



## **Lincoln Christ's Hospital School**

### **Health and Safety Policy**

<b>Link member of staff:</b>	<b>Mick Groves Estates Manager and Health &amp; Safety Officer</b>
<b>Date presented to Governors:</b>	<b>October 2016</b>
<b>Review Date:</b>	<b>October 2017</b>

## 1.0 STATEMENT OF HEALTH & SAFETY POLICY

The Governing Body is committed to:

- the provision of safe and healthy conditions for students, employees and visitors;
- compliance with all relevant health and safety legislation;
- seeking the co-operation of employees, students, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.

The main hazards and risk control arrangements are detailed in Section 3.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask. Where necessary, specialist advice will be obtained.

This Health & Safety Policy will be reviewed annually by the Governing Body and amended as necessary in accordance with experience gained from monitoring and taking into account any new developments in Health and Safety legislation and guidance.

The Headteacher will include in his annual report to Governors a report on Health and Safety matters and indicate any changes needed in the policy.

Signed ..... Chair of Governors

Signed ..... Headteacher

Date .....

## **2.0 ORGANISATION AND GENERAL RESPONSIBILITIES**

### **2.1 The Governing Body**

The Governing Body is responsible for ensuring that:

- a Health & Safety Policy is prepared, implemented and reviewed to ensure it remains valid.
- health and safety standards are monitored by direct involvement or by considering inspection reports.
- actions are prioritised where resources are required.
- health and safety is an agenda item at the Annual Governors' Meeting with a report from the Headteacher.
- a Health and Safety Committee is formed and is given specific responsibility for health and safety.
- the Headteacher receives health and safety management training and is competent to deal with the health and safety aspects of the work.
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply.
- the Director of Children's Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

### **2.2 Headteacher**

The Headteacher is responsible to the Governing Body for ensuring that:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation.
- the significant findings regarding the above are recorded in the Health & Safety Policy.
- the arrangements are monitored to ensure they are working.
- employees are aware of what is expected of them and are capable of dealing with the health and safety requirements of their work.
- any problems in implementing appropriate health and safety standards are reported to the nominated Governor and the Governing Body.
- specialist help and assistance is obtained where necessary.
- the reports of health and safety monitoring are communicated to the nominated Governor and the Governing Body along with details of significant injuries to employees, students and visitors.

### 2.3 Health and Safety Officer

The Health and Safety Officer is responsible for assisting the Headteacher with the above and specifically for:

- liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented.
- monitoring the health and safety standards of the school on a day to day basis. Liaising with the Estates Manager and reporting any problems that cannot be rectified to the Headteacher.
- chairing the school Health and Safety Committee meetings.

### 2.4 Heads of Department

Heads of Department are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their departments. The Head of Pastoral activities is similarly responsible and accountable in respect of areas that are designated 'pastoral' areas, as opposed to being 'departmental' areas. The Fire Officer, who the Examinations Administrator and also of the Health and Safety Committee, is responsible for all matters appertaining to Fire Safety, advising the Health and Safety Co-ordinator and Heads of Department as appropriate.

In the exercise of this responsibility, Heads of Department must ensure that:

- they are aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.
- in consultation with the Health and Safety Officer, they produce their own departmental safety policy, defining safe working arrangements, and bring it to the attention of members of staff including new entrants, supply teachers etc.
- all statutory notices, placards, regulations and safety signs are displayed as appropriate to their work place.
- there are adequate arrangements for facilities such as First Aid equipment, protective clothing/equipment, registers, log books etc.
- all members of staff under their control receive instruction in their duties regarding health and safety matters. In consultation with the Health and Safety Officer, suitable courses of instruction might also be identified.
- all members of staff under their control are adequately trained to carry out their duties efficiently and effectively.

**This is extremely important for staff who operate, use or instruct in the use of plant, machinery, equipment, or staff who use, handle and store hazardous substances/chemicals.**

- as required under Section 6 of the Health and Safety at Work Act, everything received from suppliers - machinery, equipment, substances etc - is accompanied by adequate information and instruction prior to use (the use of manufacturers' data sheets).
- they report and, if appropriate, make recommendations to the Headteacher, through the Health and Safety Officer, any practises, premises, equipment etc., which give or might give rise to risks to health and safety hazards.
- they report to the Headteacher, through the Health and Safety Officer without delay all problems, defects or hazards that they cannot, or do not feel competent to, deal with themselves.
- they carry out regular safety inspections of their departments. Priority must be given to plant, machinery, equipment and electrical appliances. Any risk assessment must include use of substances.

**The Health and Safety Directives require Heads of Department to carry out regular risk assessments in their departments. The assessment must take into account not only substances used but also operational practices, to include machinery, plant equipment and methods of work.**

**For appropriate risk assessments see relevant sections of the Health and Safety Manual (held by Estates Manager).**

Heads of Department may delegate the day to day running of departmental health and safety to a member of their staff. Those staff delegated should liaise directly with the Health and Safety Committee as appropriate.

Heads of Department and the Pastoral Heads must ensure that a copy of the Fire Drill regulations and assembly points are prominently displayed in all rooms and areas for which they are responsible. The Fire Officer is to assist in the form of advice and supply of printed materials.

## **2.5 Staff Responsibilities**

All members of staff are responsible to the Headteacher through their Heads of Department for:

- taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- co-operating with the management of the school to implement the requirements of Health and Safety legislation, the school's Health & Safety Policy and the departmental safety policy.
- using all equipment and substances in accordance with training and instructions received and following the systems of work and procedures laid down in the school's Health & Safety Policy and the departmental safety policy.

- not misusing anything provided in the interests of health and safety.
- reporting to their Head of Department or delegated officer any health and safety matter they cannot deal with themselves or any perceived shortcoming in the health and safety arrangements.

## **2.6 Student Responsibilities**

Students must be regularly reminded of their own Health and Safety responsibilities, in line with staff responsibilities outlined in paragraph 2.5.

Additionally, all students are expected:

- to exercise personal responsibility for their own health and safety and that of their peers.
- to observe standards of dress and behaviour consistent with the safety of themselves and others.
- to observe the rules of the school and in particular the instruction of teachers.

## **2.7 Health and Safety Assistance**

Health and Safety Consultants are appointed by the School to be the competent persons as required by The Management of Health and Safety at Work Regulations 1999 and are responsible for providing assistance with:

- the identification of hazards and relevant Health and Safety legislation.
- the assessment of risks and devising and implementing of measures to control the risks and comply with Health and Safety legislation.
- the monitoring of the Health and Safety arrangements by carrying out an annual inspection of the School and preparing a report for consideration by the Governing Body and Headteacher.

NB Day to day Health and Safety advice is through the Mick Groves, Estates Manager and Health & Safety Officer.

## **3.0 ARRANGEMENTS**

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### **3.1 General Hazards**

Workplace accommodation standards are regulated by the Workplace (Health, Safety and Welfare) Regulations 1992. 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.

Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Members of staff are to inspect these before use, and report any defect to the Estates Manager. Members of staff are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

In general, heavy items should be stored low down, 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 to the Estates Manager through the Head of Department. 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 may create tripping hazards.

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

### **3.2 Fire Procedures**

Fire prevention is part of everyone's duties. In particular, attention should be paid to checking the school before leaving at night, to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. All electrical equipment that need not be left on, such as, typewriters, word processors, photocopiers and kettles, are to be switched off. Equipment needed to be left on should be kept clear of combustible material, in case of a fault developing when unattended.

Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored properly in order to reduce the risk of fire.

Inspections of the School are carried out by the local Fire Brigade. It is the policy of the school to implement all the recommendations from these inspections. The Fire Officer is required to participate actively with the Fire Brigade during these inspections and ensure that any necessary remedial work is carried out.



Evacuation procedures have been devised and notices are posted throughout the premises.

The Fire Officer is responsible for organising evacuation practices each term and for completing the record sheet.

The Fire Officer is responsible for ensuring the fire alarms are tested on a weekly basis, and for completing the record sheet.

The Estates Manager is responsible for testing the emergency lights every term and for completing the record sheet.

The Estates Manager must ensure that fire extinguishers and fire blankets are serviced on an annual basis by specialist contractors and brief the Fire Officer accordingly.

### **3.3 First Aid**

First Aid boxes, stocked with the contents recommended in the Approved Code of Practice to the Health and Safety (First Aid) Regulations 1981, are kept at the following locations:-

The Medical Room  
The Reception Office  
Home Economics Department  
CDT Department  
Staff Room  
Science Department  
PE Department

It is imperative that the stocks are checked by the Head of Department or appointed deputies.

The following staff members are trained in First Aid:

Mrs Sue Rushton (First Aid Room)  
Mrs Caroline Garside (Cover Supervisor)  
Mrs Sarah Parker (First Aid Room/Kitchen)  
Miss Sarah Pike (Teacher)  
Mrs Tina Farrow (Cashier)

The First Aid Officer, in liaison with the Assistant Head of INSET, is responsible for ensuring that First Aid Training is repeated every 3 years.

First Aid boxes are to be taken on School trips, and the person in charge is appointed to be responsible for the First Aid box and for taking charge of the situation, including calling assistance if a serious injury or illness occurs.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring students for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing or which change the behaviour of the victim should be referred immediately for further medical attention. Slight knocks to students who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical

attention is necessary and informed via the standard letter of any non-significant head bumps which show no signs or only slight reddening.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection.

### **3.4 Injury Reporting**

Minor injuries to staff and students are recorded in the accident book by the person administering First Aid.

Forms must be used to notify the Health and Safety Executive (HSE) of any 'major' injuries to staff, students or visitors and any 'over 3 day absence' injuries to staff. The Health and Safety Officer requires a completed copy of this form.

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care, not those which arise from play or sport activities or which arise from a health condition.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours. A return to work interview might be required depending on the reasons for the 'major' injury.

All 'major' injuries must be notified to the HSE immediately by telephone (0115 971 2800).

'Over 3 day absence' injuries to staff do not require telephone notification but the form must arrive at the HSE within 10 days of the injury.

Some incidents which do not result in injury must be reported by telephone to the HSE. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing sectors but some, such as a fire or electrical short circuit which disrupts activities for more than 24 hours or the failure of a lift will apply.

### **3.5 Work Equipment**

All work equipment, machine tools, portable hand and power tools, ladders, computers, heaters, boilers etc used by the school must be:

- selected to ensure that they are suitable for the task.
- maintained in efficient working order.

In particular, dangerous parts of machinery must be provided with guards, and members of staff are responsible for ensuring that these are present, serviceable and in position at all times when the machinery is operating.

Staff shall not attempt repairs or make modifications to machinery, other than those

associated with daily operations. Any defects or malfunctions are to be reported to the Estate Manager through the Head of Department.

### **3.6 Electrical Hazards**

Electrical systems and equipment are subject to the Electricity at Work Regulations 1989. The Estates Manager is responsible for ensuring that the fixed electrical installations are inspected and tested every 5 years. The Estates Manager is also responsible in consultation with Heads of Department for ensuring that any alterations or extensions to the installation are carried out by competent electrical contractors.

Staff must be alert to the dangers of defective wiring and equipment, and must not attempt repairs or modifications to electrical equipment other than those normally associated with daily operations. Any defects or malfunction found or suspected must be reported to the Estates Manager.

Only electrical equipment provided by the school shall be used. Annual inspections and tests of portable equipment must be carried out to identify faults that require maintenance to prevent danger. The Estates Manager is responsible for organising this work and keeping the appropriate records.

The Estates Manager is to ensure that a competent person is available to fit plugs and is responsible for carrying out this work in the School. All plugs used shall be to BS1363 with semi-insulated pins.

Where portable electric equipment is used outdoors, a residual current device (RCD) shall be used to reduce the risk of a serious electric shock. Staff must be instructed to use RCD adaptors, if one is not fitted into the fixed wiring, and to cease using any equipment which causes the RCD to trip.

### **3.7 Substances Hazardous to Health**

It is the policy of the school only to keep and use hazardous substances (i.e. those labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant') where non-hazardous substitutes are not capable of producing the required results.

All substances must be properly labelled, stored, used and disposed of in accordance with the manufacturers' instructions. Staff should be aware of the requirement to assess the risks to health of any hazardous substances brought into the school to ensure the appropriate risk control measures are devised, implemented and, where appropriate, recorded.

Hazardous substances are primarily used in the Science, Art, Technology, Caretaking, Catering and Home Economics areas.

Heads of Department are responsible for ensuring compliance with The Control of Substances Hazardous to Health Regulations 2002 (COSHH) i.e.:-

- Identifying hazardous substances.
- There are blank COSHH risk assessments on the HSE website.
- Assessing the risks to health.
- Devising and implementing adequate control measures and communicating these to the

persons involved before use.

- Recording sufficient information to justify the conclusion that the risks to health are adequately controlled.
- Refer to and use the manufacturers' material data sheet that accompanies the product.

### **3.8 Manual Handling of Items and Loads**

Significant manual handling operations are required as part of the Estates Management duties and these are detailed in Section 3.15.

Manual handling operations are required to some extent in most of the school's activities, and it is not reasonably practicable to avoid them. These do not generally involve significant risks and are within the capabilities of all staff. Specific assessments of these operations are not necessary under the Manual Handling Regulations 1992. The measures entailed below are considered adequate to reduce the risks of injury to the lowest reasonably practicable level.

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Estates Manager.

Staff shall use the trolleys and barrows provided for the movement of televisions, projectors, and boxes of books and paper and similar awkward or heavy items.

When lifting boxes, parcels etc the back must be kept straight and lifting carried out using the leg muscles. Lifting from the waist with the legs straight puts strain on the back muscles and spine and may lead to injury.

Special care is to be exercised where students are involved with the moving of objects e.g. moving trampolines or pianos. Members of staff are required to assess these operations and only allow students to be involved where they will not struggle and adequate precautions are taken to prevent injury.

### **3.9 Display Screen Equipment**

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

Staff who meet the criteria given in the guidance to the above regulations are defined as "users". The Network Manager is 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.
- Properly arranged work stations to minimise the risks of repetitive strain injuries.

### **3.10 Contractors' Activities**

Contractors carrying out work in the school and grounds are required to book in at Reception on arrival (before work starts) and sign out on departure. They must report their presence to the Estates Manager or Duty Caretaker.

Only contractors who can show that they are competent to carry out their work in accordance with the relevant statutory provisions will be selected for work on the premises.

The Estates Manager is responsible for agreeing a system of work with the contractors to meet Health and Safety standards, and for monitoring the progress of work generally to ensure the agreed protective measures are in place.

Where applicable, the Estates Manager will ensure that the Construction (Design and Management) Regulations 1994 (CDM Regulations) are fully complied with.

### **3.11 Health and Safety Representatives**

Health and Safety must be a standing item on the agenda of all staff meetings at the School.

Heads of Department are responsible for all Health and Safety matters within their individual areas of responsibility. Health and Safety representatives, appointed by the Headteacher, are listed at Annex A to this document. They are to meet as directed.

The Health and Safety Committee will be chaired by the Health and Safety Officer, who will report directly to the Headteacher. A Governor will be appointed by the Chairman to represent the Governors. The Headteacher is directly responsible to the Governors for all health and safety matters.

General day to day health and safety issues are dealt with by the Health and Safety Officer in liaison with the Estates Manager.

### **3.12 Staff Induction Procedures**

- The capabilities of all new staff with regard to their own health and safety and that of students in their care will be taken into account before employment starts. Adequate information and training will be given by Heads of Department to ensure that they are aware of the school's health and safety arrangements, particularly:
- Evacuation procedures.
- First Aid and injury reporting arrangements.
- Any other relevant emergency procedures such as electricity and gas isolation points.
- A copy of the school Health and Safety Policy should be available to all new staff and a signature provided to say that they have read the policy.

### **3.13 Play Areas**

Supervision of student play areas is available within the limits of available resources.

### **3.14 Vehicles on the Premises**

Special care is necessary to ensure that students are kept away from the vehicles on the LCHS – Health and Safety Policy – January 2015

school premises, in particular:

- The East Entrance is restricted to pedestrians at the peak school leaving time.
- A speed limit of 5 mph for all vehicles on site is enforced.
- Lorries and vans are only permitted to reverse on school premises if they are guided by a person stationed at the rear of the vehicle.
- Delivery and contractors' vehicles are prevented from entering the premises at school starting and leaving times.
- School bus discharge and pick up arrangements have been planned to avoid students having to cross the road and the need for reversing whilst students are around.
- Students are not allowed on the playing fields whilst grass mowing is in progress.

### **3.15 Estates Management**

The Estates Manager is to ensure that site staff comply with the following:

- The maintaining of floor surfaces to ensure that there are no tripping hazards or slippery surfaces.
- The erection of 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.
- Carrying out any necessary maintenance 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 correctly stored in safe areas.
- Keeping the boiler house and plant rooms clean, tidy and free from accumulations of combustible materials and flammable liquids and items that prevent free access to the plant and machinery.
- 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 when moving heavy items, respirators when involved in dusty work, eye protection when hammering, chiselling or drilling etc.

- Storing all cleaning substances in accordance with the manufacturers' advice and in a locked area at all times when not in use.
- The disposal of any obsolete cleaning materials in accordance with the manufacturer's advice.
- Using 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.
- Ensure that site staff has the appropriate ladders training.
- 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 which must extend a minimum of 4 feet 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.

### **Manual Handling Operations**

The following operations have been assessed and along with the manual handling training that has been provided are considered to be adequate to reduce the risks to the lowest extent reasonably practicable.

#### **(i) Chair and Table Moving**

Measures to reduce the risk of injury:

- using correct lifting techniques
- carrying no more than 3 chairs at a time
- using special trolley for moving stacks of chairs
- carrying no more than 1 table at a time (single tables)
- obtaining assistance where the timescale involved could lead to over-exertion.

#### **(ii) Miscellaneous Packages and Items**

Measures to reduce the risk of injury:

- using correct lifting techniques
- using the trolleys and barrows provided
- obtaining assistance where the weight/size of load is beyond individual capacity.

#### **(iii) Furniture, Lockers, Display Boards etc**

Measures to reduce the risk of injury:

- using correct lifting techniques
- using the trolleys and barrows provided
- obtaining assistance in proportion to the weight, size and distances involved
- wearing protective equipment such as gloves and safety footwear.

### **3.16 School Security**

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

Many exit doors are locked from the outside to prevent unauthorised access but can be readily opened from the inside in case of emergency.

All visitors are required to report to the Reception Office on arrival where their names and time of arrival and departure are recorded and a badge issued for identification whilst on the school site.

Unknown persons on the school site not wearing a visitors badge are to be asked what they are doing and if they require assistance. In some cases, it may not be appropriate for a lone member of staff to make this approach. In these cases, the Headteacher is to be informed and, if necessary, the police called for assistance.

### **3.17 Violence at Work**

The school seeks to minimise staff vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from students or parents and further action, such as exclusion/banning/prosecution will be considered. Staff should seek advice from the Headteacher wherever they have concerns

The following steps should be followed:

- Staff who have any qualms about parental interviews should arrange for a colleague to be present.
- Staff should not become confrontational, even if provoked. Offer to arrange another meeting with senior colleagues and close the interview.
- Do not hold meetings with parents in isolated classrooms and have clear objectives and a set timescale.
- Do not make home visits alone.
- If verbally or physically abused, leave or call for assistance immediately.
- Staff should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Headteacher. This will enable incidents to be monitored, investigated and appropriate action to be taken.
- A register is kept of people (normally adults) who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.



- Members of staff who suffer violence at work will be sympathetically treated and a variety of support systems are available.

### **3.18 Working Alone**

Activities which involve special risks should not be carried out whilst alone on the premises. These include those listed below:

- Working at heights of more than 2 metres (from floor to feet position).
- Moving and handling tasks where assistance is required to minimise the risk of injury.
- Work in roof spaces.
- Work below the ground, such as inspection pits, pipe ducts, excavations.
- Work involving exposure to uninsulated, live, mains voltage conductors, such as when fault finding on electrical equipment.
- Work involving the use of high risk, hand fed machinery, such as circular saws and planers.
- Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.

Working alone on the premises should be avoided where possible. If unavoidable, the doors should be secured to prevent intruders and a telephone must be readily available. Additionally, anyone working alone on the premises must ensure someone knows where they are and what time they will be finished. The person should be instructed to make contact if the person working alone is overdue and raise the alarm if there is no reply.

### **3.19 Science and Laboratory Work**

It is the policy of the School to follow the advice and guidance detailed in the following publications.

- Safety in Science Education (DfEE Publication)
- Topics in Safety (ASE Publication)
- Risk Assessments for Science (CLEAPSS Publication)
- Laboratory Handbook (CLEAPSS Publication)
- Hazards (CLEAPSS Publication)
- Managing Ionising Radiations and Radioactive Substances L93 (CLEAPSS Publication)
- Use of Ionising Radiations in Education Establishments in England and Wales AM1/92 (CLEAPSS Publication)
- Preparing COSHH risk assessments for project work in schools (SSERC)
- Safety in Science Laboratories (DENI)

#### **Substances Hazardous to Health**

The following measures must be implemented in the Science Department:

- only the substances prescribed by CLEAPSS are kept by the School.

- these substances are stored so as to prevent unauthorised access.
- these substances are only used in accordance with the instructions and control measures detailed in the CLEAPSS Laboratory Handbook and Hazards.
- fume cupboards are inspected annually and maintained as necessary to ensure that performance standards meet those specified in the COSHH Regulations 2002.

The implementation of the above measures allow the central assessments carried out by CLEAPSS (to comply with the requirement of the COSHH Regulations) to be adopted and it is concluded that the risks to health are adequately controlled.

Other work involving hazardous substances, not covered by the CLEAPSS procedures such as pupils proposals for design and experimental projects, is individually assessed by staff and the proposals rejected or modified as necessary, to ensure that the risk to health is adequately controlled as required by the COSHH Regulations.

### **3.20 Art, Design and Technology**

It is the policy of the School to follow the advice and guidance detailed in the following publications.

- BS 4163 Code of Practice for Health and Safety in Workshops of Schools and Similar Establishments
- Safety in Practical Studies (DfEE Publication).
- Risk Assessments for Technology in Secondary Schools (CLEAPSS Publication)
- A guide to Safe Practice in Art and Design (DES Publication).

In particular the following measures must be implemented:-

- Guarding of dangerous parts of machinery.
- Restricting the use of machinery to appropriately trained staff and students.
- The provision and use of suitable protective equipment where the risks cannot be adequately controlled at source, i.e. eye protection, face shields, gloves and aprons etc.
- Machinery producing hazardous noise levels have been identified and information and suitable hearing protection has been provided.
- Emergency stops are fitted to all fixed machine tools (foot operated where specified by BS4163).
- A central isolation point has been provided for the electricity supplies to all fixed machine tools.
- Local exhaust ventilation equipment has been provided to control exposures to wood dust and fumes from hot processes.
- Health and safety information and instructions are incorporated into the normal teaching process.
- Close supervision is exercised over students' behaviour.

- Cleaning and tidying up is carried out daily and unwanted items are disposed of at regular intervals.
- Routine maintenance and inspection of all hand and power tools is carried out.
- RCD protection is provided for all sockets identified as requiring it.

The Head of Department or his/her deputy is responsible for reviewing the risk assessments annually and ensuring the following:

- Checking the presence and condition of machinery guards before use;
- Isolating all fixed machine tools when not in use;
- Checking the operation of all emergency stops on a half termly basis;
- Checking the operation of the electrical isolation point on a half termly basis;
- Checking the operation of RCD sockets on a half termly basis;
- Keeping appropriate records.

### **3.21 Physical Education**

It is the policy of the School to follow the advice and guidance from the relevant national governing body for the activities carried out and to allow only suitably qualified staff to be involved. The advice and guidance detailed in the following publications are followed:

- Safe Practices in Physical Education (DFE Publication)
- Safe Practice in Physical Education (BAALPE Publication) – updated edition 1999
- Safety in Swimming Pools (Sport Council Publication)

In particular the following measures have been implemented:

- fixed and portable exercise equipment is inspected on an annual basis in order to identify and rectify any faults which could lead to danger;
- secure storage for hazardous equipment such as javelins, shots and discus;
- instruction and close supervision of students (pupil to teacher ratios are in accordance with DfES advice) to ensure that the correct procedures are followed.

### **3.22 Catering**

The School is registered with the District Council Environmental Health Department and is regularly visited by Food Hygiene Inspectors. All recommendations and advice given by these inspectors is implemented in order to ensure adequate food hygiene standards.

All food handlers are trained in basic food hygiene procedures.

It is the policy of the School to ensure that the guidance is followed in the HSE publication HS(G)55 - Health and Safety in Kitchens and Food Preparation Areas.

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The Catering Supervisor Manager is responsible for ensuring the relevant standards are communicated and maintained, in particular:

- All spills are cleaned up immediately to minimise the risk of accidents.
- Proper access equipment is provided for reaching items located at heights. Staff are not to use chairs, boxes, etc. or to climb up the front of storage racks.
- The Catering Supervisor Manager is responsible for ensuring the RCD for the kitchen circuits is functioning correctly by operating the test button on a monthly basis.
- Staff must avoid touching switches and controls with wet hands and are to report any earth bond connections which are damaged or loose.
- All gas fired equipment is serviced and maintained on a regular basis by a CORGI specialist.
- The main isolations valve is clearly marked and this must be closed if a leak is suspected or if there is an unexplained smell of gas.
- Oven cloths or oven gloves are to be used when handling trays or tins in the oven and similar care should be taken when moving oven racks or utensils on the hotplate or cooking top.
- The handles of saucepans should be placed away from the hotplate or gas ring and not allowed to project beyond the edge of the range.
- Ladles or spoons should not be left in saucepans on hotplates or rings.
- Safe lighting procedures must be followed for manually lit ovens and ranges.
- Staff must be properly trained in the use, cleaning and maintenance of sharp knives and hazardous machinery (e.g. mixer and slicer) and, where applicable, safety guards should be fitted at all times.
- The guidelines on the purchase, preparation and storage of foodstuffs are to be consistently adhered to.
- Hazardous substances such as liquid cleaners, disinfectants and bleach must only be used, stored and disposed of in compliance with the relevant COSHH Regulations.
- A system of Hazard Analysis and Critical Control Points (HACCP) has been implemented to ensure food hygiene risks are properly controlled and in compliance with the Food Safety (General Food Hygiene) Regulations 1995.

### **3.23 Home Economics**

The general arrangements for the Home Economics areas are as follows:

- Unsupervised access to the Home Economics areas is prevented.
- Knives are kept locked away at all times except when in use.

- Health and Safety briefing sessions are incorporated into the normal teaching process.
- Close supervision is exercised over students behaviour.
- Cookers are routinely inspected and maintained in order to identify faults that could lead to danger.
- Electrical equipment is routinely inspected, tested and maintained to prevent danger.
- Hazardous cleaning substances are kept locked away and are only used in accordance with the manufacturer's advice and the instructions specified in the COSHH assessment.
- Implementing any recommendations made by Food Hygiene Inspectors and following the precautions covered in the Institution of Environmental Health Officers' Basic Food Hygiene Course.

NB Electrical equipment should be checked by a qualified person in liaison with the Estates Manager.

### **3.24 Educational Visits**

The general arrangements for school outings are as follows:

- Parental consent will be obtained for all educational visits.
- Staff are responsible for identifying any hazards associated with the visit and for implementing adequate measures to control the risks arising from them.
- A sufficient number of suitably qualified staff and adults will be present on all educational visits to ensure adequate control and supervision of students.
- First Aid materials will be taken and normally at least one adult trained in Emergency First Aid should be present on all educational visits.
- This policy should read in conjunction with the school's Educational Visits Policy.
- Consultation with the EVC should take place before and new educational visits area agreed.

### **3.25 Monitoring and Review**

The Headteacher, with the Estates Manager, will monitor the Health and Safety arrangements in the School (see Section 2.2) by:

- reviewing the accident book entries and injury report forms
- reviewing the annual report submitted by the Health and Safety consultants
- carrying out an annual inspection of the premises.

The Health & Safety Policy is reviewed annually and amended as necessary to take account

of the findings from monitoring and any new developments in Health and Safety.

A report will be presented annually to the Governing Body.