



Health and Safety Policy

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1.0 STATEMENT OF HEALTH AND SAFETY POLICY

George Spencer Academy is committed to providing safe and healthy conditions for pupils, staff and visitors and to the compliance with all relevant Health and Safety Legislation.

The Board of Governors has a responsibility to monitor overall implementation of the Health and Safety Policy.

The Board of Governors accepts that Health and Safety is an integral part of all activities and believes that the only effective approach to injury, ill-health and loss prevention is one based on the active participation of everyone and the systematic identification of hazards and the assessment and control of risks. Co-operation from employees and management within the school for its implementation is essential.

Appropriate Health and Safety standards will be applied to all activities and deviations from these will not be tolerated. Any uncertainty regarding Health and safety is to be raised with the Health and safety Officer (through normal management channels) and where necessary specialist advice and assistance will be obtained.

Signed CHAIR OF GOVERNORS

Signed PRINCIPAL

Date

2.0 GENERAL RESPONSIBILITIES

2.1 The Board of Governors is responsible for ensuring that:

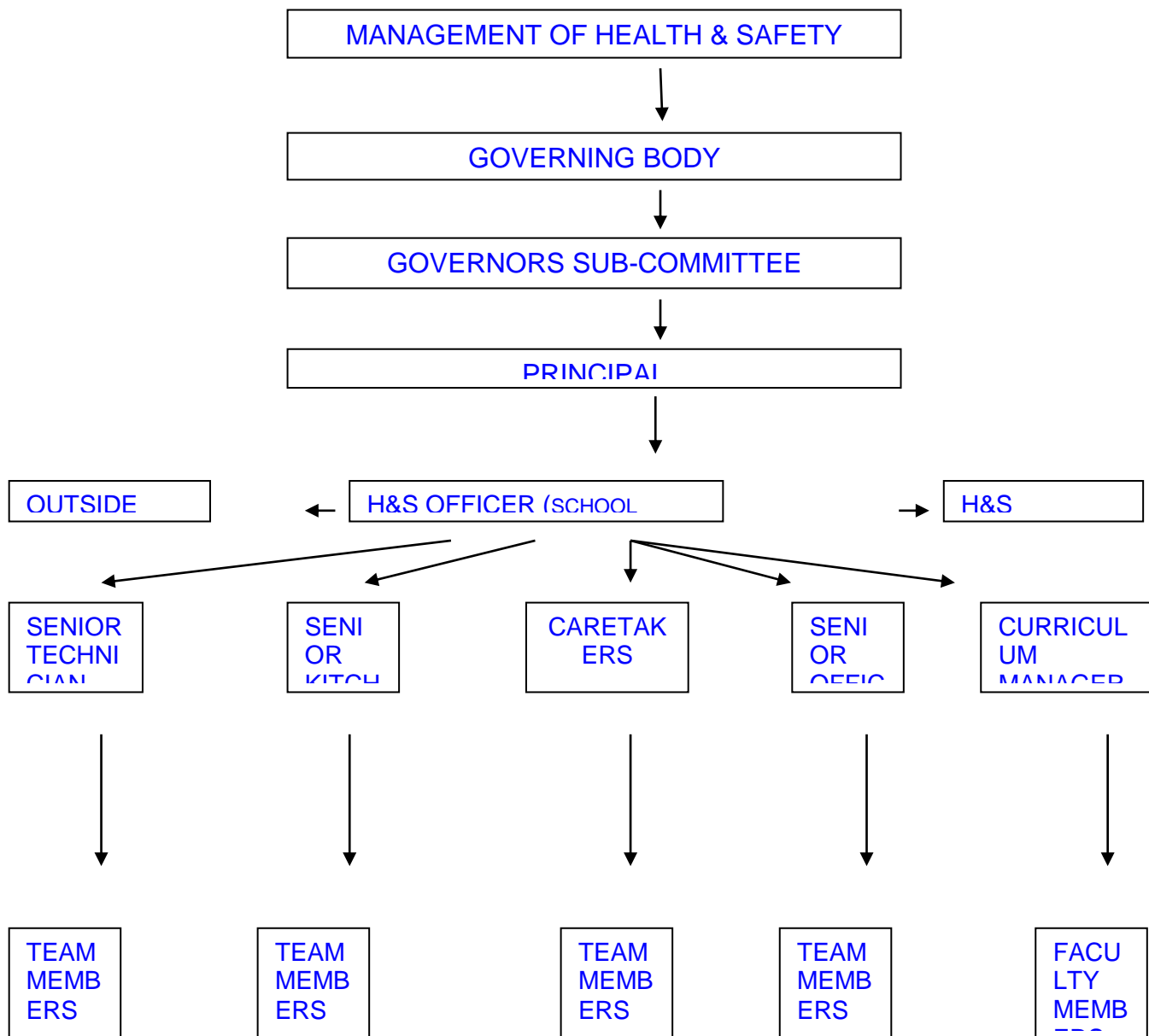
- ◆ A health and safety policy is prepared and reviewed.
- ◆ Staff responsibilities are set.
- ◆ Staff are aware of what is expected of them.
- ◆ Staff are competent to meet these expectations.
- ◆ A sub-committee of Governors monitor the policy.

2.2 PRINCIPAL

- ◆ The Principal is responsible to the Board of Governors for ensuring that:
 - ◆ Hazards are identified and that the significant risks are assessed.
 - ◆ Relevant health and safety legislation is identified.
 - ◆ Arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation.
 - ◆ The arrangements are recorded in the health and safety policy.
 - ◆ The arrangements are monitored to ensure they are working.
 - ◆ Staff are capable of dealing with the health and safety requirements of their work.
 - ◆ Any problems in achieving the intentions of the school's general statement of health and safety policy are reported to the Board of Governors.
 - ◆ Specialist help and assistance are obtained where necessary.
 - ◆ The results of health and safety monitoring are reported to the Governing Body along with details of any major injuries to staff or pupils.
- (See Management of Health and Safety for delegated duties)

2.3 RESPONSIBILITIES OF LINE MANAGERS

- To familiarise themselves with the school's safety policy, the organisation and arrangements for effecting that policy and safety rules and codes applicable to their areas of responsibility.
- To ensure that all staff in their areas are appropriately trained where applicable and aware of any hazards or risk to health associated with their work or work place.
- To ensure new staff are instructed appropriately and fully aware of the Health & Safety Policy.
- Ensuring that health and safety provisions and procedures are understood and adhered to by all members of their department including part-time staff, visitors and contractors.
- Ensuring that all equipment is safe and properly maintained/serviced, ensuring that defects are promptly rectified or notified to the Health and Safety Officer.
- To maintain a high standard of housekeeping.
- To ensure that all pupils working in their area are trained and familiar with all safe working practices applicable in that area.



2.4 **TEACHERS AND ANCILLARY STAFF**

Teachers and other Staff are responsible to the Principal for:

- Taking all reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Co-operating with the management of the school to implement the requirements of health and safety legislation and the school's Health and Safety Policy.
- Carrying out appropriate Risk Assessments.
- Not misusing anything provided in the interests of health and safety.
- Reporting to the Principal or delegated officer any health and safety matter they cannot deal with themselves or any shortcomings they consider in the health and safety arrangements.

2.5 **HEALTH AND SAFETY OFFICER**

A senior member of the school.

The Health and Safety Officer is responsible to the Principal for:

- Carrying out inspections, both as a matter of routine and following an accident or dangerous occurrence.
- To investigate complaints relating to Health, Safety and Welfare at work and to make representations to the Principal regarding action to be taken.
- Attending safety committee meetings.
- Receiving information from, and represent the school in consultation with Health and Safety Executive Inspectors.
- Ensuring that Line Managers are maintaining their responsibilities in connection with Health and Safety issues in their areas.
- The recording of all relevant records regarding Health and Safety inspections etc.
- Ensuring whole school issues such as fire drill are monitored and regularly reviewed.

2.6 **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 (as amended) and are responsible in 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 Principal.

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3.0 ARRANGEMENTS

3.1 GENERAL HAZARDS

Basic Health Safety and Welfare issues are regulated by the Workplace (Health, Safety and Welfare) Regulations 1992, The Management of Health and Safety at Work Regulations 1999 (the Management Regulations) and applicable amendments from the Health and Safety (Miscellaneous Amendments) Regulations 2002, the Work at Height Regulations 2005 and the Construction (Design and Management) Regulations 2007. It is the policy of the school to comply with the standards for cleanliness, overcrowding, temperature, ventilation and lighting are detailed in these regulations and the associated Approved Codes 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. Staff are to inspect these before use and report any defect to the Health and Safety Officer. 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 appropriate Line Manager. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

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 to be cleared out and not allowed to accumulate in such ways as to congest the working areas.

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

3.2 MACHINERY AND ELECTRICAL EQUIPMENT

Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions to be reported to the appropriate Line Manager who should contact the Technical Team or the Health and Safety Officer if necessary.

In Technology areas, the Curriculum Manager is responsible for ensuring the advice given in the following publications is followed:

- BS 4163 Code of Practice for Health and Safety in workshops in schools and similar establishments.
- Safety in Practical Studies (DFEE)
- CLEAPSS Risk Assessments for Technology.

Electrical systems and equipment are subject to the Electricity at Work Regulations 1989. The Health and Safety Officer is responsible for ensuring that the fixed electrical installation is inspected and tested every 5 years. The Health and Safety Officer is responsible for ensuring that any alterations or extensions to the installation is carried out by competent electrical contractors.

All electrical equipment used in the school (including pupils' equipment) shall be inspected and where necessary tested in order to identify any faults which require maintenance to prevent danger. Trained competent persons carry out the electrical testing and keep a record of the tests.

Staff are alerted to the dangers of defective wiring and equipment and of the need to report any defects found or suspected. All plugs used in the school shall be to BS 1363 with semi-insulated pins.

It is essential that where portable electric equipment is used outdoors a residual current device (RCD) is used to reduce the risk of a serious electric shock. Staff are instructed to use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.

3.3 Fire Hazards

As required by the Regulatory Reform (Fire Safety) Order 2005 a Fire Risk Assessment has been conducted by a competent person and the recommendations have been adopted. The Health and Safety Officer is required to participate actively in the Risk Assessment process and any subsequent inspections and ensure that any necessary remedial work is carried out. This officer is also responsible for ensuring that arrangements for the following are in place:

- Fire prevention procedures
- Evacuation procedures
- Staff training procedures
- Evacuation practices
- Tests and maintenance of fire alarms and emergency lights
- Maintenance of fire extinguishers.

The fire risk assessment is held by the Health and Safety Officer.

FIRE INSTRUCTIONS

MAJOR PRIORITY

"POSITIVE" CLEARING AND EVACUATION ENSURE EVERYONE IS SAFE WHEN ROLL CALLS MAY BE TOO LATE. THIS MUST BE THE PRIORITY.

AS A SECONDARY MEASURE, ROLL CALLS FOR ALL STAFF AND STUDENTS WILL BE TAKEN.

A IF YOU DISCOVER A FIRE

1. OPERATE THE FIRE ALARM and IN CO-OPERATION WITH OTHER STAFF
2. ENSURE THE ZONE YOU ARE IN IS CLEAR of all students and staff.
3. INFORM RECEPTION PROMPTLY (extension 490) that a fire does exist - they will contact the Fire Brigade.
4. DO NOT ATTEMPT TO FIGHT THE FIRE UNLESS IT IS VERY MINOR.
5. REPORT THE SITUATION TO THE CO-ORDINATOR at the Assembly Area for the site.

B WHEN THE FIRE ALARM SOUNDS

IF YOU HEAR A FIRE ALARM, YOUR RESPONSIBILITY IS TO THE CHILDREN YOU ARE WITH AT THE TIME.

1. If an alarm sounds, staff should take their group and their class list by the nearest fire exit to the nearest assembly point. (Doors should be closed and a quick check made that the area is empty.) E.g. Year 10 on the Lower Site go to the Lower Site Assembly Area.
2. At the assembly point students should line up in silence and staff should check those present in the group against their list for the lesson.
3. If both agree, report all correct to the co-ordinator.
4. Any students not accounted for are presumed still "missing" and the co-ordinator will decide on appropriate action.
5. Staff responsible for checking areas of the school are clear of staff and pupils should report their findings to the co-ordinator.
6. When everyone is accounted for, the co-ordinator will dismiss students from the assembly point.

NOTE:

1. Staff must know how many students are in their lesson and names of absentees.
2. Staff should have their own class/group lists for each timetabled period.
3. The co-ordinators are:

Upper Site	A Field / F Mitchell / P Hynes
Lower Site	S Doyle / J Gordon / D Copeman / K Burbage
Sixth Form	K Fawcett / P Aram / K Mockeridge
4. The co-ordinator's check list will be collected from the office on Upper Site.
 On Lower Site these will be collected by a co-ordinator from the following offices:
 S Doyle, K Fawcett, Maths Staffroom.
5. Teachers without groups at the time should generally assist with evacuating students and control of them at the assembly points.
6. All students irrespective of where they are, on either site **must** return to the assembly point and group with which they are registered for that lesson, eg peri music lessons, I.N. workshops, computer groups.
7. Staff doing a "cover lesson" may not have a group list but **must** know numbers present and ascertain absence from the group. Therefore, a "head count" of students in the group is necessary.
8. Staff who go off site for any reason should inform the Office of their departure and return so that all staff can be safely accounted for.
9. Assembly point on Lower Site is the cage, as indicated by signs for Year Groups, away from the buildings.

 Sixth Form assembly point when evacuating Sixth Form buildings is the sixth form car park.

 Assembly point on Upper Site is the side of the Sports Hall, as indicated by signs for Year Groups.

3.4 SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) apply to school activities which involve hazardous substances. The Health and Safety Officer is responsible for implementing the following measures.

It is the policy of the school to only use substances hazardous to health where non-hazardous substitutes are not capable of producing the required results.

All substances used in the school are recorded in the COSHH record table and are classified and dealt with as below:

- CLASS 1** These substances are not hazardous to health (i.e. no hazard warning label indicating toxic, harmful, corrosive or irritant and no occupation exposure limited assigned by the HSE). These require no further action under the COSHH Regulations, other than the use as directed by the manufacturer.
- CLASS 2** These substances are hazardous to health, but used in very small quantities and in such ways (e.g. Tippex) that the risks to health are assessed as insignificant, requiring no further action under the COSHH regulations other than to use as directed by manufacturer.
- CLASS 3** These substances are hazardous and the risks to health could be significant. The risks will be assessed and the necessary control measures devised and communication to the persons involved before use. These assessments are recorded and kept with the COSHH Record Table, with the exception of the following which have been done centrally and are adopted by the school.

SCIENCE

It is the policy of the school to use only the substances and methods as prescribed by CLEAPSS for Science lessons. All substances are stored so as to prevent unauthorised access and they are only used in accordance with the instructions given in the CLEAPSS Hazards. The central assessments done by CLEAPSS are therefore valid and it is concluded that the risks to health are adequately controlled.

CARETAKING

It is the policy of the school to use only substances obtained from reputable suppliers. These substances are stored so as to prevent unauthorised access, and used only as detailed in their product information sheets. It is therefore according to manufacturers instructions concluded that the risks to health are adequately controlled in line with Class 3 regulations.

3.4 KITCHEN AND FOOD HYGIENE HAZARDS

It is the policy of the school to follow the guidance on kitchen safety detailed in the HSE publication HS(G)55 – Health and Safety in Kitchens and Food Preparation Areas. A copy of this is kept in the kitchen and the Kitchen Supervisor is responsible for ensuring the relevant standards are communicated and maintained.

The school is registered with the District Council Environmental Health Department and regularly visited by Food Hygiene Inspectors. All recommendations and advice given by these inspectors will be implemented in order to ensure adequate food hygiene standards. All food handlers will be trained and where appropriate, certificated in basic food hygiene procedures. They will also be asked to complete a medical questionnaire together with any relevant follow up procedures.

3.6 **MANUAL HANDLING OPERATIONS**

Line Managers will need to ensure that the systems of work which involve lifting and handling are periodically reviewed so as to prevent injury to employees because of:

- The weight, shape, size or lack of rigidity of the article.
- The frequency of handling the weight
- The conditions under which the weight is handled.

And where it is practicable to do so, either eliminate the activity or examine carefully whether any mechanical means can be employed to assist staff and safeguard them from injury or provide training in recommended manual lifting and handling practices.

Line Managers must identify significant manual handling operations and record sufficient information to justify the conclusions reached.

3.7 **DISPLAY SCREEN EQUIPMENT**

The school will plan the work of users (a person who habitually uses display screen equipment as a significant part of normal work) so that there are regular spells of non-display screen work or formal breaks to reduce the risk of workstation fatigue.

It is the policy of the school to have the highest designs for workstations covering equipment, furniture, lighting, noise, temperature and humidity. Workstations will be assessed by the Line Manager on a regular basis in consultation with the users. All users will be trained in Health and Safety considerations by Line Managers. The school will arrange and pay for eye tests where requested and assist in the purchase of glasses if specifically needed for work.

Pupils are not defined as users, however, staff are alerted to the fact that although computers will not cause photosensitivity they might induce it in susceptible children. Staff should ensure children do not sit too close to the monitor nor spend long periods of time operating computers.

3.8 INJURY REPORTING PROCEDURES

The school will telephone immediately and report, on the appropriate form, to the enforcing authority within seven days: (Appendix 2)

- A fatal injury on the premises

MAJOR INJURIES

- Fracture of the skull, spine, pelvis and any bone in the arm or leg, but not bones in the hand or foot
- Amputation of a hand or foot; or a finger, thumb or toe where the bone or a joint is completely severed
- Loss of sight in an eye or a penetrating injury, or a chemical or hot metal burn to an eye
- Injury requiring medical treatment or loss of consciousness due to electric shock which requires admission to hospital for more than 24 hours
- Loss of consciousness due to lack of oxygen
- Decompressions sickness
- Acute illness or loss of consciousness caused by absorption of any substance
- Acute illness believed to be the result of exposure to a pathogen or infected material
- Any other injury that results in the injured person being taken to hospital for further treatment.

DANGEROUS OCCURRENCES

- The collapse, overturning or failure of a load bearing part of a lift, hoist, crane, derrick or mobile platform, or an excavator, or a pile-driving frame with an operating height of over seven metres.
- The collapse or failure of a load bearing part of a passenger-carrying amusement device or any safety arrangement connected with it.
- The explosion, collapse or bursting of any closed vessel.
- Electrical short-circuits or overload causing fire or explosion.
- Any explosion or fire resulting in the suspension of normal work for more than 24 hours.

- The sudden, uncontrolled release of one tonne or more of highly flammable liquid.
- The collapse or partial collapse of any scaffold over five metres high.
- Any unintended collapse of any building or structure under construction, alterations or demolition involving a fall of more than five tonnes of material or of a wall or floor in a place of work.
- An uncontrolled or accidental release or escape of any pathogen or substance from any apparatus or equipment.
- Any unintentional ignition or explosion of explosives.
- Failure of any freight container or a load bearing part thereof.
- Bursting, explosion or collapse of a pipeline.
- Any incident in which a dangerous substance being conveyed by road is involved in a fire or where there is an uncontrolled release or escape of the dangerous substance.
- Any incident where breathing apparatus malfunctions in such a way as to deprive the wearer of oxygen.
- Any incident in which plant or equipment comes into contact with overhead power lines exceeding 200 volts.
- Any case of accidental collision between a locomotive and train or any other vehicle at a factory or dock which might have led to death or reportable injury.

PRESCRIBED DISEASES

- Certain poisonings
- Some skin diseases such as skin cancer, chrome ulcer, oil folliculitis/acne.

Lung diseases including:

- Occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma.

The following infections

- Leptospirosis, hepatitis, tuberculosis, anthrax, any illness caused by a pathogen.

Other conditions such as:

- Occupational cancer, cataracts, decompression sickness and vibration white finger.

3.9 FIRST AID ARRANGEMENTS

All employees have copies of the information presented in this section. A detailed Medical and First Aid Policy has been compiled for clarification of arrangements for medical support for students with long term or complex medical conditions.

Details of accidents and emergencies should be communicated to the office who will initiate appropriate action.

ACCIDENTS AND EMERGENCIES

FIRST AID BOXES

There is one type of first-aid box in the school:

STATUTORY:

These will contain plasters, scissors, safety pins, sterile dressings for wounds, eye pads, triangular bandages, disposable gloves, waste bags and a First Aid guidance leaflet.

- The school will only provide statutory first aid boxes and the items listed above.
- **Under no account should the following items be used in the school:-**

Antiseptic creams.
Antiseptic solutions e.g. savlon.
Sprays for insect bites etc.
Eye baths.
Cotton wool.
Forceps.

Please Note:-

- For cleaning cuts, grazes etc, only soap and water should be used.
- For removing items from eyes only tap water should be used.
- For any more queries on the correct way to treat minor injuries please CONSULT A first-aider.

FIRST AID BOXES ARE LOCATED IN THE FOLLOWING AREAS: -

04-3-1a

First Aid Boxes			
<u>Location</u>			
Upper School	Staff room	Caretaker's room	Medical room
	Office	Kitchen	Room 64/65 Entr.
	Room 32	Room 33	Room 35
	Room 36		Room 47
	Room 47 (prep)	PE corridor	PE (carry box)
		English staff room	Languages staff rm
	Rom 47 Prep (carry box)	Maths staff room	
Lower School	Staff room	Science office (13)	Science Prep room
	Boys changing Room	Resource centre	Kitchen
Tech team room	2 carry boxes	Travel Bag	Mini bus
Six form block	Office in 6 th Form 1	Room 54	Outside resource centre
New Six Form	Common room Under sink		
TBC	Room 50	Science prep room	
Eye Wash stations			
<u>Location</u>			
Lower School	Science prep room	Room 10	Room 11
		Room 13	Room 16
TBC	Room 49	Room 50	Room 51
	Room 52	Prep room	
Six form	Room 54	Prep room	
Upper school	Room 47 (prep room)		

PROCEDURES FOR DEALING WITH FIRST AID INCIDENTS IN SCHOOL

MINOR INJURIES

- Incidents such as cuts and grazes should be dealt with by the teacher in charge of the class by using the appropriate item(s) from the first aid boxes.
- The Technical Team or any other first-aider in the school are not responsible for dealing with children who feel ill with colds, flu, sickness etc. It is the responsibility of the class teacher or Head of Year to deal with these complaints.

SERIOUS INJURIES

- In the event of a serious injury occurring where a first-aider has to be notified, contact the office who will inform the first-aider.
- **THE TEACHER IN CHARGE OF THE CLASS WILL BE RESPONSIBLE FOR PROVIDING THE OFFICE WITH THE RELEVANT INFORMATION FOR AN ACCIDENT FORM.**
- The office will ensure the form is filled in, any necessary follow up action is taken and a copy filed in the school.

If the first-aider is not available e.g. off the site, the office should contact an appointed person in the first instance and continue to strive to contact the first-aider.

PROCEDURES FOR DEALING WITH BLOOD OR ANY TYPE OF BODY FLUID: -

- To safeguard our staff and pupils all staff need to know the procedures for dealing with blood or any type of body fluid.
- When dealing with an injury which involves blood etc staff must wear protective gloves. Gloves are found in all First Aid boxes in the school.
- All contaminated items such as bandages, plasters etc must be put in to a waste bag found in each First Aid box. The bag must be sealed by tying a knot in the open end and placed in the special bin for contaminated/clinical waste.
- After dealing with an incident staff must wash their hands with soap and water.
- The clinical waste bins are located in the medical room on the Upper Site and the science prep room on the Lower Site. Both bins are emptied by a waste disposal firm on a regular basis.
- Any spillage of blood or body fluids e.g. vomit on floors etc must be dealt with by a caretaker. If any spillage occurs please clear the area of pupils and contact the office who will page the caretaker. If staff need to touch any fluid etc they must wear protective gloves and dispose of contaminated items as detailed above.

DUTIES OF A FIRST-AIDER

In the event of an employee or any other person being injured or becoming ill on the premises, a first-aider shall: -

1. Take charge of the situation.
2. Render first aid as necessary.
3. Advise of the need for help from a medical practitioner or nurse or of the need for the emergency ambulance to be called, or any other action which needs to be taken.
4. Ensure that a record is made in the first aid record book of the incident and any subsequent treatment.
5. Have charge of the first aid equipment and facilities, keep stock and replace items as necessary.
6. Maintain notices of first aid arrangements in the establishment.

04-3-3

DUTIES OF AN APPOINTED PERSON :-

1. Parts 1, 3, 4, 5 and 6 above if the first-aider is not on site or until the first-aider arrives in the case of an emergency. The appointed person should act as a STEWARD in the event of an emergency.
2. Render first aid for minor injuries or inform first-aider if the injuries are of a serious nature or in any doubt concerning the injury.

APPOINTED PERSONS IN SCHOOL :-

Mrs L Britton

FIRST-AIDERS IN SCHOOL :-

Mrs A Tye	Miss K Burbage
Mr R Burton	Mrs C Noonan
Mr J Wilson	Mrs J Chawner
Mrs E Toms	Mrs B Tugby
Mr C Hutchinson	

IN CASE OF ACCIDENT/EMERGENCY – CONTACT THE OFFICE

The Office -

- 1) Will:
 - a) contact first-aider;
 - b) on advice from first-aider, contact emergency services* (when necessary)
 - c) contact parent
 - d) contact Pastoral Support Assistant
 - e) contact Director of Learning and Achievement
- 2) Will provide accident forms.
 - a) An accident form needs to be completed by the member of staff witnessing or reporting the accident. The form may need to be completed in conjunction with the first-aider.
 - b) Blank accident forms are kept in the small filing cabinet in the Upper Site Office, in Technology, Science and PE offices and in the Health and Safety folder on 'G' Drive.
- 3) Will ensure that the relevant Head of Year has information about the accident. Where appropriate the Head of Year to follow up the incident with a telephone call to the parents and enter relevant details on the accident form.

NOTE: If an accident could potentially be more serious than is at first evident, staff should err on the side of caution and notify parents of any possible concerns.
- 4) Will file the completed form after ensuring all appropriate action has been taken, including informing the Incident Contact Centre in Caerphilly 0845 3009923 if it is a notifiable injury and recording the reference number of the accident form.

*NB

- When calling an ambulance, operator will ask several questions relating to condition of child, i.e. is he/she breathing/bleeding/conscious; age of student etc. Try to have answers to these questions to hand – if not, don't delay.
- Ensure that emergency service operator is clear to which site ambulance should come. Emphasise Upper Site (Arthur Mee Road) or Lower Site (Stapleford Lane, opposite Japanese Water Gardens).

NURSE

The nurse is not appointed to the School.

Staff and pupils should not deal directly with the school nurse unless it is an emergency. All matters relating to the school nurse should go through the appropriate Director of Learning and Achievement. In the case of accidents, the first-aider should be contacted.

Her role is to arrange and conduct:

- a) Year 10 Health Appraisals in the Autumn Term.
- b) Year 8 Health Appraisals in the Spring Term.
- c) Immunisations for Year 7 - Rubella; Year 8 - BCG; Year 10 - Polio/Tetanus.
- d) Assistance when the school doctor attends.

In addition, the nurse processes medical questionnaires given to Year 9 pupils prior to the school doctor's visits to Year 10. Finally, the nurse may be able to provide aspects of Health Education for groups of pupils. This should be negotiated through the appropriate Head of Year.

PUPILS WITH MEDICAL PROBLEMS

Staff are made aware of pupils with special medical problems through a printed list in their handbook which is updated annually.

3.10 LEGIONELLA HAZARDS

The school will ensure that the hot and cold water services are maintained at the highest standards. A survey by an authorised agent will form the basis for an annual service contract to monitor and maintain hot and cold water services to meet the approved code of practice of the Health and Safety Executive.

3.11 ELECTRICITY AT WORK REGULATIONS 1989 HIGH VOLTAGE CABLES

It is the policy of the school to follow the guidelines on electrical safety detailed in the latest regulations.

Pupils in Physical Education are warned as to the dangers and prohibited from such activities as throwing events near to the high voltage cable.

The school has a policy of making pupils, on entry into the school, fully aware of the dangers of high voltage cables and pylons.

All high voltage equipment is clearly marked with appropriate warning signs and adequately protected against accidental injury.

3.12 CONTROLLING CONTRACTORS ACTIVITIES

See Appendix 4.

Senior staff will monitor, where possible, contractors' activities to ensure that safety requirements are observed. Contractors should take reasonable precautions for their own health and safety, failure to do so will be regarded as a breach of the policy entitling the school to take such measures as it deems appropriate, including asking the contractor to leave the premises.

3.13 EMERGENCY PROCEDURES

FIRE PROCEDURES
SERIOUS GAS LEAK

(as for SCHOOL FIRE DRILL)
(as for FIRE DRILL except on 1 site only. Evacuate to furthest assembly point.) See Appendix 5.

SERIOUS INJURY

SUMMON HELP IF POSSIBLE
IF IN ANY DOUBT ASK OFFICE TO CALL AN
AMBULANCE
OFFICE SHOULD LOG TIME AND CLEARLY STATE
UPPER OR LOWER SCHOOL
SUMMON FIRST AIDER(S) FOR ASSISTANCE
KEEP THE PATIENT WARM, COMFORTED AND IF
NECESSARY NOT MOVED.

3.14 SAFETY REPRESENTATIVES AND SAFETY COMMITTEE

The School's Safety Committee will cover all matters relating to health, safety and statutory welfare at the work place.

The Committee will comprise of the Health and Safety Sub-Committee of the Governing Body plus the School's Health and Safety Officer. If requested, a Union Representative will be added to the Committee.

Health and Safety Consultants will be appointed to carry out annual inspections of the site and provide a report on their inspection. They will also be available for specialist advice.

The Committee will conduct an inspection of the school site and produce recommendations for the school to consider.

Health and Safety matters will be monitored on an on-going basis by the Health and Safety Officer plus formal checks when deemed appropriate by the Committee, over and above the Annual Reviews.

PROFESSIONAL HEALTH AND SAFETY INSPECTIONS

FUME CUPBOARD
FIRE ALARMS AND EQUIPMENT
EMERGENCY LIGHTING
STAGE LIGHTING
FIXED WIRING (FIVE YEARS)
ELECTRICAL APPLIANCES
GAS APPLIANCES
GYMNASIUM EQUIPMENT
BOILERS
KITCHEN HYGIENE
WATER
DUST EXTRACTION FACILITIES
COMPRESSORS
AIR CONDITIONING UNITS
STRUCTURAL CONDITION OF THE BRIDGE
FIRE EXTINGUISHERS
LIFT
ASBESTOS CONDITION
LIGHTENING CONDUCTORS
SEWERAGE PUMPS

3.15 SCHOOL PERFORMANCES

THE SCHOOL WILL ENSURE THAT

- All relevant staff should receive instructions on their role in the event of an emergency. These instructions should be issued by the Manager of the event.
- The Manager should check all exits are clear from obstructions and all signs are illuminated.
- Gangways should be a minimum width of 1.1m.
- Performances should meet the requirements of the licence granted for that purpose.
- The licence will be displayed in a public place.

3.16 RADIOACTIVE SUBSTANCES

The school has obtained prior approval from the Secretary of State to use ionising radiation. The school ensures that every precaution is taken to make certain that exposure of pupils, students and staff to ionising radiation is kept as low as is consistent with achieving the objectives of the education programme.

The school also ensures that where classes include pupils under the age of sixteen the use of sources of ionising radiation are restricted to demonstrations by the teachers who are suitably qualified and trained for the work proposed.

The school keeps radioactive materials on site in a separate locked store.

The school will also ensure that all guidelines from the Administrative Memorandum 1/92* are followed where applicable.

The school has a trained technician to carry out the role of Radiation Protection Supervisor.

3.17 WORKING AT HEIGHTS

The school has a supply of small stepladders for the use of staff and pupils where necessary. Staff have been informed through the Handbook that the use of chairs etc is forbidden. Types of portable ladders for use by caretaking staff must bear the British Standard Kite Mark of Approval. Such equipment should be inspected at regular intervals and kept in a dry, secure store or padlocked to prevent unauthorised use. Kick stools are provided for use in all storerooms areas.

3.18 SMOKING AT WORK

The school site is a non-smoking area.

3.19 PHYSICAL EDUCATION HAZARDS

The school aims to maintain good order and discipline amongst the pupils whilst safeguarding their health and safety when engaged in Physical Education/sports activities. Teachers and pupils need to be aware of safety requirements and to ensure they are observed at all times.

The teacher always retains the duty of care responsibility for the pupils' safety.

1. All reasonable steps should be taken to ensure the safety of the premises and equipment (includes an annual maintenance contract for gymnasium and sports hall).
2. Pupils are taught about the need for safety and instructed in safe use of equipment.
3. Pupils are strongly advised to wear appropriate clothing and footwear.
4. Activities, and the manner in which they are conducted, are in keeping with recognised guidelines for those activities.

The teacher should:

- a) Know the needs and strengths of pupils.
- b) Ensure appropriate safety precautions for the activity.
- c) Organise group numbers as appropriate for the activity.
- d) Be aware of any special requirements of the pupils (e.g. medical/health)
- e) Develop pupil skills in a planned, progressive manner in keeping with pupil's activities.
- f) Ensure adequate warm up takes place prior to activity.
- g) Ensure jewellery, personal effects and chewing gum etc are removed prior to activity.
- h) Ensure a routine of safe use of showers (temperature control set by the teacher).
- i) Ensure that regulations by specific "sporting" governing bodies are not contravened.

The pupil should:

- a) Know what is expected of him/her in all situations.
- b) Follow safe practice always.
- c) Inform the teacher if aware of any situation which might put his own, or other pupils, safety at risk.
- d) Inform the teacher of any condition which might restrict their ability to perform an activity appropriately.
- e) Follow teacher safety instruction immediately and precisely.
(Reference BAALPE 1990)

3.20 SCHOOL OUTINGS

The school positively encourages all pupils to engage in Education/Residential experiences. All proposed activities are considered against the most recently published criteria available. Activities are authorised, co-ordinated and monitored by a designated person (see Appendix 6). Risk assessments are carried out and submitted prior to any venture being authorised.

3.21 VEHICLES ON PREMISES

Speed limit signs are erected and sensible speed limits are maintained by 'sleeping policemen'. An area allowing vehicles to reverse safely has been built and pathways have been provided to segregate pedestrians from vehicles. A crossing point has been provided for pedestrians on Upper Site and warning signs have been erected to alert drivers.

Pupils are taught basic road safety and advice is given to pupils and parents regarding the most appropriate routes to school. This will be reviewed as conditions change.

3.22 STAFF INDUCTION

New members of staff are introduced to and made aware of relevant contents of the Health and Safety document during the INDUCTION PROCESS. Supply staff, students etc. will be given a mini health and safety handbook.

3.23 VISITORS TO THE SCHOOL

Arrangements for Visitors to the school are covered in the Site Security policy (Appendix 8).

3.24 SCHOOL BRIDGE

Monitoring of pupil movement on the school bridge forms part of both the statutory and voluntary duty routines. Safe use of the bridge is part of the Year 7 induction process and is reinforced in later years as part of the general 'safety around school programme'. No cycling signs are visible on both sides of the bridge to reinforce the school rule of not cycling across the bridge.

3.25 CONTINGENCY PLAN

Copies of the school Contingency Plan are kept off-site by Deputy Head, Health and Safety Officer and school Caretakers. The plans detail the location of all the major services on the school site.

3.26 SECURITY POLICY

All staff are made aware of the school security policy (Appendix 8).

3.27 MEDICATION

The arrangements for student medication are covered in detail in the Medical and First Aid Policy

3.28 HEAD INJURIES

All pupils receiving first aid for an injury involving a blow or knock to the head are issued with a letter informing parents of the situation. A reply slip is attached to the letter (Appendix 9) for parents to acknowledge receipt of the letter.

3.29 BLOOD SPILLAGE

A detailed guide has been produced for caretakers, first aiders and staff dealing with accidents involving blood loss (Appendix 10).

3.30 MINI-BUS USE

Procedures for the use of the school mini-bus are included in the staff handbook (Appendix 11).

3.31 WORK RELATED STRESS

The school is aware that stress can be caused by excessive pressure on an individual or what may be perceived as unreasonable demand being made on an individual.

The school seeks to support all staff in their work, provide a good, positive working environment and professionally challenge staff. It actively seeks to recognise the sources of work-related stress and wishes to work with staff to minimise such occurrences. It endorses the guidance of the Education Service Advisory Committee (Appendix 12)

The school aims to provide staff with:

- a good management culture which demonstrates clear leadership
- support in their work and a recognition of their contributions
- a manageable workload in terms of volume, variety and complexity
- good communication channels between management and themselves and also between team members
- appropriate training for their present needs and for future developments
- guidance and support through any developments in working practices
- security in their work
- confidence that help and advice will be available on health related issues.

It is the responsibility of all managers within the school to assess the risks associated with work related stress. Such risks should be removed or steps taken to reduce them to an absolute minimum.

3.32 REPORTING BACK TO GOVERNORS

The Principal, mainly through the Health and Safety Officer, will report back to Governors on a regular basis. This report will consist of: -

- Number and type of accidents etc.
- Fire drill problems and suggested improvements.
- Any relevant staff training.
- Site security issues.
- Safety issues reported by staff and follow up action.
- Other general Health and Safety issues.

3.33 INFECTIOUS DISEASES

If a child demonstrates symptoms associated with an infectious disease (see appendix 13) the following course of action will be taken:

1. Inform the Director of Learning and Achievement of the situation. The Director of Learning and Achievement will check the symptoms against the guidelines in Appendix 13.
2. If the Director of Learning and Achievement agrees with the possibility of the child having an infectious disease, they will consider the following course of action in conjunction with the Deputy Principal:
 - isolation from other pupils and informing parents of the need to seek medical attention as soon as possible.
 - isolation from other pupils and contact with their parents requesting their collection from school and advising they seek medical attention.
 - Director of Learning and Achievement will follow up any incident and ensure pupils return to school in accordance with guidelines provided or as recommended by a doctor.
 - Follow-up action in some instances may require parents of children coming into close contact with the infected child, being advised to seek medical advice or attention themselves.
3. The school should err on the side of caution in uncertain cases and be proactive in communications with parents.

APPENDICES

Copies of the appendices are available for inspection at the school office or with the Health & Safety Co-ordinator.

3.34 Code of Practice
Schools' Harassment Complaints Procedure

Now part of dedicated Policy

3.35 Storage, Dispensation and Administration of Medicines

The arrangements for student medication are covered in detail in the Medical and First Aid Policy

3.36 SLIP AND TRIP HAZARDS

The school should take appropriate steps to control slip and trip risks including:

- Environmental (floor, steps, slopes etc)
- Contamination (water, food, litter etc)
- Organisational (tasks, safety culture etc)
- Footwear (sensible shoe policy)
- Individual factors (training, supervision, behaviour)

Control of slip and trip hazards will be in line with the generic assessments (Appendix 15).

3.37 MANAGING ASBESTOS POLICY

The Control of Asbestos at Work Regulations 2002 requires employers to prevent exposure of employees to asbestos.

To control the risks associated with Asbestos the following measures have been or will be adopted:-

- Where existing installations include Asbestos containing materials (ACMs) which are sound, in good condition and not subject to abrasion or deterioration, the material shall be left undisturbed and its condition monitored.
- Where existing installations include ACMs which are damaged, deteriorating or inadequately sealed, they shall be repaired provided the repair is durable and not likely to further damage or disturbance.
- Where existing installations include ACMs which are damaged, deteriorating or inadequately sealed and repair as above is not practicable, they shall be removed and replaced with a material not containing asbestos.
- Where ACMs are suspected or known to be present, an asbestos survey shall be held and maintained. The Asbestos Survey and Log is held in the caretakers office. The survey information shall be provided to consultants, maintenance contractors and any other persons planning or undertaking work on the premises that may disturb ACMs.
- The risk of ACMs will be re-assessed by visual inspection and recorded in the asbestos log on an annual basis as part of the Condition Survey arrangements..
- Contractors appointed to undertake remedial work or removal of ACMs shall be competent and must have the appropriate licence issued by the Health and Safety Executive. Consultants who undertake surveys, testing, sampling and monitoring shall hold full UKAS (United Kingdom Accreditation Service) and AIMS (Asbestos in Material Scheme accreditation)

Management of Asbestos in Buildings

Managing the risks from ACMs requires responsibilities being placed on a number of people. These include:-

(a) The Health and Safety Officer

The Health and Safety Officer as the person responsible for the maintenance and/or repair of the premises shall ensure suitable arrangements are in place for implementing the procedures contained within this document. In particular this shall include:-

- 1) Undertaking local management of ACMs.
- 2) Ensuring any person undertaking work in the establishment which may disturb ACMs has checked and understood the Asbestos Survey and is aware of their responsibility to avoid disturbing the material. A permit to work will be signed by the contractor acknowledging the precautions necessary in relation to work in the school. These permits will be filed by the school and copies given to the contractor.
- 3) Ensuring that at least on an annual basis, the condition of materials identified in the survey are visually inspected to ensure it remains in good condition. (It is the expectation that this inspection undertaken by the H & S officer will involve inspecting materials in accessible locations i.e. not ceiling voids etc..) The months of the inspections will be recorded.
- 4) Seeking advice in situations where the Asbestos Survey is not sufficiently detailed or further advice is required
- 5) Isolating the area adjacent to any ACMs or suspected ACMs if they are disturbed or damaged and seeking advice.

(b) Staff or Contractors working on the fabric of the buildings

- 1) All persons working on the fabric of the buildings shall seek information from the Health and Safety Officer or the Caretakers on likely presence of Asbestos and the procedures for managing risks from ACMs.

As long as ACMs are in a good condition and are not being or going to be disturbed or damaged there is no risk. If it is disturbed or damaged, it can become a danger to health because asbestos fibres are released into the air and people breathe them in.

To manage the risk from ACMs it is necessary, first of all, to identify where they are present.

A survey to identify ACMs has been carried out in the school and a record of its locations is held by the caretakers.

In situations where suspected or known ACMs have been distributed or damaged to the extent that they may be releasing fibres, the following procedure will be adopted:-

1. Any work will stop immediately
2. The location will be secured to prevent access if possible, or alternatively the immediate area isolated.
3. Appropriate signage will be displayed
4. Specialist removal contractors will be brought in to deal with the situation.
5. Appropriate tests will be carried out after work to ensure no evidence of ACM's remain.

3.38 DRUGS POLICY

The Academy maintains a separate Policy on Drugs, Alcohol and substance abuse.

3.39 NEW TECHNOLOGIES POLICY

The Academy maintains a separate Policy on the use of new technologies within the Academy.

APPENDIX

04-1-3

FIRE INSTRUCTIONS**BEFORE SCHOOL, BREAK, LUNCHTIME AND AFTER SCHOOL**

If you hear a fire alarm, your responsibility is to the children. All staff should assist with clearing the buildings, paths and yard areas and go with students to the assembly areas.

The following staff will be responsible for the areas designated:-

UPPER SITE

Kitchen Inclusion	T FLINDERS / D GRAINGER STAFF IN ATTENDANCE
Technology Block, TE1, TE2, TE3, TE4, TE5, TE6 Food/Technology, FO1, FO2 Textiles Technology TX1, TX2 Tower Block Art Area AR1, AR2 Gym/Changing Rooms/Office/Barn Resource Centre Hall/Staffroom/Offices/Toilets/Isolation student Maths TE7, MA1, MA2, MA3, MA4, MA5, MA6, MA7, MA8 Computer areas/Offices/Toilets Main Reception / Office Area Languages Block Isolation / Student Runner	N PLATTS / S MUSSON E MOWAT / P ALI ICT TEAM S CLAYTON / H RANDALL A EDDY / J SIDEY / L WELSH M POWELL / E BAILEY / G GLOVER INFORMATION MANAGER C LADLEY / G HOLMES M WARDEN / E ATTWOOD A TYE C ARNOLD / A BURROWS PSA

*ALL TOILETS, STOREROOMS AND OFFICES IN THE AREA SHOULD ALSO BE CHECKED

LOWER SITE

Kitchen Science Block Lower Site Bases SO1-6 Resource Centre MU1, MU2 SO7-9, Staffroom / Toilets / Offices Science and SC4 Dining Room / Drama / Courtyard Isolated Student / Student Runner	N TAYLOR N BAKER / S TORRANCE P ALLEN / C HORSLEY J BROWN / T WARDLE / INFO MANAGER A LASKOWSKI/ K MEEK J GORDON / R HOWE N SKITT / R MACALPINE PSA
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*ALL TOILETS, STOREROOMS AND OFFICES IN THE AREA SHOULD ALSO BE CHECKED

6th Form Block 1 6th Form Block 2 6th Form Block 3	R TURNER / M DUGHAN K FAWCETT / M ELLIS K MOCKRIDGE / M ALLEN / H PARR
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A FIELD / C HAGGET WILL CO-ORDINATE UPPER SITE ASSEMBLY AREA
P HYNES / M LLOYD / L TOMS WILL CO-ORDINATE LOWER SITE ASSEMBLY AREA
K FAWCETT / C GILLBORN / K MOCKRIDGE WILL CO-ORDINATE SIXTH FORM ASSEMBLY AREA

