

HEALTH & SAFETY POLICY

Updated June 2023
Effective from 11 July 2023
Review date July 2024

Legal requirements for the production of this Health and Safety Policy

The Health and Safety at Work etc Act requires employers with five or more employees to have a written statement of health and safety policy. The Policy must be prepared and brought to the attention of employees and be reviewed and revised as is appropriate to ensure it remains valid.

This requirement has been reinforced by The Management of Health and Safety at Work Regulations 1999. These specifically require Academies to assess the risks from their activities, and implement arrangements to control them and to comply with health and safety legislation. The significant findings of these risk assessments and control arrangements must be recorded. The Health and Safety Policy can effectively be broken down into three distinct areas, as identified by the headings below:

1 Statement of Health and Safety Policy and Intent

The Governing Body is committed to:

- the provision of safe and healthy conditions for pupils, employees and visitors;
- compliance with all relevant health and safety legislation;

The co-operation of employees, pupils, parents and contractors is required to achieve these objectives, and 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 as soon as it is safe to do so and ask. Where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

Organisation and General Responsibilities

2.1 Governing Body

Are responsible for ensuring that:

- A health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- Health and safety standards are monitored;
- Actions are prioritised where resources are required;
- Health and safety is the subject of specific health and safety reviews, or that health and safety is reviewed as an agenda item at Governors' Meetings;
- A Governor is given specific responsibility for health and safety;
- The Governor and staff with specific health and safety responsibilities receive health and safety management training (unless they have relevant qualifications or received training previously) and are competent to deal with the health and safety aspects of their work;
- Staff health and safety functions are identified and staff are made aware of their responsibilities and are competent to carry them out
- Assistance is obtained from specialists when in any doubt about the health and safety standards to apply
- An annual health and safety report is produced for the Academy

2.2 Principal

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

- The arrangements outlined in the health and safety policy are effectively implemented, and remedial actions taken as necessary
- Hazards are identified and documented 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
- The arrangements are monitored to ensure they are working
- Health and Safety information is communicated to the appropriate people
- Employees are aware of what is expected of them and that they are competent to deal with the health and safety requirements of their work
- Any problems in implementing appropriate health and safety standards are reported to the Governing Body

- Accident/incident investigations are carried out
- Specialist help and assistance is obtained where necessary
- The reports of health and safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitors
- Co-operation is afforded for providing the necessary facilities for Trades Union Safety Representatives

2.3 Academy Health and Safety Co-ordinators – Vice Principal and Academy Business Manager

The Academy Health and Safety Coordinators are responsible to the Principal for:

- Liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented
- Acting as the Education Visits Co-ordinator for the Academy
- Ensuring that the Work Experience Coordinator carries out all legislation required for students embarking on work experience
- Carrying out risk assessments for shared areas and activities
- Initiating and progressing the reviews of risk assessments
- Carrying out termly inspections, particularly of the shared areas
- Monitoring the health and safety standards of the Academy on a day to day basis and reporting any problems that cannot be rectified to the Principal.
- Initiating investigations where appropriate (see section 3.22)

2.4 Heads of Department - General Responsibilities

Where Heads of Departments are not identified, the senior staff member present in each specific work area or specialism is to be allocated these responsibilities (ie Senior Caretaker, Catering Manager, Senior Teachers etc).

Heads of Department are responsible to the Principal for ensuring that in their areas:

- Documented risk assessments are carried out to identify the arrangements required to control the significant risks and comply with the relevant health and safety legislation
- Documented health and safety procedures are drawn up and regularly reviewed
- The health and safety arrangements are monitored to ensure they are adequate, and remedial actions taken as necessary
- Subordinate employees are aware of what is expected of them and that they are competent to deal with the health and safety requirements of their work
- Received Health and Safety information is acted upon and passed on to the appropriate people

- Any problems in implementing appropriate health and safety standards are reported to the Principal
- Specialist help and assistance is obtained where necessary
- reporting to the Principal via the Business Manager and Vice Principal any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements
- Reporting in writing to the Senior Caretaker and Business Manager matters related to breakages, missing items etc which they have observed and which are in need of attention

2.5 All Employees

Are responsible to the Principal, through the Heads of Departments, and Academy Health and Safety Co-ordinators for:

- taking reasonable care for their own health and safety and that of other employees, students and visitors who may be affected by their activities
- Checking classrooms and work areas are safe prior to use
- Where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety
- Using any work equipment in accordance with the training and instructions provided
- Co-operating as is necessary to implement the arrangements of this policy
- Monitoring the health and safety arrangements and standards in their own areas, ensuring that appropriate risk control measures are implemented
- Reporting to the Principal via the Business Manager and Vice Principal any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements
- Reporting in writing to the Senior Caretaker and Business Manager matters related to breakages, missing items etc which they have observed and which are in need of attention

2.6 Students

Students are expected:

- To exercise personal responsibility for their own health and safety and that of their classmates
- To observe standards of dress and behaviour consistent with the health and safety of themselves and others
- To observe the rules of the Academy and in particular the instructions of members of staff
- To report any health and safety issues immediate to a member of staff

2.7 Health and Safety Assistance

James Whelan CMIOSH from Hunt & Sykes Safety Services Ltd is appointed via HR Solutions (GB) Ltd to be the competent person as required by the Management of Health and Safety at Work Regulations 1999 and is responsible for providing the health and safety assistance as and when requested. Their contact details are:

James Whelen: Mobile : 07455 971274
james@huntandsykesafety.co.uk

H R Solutions (GB) Limited
Nettleham House, East Street, Nettleham, Lincoln, LN2 2SL
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3.0 Arrangements for and Significant Findings of Risk Assessments

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3.1 Risk Assessment

Legal Position

The duty to assess risks and take appropriate action to remove or control the risks is fundamental and absolute. The purpose of a risk assessment is to identify the measures to remove or control the risks. A systematic general examination of all activities is necessary. Risk assessments must be 'suitable and sufficient' and records should be kept to show that:

- All risks have been comprehensively assessed.
- Those persons affected have been identified.
- All the significant hazards have been identified.
- The controls are adequate and the remaining risk is reduced to an acceptable level.

Hazard - Something with the potential to cause harm. (eg fire, electricity, vehicles, substances). The harm will vary in severity – some hazards may cause death, some may cause injury or ill health, causing short or long term incapacity, others only cause cuts and bruises.

Risk - The combination of the severity of harm and the likelihood of it happening (This may be used as the basis for prioritising actions).

Carrying Out Risk Assessments

The following steps are to be followed when undertaking Risk Assessments.

- Briefly identify the process being assessed.
- Identify the hazards (trivial hazards may be ignored, concentrate on significant hazards).
- Identify who might be harmed.
- Identify the controls currently in place to protect those at risk.
- Evaluate the risks and decide if existing controls are adequate.

- Identify additional controls that are required (in many cases this can be done by finding out what is current good practice).
- Record the significant findings (a simple example of an appropriate form is included below, other methods may be used subject to the agreement of the Health and Safety Co-ordinators).
- Communicate the results of the risk assessment to the relevant personnel.
- Review assessments annually or when circumstances change and revise as necessary.

Controlling Risks

Where possible eliminate the hazard, there can be no risk without a hazard, or consider less hazardous options (eg using a less hazardous substance or equipment).

When controlling risks apply the principles below in the following order.

- Combat risks at source by using engineering means (eg local exhaust ventilation, guarding).
- Implement systems and procedures to reduce exposure to the hazard.
- Issue personal protective equipment as a last resort.

Those responsible for carrying out risk assessments will receive suitable training. The significant findings of risk assessments will be recorded on the form at Appendix A, other methods may be used subject to the agreement of the Health and Safety Co-ordinators). In the case of the Fire Risk Assessment a template will be used template which meets the requirements of the Fire and Rescue Authority.

Where possible any actions to remove/control the risks will be implemented by those carrying out the assessments. Where this is not possible the action to remove / control the risks will be approved by one of the Health and Safety Co-ordinators and implemented through the appropriate channels.

3.2 General Hazards

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not be stacked so as to cause a toppling hazard. Unwanted items are to be removed and not allowed to accumulate in such ways as to cause congestion. Pupils' bags are not to be left in walkways or areas where they create trip hazards.

Specific attention is to be given to avoid slip and trip hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Employees are expected to rectify these situations where possible or report them, preferably through the Academy's online reporting system, unless immediate action is required in which case the Senior Caretaker, Business Manager, or Vice Principal should be contacted.

Proper access equipment is provided and must be used where necessary to reach above head height. Employees are to inspect these before use and report any defect via the online system or to the Caretakers. Employees are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.

Filing cabinet drawers shall not be overloaded and employees 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, including any sharp edges or protrusions which may cause injury and/or damage to clothing should be reported as above for slip and trip hazards.

All radiator spindles must be fitted with a handwheel or cap to prevent penetration injuries.

Hot water temperatures in pupil areas are set to so as not to cause scalding.

Running is not permitted within the Academy buildings (excepting authorised sporting activities) 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.

3.3 Guardrails on Stairs and Landings

Falls down stairwells are a major risk to pupils in buildings with multiple floors. To minimise the risks, employees must ensure good discipline in these areas, making sure that pupils do not run or play about on stairs or landings. The guardrails on the stairs and landings have been checked to ensure they meet the following minimum requirements.

- Handrails are at least 900mm high on stairs, measured vertically from the stair nose to the top of the rail and at least 1100mm high on landings, both sufficiently in-filled so that gaps do not exceed 100mm and prevent easy climbing.

3.4 Vulnerable Glazing

The vulnerable areas of glazing have been protected to prevent serious injuries in the event of breakage. This includes all glass in doors/sidepanels and that less than 800mm above the floor. (Note, wired glass will not necessarily meet the protection requirements of safety glass). In addition, the glazing in windows facing the playground and all glazing below 2 metres in the Sports Hall and Gymnasium have been safeguarded.

Glazed mirrors are to be protected against breakages where there is a significant risk of injury to pupils.

3.5 Electrical Safety

Electricity is extremely hazardous and can cause serious injuries, fatalities and fires.

To ensure the safe use of electricity, effective maintenance regimes need to be implemented, and safe working practices adopted.

The following control measures are adopted to promote electrical safety within the Academy:

- Employees shall not attempt repairs nor make modifications to electrical equipment other than those normally associated with daily operations
- Any defects or malfunctions must be reported
- The fixed electrical installation is subject to a 5 yearly inspection (rotating programme) by a competent engineer, and any maintenance required to prevent danger is carried out
- Electrical equipment belonging to staff may only be used after it has been PAT tested
- Portable electric appliances are subject to Portable Appliance Testing (PAT) and a formal visual inspection, generally on an annual basis, by a competent person, to identify any maintenance required to prevent danger. Low risk stationary office & IT equipment, where the cables are organized to prevent damage, may have a greater test interval, whilst portable drills which may be used in all conditions, may require more frequent testing; advice should be sought from the competent person and Academy Health and Safety Co-ordinator (Business Manager).
- Employees are alerted to the dangers of defective wiring and equipment and should visually inspect electrical equipment before use, reporting any defects immediately as at 3.2 above.
- Extension leads should only be used as a temporary solution

- It is essential that where electrical equipment is used outdoors, or in areas where contact may be made with water, a Residual Current Device (RCD) is used to reduce the risk of serious electric shock. Employees must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment which causes the RCD to trip.
- Residual Current Devices (RCD) are functionally tested in accordance with the manufacturer's recommendations (generally quarterly), and the results of these tests recorded.
- Electrical maintenance work is only carried out by competent persons.
- Damaged, defective or inoperative equipment is immediately isolated, withdrawn from use, labelled as such, and reported as above at 3.2. Unauthorised staff or pupils are not to tamper with electrical equipment, serviceable or otherwise.
- Work on or near live electrical conductors is only carried out after being fully risk assessed, and then using a documented Permit-To-Work system, by qualified engineers (See Academy's Contractor Induction Pack and records).
- Appropriate maintenance records are maintained.

3.6 Working at Heights

Staff are reminded that falls from heights are the most common cause of fatal and serious accidents at work.

Employees shall not work at heights of more than 2 metres (from floor to feet position) when they are working alone, if an accident occurs there is no one to call for assistance.

The need to reach things at heights should be eliminated wherever possible eg displaying pupils' work and storing items below head height, using window poles instead of climbing to open windows. Where this is not possible, proper access equipment must be used and the following protocol adhered to.

1. The over-riding principle is that; all that is reasonably practicable to prevent anyone falling should be done. Therefore the following hierarchy for managing and selecting equipment for work at height should be followed:
 - a. Avoid work at height where possible.
 - b. Where work at height cannot be avoided, use work equipment or other measures to prevent falls.
 - c. Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall.
2. The management of work at height requires that:
 - a. All work at height is properly planned and organized.
 - b. Account is taken of weather conditions that could affect safety.
 - c. Those involved are trained and competent.
 - d. The place where the work is carried out is safe.

- e. Work / access equipment is appropriately inspected.
 - f. Risks from fragile surfaces are controlled.
 - g. Risks from falling objects are controlled.
3. The planning of work at height requires that:
- a. No work is done at height if it is safe and reasonable to do it other than at height.
 - b. The work is properly planned, appropriately supervised and carried out in a way that is as safe as is reasonably practicable.
 - c. Emergencies and rescue are planned for.
 - d. Account is taken of the appropriate risk assessments.
4. All work at height access equipment (i.e. ladders, step ladders, tower scaffolds etc) is securely stored to prevent unauthorised access when not in use. A register is maintained of all this equipment and it is maintained and inspected regularly, records of which are maintained using the “Laddertags” system which is the responsibility of the Senior Caretaker.

Although current legislation does not prohibit the use of ladders, a Risk Assessment must be carried out to demonstrate that the use of more suitable work equipment is not justified because of the low risk involved, the short duration of the work and existing features on the site which cannot be altered.

5. Before using work at height access equipment make sure it is the right equipment for the job and check its Laddertag. Do not use ladders etc if the tag or visual inspection suggests that it is not safe. If in doubt refer to the caretaking staff. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturers’ instructions, by a person who is competent, having received sufficient instruction and training which is up-to-date.
6. Those using ladders or stepladders are to be appropriately trained and are to comply with the risk assessments and local rules to ensure their safety.

3.7 Substances Hazardous to Health

Where possible all substances used in the Academy should be non-hazardous i.e. not labelled ‘Toxic’, ‘Harmful’, ‘Corrosive’ or ‘Irritant’.

All substances must be properly labelled, stored, used and when necessary disposed of in accordance with the manufacturers’ instructions. Employees should be aware of the requirement to risk assess adequately the processes for which any hazardous substances are used, to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.

Some hazardous substances are unavoidable: the minimum safety precautions for cleaning substances are given below. The control measures for the hazardous substances used in Science, Technology, Food Technology, Art and Catering are covered in the relevant sections.

Academy Cleaning Substances

Chemicals carrying the 'Irritant' and 'Harmful' warning labels may be used for general purpose cleaning in the Academy.

These substances will be necessary, where less hazardous substitutes are considered to be ineffective.

The following minimum control measures are to be used to control the risks to health from the use of these substances:

- The substances are kept secure at all times when not in use to prevent access.
- Adequate ventilation is to be maintained at all times.
- The substances are only to be used as directed by the manufacturers' instructions and Risk Assessment.
- Substances shall not be mixed together and must be used at recommended dilution rates only.
- Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of PVC gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.
- Accidental splashing on the skin or in the eyes needs to be washed off or out immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Business Manager, Senior Caretaker or the first aider and, where appropriate, to a medical practitioner.
- Where substances are transferred into smaller containers for use, they are marked with their contents, dilution ratios and appropriate hazard sign.

Chlorine bleach is not allowed on site for cleaning purposes because of the risk of toxic fumes when mixed with other substances. Any queries about cleaning substances should be referred to the Cleaning Supervisor or Business Manager. External advice is available from the school's client services contractor, Phoenix Facilities Management 07577211544 (David Heap).

The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

3.8 Fire Safety

Fire Risk Assessments have been carried out for the various areas of the Academy as required by Regulatory Reform (Fire Safety) Order 2005. All staff must be familiar with the Fire Risk Assessment for their work area, and comply with the Academy's fire safety arrangements.

Fire extinguishers are not to be tampered with or removed without authorization, and are not to be obstructed.

Emergency exits, fire safety notices and fire alarm call points are not to be obstructed.

Heater inlet and outlet vents are not to be obstructed, and combustible materials are not to be placed in stairwells, on top of heaters or near the outlet vents.

The whole Academy site is a designated no-smoking area – this includes e-cigarettes.

Electrical equipment is to be inspected prior to use to ascertain so far as is possible that it is safe to use and free from defects.

Windows and doors are to be secured when vacating rooms, buildings etc, to reduce the potential for unauthorised entry and arson.

Waste skips are to be kept secure and located away from Academy buildings, to reduce the potential for arson.

All work requiring the use of sources of ignition is to be risk assessed, and the appropriate safety precautions taken. A Hot Work Permit system is in place (see 3.13)

All staff are to check their work areas immediately after use to ensure that sources of ignition are extinguished or turned off (as appropriate) etc, prior to vacating the area.

Waste bins are to be emptied regularly, and combustible materials not allowed to accumulate.

The Business Manager is responsible for ensuring that the maintenance requirements identified in the Fire Risk Assessment have been carried out.

3.9 Manual Handling of Items and Loads

Manual handling operations are required to some extent in most of the Academy's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all staff. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable:

- 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 referred to the caretaking team.
- when lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.
- special care is to be exercised where pupils are involved with the moving of objects eg moving trampolines or pianos. Staff are required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.
- the manual handling of any objects which present a significant risk of injury and which cannot be avoided is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.

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.

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 a 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.

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.

Furniture, Lockers, Display Boards etc

Measures to reduce the risk of injury:

- using the 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.

3.10 Moving and Handling Assistance for Pupils with Special Needs

An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the Academy. Where necessary, advice and guidance will be obtained from parents, the Health Authority, Health and Safety Advisors and other appropriate professionals.

The assessment will identify the moving and plan appropriate for each pupil. The hierarchy of measures in these plans shall be as follows:

- Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slides and, where appropriate, encouraging pupils to move themselves or by re-organising activities;
- Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable: training for staff in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.

The moving and handling plans will be recorded in the pupil's care plan.

The assessments shall be reviewed each term or when significant changes occur.

3.11 Display Screen Equipment (DSE)

Display Screen Equipment (DSE) is generally regarded as computer equipment, however other items of equipment with alpha/numeric displays (with some exceptions) are also included in the scope of the legislation.

Computer equipment is used extensively throughout the Academy by various members of staff, and current health and safety legislation designates employees who use this equipment as a significant part of their normal work as 'users'. Self employed persons working similarly, with Academy equipment, are designated as 'operators'. Workstations used by 'users' or 'operators' have been assessed to ensure they satisfy minimum requirements for health and safety, and the risks are reduced to lowest level reasonably practicable. All workstations meet the minimum requirements for health and safety, appropriate to the workstation equipment and type of useage.

Users are provided with information and training about the risks to their health and how to minimise them.

Normally, frequent changes of activity occur, therefore no special breaks need to be planned into work routines to prevent the onset of fatigue. When there are not frequent changes, breaks should be taken.

Users are entitled to eye tests and any special spectacles required for display screen work, at no cost to themselves. Initially users are to request these through the Business Manager who will provide referral letters to take to an optician of their choice.

Work related upper limb disorders such as pain to the muscles, ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged work stations and organisational systems will minimise the risks of these disorders. Staff should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

3.12 Smoking at Work

Smoking is not permitted on the Academy site, in any Academy vehicle or in any vehicle in which more than a single employee is travelling during the course of their employment. This is to prevent unwanted exposure to environmental tobacco smoke, which is a health hazard, and to minimise the risk of fire.

Appropriate signage prohibiting smoking will be displayed at all entrances to the Academy site and in all Academy vehicles. In addition, staff are not allowed to smoke in gateways or in the immediate vicinity of the site.

3.13 Contractors' Activities

Construction and maintenance work involves major hazards, and particular care is necessary when these activities take place on the Academy site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The Academy has a duty to ensure the health and safety of pupils, staff and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. Only contractors who can show that they are competent to carry out their work in accordance with the relevant statutory provisions (eg they are on the Lincolnshire County Council approved list) will be selected for work on the premises.

The Construction (Design and Management) Regulations (CDM Regulations 2015) will apply to all construction work, whatever the size of the project. Only work which involves more that 500 person/days, or takes longer than 30 days and has more than 20 workers working simultaneously at any point is notifiable to the HSE. The Principal or delegated member of staff is responsible for seeking specialist advice regarding what must be done to comply with these Regulations eg ensuring that a principal designer and contractor are appointed when and where appropriate.

The Business Manager and Senior Caretaker manage control of contractors through the Academy's Contractor Induction Pack and Permission to Work Procedures which incorporate the CDM Regulations 2015. This will ensure that arrangements to control the risks are implemented by the contractors to protect pupils, staff and visitors as follows:

- effective contractor / Academy segregation is maintained
- adequate control measures are in place for hazards at the Academy (eg asbestos)
- adequate control measures are in place for hazards which contractors will be bringing to the Academy (eg hazardous substances)
- hot work is subject to stringent control measures

The Senior Caretaker will liaise with the contractor and ensure their activities are monitored to ensure the arrangements are, and remain, adequate. Any situation where the control measures are inadequate must be rectified immediately.

3.14 First Aid Arrangements

Several members of support staff are certificated first aiders and provide cover during Academy hours on a rota basis with the general office being the first point of contact. This is considered to be appropriate for the risks and numbers of persons present. Additional staff may be trained in emergency first aid to provide extra cover eg for Academy trips. In addition, Nursery staff, Heron's Fitness staff and some staff working outside school hours are trained in first aid. All first aid training is repeated every 3 years to maintain competence.

First aid boxes stocked with the recommended contents are located at appropriate points and first aiders are responsible for ensuring they are kept fully stocked and regular, documented checks are made on the contents. There are also two automated defibrillators available – one is located in the general office and the other in the sports block. These can be operated by anyone without training as they provide instructions for the user.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt. In the event of an injury or acute illness an ambulance should be summoned by or at the request of the first aider on duty.

All first aid should be recorded in the first aid book and, if appropriate, the accident book.

Head Injuries

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing or which changes the behaviour of the pupil should be referred immediately for further medical attention. Slight knocks to pupils 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 by telephone or letter of any non-significant head bumps which show no signs or only slight reddening. All head injuries should be recorded in the first aid book and, if appropriate, the accident book. A head injury resulting in loss of consciousness may be reportable under RIDDOR (see section 3.22 below) depending on the circumstances.

Other Injuries

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.

Infection Control

Risk assessments and operating procedures are revised regularly and any infection control measures introduced by the Government which apply to the Academy will be implemented as required. Increased cleaning measures and provision of sanitiser continue to be in place following the COVID 19 pandemic. Ultra AX, a chemical certified as effective against COVID-19, has been introduced for cleaning of frequently touched surfaces.

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 other childcare settings* should be followed to prevent the spread of infection. This poster is displayed in the General Office, Staff Room and Nursery.

3.15 Pregnancy and Work

Staff who become pregnant must inform the Principal via the Vice Principal (Staffing). A Risk Assessment will be carried out by the Business Manager to ensure that any risks created by their work are identified and eliminated or controlled. Guidance on pregnancy and work is given in the Health and Safety Executive Leaflet INDG373 *New and expectant mothers who work* (available on the HSE website or from the Business Manager) and in the Department of Health poster *Guidance on infection control in schools and other childcare settings* which is displayed in the General Office, Staff Room and Nursery.

3.16 Young persons working or on work experience in the Academy.

If young persons come to the Academy to work, or are on work experience, additional legislation applies. A 'young person' is someone who is over compulsory Academy age but has not attained the age of 18, and a 'child' is defined as someone who is not over compulsory Academy age. Young persons require specific risk assessments to identify any measures that are required to reduce risks, because of their immaturity, inexperience and lack of awareness. The Business Manager will ensure that the Lincolnshire County Council's procedures for the employment of children and young persons are carried out.

The Work Experience Co-ordinator is responsible for organising work experience, liaising with Heads of Department and the person with parental responsibility, to ensure that risk assessments are carried out and communicated to the person with parental responsibility. They are also to obtain from the person with parental responsibility, information regarding any particular hazards / medical conditions etc that the work experience candidate will be bringing to the Academy, in order that their suitability can be assessed and safety measures adapted accordingly.

All young persons will work under the supervision of an experienced employee who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk.

3.17 Pupils on Work Experience

When pupils go on work experience, the same regulations apply. This requires that employers who provide the work experience carry out a specific risk assessment to identify any measures that are required to reduce the risks because of pupils' immaturity, inexperience and lack of awareness. Where pupils are under 16, the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the pupil.

The Work Experience Co-ordinator is responsible for ensuring that employers providing work experience placements are suitable and have arrangements which ensure that:

- pupils are properly prepared and briefed on the hazards of the workplace and the risk control measures before they start work
- pupils are effectively supervised to ensure the appropriate risk control measures are taken
- the findings of the risk assessments and the protective/preventive measures to be taken are communicated to the person having parental responsibility for the pupil
- any particular hazards / medical conditions etc that the work experience candidates will be bringing to the Work Experience Provider, is risk assessed and appropriately controlled

The Work Experience Co-ordinator is responsible for organising the work experience, liaising with the Work Experience Provider and the person with parental responsibility, to ensure that risk assessments are communicated to the person with parental responsibility. There is no substitute for direct knowledge, and the Work Experience Co-ordinator should visit the Work Experience Providers' site to confirm that arrangements are adequate. They are also to.

The assessment of suitable work experience providers will be through a centrally co-ordinated scheme or be done individually by the Work Experience Co-ordinator in accordance with the latest Department for Education guidance and any relevant information forwarded to employers.

3.18 Academy Security

CCTV monitoring and recording is in use across the site and access during school hours (approximately 9.05 am – 3.15pm) is controlled by electronic gates which are locked between these times. Staff have access ID cards or fobs and other authorised persons may be given PIN numbers, a record of these is maintained on the access system by site staff. Access devices and PINS issued to individuals must not be shared but there will be people such as supply teachers for whom other arrangements will have to be made, but these must be recorded. A separate policy covers the management of the CCTV system.

Static Security, a private security firm, have been contracted to provide round-the-clock cover and their 24/7 telephone number is 01522 537133. They will also contact the Police where appropriate.

The main reception entrance is monitored between the hours of 8.30am – 4.30 pm by office staff to prevent unauthorised access. Reception, Nursery and Library staff / volunteers can open the electronic gates admit visitors. The front door is normally locked by 5.00pm after office-based staff have left, but this time may vary slightly eg it will be later if there is a governors' meeting.

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

All visitors are required to report to the general office on arrival. The names of all visitors and their time of arrival and departure should be recorded and a lanyard issued for identification while on the Academy site during school hours.

When the general office is not manned, visitors should report direct to caretakers or as pre-arranged with another member or staff.

Unknown persons on the Academy premises not wearing a visitors' lanyard may be challenged, particularly if their behaviour leads staff to suspect that they are not visiting community facilities - the library, Heron's Fitness, nursery - or attending activities organised by the Academy or by those hiring the facilities. In some cases, it may not be appropriate for a lone employee to make this approach. Static Security should be called immediately if assistance is required eg an employee is concerned for their own safety.

When pupils are outside during break time or for sports, adequate supervision is provided to ensure that they do not leave the premises. There is a signing in and out system for pupils who arrive late or need to leave early. Pupils leaving the site will have to request that the electronic gates are opened for them by reception staff, with the exception of 6th formers who are issued with individual access control cards.

The car park is segregated from areas occupied by pupils.

3.19 Violence at Work

The Academy seeks to minimise employee vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse and physical assault. This kind of behaviour will not be tolerated from pupils or parents and further action such as exclusion/banning/prosecution will be considered:

- Employees who have any qualms about parental interviews should arrange for a colleague to be present and ensure that any loose objects which could be used as weapons are out of the immediate reach of the visitor.
- Employees 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, have clear objectives and a set timescale;
- Do not make home visits alone (Except in circumstances covered by the Academy Lone Working Policy)
- If verbally or physically abused, leave or call for assistance immediately;
- Employees should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Vice Principal. This will enable incidents to be monitored, investigated, and appropriate action taken;
- Records are kept of those who have demonstrated violent tendencies in the past. Staff with concerns about arranging meetings with parents should raise them with a Vice-Principal so that appropriate support can be organised.
- Employees who suffer violence at work will be sympathetically treated and support systems are available.

In such circumstances where a potentially violent situation develops, the services of Static Security may be called upon as above 3.18.

3.20 Educational Visits

Pupils generally face far higher risks on Academy visits than they do in the Academy.

The advice and guidance in the DCSF document 'Health and Safety of Pupils on Educational Visits' and supplements (Standards for Adventure and Handbook for Group Leaders) shall be used to help assess and control the risks.

The Vice-Principal is appointed as the Educational Visits Coordinator (EVC) for the Academy to help teachers/group leaders assess the risks and implement control measures.

Site/visit specific risk assessments are carried out/recorded for visits not covered by the generic risk assessments and teachers/group leaders carry out trial runs without pupils to identify the hazards and the measures necessary to control the risks.

Risk assessments are monitored by teachers/group leaders whilst on visits to ensure any additional control measures or prohibitions are implemented to control risks.

Appropriate levels of supervision are assessed and provided for all visits.

Use of staff cars for transporting pupils is covered by the Minibus Policy Document and requires prior approval.

Minibus

The Business Manager is appointed as the Named Vehicle Holder for the minibus. Procedures for use of the minibus are covered by the Minibus Policy Document and must be complied with.

3.21 Medicines and Infection Control

Pupils who are unwell with an infectious disease should not be at Academy and should be kept away until they recover, or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Department of Health poster 'Guidance on infection control in Academies and nurseries'. This poster is displayed in the Staffroom.

The storage and provision arrangements for pupils' medicines are in accordance with manufacturers and medical recommendations.

3.22 Incident Reporting

Minor injuries to staff and pupils shall be recorded in the accident book by the person administering first aid.

The Health & Safety Executive (HSE) Information Sheet No 1 (Revision 3) *Incident reporting in schools (accidents, diseases and dangerous occurrences)* provides useful information and examples of school specific reportable events. The Business Manager holds a copy of this but it, and other useful information is available on the HSE website.

The Health and Safety Co-ordinators are responsible for telephoning the HSE Incident Contact Centre (ICC) 0845 300 9923) in the event of fatalities and certain specified injuries as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Such incidents must be reported within **10** days.

The Health and Safety Co-ordinators are responsible for completing the online report form for "over 7 day" absence and all other reportable accidents.

Further information and the online form is available at:

<http://www.hse.gov.uk/riddor/report.htm>

The list of specified injuries to staff including self-employed persons working on site is available on the HSE website and does not apply to pupils. It includes loss of consciousness caused by a head injury, fractures other than to fingers, thumbs and toes, crush injuries to the head or torso and serious burns. Incidents involving pupils and visitors are only reportable if they arise out of or in connection with a work activity and the person is taken directly to hospital from the scene of the accident for treatment (not for examination or diagnostic tests). Accidents arising out of curriculum sporting activities requiring hospital treatment, may be reportable if the accident was caused by inadequate supervision or the condition, design or maintenance of premises or equipment eg a sports hall floor left slippery because the wrong polish was used. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

Accidents resulting in the over seven days' incapacitation of a worker must be notified within 15 days of the incident. Over 7-day absence injuries to employees do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

The Business Manager is responsible for notifying the Academy's insurers of RIDDOR-reportable events where required.

Some incidents which do not result in injury must be reported by telephone and to the ICC. 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.

The Academy's Health and Safety competent person as at 2.7 shall be contacted if in doubt about reporting procedures.

Investigations of Accidents and Incidents

In order to reduce risks and protect people it is good practice and an HSE recommendation to carry out internal health and safety investigations. This promotes a deeper understanding of the risks associated with the Academy's work activities and ensures that lessons are learned from accidents and incidents, and risk assessments revised if necessary.

An **accident** is defined as an event that results in injury or ill health.

An **incident** could be a variety of events, ranging from a near miss which had the potential to cause injury or ill health, to a RIDDOR reportable occurrence.

The HSE publication Investigating Accidents and Incidents (see below) provides detailed guidance:

<http://www.hse.gov.uk/pubns/hsg245.pdf>

This includes a risk investigation matrix to establish the level at which an investigation should be carried out (Appendix 2) and investigation templates.

3.23 Statutory Notices

The Health and Safety Co-ordinators are responsible for ensuring that the following are displayed where they can be read by employees:

- A Health and Safety Law poster, the local information of which is to be complete and current.
- A current copy of the employer's liability insurance certificate.

These are on display at locations including the general office, staff room, nursery, Herons, the caretakers' workshop and main cleaning cupboard.

3.24 Health and Safety Representatives and Consultation

The role of trade union appointed representatives and health and safety representatives is recognised and encouraged. Facilities and time off from normal duties can be provided so that they can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations 1977.

Health and safety is a regular item on the agenda at staff and full governors' meetings.

3.25 Staff Induction Procedures

The capabilities of all new employees with regard to their responsibilities, own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the Academy's health and safety arrangements.

The Academy induction package is to be completed prior to employees carrying out any other tasks at the Academy, and includes a thorough understanding of:

- The Health and Safety Policy.
- Risk Assessment procedures.
- Relevant safe working procedures.
- Relevant health and safety training.
- Evacuation procedures.
- First aid and injury reporting arrangements.
- Any other relevant emergency procedures.

The Vice Principal (Staffing) is responsible for ensuring that the Academy's induction procedures are carried out.

3.26 Physical Education, Sport and Play Activities

A significant number of injuries to pupils occur during these activities.

Break / Lunchtimes

Midday supervisors are appointed to provide lunchtime supervision and senior staff also provide cover for break and lunchtimes.

Employees shall not carry hot drinks (unless in lidded containers) or glass drinking vessels while on break time supervision duties.

General rules for sport and physical education

It is the policy of the Academy to follow the guidance in the document 'Safe practice in Physical Education' published by the British Association of Advisers and Lecturers in Physical Education' (BAALPE) and the guidance from the relevant national governing body for the activity concerned.

Specific and detailed risk assessments and procedures have been carried out for sporting activities and the swimming pool by PE staff in conjunction with the Academy's Health and Safety Co-ordinators where appropriate.

3.27 Vehicles on the Premises

Vehicles manoeuvring around the premises, particularly reversing in restricted areas, are a major risk and can cause serious even fatal injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the Academy premises. In particular, adequate vehicle and pedestrian segregation must be maintained at all times. This can be achieved with physical barriers, time segregation or distance segregation, and may include arrangements such as pavements, warning notices, traffic control persons and signage etc.

Segregation arrangements include:

- Pupils kept away from areas on the playing field where grass mowing or grounds maintenance vehicles are in use
- Members of staff are stationed at vehicle access points at Academy starting, leaving, lunch and break times to ensure vehicle pedestrian segregation.
- Contractors' vehicles are not allowed to enter the premises at Academy starting, leaving, lunch and break times (see Contractor Induction Pack) and deliveries, especially of large items, are planned to avoid these times where possible
- Reversing of large vehicles, or those where the rear view is restricted, are guided by angled parking bays, clear demarcation points and extended staff supervision at the busiest times.
- Bus discharge and pick up arrangements are planned to avoid pupils having to cross the road. Extended staff supervision is in place for busiest times of the day and most vulnerable times. Road markings provide a safety margin for reversing buses and in addition there are speed bumps to alert drivers that they are entering the safety area and are in danger of encroaching onto the pavement where pupils are waiting.
- Speed bumps have been installed at the main site entrance to slow traffic down and there is a pedestrian crossing immediately after these to provide a safer crossing point for pupils arriving and leaving.
- A marked safety area leading onto the pedestrian crossing has been created to encourage parents dropping off pupils to do so in a safer manner and to encourage the pupils to cross vehicle traffic more safely.

3.28 Science

The CLEAPSS guidelines are followed and the department has a policy document covering health and safety procedures to minimise the risks associated with the teaching of science and storage of hazardous substances.

Good practices outlined in publications including those listed below are used to develop risk assessments and safe working procedures for science experiments etc.

CLEAPSS, Hazards.

CLEAPSS, Laboratory Handbook.

ASE, Safeguards in the Academy Laboratory.

ASE, Topics in Safety.

Project work involving hazardous substances not covered by these publications, will be individually assessed by the Head of Department, and safe work procedures produced to ensure the risks are adequately controlled.

Radioactive Sources

Radioactive sources within Category C (as defined in DCSF- Administrative Memorandum 1/92) are held and used in the Science Department; written approval for which has been obtained from the Government Education Department.

Local radiation safety rules have been drawn up in accordance with the CLEAPSS model and the Physics team leader is designated as the Radiation Protection Supervisor (RPS), responsible for ensuring the local rules are followed to control the risks.

Keith Rhodes, Senior Health & Safety Advisor with Leicester City Council, has been appointed as the Radiation Protection Officer.

3.29 Technology

The Technology Department has its own risk assessments and operating procedures to minimise the risks of teaching the subject and use of potentially dangerous machinery

Good practices outlined in the publications listed below are used to develop risk assessments and safe working procedures for Technology work etc in Secondary Academies.

- BS 4163:2021 Health and safety for design and technology in educational and similar establishments – Code of practice
- Design and Technology Association publications
- Model Risk Assessments for Technology in Secondary Academies (CLEAPSS Publication).

The Head of Technology is responsible for reviewing the risk assessments annually or when circumstances change.

The D T Health & Safety Policy is a separate document forming Appendix 4 to this policy.

3.30 Food Technology

Each Food Technology Classroom is provided with the following items, all of which are kept free from obstructions and are clearly labelled as required:

- Emergency Electrical Isolation Control
- Gas isolation control
- Residual Current Device (RCD) protected electrical sockets
- Appropriate fire extinguishers
- Fire blankets

Additional measures taken to control risks are:

- Unsupervised access to the Food Technology areas is prevented
- Secure storage and supervised use of kitchen knives and teaching of rules for safe handling of kitchen knives
- Health and Safety briefing sessions for pupils and close supervision to ensure the rules are followed
- Siting of cookers to minimise risk of pans being knocked
- Ladles or spoons are not to be left in saucepans, on hot-plates or cooker rings
- Pans positioned on cookers so that handles do not protrude
- Routine maintenance contracts on all cookers
- Routine inspection and testing of all electrical equipment
- Secure storage and following the manufacturers' instructions for the use of cleaning substances.

3.31 Art

Good practices outlined on the NSEAD website pages 'A Guide to Safe Practice in Art and Design' are reflected in risk assessments and safe working procedures for art work.

Control measures include:

- Use of oil-based inks and paints is restricted
- Clay is purchased in small quantities to minimise the manual handling risks
- The dust levels from dry clay residues are minimised by wet cleaning methods and good general ventilation
- Access to the kiln is controlled and firing times are chosen to minimise fumes

- Only ready mixed liquid glazes are used, these are stored securely, and good hygiene precautions are used to control exposures
- Hazardous substances are stored securely, and only used in accordance with Risk Assessments, by employees
- Sharp knives etc are secured when not in use, and no member of staff is present. The issue and use of these items is strictly controlled and all are positively accounted for after each use.

3.32 Drama and Music

The following measures are taken to control the risks:

- Suitable access equipment is provided for adjusting and replacing the stage lights and other work at heights
- An experienced person supervises equipment used for working at heights
- All stage lights are fitted with secondary security devices
- Hoist ropes and fittings for stage lighting beams and back drops are inspected annually by specialist engineers
- Stage materials and equipment are stored securely to prevent falls
- A rope is used to lower lights to the ground from the mobile tower scaffold
- Pupils are closely supervised
- Routine inspection and tests of electric equipment such as lights, distribution panels and dimmer boards are carried out
- RCD protection is provided for all electrical sockets used for equipment on the stage, and for all sockets which are used to supply pupils own equipment, amplifiers etc
- Low voltage or battery operated electric organs are used to minimise the risks of electric shock
- Routes to viewing balconies, lighting gantries and roof spaces are secured to prevent unauthorised access
- The guarding to viewing balconies and their access is sufficient to protect persons (including small children) from falling over or through
- Guard-rails are fitted to lighting gantries to prevent falls
- Adequate precautions are taken to prevent falls from scenery constructions and the edge of the stage
- Stage access stairs are kept in good condition and securely fixed
- Scenery and materials are stored securely to prevent falls
- All non-essential combustible materials are removed from backstage

- Combustibles beneath the stage are kept well clear of lights and electrical equipment
- Curtains and scenery on the stage are kept well clear of lights
- All exits from the Hall are kept clear and unlocked whilst it is occupied
- Emergency lights are tested to ensure they work properly
- Emergency exits are clearly signed
- Fire extinguishers are provided back stage for combustible materials and electrical fires
- The Hall floor surface is maintained so as not to be unduly slippery

3.33 Academy Productions

In addition to the above, the following minimum control measures are taken to control the risks.

- A public entertainment licence has been obtained for productions open to members of the public, and the conditions set by this licence in terms of the numbers of people, seating layout, gangway widths and exit routes are complied with
- Well lit routes are provided for pedestrians from car parks
- Arrangements are made for the provision of first aid in case of injury or acute ill health
- A telephone is available for calling the emergency services
- Chairs for the audience are kept clean and in good condition
- Food hygiene arrangements are supervised by an employee who has attended the Basic Food Hygiene Certificate course.

3.34 Catering

Catering staff employed at the Academy benefit from Health and Safety management by experts at Taylor Shaw and the Academy ensures that catering equipment is serviced and tested annually and a deep clean of the kitchen carried out annually.

3.35 Statutory Engineering Inspections

The Business Manager maintains a schedule of items subject to Statutory Engineering Inspections to ensure that insurance requirements are met.

A thorough examination of lifts (Science, RE Block) is carried out by engineers from an insurance company every twelve months in addition to six-monthly routine servicing by a suitably qualified contractor.

There is local exhaust ventilation (LEV) equipment for controlling exposures to hazardous substances such as wood dust, paint and chemical fumes in Science and in Technology. Fume cupboards in Science areas and LEV equipment in technology areas are thoroughly examined at least every fourteen months by insurance company engineers in addition to routine servicing by a suitably qualified contractor.

The Management of Health and Safety at Work Regulations 1999 and The Provision and Use of Work Equipment Regulations 1998 apply to hot water boilers in schools. There is a significant risk of this type of equipment causing a major injury to persons in their vicinity, including the risk of scalding as a result of boiler failure. As a result, there is a requirement for these to be inspected periodically to reduce the risk of accidents from incorrect installation, inadequate maintenance or other exceptional circumstances. In addition to routine servicing of heating boilers by a suitably qualified contractor, boilers and associated devices are inspected annually by insurance company engineers.

The autoclaves/pressure cookers/boilers on model steam engines are thoroughly examined every twelve months in accordance with CLEAPSS guidance by insurance company engineers.

Schemes of Examination are drawn up for the air receivers associated with compressors in the technology areas. (Those where the working pressure in bars, multiplied by the volume in litres is less than 250 bar-litres, are exempt). Engineers from an Insurance Company thoroughly examine these every twelve months in accordance with these schemes.

In all the above cases the reports from examinations are reviewed by the Business Manager who will initiate any necessary action to prevent danger and ensure that the relevant department head is aware of the situation.

The reports from Statutory Engineering Inspections are available for inspection for at least 2 years and are kept in the Finance Office by the Business Manager.

3.36 Working Alone

Some activities involve special risks and shall not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below and will require specific risk assessment and control measures.

- Working at heights
- 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 but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside).

The Academy's Procedures for Lone Working provide detailed guidance, including advice to anyone who works alone on or off the premises to ensure that someone knows where they are and what time they will be finished. For example, Computer Clinic staff are advised to carry mobile phones with them while making home visits and to leave if they feel unsafe. In addition, the Academy has engaged the services of Static Security (see 3.18 above) and members of staff are able to call them for assistance if they are on site and fear intruders are present or consider they are at risk from a potentially violent situation.

3.37 Working Time

The Academy recognises that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations is seen as the way to minimise these risks. Normal Academy arrangements usually ensure that staff receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some members of staff, during term time, work many hours more than the normal Academy week, both at the Academy and at home. When averaged over the reference period of 17 weeks, which will take account of Academy closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any member of staff whose workload dictates that they are required to work excessive hours should raise this with the Principal.

3.38 Occupational Health Service

Specialist Occupational Health Advisors have been contracted to provide the following.

- Pre-employment screening via the use of a health declaration form, and follow up medical examinations where necessary
- A management referral system for employees with long term ill health or sickness absence
- Advice and guidance on ill health/medical issues with employees and pupils.

3.39 Work Related Stress

Stress is the reaction people have to excessive pressures or other types of demands placed on them. Contributing factors to harmful levels of stress include work overload/underload, the working environment, working relationships (e.g. bullying or harassment), changes taking place, poor communication and organisational style. Prolonged work-related stress can lead to physical ill health.

Factors likely to cause intense or sustained levels of work related stress are identified and measures implemented to protect staff. In addition, the senior management team and governing body consider that:

- An open and understanding management style is practised
- Staff have the skills, training and resources they need
- Fair and consistent treatment is provided for staff
- Two-way communication takes place, especially in times of change
- Support and counselling facilities are available where appropriate
- Staff are encouraged to report any work situation causing intense or sustained levels of work related stress.

3.40 Legionella Bacteria

There is a small risk of legionella bacteria developing in the water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons.

This section constitutes the Academy's policy on preventing and controlling the risk from legionella bacteria.

A company specialising in water hygiene has been appointed as the competent person to oversee the Academy's control measures (currently Guardian Hygiene). They have produced a written scheme describing the water system and setting out the maintenance and monitoring programme required (February 2022). Remedial work has been identified following this assessment (eg removal of dead legs in pipework) and risk management procedures are updated in line with the contractor's advice. This ensures that the Academy complies with the HSE's Approved Code of Practice and Guidance L8 (2013). The risk assessment document is held in the Business Manager's Office.

Regular visits are made by the contractor to carry out tasks detailed in the legionella risk assessment. These are set out in Appendix A of the assessment and include, but are not limited to:

- Testing of water temperature at sentinel taps and other key locations (monthly)
- Testing of calorifier outlet and return temperatures (monthly)
- Cleaning and de-scaling of shower heads (quarterly)
- Inspection and disinfection of cold water storage tanks (annually)
- Inspection & maintenance of TMVs (thermostatic mixing valves)

The Business Manager is responsible for ensuring that legionella management is in place and monitoring issues and effectiveness.

The Head Caretaker is responsible for supporting the visits of the specialist contractor. In addition, the Head Caretaker must ensure that flushing of little used outlets is carried out as required (generally weekly but may be more frequently) and ensuring that this is recorded and records kept. Flushing may be regular or additional eg on the advice or direction of Guardian or the Business Manager.

3.41 Asbestos

An asbestos survey has been carried out (updated 2021) and the Academy has an Asbestos Management Plan. The Asbestos Register and asbestos management records are kept in the Business Manager's Office.

No building or maintenance work is carried out without prior reference to the asbestos survey report. The Business Manager and Senior Caretaker manage control of contractors through the Academy's Contractor Induction Pack and Permission to Work Procedures.

3.42 Personal Protective Equipment

Personal Protective Equipment (PPE) is all equipment (including clothing for protection against the weather) which is intended to be worn or held by individual persons at work and which protects them against one or more risks to their health and safety.

PPE is regarded as the last choice on any hierarchy of control, and should only be chosen where other methods, such as engineering controls, have been considered and disregarded.

Only PPE bearing a UKCA 'CE' mark will be made available, and will be provided free of charge to employees.

Heads of Departments are to monitor and enforce the use of PPE, and are responsible for ensuring:

- PPE is assessed for suitability prior to use. It should be appropriate for controlling exposure to the risks concerned, available in appropriate sizes or fully adjustable to fit the users, and is compatible with other PPE that may need to be used at the same time.
- Effective storage arrangements are provided and used for PPE, which enable PPE to be stored without damage, and eliminates the potential for cross contamination.
- PPE is kept in a clean condition, and manufacturers' guidance is followed for the maintenance requirements.
- Employees are provided with training and instruction on how to use appropriate PPE properly and safely, and informed of the reason for its' use and how to identify and report defects.
- Adequate supplies of serviceable PPE are available, and damaged or ineffective PPE is withdrawn from use.

3.43 Grounds Maintenance

The following controls are considered to be the minimum required for safe maintenance of the Academy grounds.

- Externally contracted grounds maintenance is carried out by a competent contractor with a proven track record
- All grounds maintenance equipment is secured when not in use, and only operated by trained personnel. Powered equipment is isolated when not in use, and the keys secured.
- Fuels for powered grounds equipment is stored in appropriate containers, which are designed to be fire resisting and contain spillages. The containers are secured when not in use and appropriate ventilation provided.
- Grounds maintenance equipment is maintained in accordance with manufacturers' recommendations, and faults rectified promptly.
- Inspections of the grounds are carried out by the Senior Caretaker before the Academy opens each day, and all hazardous items removed prior to allowing pupils access to the site.
- Inspections of the wooden equipment (sheds, seating, fencing and play equipment etc) are carried out by the Caretaking staff on a weekly basis, and all hazardous parts rectified or isolated prior to allowing pupils access to that area.
- All trees on the site are annually inspected and maintained by a competent specialist. Further to this, the Senior Caretaker ensures that all trees are inspected after high winds or other adverse conditions that could affect their integrity.

3.45 Critical Incidents

Critical incidents are considered to be major emergency situations. These emergencies could develop slowly from minor incidents, with staff interacting where appropriate, or they may escalate very quickly before coming to anyone's notice (the difference being such as the difference between an intruder who gradually turns violent and a bomb that explodes without warning). They may also occur at unpredictable times or when the most appropriate member of staff to deal with them is absent.

A Business Continuity / Critical Incident Plan has been developed to assist staff with dealing effectively with such emergencies and lists areas of responsibility.

There is little point in waiting for an incident to occur before becoming familiar with the contents of this document, as time (or someone else to take responsibility) may not then be available. Staff should therefore familiarise themselves with it during the induction process, and act accordingly when the need arises.

3.46 Lettings

Any hirers of the premises have the responsibility to ensure that they use it safely. The Board of Governors recognises its duties as the controller of the premises, and requires the Business Manager to implement lettings policies and procedures to ensure that:

- Premises hired are in a safe condition for the purpose of use
- Arrangements for emergency evacuation are adequate
- Fire fighting equipment is in place and operational
- Relevant insurance and safeguarding requirements have been met
- Contractual arrangements are drawn up to clearly delineate and specify responsibilities and arrangements for health and safety.

3.47 Disabilities

The Academy recognises its duties with regard to providing reasonable access to the Academy and its facilities for disabled persons. Due to the widely differing circumstances of each disabled person, there can be no single set of provisions which will cater for all disabilities.

The requirements of each disabled person for access to the Academy and its facilities will be assessed individually, and reasonable adjustments made to cater for them eg:

- Ramps provided where necessary for disabled persons to gain access to facilities
- Lifts provided and maintained, for disabled persons to gain access to different floor levels
- Disabled toilet facilities have been provided
- Radio hearing amplification devices to assist hearing impaired persons
- The edges of steps etc and changes of level highlighted to assist visually impaired persons
- Braille signs affixed to appropriate doors for visually impaired persons

- Supervision levels individually assessed for each disabled person
- Manual Handling training and mechanical aids provided to assist with moving mobility impaired persons
- Emergency arrangements have been reviewed in light of the disabled persons likely to be present.

3.48 Swimming

Swimming is recognised as a particularly hazardous sporting/recreational activity, in that fatalities can occur very quickly without adequate controls. The Health and Safety Executive Document HSG 179 *Managing Health and Safety in Swimming Pools* has been followed in developing safe operating and maintenance procedures for the swimming pool.

<http://www.hse.gov.uk/pubns/books/hsg179.htm>

The above guidance was updated in 2018 and is less detailed than previous versions because it contains links to more detailed HSE and industry guidance

The following measures are taken to control the risks:

- Adequate levels of supervision are maintained at all times that the pool is occupied
- All lifeguards are properly trained and hold appropriate certification
- Adequate life-saving/floatation devices are available at poolside
- Adequate signage is posted to indicate water depths
- The floor surface around the pool is of a non-slip type and is maintained clean and free from obstructions
- Chlorine levels in the pool are monitored daily before anyone is allowed into the pool
- Maintenance of the swimming pool, its environment and facilities is carried out in line with the document *Managing Health and Safety in Swimming Pools*
- There is a telephone available for poolside use and Heron's lifeguarding staff have waterproof walkie-talkie radios for contacting the gym staff in the event of a situation which requires them to enter the water to deal with a life-threatening emergency.
- If there is a pool hoist to facilitate use by swimmers who need it, this must be inspected twice a year by a competent external contractor. It is the responsibility of the Heron's manager and Head of PE to ensure swimming instructors and lifeguards have been trained in its use.

Detailed normal and emergency operating procedures apply to the pool and are reviewed annually.

3.49 Boiler Room

Boiler rooms are considered to be potentially hazardous environments, and the following control measures have been adopted to reduce the risks:

- The boilers are maintained annually by competent specialist contractors
- Appropriate fire extinguishers are provided in boiler rooms

- Emergency isolation controls are provided in the boiler rooms
- Boiler rooms are kept secure to prevent unauthorised access
- Combustible materials are not stored in boiler rooms
- Emergency exit routes from boiler rooms are kept free from obstructions.

3.50 Ponds

Academies have a duty of care towards their staff, pupils and others who may be on their premises, and this extends to ensuring safety in and around ponds.

The following control measures have been adopted to reduce risks from the pond in the Academy's wildlife area:

- It is fenced off and pupil access is controlled and supervised
- The edges of the pond are gently sloping and well-defined
- Appropriate footwear is worn in the area
- Good hygiene procedures are followed to reduce the risks of infection from Weils disease and other water borne causes of ill health

3.51 Vibration

Academy activities are not considered to include significant vibration risks. A basic understanding of the hazards, symptoms and controls are of use in maintaining this situation, and assuaging employee concern. Although regular and frequent exposure to hand arm vibration (HAV) can lead to potential health effects, occasional exposure is unlikely to cause ill health.

Early symptoms of HAV are:

Tingling and numbness in the fingers.
Not being able to feel things properly.
Loss of strength in the hands.
Fingers going white or blanched, and becoming red or painful on recovery.

This can lead to effects such as:

Pain, distress and sleep disturbance.
Inability to do fine work, or perform everyday tasks.
Reduced ability to work in damp or cold conditions.
Reduced grip strength.
Limiting the ability to do certain jobs, or affecting family or social activities.

Jobs requiring the frequent use of vibrating tools and equipment, and handling of vibrating materials are the main cause of this condition, and the equipment concerned could include chainsaws, hammer drills, pedestal grinders, powered sanders and powered lawn mowers.

The daily amount of vibration exposure above which actions are required to control exposure is 2.5m/s^2 averaged over an 8 hour working day (and employees must not be exposed to a vibration amount of 5m/s^2 averaged over an 8 hour working day).

Although this is difficult to measure without specialist equipment, it is stressed once again that Academy employees are extremely unlikely to receive vibration exposures approaching these levels. Where any issues are identified or concerns raised, a risk assessment will be carried out to assess the vibration risks in the most likely exposure areas, and vibration exposure is not considered to pose a significant risk to employee health.

The vibration controls currently employed by the Academy include:

- Equipment is purchased and maintained to keep vibration exposures as low as reasonably practicable
- Work methods and patterns are such that extended exposures to vibration are Minimised
- Employees are informed regarding the hazards, symptoms and controls employed by the Academy.

Any employees who remain concerned, or have any reason to suspect that they are suffering the symptoms of vibration exposure, are to seek advice through their Head of Department without delay so it can be pursued by the Academy Health and Safety Co-ordinators.

3.52 Noise

Exposure to high levels of noise can cause permanent damage to the human hearing, in the form of noise induced hearing loss (which may be frequency dependent) or tinnitus (a ringing noise in the ears).

Noise is measured in Decibels, on a logarithmic scale. Therefore an increase of 3 Decibels would be a doubling of the sound intensity, a difference which you may not even notice. dB(A) is an average of the noise level received, usually averaged over an 8 hour working day.

Noise exposure is normally averaged over a single working day, but for largely varying or intermittent exposures, a weekly average may be taken.

In order to control exposure to harmful noise doses, Action Levels have been set, at which differing levels of control are implemented.

These Action Levels are:

Lower Action Level = 80dB(A) with a peak sound pressure of 135dB.

Upper Action Level = 85dB(A) with a peak sound pressure of 137dB.

There are also Noise Levels that must not be exceeded, and these are:

A daily or weekly exposure of 87dB(A) or a peak sound pressure of 140dB.

It is the Academy policy to reduce noise at source, by the purchase and maintenance of equipment to keep the noise level generated as low as possible. Where this cannot be achieved engineering controls, such as acoustic damping etc are employed to further reduce noise exposure. And only where the above measure are insufficient or inappropriate is personal ear protection resorted to.

Risk Assessments have been carried out to determine areas and activities where persons could be exposed to hazardous noise levels.

Training is provided in the care and use of ear protection.
Storage containers are maintained for ear protectors at all appropriate locations.

Guidance

Faintest audible sounds – Approx 0 dB.
Quiet Library – Approx 20 – 30 dB
Quiet Office – Approx 40 - 50 dB
Conversation – Approx 50 - 60 dB
Loud Radio – Approx 65 - 75 dB
Primary Classroom – Approx 67 - 80 dB
Tractor Cab – Approx 80 - 85 dB
Arc Welding – Approx 87 - 97 dB
Power Drill – Approx 87 - 97 dB
Chainsaw – Approx 103 - 110 dB

As a rule of thumb; if a person has to raise their voice to be heard by another person standing 2m away (with normal hearing), then they are probably in a hazardous noise environment.

Activities/Areas where the noise is likely to be between the Lower and Upper Action Levels have been identified, and in these areas.

Persons are informed about the noise hazard and the controls to be adopted.
Hearing protection is available, and provided upon request.

Areas where the noise is likely to be at or above the Upper Action Levels have been identified, and in these areas.

Hearing protection zones (where the use of hearing protection is compulsory) have been identified and appropriately signed.

Persons are informed about the noise hazard and the controls to be adopted.

Hearing protection will be worn by all persons within the hearing protection zones.

The use of hearing protection will be monitored and enforced by Heads of Department.

Health surveillance will be undertaken at the commencement of employment and annually there-after for all employees who are likely to be regularly exposed to noise at or above the upper action levels.

Instances where an individuals' noise exposure reaches the Noise Limit will prompt an investigation into reasons for this exposure, and the activity concerned will cease until the noise exposure can be brought down below the limit values.

4.0 Arrangements for Monitoring and Review

In order to ensure that the health and safety arrangements of the Academy remain effective, and that the health and safety policy remains valid, a scheme of monitoring and review has been implemented.

The following summarises the content of this process:

Reviews

- The Board of Governors identify health and safety issues and areas for improvement. They review the Academy health and safety policy, and recent inspection reports. These meetings are to be minuted.
- The Principal has regular meetings with Heads of Departments at which Health and Safety issues may be raised.
- Heads of Departments meet regularly with their staff and at these meetings health and safety issues may be raised.
- The Health and Safety Policy is reviewed annually by the Health and Safety Co-ordinators.

Monitoring

- The Health and Safety advisor for the Academy will carry out regular health and safety inspections of the Academy, on behalf of the Principal and Board of Governors. These inspections may be targeted at specific areas at the request of the Academy. A report will be produced from these inspections.
- The Principal / Vice Principal have regular meetings with the Senior Caretaker to discuss all aspects of the operation of the site including health and safety considerations and regular meetings with Heads of Departments at which Health and Safety issues may be raised.
- Heads of Departments meet regularly with their staff and at these meetings health and safety issues may be raised.
- The Senior Caretaker carries out regular health and safety inspections of the shared areas to identify health and safety improvements or failings.
- Heads of Departments will monitor their staff, and take appropriate action to ensure that they are complying with the requirements of the Academy health and safety policy, risk assessments and safe systems of work.
- The Health and Safety Co-ordinators carry out ongoing and regular monitoring of health and safety matters and issues. This includes carrying out termly inspections as at 2.3.

Staff will monitor pupils at all material times, and take appropriate action to ensure that they are not putting themselves or others at risk by their acts or omissions.

END OF POLICY

Appendix 1

Standard Risk Assessment

Branston Community Academy

Assessor:
Date:

RA No Sheet 1 of 2

Job/Task:

Persons Affected; Employees ☐ Contractors ☐ Client Employees ☐ Public ☐

Specific Location Details

Risk Assessment Matrix

X	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

SEVERITY		LIKELIHOOD
No Injury	1	Almost Never
Minor Injury	2	Seldom
Injury	3	Possible
Serious Injury	4	Probable
Death	5	Almost Always

Standard Control Measures

No.	Hazard	Risk	S	L	R	Control Measure	S	L	R
1									
2									
3									

Site Control Measures

Additional Site Control Measures

BCA/107/01F01

Format Revised 12/12006 TSG

Standard Risk Assessment

No.	Hazard	Risk	S	L	R	Control Measure	S	L	R	Additional Site Control Measures
4										

AFP/107/01F01

Assessor Signature

Member of staff Signature

Manager/Supervisor Signature

Date for Review:

Format Revised 12/12006 TSG

Appendix 2

The decision to investigate

The table below will assist you in determining the level of investigation which is appropriate for the adverse event. Remember you must consider the worst potential consequences of the adverse event (eg a scaffold collapse may not have caused any injuries, but had the potential to cause major or fatal injuries).

Likelihood of recurrence	Potential worst consequence of adverse event			
	Minor	Serious	Major	Fatal
Certain				
Likely				
Possible				
Unlikely				
Rare				

(The definitions of 'consequence' and 'likelihood' are set out in the section on 'Understanding the language of investigation')

Risk		Minimal	Low		Medium		High
Investigation level		Minimal level	Low level		Medium level		High level

- In a minimal level investigation, the relevant supervisor will look into the circumstances of the event and try to learn any lessons which will prevent future occurrences.
- A low level investigation will involve a short investigation by the relevant supervisor or line manager into the circumstances and immediate, underlying and root causes of the adverse event, to try to prevent a recurrence and to learn any general lessons.
- A medium level investigation will involve a more detailed investigation by the relevant supervisor or line manager, the health and safety adviser and employee representatives and will look for the immediate, underlying and root causes.
- A high level investigation will involve a team-based investigation, involving supervisors or line managers, health and safety advisers and employee representatives. It will be carried out under the supervision of senior management or directors and will look for the immediate, underlying, and root causes.

Appendix 3

HEALTH & SAFETY TRAINING

This section has been added following internal audit in May 2023 which recommended that the Health & Safety Policy outlines the minimum training requirements for different staff members. [Health and safety: responsibilities and duties for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-and-safety-responsibilities-and-duties-for-schools) states that schools must ensure staff receive information and training about health and safety:

“This includes:

- how to assess risks specific for their job
- how to meet their roles and responsibilities identified within the health and safety policy

They can do this in different ways depending on individual or specific need. For example, providing staff with written guidance may be appropriate in some cases, while attending a training course may be more appropriate for others”.

This document is a first look at Health & Safety training areas. Consideration needs to be given to how and when training is provided and to whom – for example it may be appropriate for only the Head Caretaker only to do the higher level H&S course, and working at height training needs to be appropriate to the nature of the tasks undertaken – it could be written information, a “toolbox talk”, a general working at height awareness course or ladder safety course.

ROLE(S)	TRAINING	PROVIDER(S)
All staff	Health & Safety Induction Safeguarding Fire Safety Awareness	In-house Virtual College High Speed Training (online) In-house (safeguarding lead) for some staff Face to face (external provider) or online
Governor and staff with specific H & S responsibilities eg Business Manager, H&S co-ordinator	H&S management training	Eg IOSH Managing Health & Safety in the Education Sector
Business Manager (H&S officer)	Asbestos Awareness Legionella Management DSE Assessor COSHH Slips, Trips & Falls Fire Safety for Schools Health & Safety in the Workplace (various levels)	High Speed Training High Speed Training High Speed Training High Speed Training High Speed Training High Speed Training High Speed Training
Staff carrying out risk assessments	Risk Assessment	High Speed Training Written guidance / internal briefing by qualified person
Caretakers	Health & Safety in the Workplace (various levels) Working at Height	High Speed Training High Speed Training

	Ladder Safety Manual Handling Noise & Vibration Asbestos Awareness Legionella Management COSHH Fire Safety for Schools Fire Warden Swimming Pool Management Play Areas Level 2 Award in the Safe Use of Pesticides (Foundation)* Level 2 Award in the Safe Use of Pesticides (Hand Held Applicator)* * for 1 caretaker to carry out spraying	High Speed Training High Speed Training * High Speed Training High Speed Training High Speed Training High Speed Training High Speed Training * PO has qualification Riseholme College Riseholme College
Administration	First Aid – for staff whose role includes these duties Working at Height Manual Handling	St John Ambulance In-house or High Speed Training, depending on equipment used
Cleaners <i>Detailed training record for each employee</i>	Cleaning procedures Use of machinery COSHH Use of PPE Working at Height Manual Handling	Phoenix (Davie Heap) & internal As above As above As above As above As above
Technicians	Working at Height Manual Handling	As above As above
Teaching staff - selected	Positive Handling	
Teaching staff – high risk departments	Science – may need additional training DT - Design Technology Assn Training	Ideas in 2 Action
Teaching Assistants – selected if appropriate	Moving and Handling of Pupils with Special Needs	
Gym Staff <i>Detailed training record for each employee</i>	Cleaning procedures COSHH Opening & closing procedures	Phoenix (David Heap) Phoenix (David Heap) Internal
Lifeguards	Cleaning procedures COSHH Pool testing procedures	Phoenix (David Heap) Phoenix (David Heap) Internal

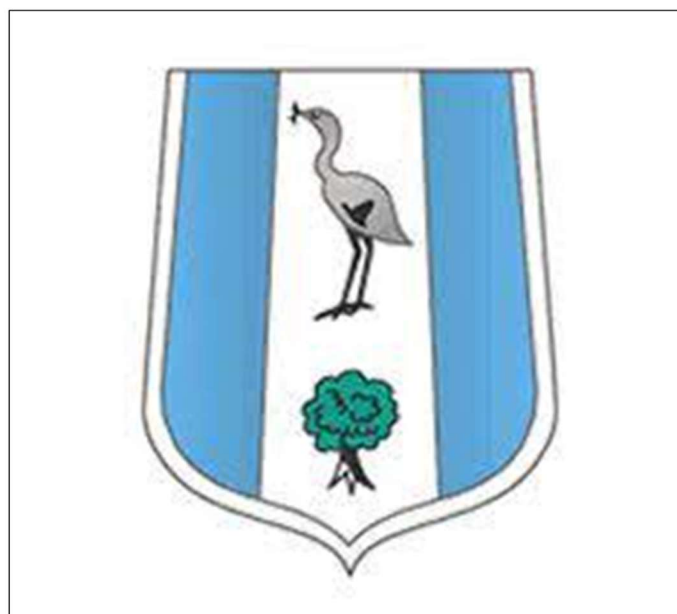
<i>Detailed training record for each employee</i>	Pool cover Pool contamination procedures Opening & closing procedures	Internal Internal Internal
Nursery staff	Paediatric First Aid Risk Assessment Health & Safety	

Appendix 4

DT Health & Safety Policy (separate document on next page)



Branston Community Academy
Design and Technology Safety Policy



Contents

1. Introduction.....	
2. Health and Safety Roles.....	
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4. Risk Assessments.....	
5. Emergency Procedures.....	
6. Activities and Procedures.....	
7. Rules for Students in Teaching Rooms.....	
8. Staff Roles and Emergency Contacts.....	

BRANSTON COMMUNITY ACADEMY

1. Introduction

This policy sets out the Academy's arrangements for ensuring that practical work within the Design and Technology department is carried out safely and that safety control measures applied are pragmatic and proportionate so as not to inhibit good teaching. It expands upon the information in the Academy's Health and Safety Policy.

2. Health and Safety Roles

The Academy's health and safety co-ordinators are Carrie Osborne (Business Manager) and Andrew Wright (Vice Principal).

The task of overseeing health and safety within the Design & Technology department is that of the Subject Leader (SL) Mark Creasey or, in his absence, other Design and Technology teaching staff. The SL is responsible for reviewing risk assessments annually or when circumstances change.

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

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

Teaching staff are responsible for implementing Health and Safety policy in all lessons.

The Design and Technology Technician's role is to ensure checking and maintenance procedures together with accident documentation is kept up to date. Findings are to be reported to the SL.

Monitoring and checking

The Academy requires the D&T department to monitor the implementation of this policy. Records of monitoring are kept by the SL and the Business Manager.

Checklists on equipment and machines are customised from those suggested in CLEAPSS Guide L254 *Health and Safety Maintenance of D&T Workshop Equipment* Records of the checks are kept by the SL in the *Safety Check File*.

3. Training

The person responsible for ensuring that training is provided is the Vice Principal (Staffing) and training needs should be identified by the SL.

The school follows guidance in *BS 4163:2021 Health and safety for design and technology in schools and similar establishments – Code of practice* (page 4 section 2.6) in respect of the training needs of staff. Staff may not use any item of equipment or machine if they have not received formal training to do so. Nothing less than documented evidence of training, such as a certificate of attendance at a training course and completion of a portfolio of evidence will be accepted as evidence of training. Staff should update their competences every five years.

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

Records of the training received by members of the design and technology staff are kept in the department's Health & Safety file.

Teachers/ ancillary staff in the school will need to hold a recognised certificate of competency or demonstrate their competency to a registered RDTHSC before they are permitted to operate and use the following items of equipment:

- welding equipment
- centre lathe
- wood turning lathe
- milling machine
- bench shears
- brazing torch
- mortise machine
- linisher
- portable electric jigsaw
- pillar drill
- Hegner - vibro saw
- power hacksaw

The following equipment must **only** be used by persons holding a recognised certificate of competency and must **not** be used by **pupils**:

- circular saw
- offhand grinder
- planer/thicknesser
- flat bed surface sander
- Radial arm saw
- Chop saw

Certain pupils (under direct supervision and after suitable training may use):

- welding equipment
- centre lathe
- milling machine
- bench shears
- woodturning lathe
- bandsaw
- angle grinder
- mortise machine
- gas forge
- pipe bender
- Hegner- vibro saw
- router

All pupils after formal demonstration and after they have shown competent use under initial supervision, may use **all** other general workshop tools and equipment.

Staff are to refer to the safety literature for advice.

4. Risk Assessments

The school follows the recommendation of the Health and Safety Executive to adapt and adopt published 'model' or 'general' risk assessments which the D&T department adapts and adopts to fit the needs of Branston Community Academy's curriculum and facilities.

The D&T Department has its own risk assessments and operating procedures to minimise the risks of teaching the subject and use of potentially dangerous machinery.

Good practices outlined in the publications listed below are used to develop risk assessments and safe working procedures:

- CLEAPSS *L260 Model Risk Assessment for Design and Technology in Schools and Colleges* November 2020
- CLEAPSS *L235 Managing Risk Assessment in Design and Technology*
- BSI *BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments – Code of Practice*

The SL and department are aware that there are recommended working areas around the machines that should not be entered by another person when the machine is in operation. The machines were sited before the publication of the recommendation. Where possible these recommendations have been clearly marked with Black and Yellow hazard tape, where it is not possible to meet the recommendations, an area has been marked that is as close as possible to the recommendation to ensure the safe working practice of all.

Where staff would like to borrow equipment from the department this must be signed out using the 'Equipment loan' book situated in the technician's office. The borrowing member of staff then takes full responsibility for the safe use and return of the equipment. The borrower must check the condition of the equipment before and after use and report any defects to any member of the D&T department. Any injuries caused to themselves or others are the sole responsibility of the person who signed out the equipment. Where GCSE/A level practical lessons are taking place, with potentially one group using up to 2 rooms, the level of maturity and independence developed by students at Branstons Community Academy throughout KS3 within the department, enable students to select and safely use the appropriate equipment in the relevant room. There should be no period of time when any student is in a situation where he cannot be seen by a member of staff albeit teacher/technician/TA. (see associated risk assessment – '*Two Room Risk Assessment Procedure (TRRAP)*' page 17-18 of this document)

The level of supervision may vary slightly, for example where students are designing or working on CAD activities where the level of supervision would not require a D&T H&S trained colleague (TA), whereas for any practical activity it would.

Should the need arise for a personal risk assessment for a student this will be created for the specific hazard. An example of this can be found on p18 of this document 'Specific Student Health and Safety Risk Assessment – Student name'. Students who fail to abide by the findings of their specific risk assessment could find themselves removed from practical work all together.

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

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, staff should write their own using a special risk assessment proforma obtained from CLEAPSS or the D&T Association. In order to assess the risks adequately, the following information is collected.

- Details of the proposed activity
- The age and ability of the persons likely to do it
- Details of the room to be used, i.e. size, availability of services and whether or not the ventilation rate is good or poor
- Any substance(s) possibly hazardous to health
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions
- Class size.
- Emergency action

- Any other relevant details, e.g. high voltages, heavy masses, etc.
- Control measures

Since lesson plans have been checked against the model risk assessments, staff should deviate from them only if their proposed activities have been also checked with the models and where appropriate agreed with the SL.

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

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

Before a lesson starts staff should ensure that all the following are in place:

- All machines that will be in use during the lesson have been visually checked by the teacher and anything that is not correct either repaired or reported to the technician to be repaired. If this is not possible before the start of the lesson, then the machine will be placed 'out of order' until such a time when it can be fixed.
- A risk assessment has been carried out for each activity to be used during the lesson.
- The necessary safety equipment. All staff and pupils must wear appropriate protective clothing which demonstrates good health and safety practice in the workshops. Staff conduct should reinforce the guidelines which pupils must follow while working in the department.
- Staff know how and when to use facilities and equipment.
- Staff and Technicians should have a record of the quantity and condition of all items of equipment that are to be used by the pupils.

NOTE – If a lesson is to be repeated, for example a number of times across the same year group, there is only need to produce one risk assessment for that activity.

5. Emergency Procedures

In case of **emergency** staff should:

- be familiar with evacuation procedures in case of fire or other emergency
- know the location of, and how to use, firefighting equipment
- know the location and identity of first aid trained staff
- know how to use the eye wash bottle
- know the location of, and how to control, the mains services, i.e. gas, electricity and water.

Spills

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

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

Accidents

In the event of a pupil injuring themselves, dealing with that incident must take priority. **All work in the workshop must STOP** and pupils must be asked to sit quietly without working or using equipment further until the incident has been dealt with and the welfare of the injured party has been taken care of. After the event, pupils should be made aware of the circumstances leading up to the accident and an appropriate short discussion about the incident should serve as an example to others.

Small cuts, abrasions and minor burns can be dealt with using the first aid facilities available in the room or workshop. These must be recorded in the 'minor accident book' which can be found in the department office. More serious matters which it is considered warrant the attention of a qualified 'first aider' should be referred to the General Office (GO) phone extension: 0 for the first available person in the GO. A runner should be sent from a room not served by a phone and the SL informed.

All accidents however minor should be recorded in the **Academy's accident book** by the end of the day on which they occur. The accident book is kept by the office manager.

Pupils should be encouraged to report all injuries however minor and should be reassured that no punishment or sanctions will be taken against them. Pupils should also be reminded at regular intervals and especially during practical demonstrations about the course of action that they should take immediately following a personal injury.

For burns, cuts and acid splashes, COLD water should be applied copiously to the affected part. For burns and acid splashes the affected area should be irrigated for at least 10 minutes. For acid splashes to the eyes and face, pupils should be instructed to put their head over the sink and to quickly splash COLD water into their eyes and on to the face in order to dilute the acid. Further action must be taken in the occurrence of an acid burn. Staff involved should ensure the individual has been assessed by a qualified first aider. If required the incident should then be reported to the HSE in accordance with RIDDOR ((The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

Illness & Sickness During Lessons

Pupils must be encouraged to report that they are feeling unwell during a lesson if it is likely that their condition would cause them to lose concentration or become faint. They should have confidence in knowing that such matters are taken seriously from a health and safety point of view because of the potential for injuries caused by falling onto moving parts or against sharp or solid objects). Opportunities must be afforded in such circumstances for the pupil to leave the room to visit the cloakroom, get some fresh air, have a drink of water, etc. and the advice of the school first aider should be sought if there is cause for concern or if it is thought that the incident is not genuine.

However, pupils must not leave the room/workshop area without first obtaining permission from the teacher.

Emergency Procedures (General)

In the event of damage to or faults with equipment, which is liable to render their further use dangerous, it is important that the equipment is physically isolated so far as it may be possible, and an **EQUIPMENT OUT OF USE** sign must be displayed on the equipment in order to eliminate any further risk to users until such time that the equipment has been inspected and/or repaired. Hand tools so affected must be removed from the workshop to a secure place so that they cannot be used. When a machine is taken out of use it must be logged in the department maintenance book.

Pupils must be made aware of all incidents where damage occurs to equipment so that they are not tempted to use unsafe items, and they should always be encouraged to report any situation or use of equipment which appears to constitute a risk.

Emergency Procedures (Electrical)

In the event of accidents or faults with electrical equipment - it is important that the equipment be disconnected from the power supply if possible, otherwise the isolating switch should be **switched off and locked off** and an **EQUIPMENT OUT OF USE** sign placed over the isolator and in a prominent position on the machine also to ensure that no further use takes place. Portable electrical equipment should be removed from the general workshop area and locked away until such time that the equipment has been inspected and/or repaired.

Emergency Procedures (Gas)

In the event of accidents or faults with equipment which use or are connected to a gas supply, it is important that the equipment be isolated at the nearest gas cock or valve and an **EQUIPMENT OUT OF USE** sign placed over the gas cock or valve as well as in a prominent position on the equipment. It must then be reported to the site services manager.

Gas Leaks (Piped Supply):

If a gas leak is suspected then the gas supply should be isolated at the room's main valve, and the SL should be notified immediately so that the appropriate authorities can be contacted for testing and repairs. In the event of ANY gas leak and particularly if it is not possible to isolate a leak because of physical damage caused to the supply then the following procedure should take place:

- all naked flames should be extinguished immediately.
- all personnel in the room should be informed about the problem and should be reminded about the risks of explosion caused by sparks from power tools, electrical switches, static electricity from computer screens, etc.
- all work must **STOP** and pupils should be removed from the room to a place of safety.
- after closing all doors to corridors and other working areas, an attempt should be made to disperse the gas to the outside of the building by opening windows and external doors. Fans and ventilators should not be used unless they are of the self propelled variety.
- the head caretaker, or senior caretaker on duty, must be alerted as soon as possible – either by phone or via the general office

6. Activities and Procedures

Non-departmental use

Staff outside the department and external contractors (excluding maintenance) are not allowed to use any machinery.

Local Exhaust Ventilation

The Academy requires the regular testing of local exhaust ventilation equipment (dust extraction and fume extraction from heat treatment areas) every 14 months. The Business Manager has the responsibility for ensuring that this happens and that records are maintained. The records of the tests are available for staff reference and for inspection by an HSE Inspector.

Pressure Vessels

Compressors, autoclaves and pressure cookers need periodic inspection, normally annually, under the *Pressure Systems Safety Regulations*. The Business Manager has the responsibility for ensuring that this happens and that records are maintained. Staff are to ensure that compressors are regularly drained to prevent damage.

Equipment Safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the *Provision and Use of Work Equipment Regulations*). Equipment listed by specialist educational equipment suppliers is taken to meet these *Regulations* but all other equipment, especially gifts, are treated with caution and carefully assessed. Advice on safety and suitability is sought from CLEAPSS through publications and directly.

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

Use of Guards

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

Personal Protective Equipment (PPE)

The Academy accepts the duty to provide eye protection, gloves, overalls and aprons for employees where the risk assessment requires them and safety spectacles for pupils. The condition of the eye protection is checked at the start of each term and monitored regularly by the DT technician. Departmental staff are required to wear PPE in all practical lesson situations.

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

The employer expects eye protection to be available for pupils / students and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them. Safety spectacle lenses must confirm to BS2092.

The condition of personal protective equipment, including eye protection is checked at the start of each term and be subject to a regular cleaning and maintenance programme.

Waste Disposal

Waste chemicals and equipment are disposed of in an environmentally responsible manner in accordance with relevant legislation. Chemical disposal follows guidance in CLEAPSS *Hazcards* (2007 edition or later) and is done in line with any existing local authority regulations. The Finance Office has a list of appropriate approved contractors.

Broken bandsaw blades and saw blades are stored in a safe manner until such time as they can be disposed of at the local recycling centre.

Security

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

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

All substances that are hazardous to health must be stored in one of the two metal COSHH cabinets provided. These cabinets must be always locked, and a list of substances contained within it should be clearly displayed on the front of the cabinet. An upto date copy of this list must also be kept at the GO.

Equipment Maintenance

When maintenance of equipment is carried out, all staff must follow the guidelines contained in the CLEAPSS document L254 *Health and Safety Maintenance of D&T Workshop Equipment*. In particular machines must be isolated from the power supply and the fuses removed or the isolator locked off. A notice stating that the machine is under maintenance should be fixed to the machine. A risk assessment of the hazards involved in the task should be carried out before the work is started.

The technician will make checks every week on all machines and hand-tools as detailed in the maintenance log. Anything to be found faulty/dangerous will be marked 'out of order' until fixed by the technician or an outside agency depending on the nature of the fault. A full and comprehensive service and check of each machine is carried out annually by a competent and qualified expert and a full report published. Any issues that are flagged up will be reviewed and actioned by the Business Manager and SL.

7. ORGANISATION OF ROUTINES DURING AND BETWEEN LESSONS.

Teachers should make frequent references to the rules and procedures applicable to a particular area or activity. A list of the Department's general rules and procedures, together with a list of those specific to the area, must be prominently displayed in each room/ workshop.

- a) Each pupil is given a copy of the following safety code in their introductory lessons when they first attend the Academy. This must be regularly reinforced, and a copy displayed in each workshop.

SAFETY CODE - THE DESIGN AND TECHNOLOGY DEPARTMENT

The room/workshop is a much safer place to work if you follow this code:

- **Do not enter the building without permission**
- **Do not leave the building without permission**
- **Coats and bags to be stored in a safe way**
- **Stools to be stacked out of the way during practical lessons**
- **Do not play with the vices**
- **Wear an apron during practical lessons**
- **Keep your work area clean and tidy and return all equipment**
- **Use correct tools/equipment for the task**
- **No eating or drinking**
- **Report any damage or unsafe equipment**
- **Store named work in the correct box for your class**
- **Report any accidents**
- **Bring your own writing equipment to the lesson**
- **All written work to be named and dated**
- **Work to be handed in on time**
- **All work to be completed to the best of your ability**
- **Listen carefully when the teacher is talking and follow instructions**

- b) Teachers must insist that pupils are inducted into a real sense of safety awareness and good practice, e.g. pupils must use the correct names of equipment when talking to staff and peers. It is also important that pupils feel that they have ownership of Health and Safety issues within the department.
- c) Pupils are encouraged to develop a strong sense of health and safety for themselves and others, and to become familiar with the general and area-specific rules and procedures.
- d) Pupils must heed the teacher's advice on how to avoid any potential risks when using particular tools, equipment, materials or substances. They are required to behave sensibly at all times and should be reminded regularly of the dangers of running in this area of the school.

- e) When appropriate, pupils are required to wear items of protective clothing such as aprons and gloves, and on occasions respirators and masks. Loose tie strings on aprons and lanyards should not be allowed to become a hazard.
- f) Welding gloves and oven gloves are available in the department for handling hot items, sheet metal, rough sawn timber and heavy metal sections. Rubber gloves and gauntlets are available for handling chemicals. Pupils are encouraged to use them when necessary.
- g) Localised dust extraction should be employed wherever possible but in exceptional circumstances, pupils may need to wear dust masks or respirators for sanding and paint/lacquer spraying which cannot be carried on out of doors. Pupils with respiratory problems may even need to wear a mask when others in the immediate area are carrying out the above activities. Efforts should be made to isolate them from the activity wherever possible and a local decision should be made in conjunction with a trained first aider as to whether or not it would be better to exclude them from a particular activity on medical grounds.
- h) Pupils are not allowed to enter or work in a Design and Technology room/workshop unless actively supervised.
- i) All pupils **must** wear appropriate safety goggles or face masks (which are provided) for the following activities and in any situation where they are observing others carrying out the following activities - ordinary spectacles do not provide sufficient protection:
 - lathe work - wood and metal
 - milling machine
 - drilling machines
 - linisher
 - polishing machines
 - Hegner vibro saws
 - paint spraying
 - mortise machine
 - sanders
 - soldering
 - punchwork and chiselling
 - blowtorch
 - handling wire or springs

However, despite providing general protection, pupils should be discouraged from wearing safety spectacles all the time particularly when a low or no risk activity such as drawing or marking out which calls for uninterrupted vision. Pupils who normally wear spectacles must wear goggles over them for added protection.

- j) Aprons must be worn when pupils use chemicals.
- k) Gas and electricity must be switched off at the mains at the end of the day – Gas equipment is fitted with a gas guard (gas interlocking and proving system). Electricity to each workshop can be turned off via a main switch. Individual machines should be isolated.

- l) Chemicals and substances commonly used in the department should be disposed of in a safe and environmentally friendly way, not washed down the sink. If in doubt consult the SL.
- m) At the end of a lesson staff are to ensure that all machines/equipment have been rendered safe and the cutting tools removed. If applicable, such items must be 'guarded' and be able to be 'rendered safe' when not in use by the use of key switches / padlocks / covers, etc. 'Guards' on machinery must never be removed except by those qualified to do so.
- n) Staff should ensure that the pupils leave the area in an orderly manner.
- o) Particular care should be given to the distribution and collection of hand-tools and of small items of equipment, the number and condition of which should be checked at both at the beginning and the end of an activity or a lesson.
- p) Notices identifying large items of machinery or equipment, giving instructions on how to use them safely, and warning of any potential hazards, must be prominently displayed in positions adjacent to them.

Clearing Up After a Working Session.

Clearing up after a working session should be an accepted part of a practical lesson and time always needs to be allowed for this to take place safely and effectively. The type of work, number of pupils present, the variety of equipment used and the proximity of storage facilities will dictate the time that is needed; but clearing up should never be left until the very last minute. It is recommended that at least five minutes should be allowed at the end of each lesson for clearing away. It is essential that lessons end on time and do not over run. The major safety consideration is that tools and equipment are stored in their proper designated locations so that the next lesson is not compromised, and tools will not be found by subsequent classes in an unsafe condition or in locations which might cause injury. All powered equipment must be isolated and made safe as well as adequate notice being given about items which need to cool down over a period of time. Particular care needs to be taken at the end of a working session with the storage of:

Tools which can cause injuries through incorrect storage and handling:

- Sharp edged tools such as Stanley and craft knives, scalpels, wood chisels, scissors, metal cutting snips, scribes, scribing blocks and surface gauges, engineers dividers, odd leg calliper, centre punches, wood and metal cutting hand saws, files with exposed tangs, lathe tools, planes, saw tooth cutters and wood drills, marking gauges, marking knives, screwdrivers.

Tools which get hot with use:

- Pick up and forge tongs, soldering irons, glue guns.

Equipment which gets hot with use:

- Forges, welding equipment, brazing and other gas torches, brazing hearth areas, vacuum forming machines, plastic sheet benders, hot wire cutters, glue pots, plastic oven.

At the end of every working session, unused raw materials should be returned to bins/racks, etc. There should also be some organised system for storing short ends and off-cuts. Machines, work surfaces, benches and sink areas should be cleared of tools and work pieces and then brushed/wiped clean ready for the next lesson.

All protective clothing should be returned to its storage location and checked for damage that could affect usage in subsequent lessons.

All waste materials should be disposed of safely and where hazardous waste is concerned, reference should be made to the relevant COSHH regulations. Oil or other chemical spills should be cleared immediately, particularly where there is risk of contamination to clothing or a work area. Oil and water spills

on floors are particularly hazardous and may require the attention of cleaning staff - in the short term, sawdust and shavings can be used to 'mop up', but should then be cleared by sweeping.

Large volumes of shavings, sawdust and plastic cuttings are likely to constitute a fire hazard and so clearance and disposal should take place on a regular basis, rather than at the end of the day. Excessive dust from machining operations and 'walked in' dirt contribute to respiratory problems and should be removed by vacuuming on a regular basis, rather than by sweeping – this is the responsibility of the cleaning staff managed by the Business Manager. Filters on warm air heating systems should be checked and cleaned regularly in particularly dusty environments – this is the responsibility of the Head Caretaker and Business Manager as health & safety co-ordinator.

Metal cuttings, shavings, swarf and shards from the bench shears present a particular hazard to fingers and feet. All such waste should be removed to a safe place as it accumulates and certainly before there is so much that people walk on it. Swarf and sharp metal off-cuts should only be handled with gloves, scrapers and push sticks and under no circumstances should swarf be 'gathered' from a lathe, drilling machine, shaper or milling machine whilst the machine is operational.

Pupils should always be warned about the dangers of 'blowing' sawdust or filings away from a work surface or brushing away cuttings with their hands. Bench brushes should always be on hand for cleaning purposes as well as rags for wiping up a spillage.

At the end of the day and particularly at weekends, all tool and storage cupboards should be locked, key switches and main electrical supplies isolated, gas valves closed, all machine tools and bench shears padlocked and all electrical equipment turned off. All machine keys will be stored in the key cupboard, in the department office and this will be locked. All department and trained site staff will have access. It should never be assumed that the caretaker or cleaning staff will notice if the workshops are in an unsafe condition - it is the responsibility of the teacher and technician to make sure that all systems are safe, all hot items are cool and that everything is closed down safely before they leave the building.