



Health and Safety Policy

Version Control			
Date		October 2016	
Review Date		October 2017	
Authorised by the Governing Body		October 2016	
Version	Author	Date	Changes
1.0	HK	5-10-2016	Approved

Achieving excellence together

Aldridge School An Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share in this commitment.

Statement of Intent Aldridge School – An Academy

Aldridge School – An Academy will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act etc.1974 and other statutory and common law duties.

We will:

- ❖ Plan for health and safety within our school improvement planning activity.
- ❖ Ensure relevant safety actions are included during the staff appraisal process.
- ❖ Develop and maintain local arrangements and procedures that interpret health & safety legislation and guidance that apply to this school.
- ❖ Review with the Governing Body all progress against our plans and take appropriate action.
- ❖ Provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all school staff.
- ❖ Monitor accident trends throughout the school to further inform the health and safety aspects of the school improvement plan.
- ❖ Monitor our performance against plans.
- ❖ Copy this statement to all staff members.

CHAIR OF GOVERNORS

HEADTEACHER

Date

Date

Aldridge School Health and Safety Policy

This document details the organisation and arrangements required to maintain and continuously improve our schools health and safety management system.

The contents include a list of our local procedures for this school and the document control system we use.

The Aim of the Policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

To meet these responsibilities the Governors will pay particular attention to:

- The safety of plant equipment, buildings and safe systems of work.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Appropriate information, instruction, training and supervision to assist all staff, pupils and visitors to avoid hazards and to contribute positively to their own health and safety whilst on school premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

Headteacher

The Headteacher will ensure that:

- Policies and procedures with regard to health, safety and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.
- Any health and safety matters raised, and guidance from the LEA, are brought to the attention of the Governing Body.
- Regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary, and are reported to the Governing Body.
- Accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with relevant guidance.
- Training needs are identified and arrangements are made for those needs to be met.

- Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives.
- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items which are reported to the Site Manager and any item which constitutes a health and safety hazard is taken out of use.
- Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

Governors

- A school safety policy is produced and that the policy is regularly reviewed.
- A Health and Safety Committee will be established if requested by at least two persons and health and safety is included in the terms of reference of an existing committee.
- The Safety Policies will be brought to the notice of all employees.
- Their health and safety obligations are properly considered and provision made for meeting those obligations.
- The school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the school are identified and appropriate action taken.
- Regular safety reports are provided by the Headteacher so that safety arrangements can be monitored and evaluated.
- Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
- All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

Teaching and Non-Teaching Staff holding Posts of Responsibility

Staff holding posts of special responsibility, such as Deputy Headteacher, Faculty Leaders and Facilities Manager, are responsible to the Headteacher for the implementation of the Health & Safety Policy within their area of work. To fulfil their responsibilities they will assist the Headteacher:

- In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures.
- By informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.

- By ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed.
- By ensuring that adequate supervision is maintained at all times.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

The Facilities Manager will assist the Headteacher to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

Educational Visits Coordinator (EVC)

Follow the OEAP National Guidance –where full responsibilities are outlined:

- Ensure staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it.
- EVOLVE on-line recording system in use
- Consider the Emergency Planning Unit at Walsall Council is informed of all residential or high risk activities.

Radiation Protection Supervisor

The School Radiation Protection Supervisor will ensure that:

- Local procedures are in place for the safe use, storage and disposal of radiation
- Follow the good practice guidance via CLEAPSS.
- Liaise with the councils Radiation Protection Advisor (RPA) on health and safety matters.
- Source containers are suitably labelled/marked and identifiable.
- Regular inspections and leak tests are carried out and the findings are recorded.
- A check has been made that the total activity of the radioactive substances kept are within the limits allowed by the regulations.
- An approval letter from the DCFS is on file and agrees with the number of sources kept.

Class Teachers

Staff timetabled to be in charge of classes have the following responsibility to assist the Headteacher:

- To follow safe working procedures personally.
- To ensure the safety of students in classrooms and other areas of the school whilst in their charge.
- To be aware of and to adopt safety measures within their teaching areas.
- To request special safe working procedures, protective clothing, guards, etc, where necessary and ensure they are used.
- To make recommendations to the Headteacher regarding the safety of equipment or tools, in particular any equipment or machinery that is potentially dangerous.
- To be aware of emergency procedures in respect of fire, bomb alert, first aid, accident, etc. and to carry them out.

Employees General Responsibilities

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.

- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

School Safety Committee

The School Safety Committee comprises of:

- The Facilities Manager.
- SLT representation
- Teaching Staff (comprising of Faculty representation).

The Terms of Reference of the Committee are:

- To monitor the implementation of Health and Safety Policies and safety procedures throughout the school.
- To review safety measures and to advise the Headteacher and Governing Body of any necessary changes to those measures.
- To advise on arrangements for the dissemination of information on health and safety matters to all staff and pupils.
- To receive reports of accidents and dangerous occurrences and to draw the attention of the head teacher and Governors to any necessary preventative/remedial action.
- To receive reports from the LA, safety representatives and external health and safety agencies.
- To advise on arrangements to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review these as necessary.
- To receive auditing and monitoring reports and advise the Governors and Headteacher of any necessary preventative and/or remedial action arising from those reports.
- To assist in the regular reviews of the School Safety Policy.

Arrangements for Health and Safety

(See local arrangements section)

Document Control

We will develop and maintain local documentation. Changes including re-issues and deletions to local school documentation will be authorised by the Headteacher.

Co-operation

Local systems and documentation will be implemented following consultation through our school's health and safety governance meetings.

Communication

Local systems and documentation will be held electronically and made accessible to staff members.

Competence

The school has competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.

School staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

Planning & Prioritising (Setting Standards)

School Health & Safety Plans

School health and safety planning will be part of our school improvement planning process.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

Risk assessments

Job and specific risk assessments will be carried out by line management within the team in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

Local Arrangements

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school. (See local arrangements section)

Measuring H&S Performance

Active Monitoring

Our school management team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

Reactive Monitoring

The school management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangements and report relevant findings to our Governing Body.

Reviewing Health & Safety Performance

Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

The school health & safety performance will be reviewed by the school management team quarterly and reported to school Governors.

Auditing/Inspecting Health & Safety Performance

Health and safety auditing/inspecting will be carried out on a regular basis by nominated persons

Local Arrangements

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



Aldridge School - An Academy

ACCIDENT REPORTING

Accident Reporting Procedures

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

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

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

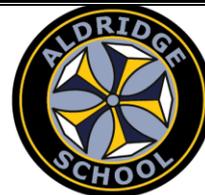
Reporting to the Health and Safety Executive (HSE)

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

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

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

[Back to Appendices](#)



ART

Art & Design

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

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

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

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

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

COSHH

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

Risk Assessment

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

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

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

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

Alternatives to hazardous substances should be sought.

Suppliers of substances covered by COSHH regulations will supply details in order to assist risk assessment.

Room Safety

- All practical rooms must be locked when not in use
- Unsupervised students must not be allowed in hazardous rooms
- Staff are expected to leave workrooms in a safe condition;
- When starting a practical lesson, staff should check that rooms are clear, all thoroughfares and room exits are free from obstruction, floors are dry and in a safe condition, 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. Students may not switch on these – not even under supervision;
- Students must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly
- 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 students understands room hazards in the room and can prevent them.
- Supply or cover teachers must be given information on the room hazards; this could be a laminated A4 sheet for the room explaining the location and operation

of main services such as electrical isolators, any local hazards, and where help can be obtained. Cover teachers must not supervise practical work unless they are competent and experienced in the practical subject and understand the relevant safety procedures.

Safety Signs, Notices and Displays

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

Cautionary notices and signs must be displayed where appropriate.

Clothing

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

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

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

Eye Protection and Guards

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

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

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

First Aid

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

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
- Standing on benches, chairs, tables 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
- All hazardous materials must be stored away from direct access by students
- Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom.

Shelving

Make regular checks to ensure that shelving is in a safe condition

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

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

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

Maintenance, Inspection and Testing of Equipment

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

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

- A visual check by staff of equipment prior to its use or on a daily basis.
- 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.
- Formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually, or for LEV equipment, every 14 months.

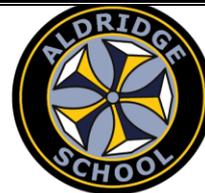
Training Records and Certification

All practical work must be supervised by a suitably qualified teacher

It is every teacher's responsibility to ensure that his or hers knowledge of Health & Safety is current.

Any perceived training needs should be discussed with the Head of Year or the School Business Manager.

[Back to Appendices](#)



ASBESTOS

Asbestos

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

The schools asbestos monitoring is the responsibility of the Facilities Manager/ caretaker.

The school shall ensure:

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

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

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

Any damage to materials known or suspected to contain asbestos should be reported to the Facilities Manager who will contact the relevant agencies.

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

[Back to Appendices](#)



Aldridge School - An Academy

CONTRACTORS

Contractors

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

All contractors must report to school office/ reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Facilities Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

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

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

To ensure contractor competency the school will use recommended contractors.

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

[Back to Appendices](#)

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

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition 2 specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

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



Aldridge School - An Academy

DESIGN & TECHNOLOGY

Design & Technology

Aldridge school is committed to teaching all practical subjects in a safe way. This Policy outlines the processes and procedures for ensuring safe working in Design and Technology.

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

General Considerations

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

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

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

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

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

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

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

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

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

Students may not operate:

- Circular saws
- Planers
- Millers
- Grind stones

- Students must not pour molten fluids

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

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

COSHH

Control of Substances Hazardous to Health (1999)

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

Risk Assessment

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

All subjects will use the relevant Model Risk Assessments provided by CLEAPSS. Where significant, these MRAs will be adapted by the individual subject leaders to take account of the local circumstances of the school.

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

The BS 4163:2007 Health and safety for design and technology in schools and similar establishments – Code of practice contains a helpful framework to use when

assessing group sizes: 'Risk assessments should be carried out to determine the appropriate number of students in the work area. The risk assessment should take the following factors into account:

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

Safety Signs, Notices and Displays

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

Cautionary notices and signs must be displayed where appropriate.

Clothing

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

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

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

Eye Protection and Guards

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

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

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

First Aid

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

Chemicals used in Design & Technology

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

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

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

Sharps

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

Food Technology

Storage

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

Preparation

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

Cooking

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

Cleaning up

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

Eating the food or transporting it elsewhere

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

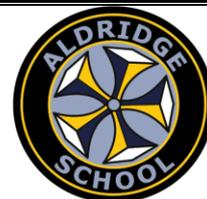
Students must inform the teacher if they are intolerant or allergic to certain foods or ingredients.

Student Rules for Working in Design & Technology Rooms

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

Report any accident, spillage or breakage to your teacher.

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



Aldridge School - An Academy

DISPLAY SCREEN EQUIPMENT

Display Screen Equipment (DSE)

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

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

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

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

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

Health and Safety and Computers:

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

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

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

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

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

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

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

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

SEN students and computers

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

Where a student has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the student. Possible problems may be upstairs room, pressing several keys simultaneously etc. Staff should be aware that a poor performance academically does not necessarily imply a poor performance on the computers. Every student has the same right to

access and development. Furthermore, a student who has a problem with presentation can be highly motivated by obtaining a computer printout.

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

[Back to Appendices](#)



Aldridge School - An Academy

FIRST AID & MEDICATION

First Aid & Medication

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

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

First Aiders:

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

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

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

Transport to hospital:

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

Administration of medicines

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

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

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

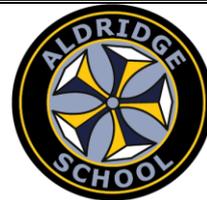
Records of administration of medicines will be kept by the Reception/ House Staff. No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

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

Health Care Plans

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

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



Aldridge School - An Academy

FIRE EVACUATION & EMERGENCIES

Fire Evacuation & other Emergency Procedures

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

Fire Instructions

These documents are made available to all staff and included in the school's induction process.

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

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the School Business Manager.

Fire Drills

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

Fire Fighting

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

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

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

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

- **Gas:** Opposite Alder Centre.
- **Water:** On the front drive for the whole site. In the main boiler house for 'A' block and in the girls' toilets 'B' block.
- **Electricity:** Main meter room outside Goodsell Hall.

Details of chemicals and flammable substances on site are kept by the Caretaker/Facilities Manager and Faculty Leader as appropriate, for consultation

EMERGENCY PROCEDURES

FIRE EVACUATION AND EMERGENCY ASSEMBLY

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

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They should then notify reception/main office (Ext: 0/ 230) of the exact location of the incident.

FIRE FIGHTING

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

ON HEARING THE FIRE ALARM:

- All staff, students, occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing bell/ siren.
- The designated person will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- Reception staff will summon the emergency services (DIAL 999) as necessary.
- Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point(s).
- Staff not with students, visitors and contractors must leave the building by the nearest exit and report directly to a fire warden at the assembly point.
- Staff, students and visitors who evacuate through an exit that leads them to the front/ reception area of the school are to assemble in the main car parking area and then proceed to their nominated assembly point when the relevant access gates are unlocked by the caretaker.

Assembly points

Daniels/ Scott / Linley House: Tennis Courts

Barr House: Rear of Sports Hall on hard play area

Associate Staff/ Visitors/ Contractors: Rear of Sports Hall on hard play area

Alder Centre Staff/ Students: Car park in front of Alder Centre

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

A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area pupils must stand in their form groups while staff perform a head count. Registers, visitor's book etc. will be taken out to the assembly point by the Reception Staff. The result of this check must be reported to the relevant Head of House as soon as it is completed.
- Allocated Fire Wardens are responsible for ensuring corridors/buildings are cleared. Fire wardens should ensure that in the event of their absence, another member of staff is available to take over their duties:

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

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

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place

of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

Visual disability

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

Hearing disability

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

[Back to Appendices](#)



Aldridge School - An Academy

FIRE PREVENTION & INSPECTION

Inspection/ Maintenance of Emergency Equipment

Testing of the fire alarm system

Fire alarm call points will be tested weekly in rotation by the caretaker and a record kept in the fire log book. This test will occur on Saturday morning.

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

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

Inspection of fire fighting equipment

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

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

Emergency Lighting

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

Green Door Release Boxes

These will be tested regularly by the Caretakers

Emergency Red Pull Cords

These will be tested regularly by the Caretakers

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

Means of escape

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

[Back to Appendices](#)



FLAMMABLE & HAZARDOUS SUBSTANCES

Flammable & Hazardous Substances

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

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

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

They shall ensure:

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

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

Radioactive Sources

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

- Walsall Council's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser. (RPA)
- The member of staff in charge of radioactive sources (RPS) is the Deputy Faculty Leader Science who is responsible for ensuring all records pertaining to radioactive sources are maintained.

[Back to Appendices](#)



Aldridge School - An Academy

GENERAL HAZARDS

General Hazards

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

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

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

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

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

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

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

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

During the normal day the rear gates will be locked.

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

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

Disposal of Waste Materials.

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

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



Aldridge School - An Academy

HEALTH & SAFETY INFORMATION & TRAINING

Health & Safety Information & Training

Consultation

The school's health and safety committee meet twice a term. The school Governing Body meets once a term to discuss health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by school management.

The Health and Safety Law poster is displayed in the Reception area and outside the library/ resources.

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

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by their Faculty Leader.

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

All employees will be provided with:

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

Training records are held by the administration team. A deputy Headteacher is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Headteacher will be responsible for assessing the effectiveness of training received.

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

[Back to Appendices](#)



Aldridge School - An Academy

HEALTH & SAFETY MONITORING & INSPECTIONS

Health & Safety Monitoring and Inspection

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

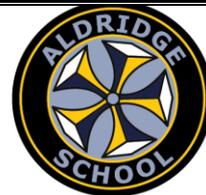
Monitoring inspections of individual departments will be carried out by the Faculty leader or nominated staff.

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

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

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

[Back to Appendices](#)



Aldridge School - An Academy

INDUCTION PROCESS

Induction Procedures

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

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



LEGIONELLA

Legionella

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

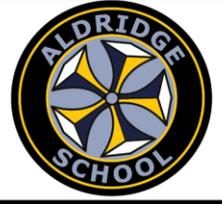
A legionella water risk assessment of the school has been completed by NANT.

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

This will include:

- Identifying and flushing rarely used outlets on a regular basis and after school holiday periods.
- Disinfecting/descaling showers, or other areas where water droplets are formed at least termly.

[Back to Appendices](#)



Aldridge School - An Academy

LETTINGS

Lettings/Shared use of premises

Lettings are managed by the Facilities Manager following guidance laid down by Governors.

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

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

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

[Back to Appendices](#)



LONE WORKING

Lone Working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain a senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the child/family being visited.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Pro-Guard Security will attend in the event of an incident.
- Report any incidents or situations where they may have felt "uncomfortable".

[Back to Appendices](#)



MINIBUS

Minibus

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

Aims

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

Eligibility to drive the School Minibus

- Those permitted to drive the school minibus must be over 21 years of age with a full clean driving licence including category D1 or D (PCV) entitlement.
- Any endorsements incurred by eligible drivers must be disclosed to the Facilities Manager, as these may affect eligibility to drive the vehicle. The driving licence (ID card and paper counterpart) of authorised drivers should be checked on an annual basis.
- All eligible drivers must have completed a recognised training course through the Minibus Driver Awareness Scheme (valid for 4 years) to ensure high levels of competence and skill.
- Approved drivers must be medically fit and are required by law to inform the DVLA if they have any medical condition that is likely to affect their fitness as a driver.

Procedures

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

Maintenance/ Licensing of the School Minibus

- The school passenger carrying minibus has a contract hire agreement with Arval who are responsible for maintaining and taxing the vehicle. The school will be responsible for ensuring the vehicle is correctly insured.
- Routine checks of the vehicle (oil, water, tyres etc.) will be carried out weekly by a member of the school maintenance staff.

In the event of an accident

- The driver should inform the SLT on-call as soon as possible.
- Insurance details should be swapped with a third party as soon as is possible. However, NO LIABILITY should be admitted.
- Where it is safe and reasonable to do so, students should be removed from the vehicle and taken to a safe area away from the accident site where they should remain fully supervised.
- A visual check of the vehicle should be undertaken before the journey resumes.
- If the vehicle is not roadworthy the driver should contact the Breakdown Service.

In the event of a breakdown

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

Health and Safety of Drivers and Passengers

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

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

Other considerations

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

- Do not eat drink or use a mobile phone whilst driving.
- Drive in accordance with the Highway Code.
- Do not use a mobile phone when the vehicle's engine is running, whether stationary or mobile.

[Back to Appendices](#)



Aldridge School - An Academy

MOVING & HANDLING

Moving & Handling

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

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

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

Moving and Handling

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

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

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

[Back to Appendices](#)



Aldridge School - An Academy

NEW & EXPECTANT MOTHERS

New & Expectant Mothers

Introduction

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

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

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

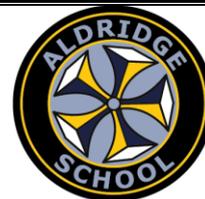
Some risks (some chemicals, physical risks such as radioactive substances and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some occupations (school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

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

Responsibilities

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

[Back to Appendices](#)



Aldridge School - An Academy

OFF - SITE EDUCATIONAL VISITS

Educational Visits

Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our pupil's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

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

Residential activities

Pupils in the school will have the opportunity to take part in a residential visit.

How visits may be authorised

The head teacher will appoint a group leader to be responsible for running the activity. This will normally be a teacher employed at the school.

The school's educational visits coordinator will be involved in the management of off-site visits.

S/he will:

- Ensure that risk assessments are completed by using the EVOLVE on-line system and in the required timescales depending on the type of visit.
- Support the head teacher and governing body in their decisions on approval
- Organise related staff training
- Verify that all accompanying adults, including private car drivers, have had satisfactory Disclosure and Barring checks, and use approved coach companies.

- Make sure that all necessary permissions and medical forms are obtained
- Generic risk assessments are available on the EVOLVE system for staff to use where there is no need to carryout repeated risk assessments i.e. Local visits, use of minibus, coaches etc.
- The EVC will only approve a visit once they are happy all risks have been managed.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by OEAP National Guidance. All off-site activities must take place in accordance with the guidance given.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the head teacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, the head teacher will seek the approval of the governing body and inform the Emergency Planning Unit before permitting the activity to take place.

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

Risk Assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the group leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the pupil's.

They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Head teacher/governing body will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be

taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

An activity should have sufficient adults taking part to provide for adequate supervision in all cases. Exact ratios will be determined following a review of the risk assessment.

A risk assessment must also cover transport to and from the venue.

A copy of the completed risk assessment will be given to the head teacher (residential trips), the educational visits coordinator and all adults supervising the trip.

Transport

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

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the school has opted to pay for

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

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business Insurance) of each driver covers such journeys, and double-checking that each driver has been subject to the normal police checks.

The school makes a charge to parents if their children are transported by means of transport provided by the school. The charge covers the expenses of the journey only; we do not make any profit from this.

Communication with Parents

The parents of pupils taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a pupil can be involved in any off-site activities. This can be a one-off form at the start of the academic year (separate permission slips required for residential activities)

Funding for off-site activities is provided mainly by parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No pupil may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Head teacher making a decision about the financial viability of the activity in reasonable time.

Further Health and Safety Considerations

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

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

The safety of the group, and especially the pupils, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that pupils are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the head teacher the possibility of excluding that pupil from the activity.

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

Visit Plan

The visit plan for intended educational visits must include the following:

- Risk assessment
- Report on preliminary visit
- Applications for approval of visit
- General information
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule
- Accommodation plan (if applicable)
- Full plan of activities
- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for party leaders
- Guidance for the emergency contact and Headteacher
- Medical questionnaire returns
- First-aid boxes

[Back to Appendices](#)



Aldridge School - An Academy

PHYSICAL EDUCATION

Physical Education

Safety in Physical Education & School Sport

Introduction

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

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

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

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

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

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

ISBN 1 902523 68 7

Duty of Care

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

Risk Assessment

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

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

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

Refer to;

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

Class Sizes in Physical Education

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

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

General Health & Safety Issues in PE

Manual Handling and Storage Of Equipment

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

Apparatus Handling By Pupils

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

BAALPE guidance, pages 196 and 199 refer.

Inspection of Equipment

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

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

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

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

Hazards and Equipment Defects

It is the responsibility of everyone in the PE department to inform the teacher in charge of any hazards, e.g. defects to equipment, so that appropriate action can be taken.

If the teacher in charge considers a defect to be a significant threat to health and safety, the equipment must be taken out of use until the defect has been remedied. Such equipment should also be labelled indicating that it is faulty and must not be used.

First Aid

The school has suitable numbers of first aid trained personnel.

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

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

Incident Reporting

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

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

Clothing and Footwear

This must be appropriate to the activity.

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

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

Personal Effects (Jewellery etc.)

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

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

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

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

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

Taping over ear studs is sometimes used to make the situation safe. However, the adult in charge should be confident that this strategy will be effective.

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

Specialist activities

Athletics

Athletics embraces a range of tasks, activities and events for the teaching of coaching children in secondary school. Guidelines for secondary physical education specialists covering the use of equipment, landing areas and facilities can be found in BAALPE guidance Chapter 12.

Gymnastics

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

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

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

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

Rugby

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

Trampolining

All teachers of trampolining are knowledgeable on fundamental skills and techniques, including the assembly and dismantling of equipment. Teachers must hold a British

Gymnastics trampoline award/ qualification as a minimum and keep themselves apprised of new developments through relevant in-service training.

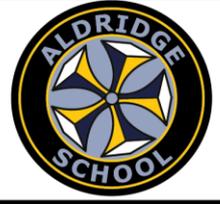
When not in use trampolines should be secured (e.g. chained and padlocked) to prevent unauthorised use or removed from the area.

Clothing

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

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

[Back to Appendices](#)



Aldridge School - An Academy

PREMISES WORK EQUIPMENT

Premises & Work Equipment

Statutory Inspections

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

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

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

Curriculum Areas

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

Gas Safety

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

Air Conditioning Units

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

Smoking

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

Electrical Safety

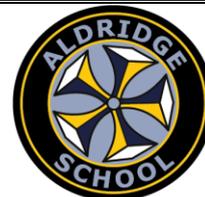
All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

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

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

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

[Back to Appendices](#)



Aldridge School - An Academy

RISK ASSESSMENTS

General Risk Assessments

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

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

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

Individual Risk Assessments

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

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

Curriculum Activities

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

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

In addition the following publications are used as sources of model risk assessments: [BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]

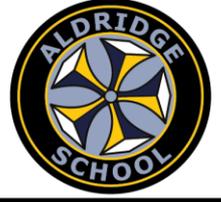
[Safeguards in the school laboratory 11th edition, ASE 2006 <http://www.ase.org.uk/>
[Topics in safety, 3rd Edition ASE 2001]

National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>

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

[Back to Appendices](#)

² CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk



Aldridge School - An Academy

SCIENCE

Science

Introduction

This Science Faculty Health and Safety Policy should be read in conjunction with the school's general Health and Safety Policy and the arrangements for implementing that policy in this school. The purpose of this document is to record the arrangements made in the Science Faculty to implement the policy in accordance with any Code of Practice or Guidance issued by the employer.

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

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

General Aims

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

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

Duties and Functions/Tasks

The employer, Aldridge School - A Science College, has the ultimate duty to ensure the health and safety of employees and others on the site. The task of overseeing health and safety on this site has been delegated by the employer to the Head Teacher.

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

Risk Assessments

Every employer is required under various regulations³ to supply employees with a Risk Assessment before any hazardous activity takes place. (Hazardous activities, common in Science departments, are listed in the publications described in Appendix 2.) Because it is impracticable for the employer to write risk assessments for each of

³ Risk assessments are required by the *Control of Substances Hazardous to Health Regulations* 2002, the *Management of Health & Safety at Work Regulations* 1999 and others.

the many activities in school Science, this employer follows the HSE recommendation to adopt published 'model' or 'general' risk assessments, which school Science departments adapt to their local circumstances. See Appendix 2 for the list of publications adopted by this employer.

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

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

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

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

Risk Assessment Grid

	Activity	Materials and Procedures	Group Size and Venue	Group Dynamics
1	Practical activity within the experience of the individual	Physical, Chemical and Electrical hazards within the everyday experience of that particular age group and ability range	Small group with adequate working area.	Well behaved, mature group
2	Outside the everyday experience of the individual but tasks have familiar aspects	Physical, Chemical and Electrical hazards similar to those encountered in the day-to-day routines of the particular age group and ability range	Large group with adequate working area	Generally well behaved. Most of group have a mature attitude

3.	Outside the everyday experience of the individual, sufficient training/ demonstration given	Physical, Chemical and Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, COSHH and Electricity at work regulations, but are not specifically mentioned in the Hazcards or laboratory manuals	Small group with restricted working area	Group requires strict classroom management. Will act appropriately when reminded/cautioned
4	Outside the everyday experience of the individual, training given for certain aspects only	Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, COSHH and Electricity at work regulations and are mentioned specifically in either the Hazcards or laboratory manuals	Large group with restricted working area	Group with many discipline problems. Some members lack maturity and respond slowly the warnings and sanctions
5	Outside the everyday experience of the individual, no training given or the individual is not able to retain satisfactorily instructions/information given	Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, and are mentioned specifically in either the Hazcards or Laboratory manuals and have a high level of associated risk e.g. concentrated acids, heating to high temperatures	Insufficient work space. Room too small for the group size, and/or not furnished appropriately	Badly behaved, immature group

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

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

Equipment and Resources

Fume Cupboards

The COSHH Regulations require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. The annual test is carried out by P & J Dust Extraction. The Senior Technician has the job of seeing that this happens. Copies of completed forms are kept in the main prep room filing cabinet, available for staff reference and for inspection by the employer's representative or an HSE Inspector. All users should check fume cupboard is functioning properly before use.

Electrical Testing

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

This work will be carried out by both an external contractor and the D&T Technician using a proper earth-bonding and insulation test set. For details/schedule to be completed, see Appendix 4. The data is stored and is available for staff reference and for inspection by the employer's representative or an HSE Inspector.

All staff should visually inspect any electrical equipment before use.

Radioactive Sources

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

The History of the Radioactive Sources (i.e., authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) is kept in the radioactive sources file, which is maintained by the RPS. A use log is also maintained by the RPS, which details times that sources are removed from and returned to their store.

Pressure Vessels

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

examination provided by Zurich. Records of examinations are stored with the Facilities Manager.

Gas Cylinders

An annual inspection and safety check is carried out by BOC.

Animals, Plants and Microorganisms in Schools

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

Equipment Safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the Provision and Use of Work Equipment Regulations 1998). Equipment listed by specialist educational equipment suppliers is taken to meet these Regulations but all other equipment, especially gifts, is treated with caution and carefully assessed. Advice on safety and suitability is sought from CLEAPSS through publications and directly. Equipment restricted to those users who have received or are receiving special training (see Appendix 6 + 8) is labelled accordingly. Any user who discovers a hazardous defect in an item of equipment must report it to the Senior Technician.

Personal Protective Equipment

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

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

Chemicals

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

Manual Handling

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

New and Expectant Mothers Taking Part in School Science

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

Security

Access to laboratories and preparation rooms will be controlled to comply with the Management of Health & Safety at Work Regulations 1999. All preparation rooms and store rooms are to be kept locked at all times except when in use. All laboratories which are left open are cleared of all hazards, including shutting-off all services when supervision by a qualified Science teacher comes to an end. No class is allowed to carry out practical work in a laboratory without supervision by a qualified Science teacher, familiar with the departmental safety procedures. In the unusual circumstance of any non-Science staff being required to lead practical work, adequate training in laboratory rules will be provided.

Concern for Others

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

Outdoor Activities

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

Local Code of Practice

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

Emergency Procedures

Fire

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

Spills

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

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

Injury

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

Reporting Procedures

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

Science Department Rules

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

Training Policy

All training course should be booked through Blue Sky and recorded on the training document on the Google drive. The person with the task of seeing that training is provided is the Head of Science Faculty. Particular training functions are delegated as follows:

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

Communications

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

Laboratory technicians can be contacted at all times by calling their mobile telephone. Staff have been issued a laminated card with the numbers printed on.

CAROLE: - 07813995101

JENNIFER: - 07813996204

AMANDA: - 07813996025

Monitoring

The employer expects the Science department to monitor the implementation of this policy. Laboratories, store rooms and preparation areas are checked on a regular basis by the Senior Technician. Any issues are raised with the Head of Science and relevant action is taken e.g. problem resolved or referred to the Facilities Manager.

Appendices to the health and safety policy

Appendix 1 - Names of staff with particular functions

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

The subject specialists for consultation over safety matters are:

- Biology – Sarah Hallas
- Chemistry – Sajid Kahn
- Physics – David Key
- The Senior Technician is Carole Andrews
- The person trained to do portable appliance testing is the D&T technician
- The employer's Radiation Protection Adviser (RPA) is provided through Walsall LEA
- The member of staff nominated as Radiation Protection Supervisor (RPS) is David Key (See Appendix 14)
- The person in charge of chemical storage is Carole Andrews -Chemistry and Amanda Watts -Biology.
- The person in charge of manual handling is Head teacher
- The person with the task of arranging drills on fires etc. is the Facilities Manager
- The trained first aiders are Mark Wynne-Owen and James Phillips

Appendix 2 - Publications to be used as model risk assessments

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

- CLEAPSS, Hazcards, CLEAPSS4, latest edition
- CLEAPSS, Laboratory Handbook, CLEAPSS3 latest edition
- ASE – General information

Appendix 3 - Monitoring fume cupboards: guidance notes and forms

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

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

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

⁴ CLEAPSS School Science Service, Brunel University, Uxbridge, UB8 3PH.

Appendix 5 - Local rules for ionising radiations

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

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

This employer permits the following activities to be carried out only by persons who have received appropriate training (Staff should not deviate from practical risk assessments provided by CLEAPSS).

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

Appendix 7 - Local instructions from the employer

There are currently no local instructions attached.

Appendix 8 - Remedial measures for Science staff

What Science Staff should do while waiting for first aid
The First Aid Regulations do not necessarily require there to be a qualified first aider among Science staff, yet this is clearly desirable. Nevertheless, all staff have a duty to carry out remedial measures immediately while waiting for first aid or professional medical treatment. The following advice covers common laboratory accidents and is intended as a supplement to any local guidance on dealing with non-laboratory events, e.g. epileptic fits.
Chemical splashes in the eye - Immediately wash the eye under running water from a tap for at least 10 minutes and for much longer in the case of alkalis. The flow should be slow and eyelids should be held back. Afterwards, the casualty should be taken to hospital (with irrigation continuing during the journey for an alkali in the eye).Rubber tubing provided in the first aid box
Chemical splashes on the skin - Wash the skin for 5 minutes or until all traces of the chemical have disappeared. Remove clothing as necessary. If the chemical adheres to the skin, wash with soap.

Chemicals in the mouth, perhaps swallowed - Do no more than wash out the casualty's mouth. After any treatment by the first aider, the casualty should be taken to hospital.

Burns - Cool under gently running water until first aid arrives.

Toxic gas - Sit the casualty down in the fresh air.

Hair on fire - Smother with a cloth.

Clothing on fire - Smother by pushing the casualty to the ground, flames on top. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.

Electric shock - Taking care for your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves. If casualty is unconscious, check that airways are clear and begin artificial ventilation if necessary.

Severe cuts - Lower the casualty to the floor and raise the wound as high as possible. Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Protect yourself from contamination by blood. Leave any embedded large bodies and press round them.

Appendix 9 - Emergency procedures

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

Emergency	Body	Telephone number
Serious accident	Ambulance- inform the Head teacher's PA	999
	First aiders: Mark Wynne-Owen James Phillips	Room 55 Room 53
	Reception First Aider	0 / 221 / 230
Chemical spill	CLEAPSS	01895 251496

Appendix 10 - School injury reporting procedure

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

Appendix 11 - Guidelines for Science staff

- Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties: to be familiar with this health and safety policy, its updates,

appendices and the safety texts it refers to. They must observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific safety duties. They have a duty to report any failure of equipment, which has a safety function.

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

Responsibilities of Teachers

- At the beginning of each school year, teachers must make sure that their classes have copies of the pupil rules and issue them if necessary. They should be stuck in the exercise book.
- Teachers must enforce the pupil laboratory rules, reminding pupils of them often enough for them to be familiar. With new pupils, time should be spent explaining them, with appropriate demonstrations.
- Lesson preparation should be adequate and include checking on risk assessments and the safety precautions required. Time should be allowed for consulting more senior colleagues where there is any doubt and to try out experiments, particularly those involving hazard. Teachers should explain precautions to pupils as part of their health and safety education.
- Open-ended investigations must be so organised that the teacher can assess any risks and lay down precautions before any hazards are met.

- If, because of large class size or indiscipline, safety cannot be maintained during certain practical work, the work should be modified or abandoned. This should be reported to the Head of Science.
- A teacher is responsible for the safety of any of his/her classes taken by a student teacher.

Appendix 12 - Rules for pupils during Science lessons

ALWAYS:

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

NEVER:

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

All class rooms must have lab rules on display.

Appendix 13 - Safety checklists

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

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

Appendix 14 – Local rules for use of radioactive sources

Radiation Protection Supervisor (RPS)	Mr David Key Science Lab 57, Home: 01543 4337711 Mobile: 07927347510
Radiation Protection Officer (RPO)	James McCulloch Fire Safety Adviser, Walsall Council Telephone 01922 655604
Radiation Protection Advisor (RPA)	Mr Timothy Shakleton CLEAPSS RPA Service: 01494 543572

Location of secure store for radioactive substances	Metal wall safe in cupboard in room 72
Key holders for secure store	Mr David Key Mrs Carole Andrews (Senior Laboratory Technician)
Laboratories where radioactive sources are authorised to be used	51,52,53,54,55,56,57,58,59,60,69,70

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

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

- All sources must be handled with tweezers/tongs.
- Wherever possible, only one source should be used at any one time. Sources not in use must remain in their protective box.
- The RPS is responsible for safety and security of the sources and for keeping suitable records.
- Any loss or theft of a source must be reported to the RPS, who in turn must inform the RPA immediately (Tel No above). The RPS in consultation with the RPO/RPA will be responsible for notification to the Health and Safety Executive, Department for Children, Schools and Families, the Environment Agency and the Police.
- Leakage testing will be carried out at 24 month intervals by the RPS. A Record of these tests will be kept for 5 years from the date of test.
- Pupils are not permitted to handle the sources, i.e. only teacher demonstration is allowed to classes.
- In the case of a FIRE ALARM or DRILL involving mandatory evacuation of the building whilst a source is in use, the source must be locked in a cupboard in your laboratory before you leave the laboratory.

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

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

LOCAL RISK ASSESSMENT FOR USE OF RADIOACTIVE SOURCES

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

Sources held at Aldridge School A Science College

Stored	Source	Activity (microcuries)
Wooden box	226 - Ra	5 μ C
	226 - Ra	5 μ C
	226 - Ra	5 μ C
Wooden box	60 - Co	5 μ C
	90 - Sr	1 μ C
	239- Pu	0.1 μ C
Wooden box	241 - Am	0.125 μ C
	90 - Sr	0.125 μ C
	60 - Co	5 μ C
	Thorium oxide	
	Uranium oxide	



Aldridge School - An Academy

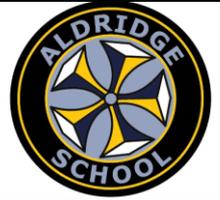
SECURITY & VIOLENCE

Security & Violence

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

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

[Back to Appendices](#)



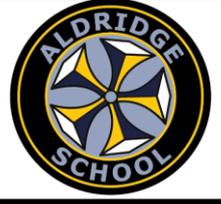
SITE STAFF

SITE STAFF

General responsibilities:

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

[Back to Appendices](#)



STRESS

Stress/Wellbeing

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

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

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

[Back to Appendices](#)



Aldridge School - An Academy

SWIMMING POOL

Swimming Pool

The Headteacher will ensure the pool is managed in accordance with current guidance.

A risk assessment has been carried out for the swimming pool. Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) are available from the Caretakers office and the pool area, and are available to any groups hiring the facility.

Lettings agreements are managed by the Site Manager who will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the hirer and returned to the school and that the hirer knows and understands the NOP and EAP.

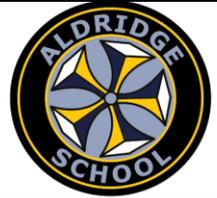
Pool plant operations and water testing is carried out by the Caretakers, who have received relevant training. They will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). The Caretakers will ensure bacterial testing is carried out and, where necessary, carry out any remedial actions.

All relevant staff are to ensure that they are familiar with the NOP and EAP for the swimming pool, check that rescue equipment is available and the swimming pool area is secured to prevent unauthorised access when not supervised.

[**NB** For pools deeper than 1.2M, staff must have also completed appropriate specialist qualifications as identified in Safe Practice in School Swimming.]

[**At secondary level** the head of PE will ensure all staff expected to undertake swimming teaching hold the appropriate NGB award in addition to their teaching qualification in accordance with AfPE guidance.]

[Back to Appendices](#)



Aldridge School - An Academy

WORK EXPERIENCE

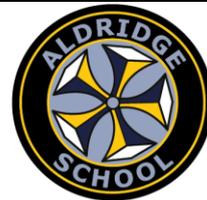
Work Experience

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

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

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

[Back to Appendices](#)



Aldridge School - An Academy

WORK AT HEIGHT

Work at Height

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

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

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

The nominated person shall ensure:

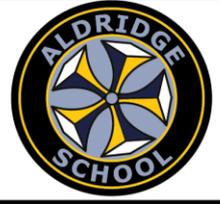
- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access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

Pupils will not be permitted to use ladders/stepladders.

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

Contractors will not be permitted to use any of the school's work equipment.

[Back to Appendices](#)



VEHICLES ON SITE

Vehicles on Site

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

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

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

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

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

Deliveries

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

[Back to Appendices](#)

Amendments to Health & Safety Policy

Appendix 4 – Contractors
CDM update 2015

Appendix 6 – DSE
Additional Information added

Appendix 7 – First Aid & Medication
Change in DFE Guidance web page.

Appendix 9 – Inspection of Emergency Equipment
Added – Green Door Release Boxes
Added – Emergency Red Pull Cords

Appendix 11 – New General Hazards

Appendix 14 – New Induction Process

Appendix 21 – Premises
Added – Air Conditioning Units
Added – No Smoking

Appendix 27 – New Site Staff

April 2016 – Changes made to some of the BS guidance