



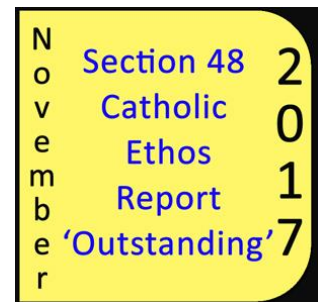
Saint John Wall Catholic School

A Catholic School For All



Mission Statement

'To educate each and every unique child in our care to hear and respond to what God calls them to be'



Health and Safety Policy

“.. pay attention to what I say; turn your ear to my words,keep them within your heart; for they are life to those who find them and health to one’s whole body. Proverbs 4:20-22 20



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PART A

HEALTH AND SAFETY STATEMENT

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment.
- b) Preventing accidents and work related ill health.
- c) Assessing and controlling risks from curriculum and non-curriculum work activities.
- d) Complying with statutory requirements as a minimum.
- e) Ensuring safe working methods and providing safe equipment.
- f) Providing effective information, instruction and training.
- g) Monitoring and reviewing systems to make sure they are not only effective and the proper learning is obtained.
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters.
- i) Ensuring adequate welfare facilities exist at the school.
- j) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

All Governors, staff and pupils will play their part in its implementation.

PART B

ORGANISATION

INTRODUCTION

To comply with the Governing Body's Statement of Intent the school's normal management structure has had additional roles and responsibilities assigned, as detailed below.

- The **Governing Body** has ultimate control of the school. They will:
 - Decide policy.
 - Give strategic guidance.
 - Monitor and review health and safety issues.
 - Ensure adequate resources for health and safety are available.
 - Take steps to ensure plant, equipment and systems of work are safe.
 - Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
 - Maintain the premises in a condition that is safe and without significant risk.
 - Provide a working environment that is safe and healthy.
 - Provide adequate welfare facilities for staff & pupils.
 - In their critical friend role, maintain an interest in all the health and safety matters.
 - Review and monitor the effectiveness of this policy.

- **The Headteacher** will be fully committed to the Governing Body's Statement of Intent for Health and Safety and ensure that a clear written local Policy for Health and Safety is created. He/she will ensure that the Policy is communicated adequately to all relevant persons and ensure appropriate information on significant risk activities is given to visitors and contractors.
 - Promote a positive, open health and safety culture in school
 - Report to Governors on key health and safety issues
 - Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
 - Ensure that all staff co-operate with the policy
 - Devise and implement safety procedures
 - Ensure that risk assessments are reviewed on an annual basis
 - Ensure relevant staff have access to appropriate training
 - Meet with the Facilities Manager every week to ensure any building/grounds issues are dealt with in a timely manner

- **Senior Management** within the school will support the Head Teacher in their role. They will:
 - Ensure risk assessments are accurate, suitable and reviewed annually
 - Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
 - Provide a good example, guidance and support to staff on health and safety issues
 - Carry out a health and safety induction for all staff and keep records of that induction
 - Keep up to date with new developments in Health and Safety issues for schools
 - Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
 - Ensure any contractors on site are competent in health and safety matters

The **Site Manager** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Inform senior management of all safety, health and welfare matters to ensure the school complies with its statutory obligations
- Keep up to date with changes in current legislation and to bring to the attention of any key changes
- Ensure that all risk assessments are conducted and issues highlighted
- Conduct Health and Safety inspections.
- To carry out investigations of all accidents and near-miss incidents and to record the findings on the relevant forms
- To set out a personal example by wearing appropriate personal protective clothing/ equipment

The School Health and Safety Coordinator will arrange for annual statutory inspections and make provision for the inspection and maintenance of work equipment throughout the school. He/she will manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with 3D Facilities Management and other contractors. He/she will advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors. He/she will ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working

Fully co-operate with health and safety arrangements during larger building projects

Teaching and Non-Teaching Staff Holding Positions of responsibility will apply the school's Health and Safety Policy to their own department or area of work and carry out regular health and safety risk assessments of the activities for which they are responsible. They will also carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe.

Class Teachers are expected to exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out. They are expected to follow the health and safety measures in place within the school and give clear, oral and written instructions and warnings to pupils when necessary. They will follow safe working procedures, use protective clothing where necessary and report all accidents, defects and dangerous occurrences to their Head of Department.

All Employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must comply with the school's health and safety policy and procedures at all times in particular

procedures for fire, first aid and other emergencies. They must co-operate with school management in complying with relevant health and safety law and report to their immediate line manager any hazardous situations and defects in equipment found in their work places and indicated their understanding by signing the register attached to this policy.

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

Pupils allowing for their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others. They must observe standards of dress consistent with safety and/or hygiene. They must observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency. They must use and not will fully misuse, neglect or interfere with things provided for their health and safety.

PART C

ARRANGEMENTS

SECTIONS

- a) ACCIDENTS**
- b) FIRST AID AND 'SICK PUPILS'**
- c) FIRE PRECAUTIONS**
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- p) WELLBEING**
- q) MATERNITY**
- r) EXCEPTIONAL CIRCUMSTANCES**

a) Accidents

Whenever an accident or near accident occurs it is important that the circumstances are reported so that a possible repetition can be avoided.

All serious accidents must be reported to the Head Teacher.

If an accident is very minor and has not involved injury to a person the ACCIDENT REPORT FORM (available in the school office) should be completed by the end of the day by the Health and Safety coordinator.

If an accident is more serious (see below) the accident must be reported immediately and all details given on the form including actions already taken.

The person reporting the accident must be sure that a member of the Leadership Team has been alerted.

Regulations require employers to immediately report on the following:

- i) Any major injury or conditions or death of an employee while at workplace or as a result of a workplace activity. 'Major injuries and conditions' include fractures (except those of hand or foot), amputations, loss of sight, unconsciousness due to lack of oxygen, electric shock or burn, acute illness, any other injury which requires admission to hospital for more than 24 hours.
- ii) Any employee or pupil suffering any medical conditions.
- iii) Injuries to an employee resulting in absence from work for 3 or more days after the incident.
- iv) Certain scheduled dangerous occurrences whether or not injury is caused. 'Dangerous occurrences' include explosions under pressure, collapse of scaffolding, electrical fire or explosion in which injury is sustained, collapse of a wall and similar events.
- v) Near miss incidents — for any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed. The form will be sent to the H&S Coordinator who will then decide if it needs to be forwarded to the Schools H&S Unit. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

b) First Aid and 'Sick Pupils'

The school has several staff who are trained to administer First Aid. One or more of these members of staff can be contacted via the school office during the working day. Since it is unlikely that one of the above will be on hand when a situation occurs the following actions should be taken.

- i) If an acute injury or illness occurs which is or is suspected to be of a serious nature the individual should not be moved without qualified advice (the one very rare exception to this instruction occurs when surrounding, serious hazards necessitate action to avoid further injury to the victim, in which case, movement should be minimised to a position of safety). An immediate request for assistance should be made to the school office via the telephone and an accompanied messenger. IF IN YOUR JUDGMENT AN AMBULANCE IS REQUIRED THE MESSAGE SHOULD CONTAIN THIS ASSESSMENT. IF THE INCIDENT IS SERIOUS SEND THE RED SOS MEDICAL ALERT TO THE OFFICE WHICH IS KEPT IN EVERY ROOM/OFFICE.

The office will act immediately on your message alerting a first aider, a member of the Leadership Team and, if required, an ambulance.

- ii) The victim should not be left unattended at any time and, whilst awaiting the arrival of assistance, any effort that can be made safely to clear the immediate vicinity of hazards and spectators should be made.
- iii) On the arrival of qualified assistance remain with the patient to assist with the environment around the incident and to inform the office of further action that may be necessary.
- iv) In the case of illness or injury which clearly does not require treatment on the spot the pupil should be sent to the general office where a member of the Leadership Team on duty will take the appropriate action.
- v) In all of the above situations the sickness/accident book will require completion as soon as possible during the day of the incident.
- vi) Under no circumstances should pupils be sent outside for a walk around.

Whenever First Aid is given if necessary after being seen by a member of staff, they may be placed in the St Francis Centre. A First Aid Contact Form must be completed and returned to the Health and Safety Coordinator on the day the accident occurred. These are available from the Main Office.

Standard letters concerning head injuries are available from the Main Office and should be issued to any pupil who has sustained a head injury.

The First Aid Points in the school are located in the following areas:

The main point is: The Main Office

Other points are: Technology, Science, PE Boys, PE Girls, the Prep Room and the Finance Office.

Further first aid kits may be obtained from the Health and Safety Coordinator on request.

Mrs L Ellis monitors the list of first aiders and reminds them when the certificates need renewing.

The following is a list of the school's competent First Aiders who have been trained by St John's Ambulance Association: Mrs L Ellis, Miss S Dawkins Mr P Holden, Mrs M France, Miss C Forbes, Mr G Owen, Mr D Janes and Miss A Reynolds.

There are a number of office and administrative staff who have completed a Level 2 Emergency First Aid at work course who can administer emergency aid in minor cases or until a qualified First Aider arrives.

c) Fire Precautions

There is a need for constant vigilance by all staff to ensure that life and property are not endangered by fire. Fire spreads within a building at a very fast rate and actions to ensure the safety of the occupants needs to be swift, decisive and orderly.

- i) **Steps to be taken on discovery of a fire.** Activate the Fire Alarm System by lifting the guard and pressing firmly on the call point on one of the red alarm point boxes. Do not delay this action whilst making attempts to deal with the fire. Make a 999 call from the nearest telephone giving clear details of school name and location. Report details as soon as possible to a member of the Leadership Team.
- ii) **Evacuation of the building.** When the fire alarm is heard (a continuous sounding of the siren) neither pupils nor staff should delay to collect bags or coats. Staff should assist with the orderly evacuation following the fire route indicated by the notices in classrooms, 'fire escape' notices and evacuation maps previously circulated. See the Fire Plan, with route maps, which is published separately and in the appendix to this document. There is also a copy in every classroom.

The general guideline route involves leaving by a door that takes the group to the outside perimeter wall of the building from where the footpath around the school should be followed to the playground assembly points.

Teachers in charge of classes should ensure that their group arrives at the playground in an orderly manner and take them to the appropriate 'fire assembly point'. Tutors should then assist with a roll call in their own year group area.

- iii) **After evacuation.** When a tutor is satisfied that their form roll is correct he/she should report the fact to the Head of Year for that area. When all forms are correctly called the Senior Fire Marshall should be informed.

During the roll call the Support Staff Senior Leader and the site team will conduct an inspection of the building to ensure that full evacuation has occurred. Gates to the

playground must be kept clear to allow fire vehicle access.

- iv) Firefighting equipment.** Equipment appropriate for the type of fire risk in each area is provided for emergency use. This equipment is maintained and checked regularly by qualified inspectors. Staff and pupils should never put themselves at risk in attempting to fight a fire.

- v) Fire Drills.** There will be a minimum of three fire drills during each school year. In most cases staff will NOT be informed of the time of the drill. During certain drills an area of the school may be designated as the site of the fire and diversions from normal routes will be necessary.

After a drill any member of the staff should report incidents and defects in operating procedures to a senior member of staff (for example staff or pupils leaving with their bags).

- vi) Inspections.** There will be termly inspections of the routes, signs, notices, emergency lighting and equipment by members of the Site Safety Committee.

WHAT TO DO IN CASE OF FIRE

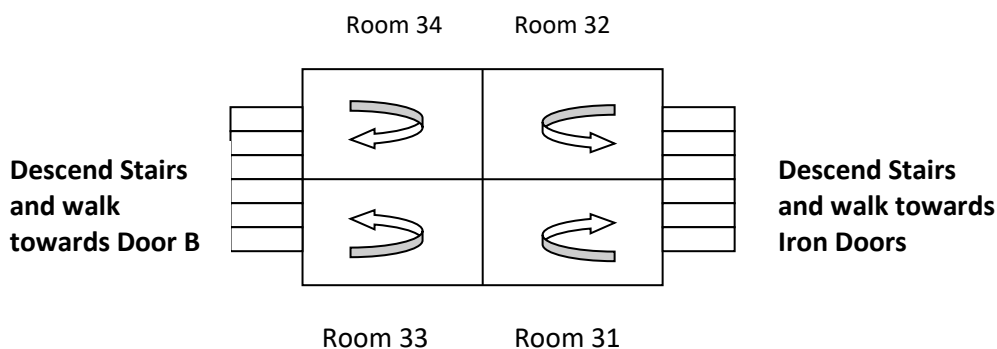
Note: In case of fire (even if it is a false alarm or a practice) the safety of pupils, staff and visitors is always paramount.

- A Fire Practice will be held at least once each term in order to practice the procedures to follow in case of fire.
- The signal for a fire alarm is a continuous siren.

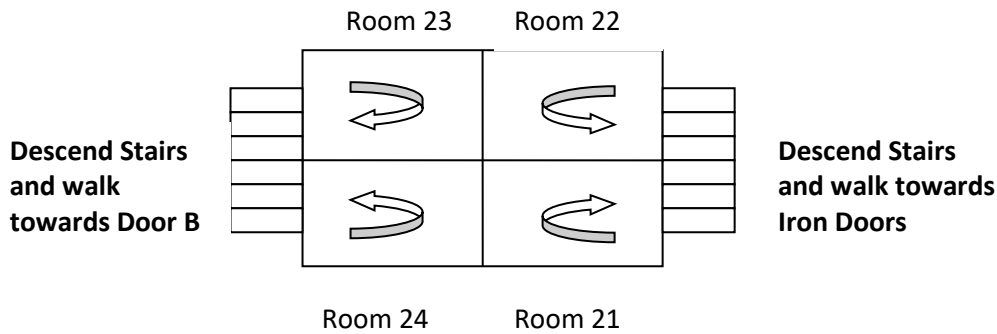
The role of class teachers

- When the fire alarm sounds the class teacher should ask the class to stop what they are doing and stand. Pupils should leave their bags and coats where they are (putting on coats can waste valuable time and carrying bags can help create congestion on the stairs).
 - The class should form a line and lead out of the room in an orderly and quiet manner under the supervision of the teacher.
 - A sign in each room will indicate the nearest exit to use. An arrow on the sign will show the direction the class should follow to their exit.
 - The correct exits to use are shown below.
- a) Classes in the tower block – see diagram below

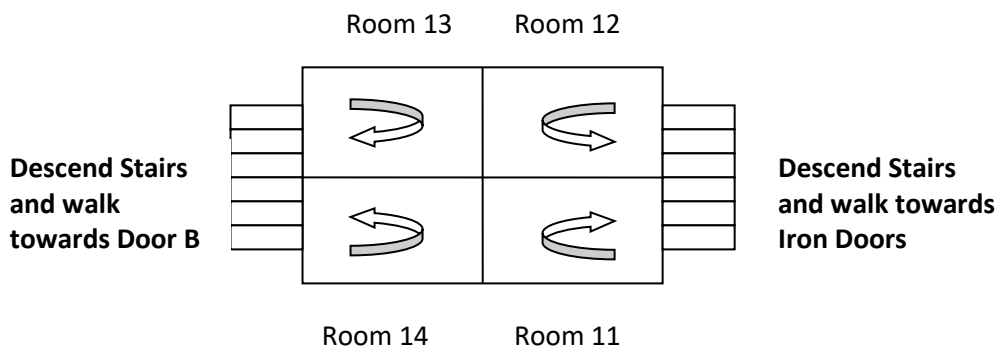
Top Floor



Middle Floor



First Floor



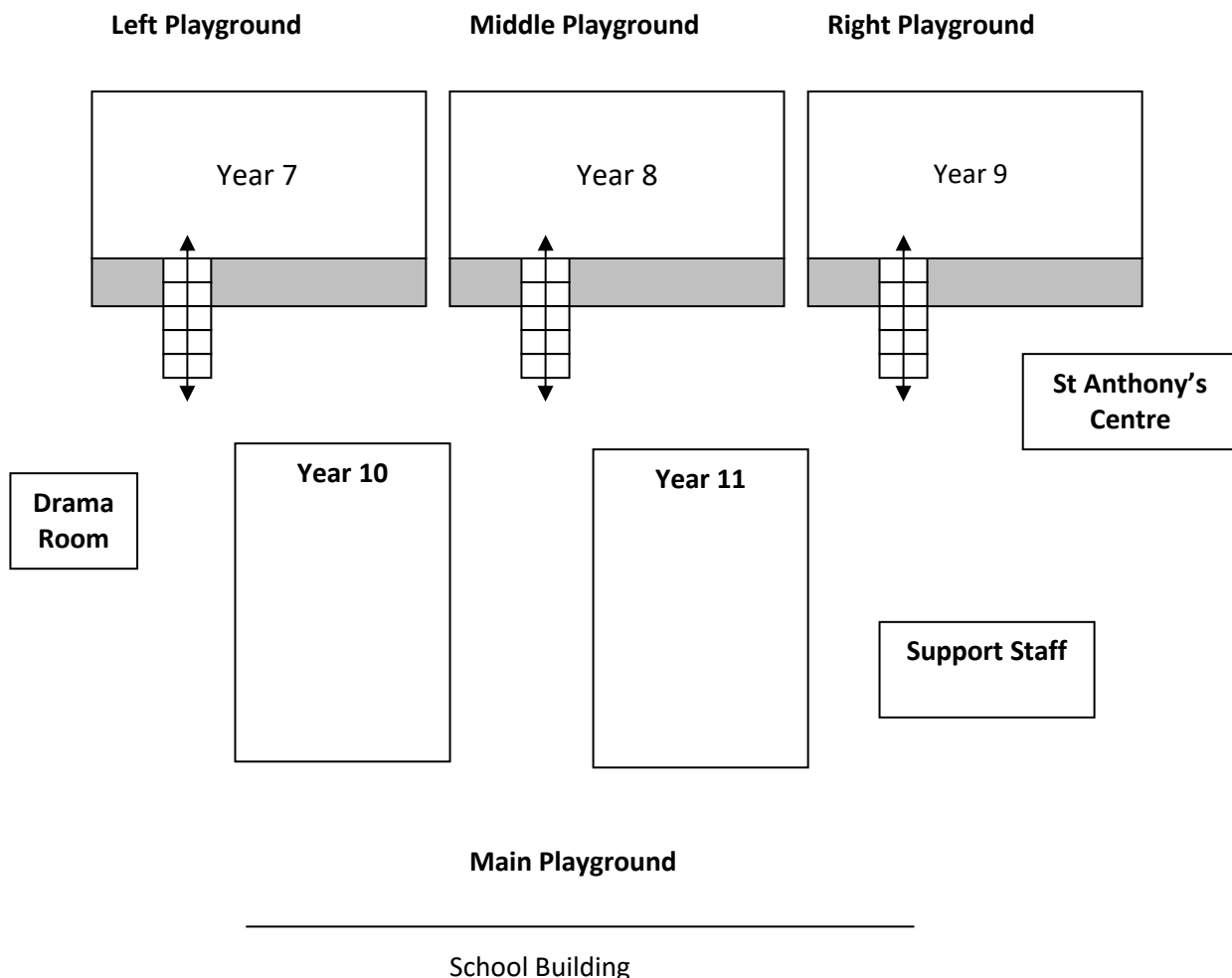
- b) Rooms **113, 112, 111, 110** – pupils and staff should exit via the **external staircase situated by Room 113** leading out to the front of the building. They should then be led by staff around the side of the building and in through the back gate to the assembly area (see below).
 - c) All other pupils on the **Science corridor** should use the stairs opposite to Room 18 and then exit via **Door C**.
 - d) Pupils in Rooms on the **English corridor** should exit via **Door C**.
 - e) Pupils in Rooms **01, 02 and the Library** should exit via **Door A**.
 - f) Pupils in the **PE area, the Dining Hall and the Main Hall** should exit via the **Iron Door**.
 - g) Pupils in Rooms 9 and 10 to exit perimeter gate and then down school lane.
- Teachers **must** remain in control of their classes all the way out of the building. They should ensure that there is no running, pushing or shouting.
 - Classrooms should **not** be locked as the emergency services may need easy access.
 - On exiting the building pupils should be led to their designated assembly area (see below).
 - Pupils should walk in a line up the steps to their assembly area. They should not use the grass banks.
 - Pupils should line up **in register order** facing the school in form groups.

- **ASSEMBLY AREA**

Plan – Showing how each Year Group should line up

All pupils to line up one metre from the edge.

Playground Plan



The role of Form Teachers

- Form teachers should collect their registers from the office staff (who will gather at the foot of the steps leading down from the Middle playground). The register should then be taken as quickly as possible.

Note: This **must** include whoever took the register in the morning if the regular form teacher is absent.

- Pupil absentees **must be reported as quickly as possible** to the relevant Head of Year or as detailed below
 - Year 7 ELL
 - Year 8 HUS
 - Year 9 REY
 - Year 10 MOY
 - Year 11 CHA

- In the absence of the Head Teacher report to another Senior Member of Staff who will assign a member of SLT to carry out their role.
- HOY's must report any absences as soon as possible to the Senior Fire Marshall who will take the appropriate action

St Francis Centre/St Anthony's (SAC)/EAL Unit Pupils

- These pupils will usually line up with their forms. However, if for any reason they need to remain with a member of staff from SFC/SAC/EAL then their name(s) must be reported to the relevant Head of Year so that they can be accounted for.

The role of non-Form Teachers

- Teachers who are not Form Teachers are all assigned to a particular Year Group. They should assist with the supervision of that Year Group whilst the forms are lining up.
- Non-teaching staff should assemble on the bottom playground away from the building and at a safe distance from years 10 and 11.
- All non-teaching staff must report their presence to DAW who will have a list of present staff from the InVentry system.
Kitchen staff to the Kitchen Manager (or the Assistant in case of absence)
Site Staff to communicate with Support Staff Senior Leader via Telephone on sweep of building
- Any staff unaccounted for must be reported as quickly as possible to the Senior Fire Marshall.

Note: All staff (teaching and non-teaching) **must let Human Resources know if they need to go offsite for any reason during the school day and sign out using the InVentry system** so that they can be accounted for in case of fire.

- Site Staff are responsible for clearing the building. -Support Staff Senior Leader will confirm the clearance of the building with the Senior Member of Staff.
- SHO and UDD will try to locate the source of the fire alarm if it is safe to do so.
- DT Technician will unlock the back gate. BRY and site staff to check this. Attendance Officer will organise getting the register out onto the playground. Head Teacher's PA to deputise in case of absence.

The role of the Senior Member of Staff

- The Senior Member of Staff will usually be MAR but in their absence SLT.
- The Senior Member of Staff will decide when it is safe to return to the building in case of a fire practice or false alarm.
- Pupils will be dismissed from both ends of the assembly area (ie Year 7 and Year 11 first). The relevant Head of Year or Assistant Principal covering in their absence, will be responsible for dismissing their Year Group in turn. **Pupils should be reminded of the need to return to their classrooms in an orderly fashion and that they walk down the steps from their assembly areas and not down the grassy banks.**
- The Senior Member of Staff may wish to use the megaphone to speak to the whole school, either to praise something or to draw attention to any particular problem(s) that may have arisen.

d) Hazards

It is essential in schools that hazards are identified, reported and corrected quickly. This process cannot be conducted by inspections of a formal nature no matter how frequent. To achieve the objective all members of staff should be checking for hazards as they go about their work and any matters that are seen and reported should trigger a response.

Hazards can cover items such as broken windows, structural damage, slippery floors, carpet damage as well as material left in dangerous positions etc.

On discovery of a hazard: A 'Hazard Report Form' is available from the school office and should be completed and given to the site team (tel: 301, 303 or 312). The report should contain detail concerning the location and nature of the hazard as well as time, date and name of person reporting it. Please do not assume that someone has already reported a matter. The situation will be inspected and appropriate action taken as soon as possible.

A Site Team Action Request online form should also be completed and submitted to the site team making them aware of the situation and logging the hazard.

e) The Environment

Members of the Site Safety Committee will inspect the school environment on a monthly basis taking note of any matters requiring remedial action or improvement. Matters of concern such as heating, lighting, excessive noise etc can be reported to any member of the committee at any time by a Site Team Action Request (STAR). These observations will be points of consideration during the inspection.

f) The Site Safety Committee (SSC)

The Site Safety Committee will comprise the following members:

Head Teacher, Support Staff Senior Leader, Site Manager and School Business Officer

The committee will meet regularly and matters will be referred to Governing Body when appropriate.

g) Inspections

Members of the SSC will conduct inspections of the school premises on a monthly basis. There will be a yearly inspection involving the Governing Body representative. The Site manager or Building Services Supervisor will conduct a daily inspection of the premises when securing the building for the night.

Outside agencies such as fire officers and security advisers will require access for inspection during the year.

h) Electrical Safety

The Electricity at Work Regulations 1989 apply to all school premises. They place a duty on employers to ensure, so far as is reasonably practical, that an electrical installation and all electrical equipment is constructed, maintained and used so as to prevent danger. In the school context this means that a variety of inspections must take place at various intervals.

Fixed circuits and major electrical installations will be checked regularly but much portable and small scale equipment is within faculties.

Such department items will be checked on a regular basis by a qualified person. All equipment of this type must be registered by the responsible HOD with the inspector. Any equipment found to be defective must not be allowed to slip back into use under any circumstances.

Any new equipment bought by a department in between inspections should be registered with the responsible inspector immediately.

Damage to any electrical fitting or equipment eg plug sockets, switches etc MUST be reported on a 'Hazard Report Form' IMMEDIATELY.

i) Infectious Diseases

The responsibility for medical matters on school premises is divided between a variety of agencies. Cases of some infectious diseases are notifiable and these requirements are available for reference.

In any situation where large numbers of people work in close proximity there is an ever present risk of outbreaks of certain infectious diseases. The possibility of outbreaks can be minimised by the application of sensible hygiene precautions.

a) A high standard of personal hygiene must be encouraged amongst the pupils. Toilets

should be regularly inspected during the day. Hand washing and correct use of toilet facilities can prevent outbreaks of bacillary dysentery and gastroenteritis.

- b) Staff and pupils should ensure that cuts or broken skin are covered with waterproof dressings while at work.
- c) Particular care must be taken when dealing with bleeding or cases of spillage of body fluid.

Documentation is available for staff on request covering areas such as: HIV, medicines and pupils, analgesics, head lice, dermatitis, rubella, stress, smoking and noise risks.(Found on the J:Drive).

j) Specialist Area Supplements

It is expected that staff with designated responsibility for a particular area of risk eg laboratories, workshops and sports facilities etc would have available for all who work in such areas a supplement outlining risks, precautions and remedial actions to be taken.

k) Alarms

There are three alarm systems in the school.

- 1) Burglar Alarm: The security of the school premises is guarded at night by an alarm system. Outside the normal school hours the security of the school is the responsibility of the the Site Manager or Assistant Site Manager. Whichever one of these is on duty will normally set the control when they leave the building at the end of his day.
- 2) Fire Alarm: There are many 'FIRE ALARM' points around the school. It is important that all staff are aware of these points in the areas where they work most of the time. If a point is activated it will show black and yellow lines, and will need to be reset by the site staff. The main control panel is situated in the foyer where there is a panel, which indicates the general area, where the alarm has been set off.

WHEN THE SIREN SOUNDS THIS IS THE SCHOOL BELL RINGING WITH A CONTINUOUS SOUND (NOT INTERMITTENT). THE SCHOOL HAS TO BE EVACUATED ACCORDING TO THE 'IN CASE OF FIRE SECTION'.

- 3) Carbon Monoxide Alarm: These alarms are found in the boiler room, along the corridor outside the Art room and along the Science corridor. If the sensors pick up Carbon Monoxide from a gas leak they siren will sound and the light will flash. This will result in evacuation of the building, as in a Fire Evacuation. 3D will have to visit site to ensure it is safe and to reset the alarm.

l) Asbestos

The school Asbestos Management Plan (AMP) is kept by the Site Team and any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed. Do not assume there is no asbestos present.

The Asbestos Register, located in the main school office, must be signed by any contractor who visits site to carry out work to declare they have seen and understood the Asbestos Management

Plan and Asbestos Survey.

m) Working at Height

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach and any work where access equipment is needed, eg step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height. Steps are available for the mounting of displays in classrooms and corridors by teaching staff and classroom assistants. Only the site staff may access the roofs. Only site staff may use the ladders or the tower.

n) Safeguarding

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy which has been circulated (Copy can be found on the J:Drive).

o) Transport

The school has adopted the council guidelines for the transport of pupils.

Staff who transport students/equipment in their own cars or drive to other venues during the working day are covered by the school insurance.

Only Staff who hold a Council approved MIDAS Certificate are allowed to drive the minibus.

The parent(s)/guardian(s) of the students are to be advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time.

p) Wellbeing

The wellbeing of staff is seen as an integral part of the schools H&S responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole. All staff have the right to a reasonable work/life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head Teacher or line manager but also have access to a confidential counseling service. Sickness absence or health concerns will be dealt with under the schools absence policy.

q) Maternity

During pregnancy staff who are expecting are forbidden to move or lift heavy objects. They should send for caretaker assistance if any lifting or moving of heavy objects is required. In late stage pregnancy, after 5 or 6 months, staff should not ascend or descend the stairs with the pupils during lesson changes. Staff should arrive early at class and or hang back at lesson changes until the stairs are clear.

In late stage pregnancy, staff should not use steps to access high shelves or cupboards. Staff should ask for assistance. Children often move thoughtlessly in a play environment. The adults on duty need to be aware of the dangers of being bumped by running children.

If infections such as measles are prevalent in the school it may be necessary to ask pregnant staff to take early maternity leave for their own protection if they are considered to be unduly at risk.

r) Exceptional Circumstances

Under exceptional circumstances, such as with Covid 19 in 2020, where changes to Health and Safety policy must occur quickly or risk assessments carried out immediately these will be done in consultaion between Head Teacher and Chair of Governing Body. This will be communicated to staff via email and through documents found on the J:\ drive.

PART D

MEDICINES IN SCHOOL

SECTIONS

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OUT OF SCHOOL ACTIVITIES

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EMERGENCY MEDICATION

RECORD KEEPING

DISPOSAL/RETURN OF MEDICINES

MEDICINES IN SCHOOL

INTRODUCTION

The supervision or giving of medicines to a child is a parental responsibility but school staff may be asked to perform this task. They cannot be *directed* to undertake this role but will do so voluntarily after appropriate training and in accordance with LEA Guidelines.

Unless children are acutely ill they are encouraged to attend school. The aim is to keep children in school rather than damage their education through exclusion on medical grounds. Sometimes it may be necessary for these children to take medicines during school hours. The policy and procedures are developed primarily for the benefit of the child but will maintain the safety of the school staff

GENERAL PRINCIPLES

1. On the child's admission to the school the parent will be asked to complete an admission form giving full details of medical conditions, regular medication required, name of GP, emergency contact numbers, allergies, special dietary requirements and any other relevant information. Verbal instructions are not acceptable.
2. Parents will be encouraged to ask the child's doctor to prescribe medicines which can be administered outside school hours whenever possible. For example, asthma *maintenance* drugs, anticonvulsants, antibiotics, antirheumatic drugs.
3. There will be adequate access to and privacy for the use of medicines.

RESPONSIBILITIES

1. If a child does need to receive medicine during the school day parents must complete a "**School Medical Record Form**" detailing all appropriate information. This should be kept at the school office.
2. School will only accept instructions for **prescribed** medicines.
3. The medicine should be handed to the school office.
4. The medicine should be in the original container dispensed by the chemist and must be clearly labelled with:
 - **Name of child**
 - **Name of medicine**
 - **Strength of medicine**
 - **Quality of medicine**
 - **How much to give ie dose**
 - **When it should be given**
 - **Length of treatment date/stop date, where appropriate**
 - **Any other instructions**
 - **Expiry date when possible**

The medicine should have been dispensed within the last three months.

5. All medicines must be kept in their original container. A spoon should accompany liquid medicines if possible. The label **“To be taken as directed”** does not provide sufficient information. Precise information must be supplied including the duration of treatment or expiry date of medicine where appropriate.
6. If the medication needs to be changed or discontinued the school should be informed in writing by the parent.
1. If the medicine needs to be replenished this should be done in person by the parent.
8. Parents should ensure that their child **does not** carry their own medication, for example, paracetamol or antibiotics in school. However pupils **should** carry their inhaler for asthma **ensuring** that a spare inhaler is kept in the school office.

STORAGE OF MEDICINES

Medicine when not in use will be stored in a **locked** cabinet in the school office.

Parents are responsible for ensuring that the information on medication is accurate and up to date, that medication has not reached its expiry date and that equipment and devices are cleaned and kept in working order. The lead first aider will be responsible for checking the medicine cupboard each term and disposing of any medicine, which is no longer required.

OUT OF SCHOOL ACTIVITIES

Medication required during a school trip should be carried by a consenting member of staff. Parents should inform staff in writing if their child requires a travel sickness remedy. The child should carry this whenever possible.

SIMPLE ANALGESIA

Analgesia will be administered to pupils by the school on receipt of School medical record and appropriate medicine.

EMERGENCY MEDICATION

This type of medication must be readily accessible in an emergency when “time is of the essence.” A copy of the consent form will be kept with the medication and include clear, precise details of action to be taken. (For example Epipen)

- **Stored in a locked medicine cabinet in the main office.**
- **To be collected by a first aider or responsible staff member.**
- **First aider or member of staff should stay with the pupil.**
- **Any trained member of staff to administer if necessary**
- **Arrange for an ambulance and/or medical support according to school policy.**
- **Adrenaline should not be carried on the child but an administration kit and dose should be stored in office. There must be clear written dated instructions specifying, dose, frequency and further action to be taken. These instructions will be kept in the main office.**
- **Pupils with diabetes will be encouraged to keep to their diet. An emergency pack is kept in the office cupboard provided by parents.**

RECORD KEEPING

1. A parental consent form must be completed each time there is a request for medication to be administered including:

- **Pupil name.**
- **Reason for request.**
- **Name, strength and quantity of medicine provided.**
- **Clear concise dosage instructions.**
- **Emergency contact names and telephone number.**

2. A record will be kept of the full name of the pupil, the name of the medicine, the date received by the school and the quantity received by the school.

3. A record will be kept that includes the name of the medicine the time of the administration and the person responsible for administration.

4. Reasons for non-administration of regular medication will be recorded and parents informed as soon as possible. A child should never be forced to accept a medication.

5. Changes to instructions will only be accepted when received in writing. Verbal messages will not be accepted.

DISPOSAL/RETURN OF MEDICINES

Medicines will be disposed of or returned to the parent when:

- The course of treatment is complete.
- The labels become detached or unreadable.
- Instructions are changed.
- The expiry date has been reached.
- At the end of each term.

Every half term a check of the lockable medicine cupboard will be made. Any medicine that has not been returned to parents and is no longer required or is out of date, or is not clearly labelled, will be disposed of safely by returning to the local pharmacy.

All medication returned will be recorded even empty bottles. If it is not possible to return to parents it will be taken to a community pharmacy for disposal.

PART E

NEEDLESTICK INJURIES

DEALING WITH 'NEEDLESTICK' INJURIES

Most people will be aware that if a hypodermic syringe, particularly of an unknown source, penetrates the skin, such an event can give rise to the risk of the spread of not only HIV/Aids, but also Hepatitis B and Hepatitis C.

These diseases can also be transmitted by bites and scratches or body fluids being splashed into the eyes, particularly in learning disability environments.

On the rare occasion that a member of staff receives a 'needlestick' injury ie a hypodermic syringe accidentally punctures the skin, or a bite, scratch or body fluid splash to the eye, it is important that the following action is taken promptly in order to prevent the risk of infection:

- The injured person should immediately squeeze the wound to make it bleed as much as possible. This should preferably be done whilst holding the wound under running water and washing well. Cover the wound with a dressing or plaster.
- If the incident occurs during NHS office hours (08.30 to 16.30), the injured person should inform their line management immediately to ensure that an **NHS Occupational Health Appointment is made** (see details on the flowchart attached). Immediate arrangements can then be made for a health risk assessment to be carried out and if necessary, a course of treatment to begin. To ensure it is most effective, this treatment should begin within 48 hours.
- Where the injury occurs **outside of normal NHS office hours**, the employee should attend one of the NHS Accident and Emergency departments of the hospitals on the flowchart attached. **It is important that you tell the A&E staff that you work for BCC and that you are under the care of Heart of England Occupational Health Services.**
- This course of action is still necessary even though the person may have previously been immunised against Hepatitis B. This is because the immunisation's effectiveness diminishes with time and at a different rate from person to person.

NEEDLESTICK INJURY FLOWCHART

Employee sustains injury

Employee

Carry out first aid measures:
Make wound bleed by squeezing.
Wash well under running water.
Cover with dressing or plaster.

Inform management immediately to:
Make an NHS Occupational Health appointment
(see details opposite).

Complete an accident/incident forms.

Occupational Health
Solihull Hospital

Occupational Health
Heartlands Hospital

Occupational Health
Good Hope Hospital

Attend Occupational Health appointment at NHS Hospital

Lode Lane

Bordesley Green East

Rectory Road

Opening Hours Mon-Fri 08.30-16.30

Solihull Birmingham

Sutton Coldfield

(Closed bank holidays) B91 2JL B9 5SS B75 7RR

424 5113

424 0610

424 7952

If out of hours:

Complete an accident form and send to Safety Services.

Where the injury occurs **outside of normal NHS office hours**, the Employee should attend one of the NHS Accident and Emergency Departments of the hospitals (listed opposite). **It is important that you tell A&E staff that you work for BCC and that you are under the care of Heart of England Occupational Health Ser**

Manager

Contact one of the following **NHS Occupational Health Departments** to make an appointment for the employee
Opening hours Mon-Fri 08.30-16.30 (closed bank holidays).

↓

↓

↓

↓

↓

Contact Birmingham City Council's Occupational Health Unit on 303 3300 as soon as possible, (but no later than the next working day) with details of the employee, Voyager code and a brief description of the incident.

PART F

MINI BUS RISK ASSESSMENT

MINI BUS RISK ASSESSMENT

Use of the Mini-bus by individual members of the PE Department – within the City Boundaries

RISK ASSESSMENT – All drivers must be MIDAS trained.

Individual PE Staff have taken Sports teams to fixtures over the last five years in the school mini-bus without any incidents.

Before the teams leave the school site in the mini-bus the following checks are made;

- Condition of tyres.
- Seat belts worn by everybody.
- Pupils are reminded of safety procedures on the bus in case of emergency.
- A mobile phone is charged and on board.
- Pupils, who the teacher in charge of driving the mini-bus thinks will be disruptive, will not be taken on the mini-bus.
- A list of pupils who are on the mini-bus, their destination, time of departure and expected time of return will be left in the main school office.

Use of the Mini-bus by other staff

As above **BUT** the driver must be accompanied by another responsible adult.

Mini-bus Drivers

Mini-bus drivers need to be retested after four years of taking their initial test.

J Shovlin	(SHO)
K Kaur	(KAR)
R Uddin	(UDD)
A.Rahman	(RAH)
A Reynolds	(REY)
G Owen	(OWE)
S Parekh	(PAR)
D Janes	(JAN)

PART G

SAINT JOHN WALL CATHOLIC SCHOOL
A Catholic School For All

Science Department

Health and Safety Policy

2020 - 2021

St John Wall Catholic School

SCIENCE DEPARTMENT HEALTH & SAFETY POLICY

30.6.20

1. The role of this policy

This *Science Department Health & Safety Policy* should be read in conjunction with the employer's general Health & Safety Policy and [where separate] the detailed arrangements for implementing that policy in this school. The purpose of this document is to record the arrangements made in the science department to implement the policy in accordance with the *Code of Practice or Guidance* issued by the employer.

The science department maintains this document. It is copied to all new members of staff, i.e., teachers, technicians, trainees, etc working in the department. Staff are expected to sign the list kept in the Health and Safety folder to show that they have received a copy. A reference copy, together with various Appendices, is kept by the HOD, available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the employer. A copy of this document has been logged in the school office and another passed to the employer for endorsement.

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

2. General aims

Science teaching has an excellent health & safety record and this department is keen to promote practical work as an essential component of good science teaching. It is determined that spurious concerns about health and safety should not be allowed to inhibit good teaching. However, it is the duty of all members of the science staff, i.e., teachers. Staff who work in the department occasionally, technicians, teaching assistants and other support staff (e.g., SEN and EAL staff) and trainees:

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

3. Health and safety roles

3.1 Duties, functions and tasks

The employer, the **Board of Governors**, has the ultimate duty to ensure the health and safety of employees and others on the site and hence in this department.

This employer has not currently issued any local instructions specific to science.

The task of overseeing health and safety on this site has been delegated by the employer to the **School Business Manager/Site Manager**. Within the science department this task is further delegated to the **Head of Department** and the **Lead Science Technician** who has the particular function of maintaining this policy document. See section 10 for the names of the staff members currently with these functions.

This policy is reviewed annually during the **Summer term**.

3.2 Communications

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the **Head of Department**.

In this department, all staff are issued with this policy. A reference copy is kept in the **prep room**. Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing as well as being attached to the reference copy of this policy.

3.3 Monitoring and checking

The employer expects the science department to monitor the implementation of this policy and the employer's *Code of Practice for Science*. The **Lead Technician** keeps records of monitoring.

Checklists on resources and facilities for daily, weekly, each term and annual use by technicians are customised from those suggested in CLEAPSS Guide L248 *Running a Prep Room*. The timetable for such checks is kept with the reference copy of this policy. Records of the checks are kept by the **Lead Technician** in the *Safety Check File*.

i. Training policy

The person with the task of seeing that training is provided is the **Head of Department and CPD Coordinator**.

Generally, this department follows guidance in the CLEAPSS documents L238, *Health and Safety Induction and Training of Science Teachers* and L234, *Induction and Training of Science Technicians*, suitably customised; to identify the training needs of staff.

Particular training functions are delegated as follows (to be read in conjunction with section 10).

Health & safety aspects of the work of newly-qualified teachers and other new teachers	Head of Department
Health and safety of trainees on teaching practice	Head of Department
Induction of newly-appointed technicians	Lead Technician
Immediate remedial measures and other emergency procedures (spills, bench fires, etc)	Head of Department
Training in the use of specialist equipment, chemicals or procedures (in line with CLEAPSS guides L238 and L234, as customised)	Head of Department / Lead Technician
Health & safety training of non-science support staff	Head of Department] / Lead Technician

Health and safety of non-science teachers using laboratories	Head of Department
Manual handling for all staff using laboratories	Head of Department
Healthy and safe procedures for laboratory cleaners	Head of Department
Regular update training (covering new or changed regulations, new equipment etc)	Head of Department

Records of the training received by members of the science staff are kept in the *Safety Check File*.

5. Risk assessments

Every employer is required under various regulations to supply employees with a risk assessment before any hazardous activity takes place. Common hazardous activities carried out in science departments are listed in the publications below. Because it is impracticable for the employer to write risk assessments for each of the many activities in school science, this employer follows the recommendation of the Health and Safety Commission to adopt published 'model' or 'general' risk assessments which school science departments adapt to their local circumstances.

The employer has instructed that the following publications are to be used as sources of model (general) risk assessments. The employer has endorsed the use of the following publications as sources of model (general) risk assessments.

CLEAPSS publications generally

CLEAPSS, *Hazcards*, current edition

CLEAPSS, *Laboratory Handbook*, current edition

CLEAPSS publications generally

CLEAPSS, *Hazcards*, current edition

CLEAPSS, *Recipe Cards*, current edition

CLEAPSS, L93, *Managing Ionising Radiations and Radioactive Substances*, (under revision, 2007)

ASE, *Safeguards in the School Laboratory*, ASE, 2006 (11th Edition), ISBN 978-0-86357-408-5

ASE, *Topics in Safety*, ASE, 2001 (3rd edition), ISBN 0863573169

Whenever a new course is adopted or developed, all activities including preparation and clearing-up work are checked against the model risk assessments and significant findings are incorporated into texts in daily use, i.e., **the scheme of work and technician notes**. See section 10 for the member of staff with the task of overseeing this process.

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

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

- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details, e.g., high voltages, heavy masses, etc.

Since the scheme of work has been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been also checked with the models and agreed with the Head of Science.

We encourage the development of new practical activities, including on open evenings, at science clubs, etc but these should be undertaken only after a prior check against model risk assessments and / or a special risk assessment has been obtained.

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

For technicians' activities in and around the prep room, the assessments in CLEAPSS publication PS25, *Model Risk Assessments for Laboratory Technician Activities* have been customised and form an Appendix to this document, kept with the reference set.

6 Equipment and resources

6.1 Fume cupboards

The *COSHH Regulations* require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. Testing normally takes place each year in the **summer term**. The **School business manager** has the function of seeing that this happens. This employer has arranged a contract with **TCS Ltd** who will be allowed access to carry out the test. The records of the tests are available for staff reference and for inspection by the employer's representative or an HSE Inspector in the **School Business Manager /Site Managers office**.

See section 10 for the names of the staff members currently with these functions.

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

No smoking of cigarettes is permitted in the school.

6.2 Electrical testing

To meet the requirements of the *Electricity at Work Regulations*, this employer requires portable electrical equipment to be inspected and tested regularly. The **School Business Manager /Site Manager** has the function of seeing that this happens within the science department. Testing normally takes place each year during the **Summer Vacation**

This employer has arranged a contract with **3D Solutions** who must be allowed access to carry out the work. Completed schedules are kept by the **School Business Manager /Site Manager** and are available for staff reference and for inspection by the employer's representative or an HSE Inspector.

See section 10 for the names of the staff members currently with these functions.

All users have been trained to carry out a quick visual inspection before using mains-powered equipment.

6.3 Radioactive sources

There are no radioactive sources used in the department. Sources were removed Nov 2016, see file.

6.4 Pressure vessels

Autoclaves, pressure cookers and model steam engines need periodic inspection under the *Pressure Systems Safety Regulations*. Inspection normally takes place each year in the **summer term**

In accordance with this employer's Code of Practice, the appropriate written scheme of examination is selected from CLEAPSS Guide L214b *Examining Autoclaves, Pressure Cookers, Model Steam Engines: Written Scheme of Examination*, certified by the Head of Department and used by the competent person (see section 10) to carry out the examination. Records of examinations are kept in the *Safety Check File*.

6.5 Animals, plants and microorganisms in schools

The hazards associated with the use of animals, plants and microorganisms are discussed in the texts listed in section 5 which also give advice on controlling them. This advice will be followed and any queries referred to the subject specialist for biology (see section 10).

6.6 Equipment safety

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

Equipment restricted to those users who have received special training (see section 4, *Training Policy*) is labelled accordingly.

Any user who discovers a hazardous defect in an item of equipment must report it to the **Lead Technician and/or Head of Department**.

6.7 Personal protective equipment

The employer accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them (*Personal Protective Equipment at Work Regulations*). **Prescription safety spectacles are to be ordered from any optician and the employer will meet the full cost of the safety features. Laboratory coats are supplied by the employer to the member of staff, the cost of which can be claimed against income tax, the member of staff is to carry out the laundry of the coat.**

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. Goggles or face shields to chemical-splash standard are worn whenever there is a risk to the eyes. (Face shields supplied for Covid19 do not provide adequate protection and must not be used for practical science)

The condition of the eye protection is checked regularly (see section 3.3, *Monitoring and checking*).

6.8 Chemicals

Offers of gifts of chemicals are **not accepted**.

The task of arranging safe storage of chemicals (and, where necessary, disposal), including highly-flammable liquids, in accordance with the requirements of the *Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)* is given to the **Lead Technician** who will

ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available and properly replenished.

See section 10 for the name of the staff member currently with this function.

Hazardous activities involving chemicals restricted to those who have received special training (see section 4, *Training policy*) are identified in the texts in daily use as part of the risk assessment (see section 5, *Risk assessments*).

6.9 Waste disposal

Waste chemicals and equipment are disposed of in an environmentally responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on CLEAPSS *Hazcards* (2007 edition or later). Other disposal follows guidance in the relevant section of the CLEAPSS *Laboratory Handbook*.

Activities and procedures

7.1 Outdoor activities

When planning any field trips etc, staff consult one or more of the following - the employer's code of practice (**kept in the schools main office**) and CLEAPSS *Laboratory Handbook*

7.2 Manual handling and working at height

All regular operations involving lifting or carrying equipment, pushing trolleys, etc will be assessed to see if any may give rise to risks of injury (*Manual Handling Operations Regulations*) by a team consisting of the **Head of Department, Lead Technician and the School Business Manager/Site Manager**.

As it is sometimes necessary to carry chemicals or equipment through heavy fire doors, we have assessed risks under both the *Manual Handling Operations Regulations* and under the *Regulatory Reform (Fire Safety) Order* and will always use two people, one to hold open the door, the other to carry the items.

Occasional (i.e., one-off) manual-handling operations will be assessed by the staff member(s) before attempting them. Problems will be reported to the **Head of Department, Lead Technician and the School Business Manager/Site Manager**.

See section 10 for the names of the staff members currently with these functions.

Following risk assessments under the *Work at Height Regulations*, when it is impossible to avoid storage or display above head height, only lightweight, rarely used items and over stock items i.e. beakers and test tubes are stored there. When displaying items at high level or fetching or replacing items stored at high level, step ladders or kick stools are used; staff never climb onto laboratory stools or benches.

7.3 Security

Access to laboratories and preparation rooms will be controlled to comply with the *Management of Health & Safety at Work Regulations*. All laboratories preparation rooms and store rooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty and that the door is locked. No class / student is allowed to work or be in a laboratory without supervision by a qualified science teacher, familiar with the departmental safety procedures, or other adequate supervision.

Any non-science staff that have to supervise any class in a laboratory will receive brief training in laboratory rules. The guidance for such staff is filed as an Appendix to this policy in the reference copy kept in the **prep room**. Laminated copies are available in each lab.

7.4 Concern for others

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

8. Emergency procedures

8.1 Fire

Science staff will follow the normal school procedures in case of major fires. All science staff are trained to deal with minor bench fires, clothing fires and hair fires. Regular drills arranged by the Head of Department support this training. See section 10 for the name of the staff member currently with this function.

Advice on fire fighting is given in sections 4 and 5 of the *CLEAPSS Laboratory Handbook*.

8.2 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 in accordance with section 7 of the *CLEAPSS Laboratory Handbook*. A general spills kit is kept in the prep room. The spills kit specifically for alkali metals, potassium, sodium and lithium is stored next to the cupboard containing these metals in the Chemical Store and is always put out when these metals are requested for a practical.

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. Regular drills arranged by the Head of Department support this training. See section 4 for the name of the staff member currently with this function.

8.3 Injury

Science staff will follow the normal school procedures in cases that require first aid. Science staff are trained to carry out immediate remedial measures (e.g., eye rinsing), while waiting for first aiders. See the most recent edition of the *CLEAPSS Laboratory Handbook* section 5. Instructions for immediate remedial measures can be found at the end of this document.

See section 4 for the name of the person responsible for coordinating training in immediate remedial measures.

9. Reporting procedures

Injuries or suspected injuries to a pupil or a member of staff, dangerous occurrences and instances of damage or theft will be reported using the standard school procedures. Following an injury, so that the Regulations (*RIDDOR*) can be complied with, the report form must be returned to the schools main office as quickly as possible. The accident should also be recorded in the school office and in the health and safety folder.

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be recorded and passed on to the Head of department. These will be analysed and discussed at departmental meetings.

10. Staff roles and Emergency contacts

Staff roles

Staff roles and/or emergency contacts updated on: 05.09.16	
Advice on health & safety and all aspects of practical science generally	CLEAPSS 01895 251496
Local authority health & safety	Education Safety Services Birmingham City Council 10 Woodcock Street Birmingham, B2 2QF Telephone: 0121 303 2420 schoolsafety@birmingham.gov.uk
Overseeing health and safety in this school / on this site	Mrs J. Whitehouse School business Manager and Site Manager
Overseeing health and safety in the science department	K Timmins - Head of Department
Science department health & safety officer	K. Timmins and L.Kuklova
Lead technician	L.Kuklova
Various training functions	See table in section 4.
Overseeing the checking of activities against the model risk assessments and recording significant findings	K. Timmins – Head of department
The person trained to test fume cupboards	TCS Ltd – Tel 01942 679600
The person trained to do electrical inspection and testing	3D solutions, See Mrs J. Whitehouse
The technician in charge of radioactive sources (Radiation Protection Supervisor, RPS)	N/A
The employer's Radiation Protection Adviser, RPA & RPO	Graham Hart / John Booth
The person considered competent to examine pressure vessels	Need to out source
The person in charge of chemical storage and disposal	L.Kuklova, Lead technician
The person in charge of manual handling	Mrs J Whitehouse School business Manager and Site Manager
The union health and safety representative(s)	None available onsite

Emergency contacts

Emergency advice	CLEAPSS 01895 251496
<i>Serious accident:</i> Ambulance service	999 / 9-999
<i>Serious accident:</i> School first-aiders	L.Ellis, P Holden, S Dawkins, A Reynolds, C Forbes, M France, S Paresh, G Owen, D Janes
<i>Serious accident:</i> School health & safety officer	Mrs J Whitehouse internal tel 229 or 302
<i>Major chemical spill:</i> Fire & Rescue Service Chemical Incident Unit	999 – West Midlands Fire Service
<i>Gas Leak</i>	National Gas Emergency service tel 0800 111 999
<i>Radiation accident:</i> Hospital able to deal with radiation incidents	Q.E. Hospital tel 0121 627 2000

Summary guidelines for staff

All teachers, technicians and support staff

1. Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties: to be familiar with this health and safety policy, its updates, the texts to which it refers and any Appendices. They must cooperate with the employer's instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific health & safety duties. They have a duty to report to local management any failure of equipment that has a health & safety function.
2. Staff practice must set a good example to pupils and be consistent with pupil laboratory rules, eg, over the wearing of eye protection.
3. Staff must be familiar with emergency drills and with the location in each science room of: the escape route; fire-fighting equipment; the water tap with tubing for eye washing / eye wash station; the main gas cock; the main electricity switch and the nearest spill kit.
4. Laboratories must be left safe. Special arrangements must be made for equipment that has to be left running overnight and hazardous equipment that has to be left out. In general, all gas taps should be completely turned off and all mains-operated apparatus switched off. At the end of the day, if practicable, gas should also be turned off at the laboratory main gas cock and electricity at the laboratory main switch.
5. Eating, drinking and the application of cosmetics should not take place in laboratories, storage areas or preparation rooms unless an area in which it is safe to do so has been created. Pupils should not be allowed to drink from water bottles.
6. When staff are alone in the science department, nothing should be done which could lead to an accident requiring remedial measures. A teacher or technician must assess risks very carefully before conducting any practical operation in such circumstances.
7. Pupils must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighbouring member of staff. Special arrangements may be needed for senior students doing project work, depending on the hazards involved, e.g., an experienced member of staff in an adjacent room.
8. Science laboratories, preparation rooms and stores must be locked by staff when not in use. Special arrangements must be made if access is required to a fire-escape route. Pupils must never be allowed into preparation rooms unless 100% supervision can be guaranteed. Laboratories must only be used by teachers who are not scientists for teaching or registration after they have received special training/ or if the laboratories have been specially cleared. Laboratories must be available for teacher-supervised club activities only by special arrangement.

Teachers

1. At the beginning of each school year, teachers must make sure that their classes have copies of the student laboratory rules [see section 10] and issue them if necessary. They should be stuck into an exercise book, work folder or similar place.
2. Teachers must enforce the student laboratory rules, reminding students of them often enough for them to be familiar. With new students, time should be spent explaining the rules, with appropriate demonstrations.
3. Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the health & safety precautions required. Requisitions must not be handed in at the last minute; technicians must be given adequate time to prepare work safely. Time should be allowed for consulting more-senior colleagues where there is any doubt and to try out experiments, particularly those involving significant hazards. Teachers must only deviate from the scheme of work (for which the activities have been checked against model risk assessments), after making a further risk assessment, checked with a subject specialist, possibly obtaining a special risk assessment from CLEAPSS. Teachers should explain precautions to students as part of their health & safety education, [using the CLEAPSS *Student Safety Sheets*, where appropriate].
4. Open-ended investigations must be organised to allow the teacher to assess any risks and identify precautions before any hazards are met / practical work begins.
5. If, because of large class size or indiscipline, health and safety cannot be maintained during certain practical work, the work should be modified or abandoned. This decision should be reported to the Head of Department / science coordinator / subject specialist.
6. A teacher is responsible for the health and safety of any of his/her classes taken by a trainee teacher. If the normal class teacher is absent, the Head of Department must give another science teacher this responsibility.
7. Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for their lessons and in clearing the equipment away. Class teachers may need to remind technicians of such warnings.

APPENDICES

From time to time, additional risk assessments will be completed and shared with relevant staff.

From March 2020 the school has operated additional covid 19 risk assessments.

- a) **Whole school**
- b) **Science and practical subjects**
- c) **EAL, SFC, Inclusion rooms with multiple year groups**

Ratified by Governors: 07/10/2020

Review Date: 07/10/2021

(This policy will remain in force beyond the review date if no updates are required)