, etc.

Lesson plans have been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been also checked with the models and where appropriate agreed with the Head of Department.

Where an activity must be restricted to those with special training, that restriction is included in a note in the text.

Fume Cupboards

The school will arrange regular testing of fume cupboards at a maximum interval of 14 months but require teachers to perform a quick check before use. Records of the tests are kept on file.

All users have been trained to carry out a quick check that a fume cupboard is working before use.

Pressure Vessels

Autoclaves and pressure cookers need periodic inspection, normally annually, under the Pressure Systems Safety Regulations. Records of examinations are kept on file. See section 42.

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). 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.

Any user who discovers a hazardous defect in an item of equipment must report it to the Head of Department or other nominated person.

Personal Protective Equipment

The school accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them and safety spectacles for pupils. The condition of the eye protection is checked at the start of each term.

Chemicals

The safe storage and, where necessary, disposal of chemicals including highly-flammable liquids, will be arranged in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) in order to ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished.

Hazardous activities involving chemicals is restricted to those who have received special training and as identified in the texts in daily use as part of the risk assessment.

Waste disposal

Waste chemicals and equipment are disposed of in an environmentally-responsible manner in accordance with relevant legislation.

Safe disposal of Sharps

All sharps must be correctly and safely disposed in a leak-proof, puncture resistant, lockable container. The container should not be filled more than two thirds then sealed and disposed as per the school procedure.

Security

Access to laboratories and preparation rooms will be controlled to prevent unauthorised access. All science rooms including store rooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty and that the door is locked. All laboratories which are left open are cleared of all hazards, including shutting-off all services when supervision by a suitably-trained teacher or teaching assistant comes to an end. No class is allowed to be in a laboratory without adequate supervision.

All science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

Fire fighting equipment

Two 2 kg carbon-dioxide extinguishers and one fire blanket provided for fire fighting are the standard for Science classrooms.

When using flammable metals, it is better to have a bag of sand immediately available in case of fire. Dry powder extinguishers may cause permanent damage to computers and lead to such a mess that industrial cleaning will be required. A fire blanket can be used to smother fires, often causing less damage than a carbon dioxide extinguisher, which may blast apparatus across the bench.

Spills

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers using a 'spill kit' provided for this purpose.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures which may involve calling the Fire Service. This training is supported by regular drills arranged by the Head of Department.

46 Visitors

In the interest of safety and security, the school will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

Emergency Action

In the event of the alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

47 Window Restrictors

The fitting and use of window restrictors within school premises is used to ensure the safety and security of members of staff, pupils and visitors. The school is particularly concerned with preventing persons from falling from height, and has fitted window restrictors to remove the possibility of persons opening a gap large enough for a person to fall through. It is therefore essential that all window restrictors are maintained in a good working order and that all staff report defects to their line manager as a matter of urgency.

The school will:

- risk assess the danger of falling from any window and the effects of installing a window restrictor, including the possible loss of ventilation
 - identify all vulnerable parties who may be particularly at risk from falling out of windows
 - ensure that all window restrictors are secured with tamper-proof fittings
 - ensure that the window frames are sufficiently robust where the window requires a window restrictor
 - ensure that all window restrictors can withstand a minimum static pushing force of 850N
 - ensure that all window restrictors are properly maintained and kept in working order
 - provide adequate training and supervision to all staff who use or maintain window restrictors
- Checks on window restrictors should be carried out on a monthly basis. Any window restrictor that is found to be broken will be replaced or repaired as a matter of urgency, but the window must be kept locked shut until repairs are carried out. If the repair will not take place for more than a day, temporary signage will also be put in place to indicate that the window should not be used.

Appendix 1

The following guidelines have been produced to assist the Trust, LGBs and Headteacher in complying with their health and safety duties.

Employers Guide Lasers in Schools

Employers Guide Contractors and CDM

Employers Guide Goal Posts

Employers Guide Gymnastics

Employers Guide Voice Loss

Employers Guide Accident Reporting

Employers Guide Asbestos

Employers Guide Conducting a Risk Assessment

Employers Guide COSHH

Employers Guide Display Screen Equipment (DSE)

Employers Guide Driving

Employers Guide Electrical Safety

Employers Guide Fire Safety

Employers Guide First Aid

Employers Guide Gas Safety

Employers Guide Manual Handling

Employers Guide Pregnancy at Work

Employers Guide Slips, Trips and Falls

Employers Guide Training

Employers Guide Violence and Lone Working

Employers Guide Waste Disposal

Employers Guide Work Equipment

Employers Guide Working at Height

Employers Guide Workplace Transport

Employers Guide Workplace

Employers Guide Young Persons

All guidelines are available via the Trust Electronic Storage drive and will be reviewed and amended as necessary.

Appendix 2

<http://www.hse.gov.uk/risk/classroom-checklist.pdf>

Appendix 3

Management of Health and Safety at Work Regulations 1999 – Reference to Young Persons

The Headteacher shall ensure through delegated powers that all young persons under the age of 18 years who are employed by the Department and / or placed with an employer as part of their work experience etc., are not subjected to any risk of injury or harm. The Department or the prospective placement provider or the employer with whom the young person is to be placed or employed must provide the parent (or person who has parental responsibility within the meaning of Section 3 of the Children Act 1989) with comprehensible and relevant information before they commence work.

Where an employer wishes to employ a young person he must consider the risks to the health and safety of young persons and must carry out or review existing assessments.

In making or reviewing the assessment, the employer who is to employ a young person shall take the following particulars into account:

- a) the inexperience, lack of awareness of risks and immaturity of young persons;
- b) the fitting and layout of the workplace and workstation;
- c) the nature, degree and duration of exposure to physical, biological and chemical agents;
- d) the form, range and use of work equipment and the way it is handled;
- e) the extent of the health and safety training provided or to be provided to young persons;
- f) the risks from agents or other processes carried out at the work place;
- g) the risk to the young person's health and safety must be identified by the assessment;
- h) the preventative and protection measure to be taken;
- i) any risk notified to him by any other employer who may share the same work place;
- j) any work which is beyond the young person's physical or psychological capacity;
- k) any work involving harmful exposure to agents which are toxic or carcinogenic which can cause heritable genetic damage or harm to the unborn child or which in anyway chronically affect human health;
- l) involving harmful exposure to radiation;
- m) extreme heat or cold;
- n) noise or vibration;
- o) the appropriate procedures to be followed in the event of serious or imminent danger and the name of the competent persons who implement the procedures.

The above factors are just some of the measures to be considered by an employer before allowing young persons to work in or at their establishments.



Incident reporting in schools (accidents, diseases and dangerous occurrences)

Guidance for employers

HSE information sheet

Education Information Sheet No1 (Revision 3)

Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

What needs to be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**.

The information sheet includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

- injuries and ill health involving employees (Section 1);
- injuries involving pupils and other people not at work (Section 2);
- dangerous occurrences (Section 3).

Who should report?

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at www.hse.gov.uk/services/education provide information about who the employer is in different types of schools.

Some school employers may have centrally co-ordinated reporting procedures. In others, reporting

may be delegated to the school management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at www.hse.gov.uk/riddor for more detail on the reporting arrangements for self-employed people.)

Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting **fatal and specified injuries only**. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/contact.htm.

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority.

What records must I keep?

You must keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;

- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. **From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them.** Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at www.hse.gov.uk/riddor/report.htm.

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

Reportable specified injuries

These include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding), which:
 - cover more than 10% of the body; or
 - cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;

- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness; or
 - requires resuscitation or admittance to hospital for more than 24 hours.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See www.hse.gov.uk/riddor for details of the reporting arrangements for self-employed people.)

These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

Section 2: Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting **where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.**

What about accidents to pupils during sports activities?

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

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Other scenarios

Injuries to pupils while travelling on a school bus

If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.

However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

Incidents involving pupils on overseas trips

RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

Incidents to pupils on work experience placements

If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

Section 3: Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.

Supplementary information

Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers must make relevant health and safety documents available to safety representatives.

This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg232.htm.

Reporting requirements of other regulators

There may be other reporting requirements placed on schools by other regulators in the education sector. The requirements of these other regulators are separate to, and distinct from, the legal duty to report incidents under RIDDOR.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at: www.hse.gov.uk/pubns/edis1.htm.

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