

---

# SAINT NICHOLAS SCHOOL

## HEALTH & SAFETY POLICY

---

*Note: This policy applies to all sections of the school including EYFS*

Reviewed: June 2016

Review Date April 2017

### 1. GENERAL POLICY & ORGANISATION

#### 1.1 Statement of Safety Policy

The Governors of Saint Nicholas School recognise and accept their responsibility as an employer for providing, so far as is reasonably possible, a safe and healthy work place and working environment for all the school's employees, pupils and visitors.

The Governors will take all such steps as are reasonably practical to meet this responsibility, paying particular attention to:

- the provision and maintenance of plant, equipment and systems of work;
- arrangements for the use, handling, storage and transport of articles and substances;
- encouraging all employees to recognise hazards and contribute positively to the safety and health at work of themselves and others;
- the provision and maintenance of means of access to places of work;
- the maintenance of places of work in a safe condition;
- provision of a healthy working environment;
- the provision of welfare facilities at work.

Details of the responsibilities and organisation for carrying them out are given in section 2.

Without detracting from the paramount responsibility of Teachers and Administrative Staff Supervisors for ensuring safe conditions at work, Saint Nicholas School will seek competent technical advice on health and safety matters where this is necessary to assist those responsible.

The success of any safety policy depends on the active involvement of employees themselves. In this respect, the Governors remind all employees of their own duties under Section 7 of the Health and Safety at Work Act 1974, that is:

**“All employees are responsible for their own safety, the safety of other employees and for the safety of pupils, visitors and the public and to cooperate so as to enable it to carry out its responsibilities. This means your own actions should not place you, or others, at risk and that you should report immediately any defect in buildings, equipment or procedure to the appropriate member of staff.”**

A copy of this policy statement will be issued to all employees and it will be reviewed, added to or modified from time to time. Supplementary statements may be issued in appropriate cases relating to the work of particular departments or groups of staff.

Responsibility for the Safety Policy and its implementation on behalf of the Governors of Saint Nicholas School rests with the Headmaster, the Health and Safety Committee

### 2. DUTIES

#### 2.1 Duties of the Board of Governors

In the discharge of its duty the Board of Governors will:

- Be aware of the requirements of the Health and Safety at Work etc Acts 1974, and with any other health and safety legislation, regulations or codes of practices which are relevant to the work of the school, such as:
  - Management of Health and Safety at Work Regulations 2006
  - Fire Safety (Regulatory Reform ) Order 2005
  - The Dangerous Substances and Explosive Atmospheres Regulations 2002
  - The Gas Safety ( Installation and Use ) Regulations 1998
  - The Health and Safety ( Consultation with Employees ) Regulations 1996
  - The Work at Height Regulations 2005
  - Pressure Systems Safety Regulations 2000
  - The Provision and Use of Work Equipment Regulations 1998
  - The Supply of Machinery (Safety) Regulations 2011
  - The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013
  - The Lifting Equipment and Lifting Operations Regulations 1998
  - Manual Handling Operations Regulations 1992
  - Health and Safety Display Screen Equipment Regulations 2002
  - Control of Substances Hazardous to Health Regulations 2002
  - The Control of Noise at Work Regulations 2005
  - Personal Protective Equip Regulations 2002
  - The Ionising Radiation Regulations 1999
  - The Electricity at Work Regulations 1989
  - The Control of Asbestos at Work Regulations 2012
  - The Control of Lead at Work Regulations 2002
  - The Health and Safety (First-Aid) Regulations 2013

References: [www.legislation.hmso.gov.uk/acts](http://www.legislation.hmso.gov.uk/acts)

[www.open.gov.uk/hse/hse.htm](http://www.open.gov.uk/hse/hse.htm)

[www.hsebooks.co.uk](http://www.hsebooks.co.uk)

- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- Periodically audit and assess the effectiveness of this policy, ensuring that any necessary changes are made.
- Ensure that risk assessments are performed and reviewed on a regular basis.
- Identify and evaluate all risks relating to:
  - accidents
  - health
  - school-sponsored activities (including work experience).

- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
- Ensure plant, equipment, machinery and systems of work are safe.
- Make safe arrangements for the handling, transportation and storage of all articles and substances.
- Ensure safe and healthy working conditions, which take account of all appropriate statutory requirements.
- Provide adequate supervision, training and instruction so that all staff and pupils can perform their school-related activities in a safe and healthy manner.
- Offer staff the opportunity to receive health and safety training which is appropriate to their duties and responsibilities, to be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Board of Governors will ensure within the financial resources available that such training is provided.
- Ensure that staff training is regularly updated.
- Provide necessary safety equipment and clothing, together with any necessary guidance, instruction and supervision.
- Provide adequate welfare facilities.

As far as is reasonably practicable, the Board of Governors, through the Headmaster, will make arrangements for all staff, including temporary and voluntary staff, to receive full information on this policy and all other relevant health and safety matters.

## 2.2 Duties of the Headmaster

The Headmaster has overall responsibility for the day-to-day maintenance and development of safe working practices and conditions and the health, safety and welfare of all staff, pupils and visitors to the school, as well as any other persons using the premises or engaged in activities sponsored by the school.

The Headmaster will take all reasonable steps to achieve this end through senior members of staff, teachers, Governors and others as appropriate.

The Headmaster is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

## 2.3 Duties of the Operations Manager

The Operations Manager is directly responsible to the Bursar for the day-to-day coordination of the school's Health and Safety Policy.

The Operations Manager will, so far as reasonably practicable:

- Ensure the health, safety and welfare of staff, pupils and any others using the school premises and its facilities or taking part in school-sponsored activities.
- Ensure safe working conditions for staff, pupils and others.
- Promote safe working practices and procedures throughout the school, including those relating to the provision and use of plant, machinery and other apparatus, so that each task is carried out to the required standard and all risks are assessed and controlled.
- Consult with members of staff on health and safety issues as appropriate.
- Arrange and coordinate systems of risk assessment for the whole school, to allow prompt identification, classification and control of potential hazards.
- Carry out periodic reviews and safety audits on working practices and procedures throughout the school.

- Identify training needs of staff and pupils, as appropriate, to maintain safe working practices and procedures throughout the school.
- Liaise with the Headmaster so that appropriate training and instruction in health and safety matters can be provided, within the financial resources available, for all those with identifiable needs.
- Encourage staff, pupils and others to promote good practice in health and safety matters.
- Ensure that any defect in the premises, plant, machinery, equipment or facilities which could adversely affect the health and safety of staff, pupils or others is made safe without delay.
- Encourage all employees to suggest ways and means of reducing risks and to contribute actively towards preparation of risk assessments and control measures.

- Collate accident and incident statistics and, as necessary, carry out audits and investigations into accidents and incidents.
- Monitor the standard of health and safety throughout the school, including all school-based activities.
- Report directly to the Bursar any person who consistently fails to consider their own or others' well-being or health or safety.
- Monitor first aid and welfare provisions.
- Monitor, along with the Headmaster and Board of Governors, the arrangements for Health and Safety to ensure that all requirements are being met.

The Operations Manager is responsible for ensuring that staff carry out the following within their areas of responsibility:

- Risk Assessments
- COSHH (Control of Substances Hazardous to Health) assessments.

## 2.4 Duties of Supervisory Staff

All supervisory staff (eg Deputy Head, Head of Upper School, Head of Middle School, Head of Lower School and Curriculum Leads, science technician) should ensure that they are familiar with the requirements of the health and safety legislation, regulations and codes of practice which are relevant to their area of responsibility. Supervisory staff are directly responsible to the Headmaster or the Operations Manager and have overall day-to-day responsibility for the implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility. It is expected that they will be familiar with the school's Health and Safety Policy and will facilitate other members of staff, pupils and others' compliance with its requirements.

As part of their day-to-day responsibilities, supervisory staff will ensure that:

- Safe methods of work exist and are being implemented throughout the department and area of responsibility.
- Health and safety regulations, rules, codes of practice and procedures are being applied effectively.
- Staff, pupils and others within their responsibility are instructed in safe working practices.
- New employees working within their department or area of responsibility are given instruction in safe working practices.
- Regular health and safety inspections or audits are made of their area of responsibility, as required by the Headmaster or Safety Officer, or as necessary due to changes within their areas.
- Corrective measures are taken as necessary to ensure the health and safety of all staff, pupils and others.
- All plant, machinery, equipment, apparatus and tools are in good, safe working order and adequately guarded.
- All reasonably practicable steps are taken to prevent any unauthorised or improper use of all plant, machinery, equipment, apparatus and tools in their department and areas of responsibility.
- Appropriate protective equipment, first aid and fire protection devices are provided, readily available, regularly maintained and in good working order in their departments.
- All COSHH regulations are being complied with within the area of responsibility, ie all substances are correctly recorded, labelled (eg Toxic, Flammable, Irritant, Harmful, Corrosive, Oxidising, etc), stored, transported, used and disposed of.
- The standard of health and safety throughout the department is monitored and staff, pupils and others are encouraged to achieve the highest possible standards of health and safety.
- Those who consistently fail to consider their own well-being or the health and safety of others are reported to the Headmaster.

- 
- All signs and labels in use meet the necessary regulatory standards and requirements.
- All health and safety information is communicated to the appropriate persons.  
Any health or safety concerns are brought to the attention of the appropriate individual.
- Any incident or accident causing injury or damage or any near miss is reported and accurately recorded in the school's Accident and Incident Record Books, are kept in the offices in each building.

## 2.5 Duties of all staff

All members of staff should ensure that they are familiar with the requirements of the health and safety legislation, regulations and codes of practice which are relevant to the work of the department or area in which they work.

In addition to the general duties which all members of staff have, they should take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work. All members of staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put themselves or anyone else at risk.

In particular, all members of staff should:

- Ensure that they are familiar with the school's Health and Safety Policy, together with all health and safety regulations and codes of practice laid down by the Board of Governors.
- Ensure that health and safety regulations, codes of practice, rules, routines and procedures are being applied effectively by both staff and pupils.
- Ensure that all plant, machinery, apparatus and equipment is adequately guarded.
- Ensure that all plant, machinery, apparatus and equipment is in good, safe working order.
- Not make unauthorised or improper use of plant, machinery, apparatus and equipment.
- Use the correct plant, machinery, apparatus, equipment and tools for the task.
- Use the correct personal protective equipment and safety devices for the task.
- Comply with all COSHH regulations, ie all substances should be correctly recorded, labelled (eg Toxic, Flammable, Irritant, Harmful, Corrosive, Oxidising, etc), stored, transported, used and disposed of.
- Report to Headmaster any defect in the premises, plant, machinery, apparatus, equipment, tools or facilities which they observe.
- Report and record accurately in the school's Accident and Incident Record Book, kept by the Housekeeper, any incident or accident that causes any injury or damage or any near miss.
- Take a proactive interest in promoting health and safety, suggesting ways of reducing and controlling both hazards and risks.

## 2.6 Specific Responsibilities

The following staff have specific responsibilities:

- The Headmaster, together with the Deputy Head, Head of Upper School, Head of Middle School, Head of Lower School, has overall responsibility for all health and safety matters and for ensuring that the fire brigade has been called in cases of emergency.
- The Headmaster has overall responsibility with the Operations Manager and the Caretaker for the general maintenance of the site and plant, fire extinguishers and access to site .
- Art teacher: Art room
- DT teacher: Design Technology room and store
- Head of Science: Science laboratories, stores and preparation room.
- ICT teacher: senior ICT room and store.

- 
- PE Curriculum Leaders: changing rooms, PE stores, Sports Hall, tennis courts, playing fields, swimming pool (see 3.8).
- Food Technology teacher: Food Technology rooms.
- Catering Manager: kitchen and store rooms.
- ~~Operations Manger: fire alarms and fire drill. Fire alarms should be checked weekly~~
- Reception Staff: taking daily attendance sheets out to the assembly point for teachers to complete the class roll-calls. The signing in and signing out record must also be taken outside during any evacuation.

In addition, all staff are responsible for ensuring that they monitor the safety of the rooms designated to them and the safety of any equipment to be used.

### 3. EMERGENCIES

#### 3.1 Evacuation of the School

If it is necessary to evacuate the school, the procedure outlined in the Emergency and Fire Procedures Policy must be used. These are displayed in every room in the school.

#### 3.2 First Aid

See Medical & First Aid Policy

### 4. COMMUNICATION

#### 4.1 Health and Safety Committee

The Health and Safety Committee meets to consider health and safety matters, hazards, risks and control measures and to discuss strategies for resolving any issues which arise. Health and safety rules are established by the committee for recommendation to full staff meetings and to the Board of Governors. Minutes of meetings are circulated to staff and copies are available in the staff room minute files. The members of the Health and Safety Committee are as follows:

- ~~Operations Manager (Chair)~~
- Headmaster, Deputy Head
- a representative of the governors
- the Caretaker
- Head of Lower School
- Bursar

The functions of the Health and Safety Committee are as follows:

- to meet once per term
- to record meetings and any action required, together with any remedial measures needed
- to formulate and review health and safety policy
- to review the communication of health and safety matters within the school
- to investigate incidents, accidents or near misses
- to review first aid and emergency evacuation procedures
- to formulate and maintain risk assessments
- to receive and discuss health and safety concerns raised by staff
- to make recommendations to the Headmaster.

.

## **4.2 Reporting Accidents**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require employers to notify the Incident Contact Centre in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for seven or more days. This includes an act of non-consensual physical violence done to a person at work. Also Fatalities and Major injuries to pupils and visitors. For Fatalities and Major Injuries, notification must be by the quickest possible means. In the event of a fatality the Police will carry out the initial investigation.

See What must be reported – Appendix A

INCIDENT CONTACT CENTRE :-

email: riddor@natbrit.com; or

Tel: 0845 3009923; or

Fax: 0845 3009924 or posted to:

Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

### **4.3 Communications**

The Operations Manager will ensure that all appropriate safety documents are distributed as necessary. Any letter or memo concerning safety matters and written by staff should be copied and sent to the office.

If an accident occurs, a report must be made immediately to the Operations Manager or the Head Teacher as it may require notification under the provisions of RIDDOR. Further details must then be entered on the accident book which is kept in the servery. The cause of the accident should be investigated by the Operations Manager or other appropriate nominated person; where this occurs a report must be submitted to the Operations Manager. It is also important that 'near misses' be similarly reported so that preventative measures may be taken. A 'near miss' is any incident which could have caused serious injury had circumstances been different. Near misses should be recorded on the form on the staff site. A copy will automatically be sent to the Operations Manager who will collate and report summary to the H & S Committee.

Any occurrence of ill health which could be attributable to activities in the school should also be reported in writing to the Operations Manager.

## **5. TRAINING & INFORMATION**

New staff are required to undertake an induction before starting work at the school. Health and Safety training is carried out by the Operations Manager and further training is carried out by the Deputy Headmaster or suitably briefed senior member of staff in their absence.

Where specialist training is required, external companies are used. Use of scaffold towers, use of ride-on mowers, pool water treatment, plumbing are topics which have been provided to date.

## **6. SECURITY**

The school has a duty of care with respect to its staff and pupils and this must be the first priority for any security strategy. The Board of Governors and the Headmaster have assessed the site and how it is used, and have put in place various measures to reduce and control perceived risks. The security policy of the school aims to allow uninterrupted teaching and learning for everyone and to protect all property against theft, damage or loss. In all security matters, anticipation and prevention are a priority.

### **6.1 Visitors**

- It is essential to know precisely who is in the school at all times. To this end, all visitors are obliged to report to Reception on arrival, allowing the office staff to screen and control access, as well as giving the opportunity for early identification of any potential threat. The school's Reception area is clearly signed and is situated next to the main entrance. Visitor identification badges are issued, as appropriate. It is vital that any visitor without an identification badge is challenged and directed or escorted to Reception.

### **6.2 Delivery of goods**

- The Reception area provides a single, central point for the receipt of all goods and equipment. All materials are registered on arrival, then checked and transferred to the appropriate destination as soon as possible.

- **Deliveries marked Hazardous or requiring special precautions must not be brought into the reception. Contact the Operations Manager or a member of the maintenance team for advice**

### **6.3 Entrances and exits**

- All main entrances to the buildings within the school area provided with keypad coded access panels.  
The code is given to staff, pupils and approved companies/hirers only.
- The code is changed annually.

### **6.4 Boundaries**

Entry to the school by car from Hobbs Cross Road requires the driver to pass the Caretaker's lodge, which gives some security out of normal hours. Perimeter fencing is in place on all sides, acting both as a deterrent and a demarcation of the school's boundaries. However, it is almost impossible to prevent all unauthorised access to the site and staff must remain vigilant.

### **6.5 Security Lighting**

Security lighting is used both as a deterrent and for the safer use of the facilities in darkness. There are automatic security lights at either end of the main school building and around Jubilee House, Swire House and Margaret Jones House, including some which illuminate the car park areas.

### **6.6 Security System**

The main school buildings are protected by an internal, infra-red (PIR) alarm system, which is linked by telephone to a security monitoring company. The system is controlled by keypads which are normally operated by

- Operations Manager and the Maintenance Team
- Teachers who require out of hours access
- Hirers of the school facilities
- Cleaning company operatives

### **6.7 Pupils' Property**

The school rules state that pupils must not bring valuable items into school. If this is unavoidable, all items must be taken to the office for safekeeping. The school's terms and conditions state that the school cannot accept liability for any theft, loss or damage to property belonging to pupils, parents or others, howsoever caused. Nevertheless, despite this disclaimer, the school will do everything reasonably practicable to ensure the safety of property and belongings.

- Mobile phones are stored in a locked box in reception
- Laptops are stored in a locked cabinet in reception

### **6.8 Staff Property**

All members of staff are responsible for ensuring the safety of their personal belongings at all times. Valuable items may be taken to the office for safekeeping. No member of staff should leave a handbag unattended in a classroom.

- Lockers for personal items are provided in classrooms or staff rooms when requested by staff.

### **6.9 Lost Property**

Lost property is managed by Mrs Haley (uniform shop) and by PE staff for PE items. Pupils should be encouraged to look after their personal belongings at all times, including the proper use of the lockers available to them.

## 6.10 Keys

A key security system is in operation which provides access to room keys, but at the same time retains control of them, ensuring accountability, safety and security. Keys are allocated to staff under a strict system, maintained by the Caretaker and the office staff. Keys are stored in a lockable key case, which is located in the old servery.

Each key and hook are numbered and colour-coded.

The loss of any key must be reported to the Headmaster so that a security review can be undertaken.

## 6.11 Security in the classroom

All teaching staff are encouraged to adopt, as far as possible, a 'clean desk' policy, with all pupils' desks or tables being cleared at the end of the day. Some items may well remain on the teacher's desk or table, but it is preferable for as many items as possible to be tidied away to allow better access for cleaners, as well as to improve security.

## 6.12 Cash

- It is essential that staff adopt a systematic approach to the handling of all cash and monies. Regular auditing, checking and supervision are essential to ensure that all money is accounted for.
- Pupils should bring cash into school only for specific purposes, such as payment for outings or trips.
- Any member of staff collecting cash or monies from pupils for an event should ensure that all cash and monies are given to the school secretary at the earliest opportunity. The school secretary will forward the cash or monies to the Bursar/School Accountant, who is responsible for the safe receipt and documentation of all monies. The school secretary will ensure that all cash and monies are securely locked away in the school safe at all times.

**At no time should any cash or monies be left unsecured either in or on a teacher's desk in a classroom, or in any other area.**

- The handling of petty cash must also be scrupulously controlled. The school secretary is responsible for the petty cash box, which is a purpose-made, lockable cash box. All transactions involving petty cash must be signed for by the member of staff receiving the cash payment and receipts must be provided on every occasion.

## 6.13 Vehicular and Pedestrian Access

The Board of Governors and the Headmaster aim to promote, for all school users:

- safe movement of all pedestrians within the school site
- safe access and passage of all traffic to, within and from the school site
- safe parking of vehicles within the school site.

In order to achieve these aims, the Board of Governors and the Headmaster will:

- Provide appropriate arrangements for the arrival and collection of pupils.
- Provide safe access for pedestrians at all times between the car parking areas and the school buildings.
- Monitor arrangements for vehicular access to the school site.
- Identify and publicise areas where parking is permitted.
- Make any necessary changes to ensure that the health, safety and welfare of all pupils, staff and other users are maintained at all times.

## 7. OUT OF SCHOOL VISITS

See Educational Visits and Trips Policy

Any proposed visit must be discussed with the Headmaster. Safety measures appropriate to the activity must be considered and any necessary action taken. Any legal implications or considerations relating to insurance should also be taken into account.

## **8. USE OF THE SCHOOL BY OUTSIDE BODIES**

When the premises are used for purposes not under the direction of the Headmaster, then the principal person in charge of the activities will assume responsibility for all health and safety matters as indicated above under Duties of the Headmaster, Duties of the Operations Manager and Duties of Supervisory Staff.

The school will seek to ensure, as far as is reasonably practicable, that all hirers, contractors and any others who use the school's premises or facilities conduct themselves and carry out their operations in such a manner so as to ensure that all statutory and advisory health and safety requirements are met at all times.

When the school's premises or facilities are being used out of normal hours for a school-sponsored activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with all the requirements of the school's Health and Safety Policy.

All hirers, contractors and any others using the school's premises or facilities shall not, without the prior consent of the Governing Body:

- introduce plant, machinery, apparatus, equipment, tools or facilities for use on the school's premises
- alter fixed installations
- remove or alter any fire or health and safety notices or equipment
- take any action that may create hazards for persons using the premises or for staff or pupils of the school
- take any action that may increase the risk of accidents occurring.

All contractors who work on the school premises are required to ensure that safe working practices are followed by their own employees under the provisions of the Health and Safety at Work, etc Act 1974 and must, , pay due regard to the health and safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headmaster will take such actions as are necessary to protect persons in his care from risk of injury or damage to their property.

The Board of Governors draws the attention of all users of the school's premises (including hirers, contractors and any others) to Section 8 of the Health and Safety at Work, etc Act 1974, ~~1995~~, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions. All hirers, contractors and any others using the school's premises or facilities shall be familiar with and observe the Health and Safety Rules for Hirers, Contractors and any Others as laid down by the Board of Governors.

## **9. INSPECTION AND MAINTENANCE**

### **9.1 Reporting Defects**

Anyone discovering a defect in the building which requires urgent attention should report the matter to the the Operations Manager who will take prompt action to render the area safe or designate it out of bounds.

Defects of a routine nature should be recorded on a Maintenance Request Form found on the staff site. This is then sent to the Caretaker automatically.

Any defective equipment should be withdrawn from use immediately and the matter reported. Equipment which has been repaired should be checked by the member of staff before being put back into use.

### **9.2 Routine maintenance**

The Maintenance team, is responsible for routine maintenance of the school buildings and grounds. A programme of inspection is in place to pro-actively identify defects before they become serious. Specialist contractors are used to carry out regular maintenance and repair of equipment and services such as Fire

and Intruder alarms, Gas services, Sports equipment, Fire extinguishers, LEV systems and Fume cupboards.

## **10. MONITORING AND EVALUATION**

All members of staff should carry out an inspection of their area at least once a year using the codes of practice listed below if appropriate.

All colleagues are invited to suggest ways of improving the safety of the school.

The Board of Governors will review this policy statement regularly and update, modify or amend the policy as necessary to ensure the health, safety and welfare of all staff and pupils in its care.

## **APPENDICES CODES OF PRACTICE**

### **1. CODE OF PRACTICE: EMERGENCY DRILL**

See Emergency & Fire Procedures Policy

### **CODE OF PRACTICE: GENERAL PROCEDURES**

#### **1.1 Start of School Day**

The school cannot accept responsibility for day pupils arriving before 8:00 am unless a specific arrangement has been made.

#### **1.2 End of School Day**

The school day ends at 3:30 pm for infants, 3:45 pm for juniors and 4:00 pm for seniors. Parents are expected to collect pupils promptly, and no later than 20 minutes after the end of lessons. Any pupil who has not been collected by this time should be brought to the main office and the Headmaster or Deputy Head informed if necessary.

#### **1.3 In the Classroom**

- Pupils must never be asked to open or close classroom windows, especially on upper floors.
- No food or drink is to be consumed in classrooms.
- Pupils should be discouraged from unnecessary movement around the classroom.
- Teachers should give pupils explicit instructions on how to handle any equipment safely.
- Pupils should not walk around with dangerous equipment in their hands.
- Pupils should never be asked to plug in electrical equipment.

#### **1.4 On the Stairs and in Corridors**

- Pupils must always keep to the left and in single file.
- Fire doors must be kept closed, except where automatic closers are provided
- No obstruction or accumulation of rubbish must be allowed to block stairs, corridors or exits, especially escape routes and emergency exits.
- Any spillage on the floors of hallways, corridors or toilets may cause slipping and should be reported immediately to the school office or to duty staff.
- Pupils should never run, play or make unnecessary noise inside the school buildings.

#### **1.5 In the School Grounds**

- Pupils must remain in bounds.
- No ball games may be played near windows, cars or buildings.
- Pupils must not climb trees.

- Pupils must never throw objects (eg conkers) in the direction of another pupil.
- No pupil or member of staff other than the caretaker or his assistants must go on to either flat or pitched roofs.
- No pupil is allowed out of the school grounds without permission from a member of staff.

## 1.6 Throughout the School

- Members of staff and visitors are not permitted to smoke anywhere on the school site.
- No member of staff or pupil should ever stand on a table or chair in order to reach a high object. Members of staff should take great care when using a stepladder (provided on every floor). Pupils should never be permitted to use stepladders.

## 2. CODE OF PRACTICE: ELECTRICAL SAFETY

- There is risk of a shock in handling any mains electrical wiring or equipment. No electric apparatus, lead or connection should be touched with damp or wet hands or when standing on a wet surface.
- Main socket outlets should be checked periodically by a professional electrician. All portable, mainsoperated equipment is inspected annually by a competent person and a record kept.
- Items without a valid PAT test sticker should not be used and reported to the Operations Manager.
- The use of extension leads and two or more adaptors should be avoided.
- Pupils should be taught wire colour coding: brown = live, blue = neutral, green and yellow = earth.
- Plugs and sockets should be in good condition with no cracks or pieces missing.
- Insulation on leads should not be cracked or frayed.
- Leads should be without knots and joins, of the correct length for the equipment being used and not allowed to trail.
- Electrical appliances should never be connected to lighting circuits.
- All items of equipment must be properly maintained and regularly serviced.
- All equipment should be switched off when not in use and portable equipment disconnected.

## 3. CODE OF PRACTICE: ART ROOMS

### 3.1 Identification of areas of risk

Sharp knives, lino tools, pins & needles	Burns from glue gun, kiln, wax boiler
Dangerous tools: pliers, wire clay cutter	Staple gun
Damage to clothing from paint, dye	Photographic chemicals, pottery glazes
Fumes from glues etc	Potter's wheels (manual & electric)
Kiln	

### 3.2 Control of risks

- The teacher should give explicit instructions on how to handle equipment safely.
- Pupils should never walk around with sharp tools or dangerous equipment in their hands.
- Pupils are never to use sharp instruments, tools or equipment unsupervised. The manual potter's wheel, electric potter's wheel and pug for recycling clay are to be used only under strict supervision.
- A protective overall should be worn when it is necessary to protect clothing from paint, dye, etc.
- No food or drink is to be consumed in the Art rooms.
- Care must be taken to avoid cutting the fingers when using a knife or lino tool. The hands and body should always be behind the direction of cutting. Pupils must never point with a knife or lino tool and must always use them for the purpose for which they were intended.

- Glue must only be used in a well-ventilated area. Care should be taken with the hot glue gun.
- The wax boiler for Batik, the domestic iron and the staple gun should only be used by pupils under strict supervision.
- Any photographic materials and pottery glazes used should be handled with care and the manufacturer's instructions closely followed. All chemicals must be kept in clearly labelled, sealed containers. Chemicals must only be mixed in accordance with the instructions.
- The pottery kiln is out of bounds to pupils at all times and signs should be displayed to this effect.

## 4. CODE OF PRACTICE: DESIGN TECHNOLOGY ROOM

### 4.1 Identification of areas of risk

Damage to eyes	Electrical equipment, trailing flexes
Machinery - fingers, hair, etc	Glue fumes
Sharp tools	Dust
Hot or sharp waste from machines	Loose clothing

### 4.2 Control of risks

- Safety is the most important aspect of all Design Technology lessons.
- All products which have high risks associated with their use should be stored in a locked cupboard.
- All pupils should wear appropriate protective clothing such as an overall, face mask or ear protection when necessary. Eye protection to EN166 should be provided.
- Loose clothing such as ties must not be worn as this may become entangled in machinery
- Jewellery should not be worn and long hair must be tied back.
- Pupils should be instructed that gangways are kept clear and not obstructed.
- A first aid kit should be provided in the workshop.
- Suitable fire extinguishers should be readily available.
- Pupils should be taught how to use hand tools safely.
- All machinery must be fitted with appropriate guards and pupils should be instructed in the correct use of the guard. All floor-fixed machinery should be fitted with knee/foot stops.
- Pupils should be instructed in the safe use of machinery as appropriate to their needs, including the purpose and use of the emergency stop buttons.
- Equipment should only be used by one pupil at a time.
- All machines and electrical equipment are visually checked half-termly and fully tested each year. Items damaged or deemed to be unsafe should be removed or rendered inoperable until a safe repair has been carried out.
- No member of staff other than Design Technology staff should use the machinery, except with the direct permission of the Headmaster.
- Warning signs should be displayed to indicate high temperatures, toxic materials or flying particles.
- Accidents are dealt with by the Housekeeper in an appropriate manner and recorded.

## 5. CODE OF PRACTICE: SCIENCE ROOMS

### 5.1 Identification of areas of risk

- Chemicals - poisoning, skin & clothing damage
- Radiation
- Infection from biological hazards, eg AIDS • Mercury poisoning
- Burns
- Explosions

### 5.2 Control of

#### risks General

#### Requirement

#### s

- Gas fumes
- Electrical
- Chemical fumes
- Animals & plants

- Broken glass
- Fire
- Eyes - chemical splashes
- 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 also have a specific duty to be familiar with this safety policy and its updates and the safety texts to which it refers.
- Staff practice must set a good example to pupils and must be consistent with pupil laboratory rules.
- Staff must be familiar with emergency drills and be familiar with the location in each science room of the escape route, fire-fighting equipment, nearest first-aid box, eye wash, main gas tap and mains electricity isolating switch.
- Laboratories must always be left in a safe condition. All gas taps should be completely turned off and all mains-operated apparatus switched off. Science laboratories should be locked when not in use and should not generally be used by teachers who are not scientists.
- Eating, drinking and smoking are not permitted either in the laboratories or the preparation room unless permission is granted by a member of the science staff.
- At the beginning of each school year, teachers must ensure that their classes are familiarised with the pupil laboratory rules, with copies issued to them if necessary. Teachers must continuously enforce these rules, reminding pupils of them often enough for them to become routine.
- In general, pupils must not be left unsupervised in a laboratory. Staff wanting to leave a class briefly must decide whether this is safe, perhaps arranging for temporary supervision by another member of staff.
- Lesson preparation should be adequate and include checking on risk assessments and other safety precautions where necessary. Teachers should explain precautions to pupils as part of their safety education. It is good practice to indicate safety precautions and restrictions on pupil worksheets, schemes of work, etc.
- If, for any reason, safety cannot be maintained during certain practical work, the work must be modified or abandoned.
- Teachers are responsible for ensuring that technicians are familiar with any hazards and the appropriate precautions which might be encountered in preparing equipment for their lessons and in clearing the equipment away.
- After use, all chemicals and equipment should be cleaned and returned to their proper place.

### **5.3 Specific Requirements 5.4 The Control of Substances Hazardous to Health (COSHH) Regulations 2002**

These regulations require employers to carry out risk assessments before employees and others use or produce substances considered as hazardous to health, such as micro organisms and those classified as toxic, corrosive, harmful or irritant.

Science staff should refer to the following texts:

Topics in Safety and Safeguards in the School Laboratory

Association for Science Education: Tel 01707-267411;

Laboratory Handbook and Hazcards

Consortium for LEA Provision of Science Services (CLEAPSS):

Tel 01895-251496.

Staff must carefully consider the potential risks of using substances hazardous to health and be sure that practice is consistent with published precautions and restrictions. Any member of staff who has doubts about the correct procedure for using a hazardous substance should consult the CLEAPSS School Science Service (01895-251496).

Staff should note that the COSHH Regulations require the annual testing of fume cupboards.

### **Mercury Spillage**

If any mercury is spilt, great care must be taken to retrieve all of it, see Mercury - How to Handle it and Clear up Spillage (L144A), CLEAPSS.

### **Electrical Hazards**

There is risk of a shock in handling any mains electrical wiring or equipment. No electric apparatus, lead or connection should be touched with damp or wet hands or when standing on a wet surface. Low voltage should be used whenever possible and no pupil should use supplies with more than 40v on open terminals.

For further information, see Topics in Safety (ASE), Chapter 3 and Laboratory Handbook (CLEAPSS), Section 6.

### **Experiments on Pupils**

Pupils must not be pressured into taking part in any experiment on themselves. Before conducting any procedures outside the range of everyday experience, all the necessary precautions must be fully explained to the pupils involved. Any pupil medically excused normal PE activities should not take part in any practical study of the effects of exercise on respiration, pulse, etc.

### **Blood Sampling**

The leaflet AIDS: Some Questions and Answers (DES, 1987) is emphatic that the practice of taking blood and cell samples during science lessons should be discontinued.

### **Transmissible Diseases**

No material likely to introduce pathogenic organisms should be brought into schools unless adequate precautions are taken to remove the risk of infection. No British wild mammals or birds, dead or alive, should ever be brought into school; they are verminous and many species carry diseases transmissible to man such as Weils Disease . .

### **Animals and Plants in School**

The DES Administrative Memorandum 3/90 Animals and Plants in Schools: Legal Aspects offers a useful summary of the laws and regulations covering all aspects of work with animals and plants in schools. See also Section 14 of the CLEAPSS Laboratory Handbook.

### **Carcinogens**

Comparatively few carcinogenic chemicals are likely to be met in schools. Full information can be found in the DES Administrative Memorandum 3/70 Avoidance of Carcinogenic Aromatic Amines in Schools and other Educational Establishments.

## Radiation

The effects of radiation damage are not immediately apparent and the young are particularly susceptible to genetic damage. Instructions and guidance are contained in the DES Administrative Memorandum 1/92 The Use of Ionising Radiation in Education Establishments in England and Wales.

## 5.5 Emergency Procedures

### Fire

Science staff must follow the normal school procedures in case of fire. However, their work involves extra hazards. Specific advice is given in Topics in Safety (ASE), Chapter 14 and in Section 4 of the CLEAPSS Laboratory Handbook.

### Injury

Science staff must follow the normal school procedures in cases which require first aid. They must be aware of the location of First Aid Boxes and also be aware of any procedure to be followed after a laboratory accident whilst waiting for assistance. Each laboratory should have a bottle of eyewash liquid for washing eyes suffering from chemical splashes. See Section 5 of the CLEAPSS Laboratory Handbook.

## 5.6 Laboratory Rules for Pupils

- No pupil is allowed to enter a laboratory without his or her teacher. Classes must wait outside the laboratory until told to enter by their teacher.
- The preparation room is out of bounds at all times.
- The gas taps, water taps and electricity sockets may be touched only when you are told to use them.
- You must never touch any scientific apparatus or equipment in the laboratories without the permission of your teacher.
- You must never open any drawers or cupboards unless you are asked to do so by your teacher.
- Outdoor clothing must not be brought into the laboratories.
- All benches must be kept clear of bags, books, etc, especially during practical work.
- Solids must not be put in sinks. Any solids which accidentally fall into sinks must be removed at once and placed in the waste bin. Broken glass is almost invisible in water - it must never be put in either the sink or the normal waste bin. A special container is supplied for broken glass.
- All accidents, however small, must be reported to the nearest teacher immediately. It is the responsibility of each individual to avoid accidents. All breakages must be cleaned up and all spillages must be wiped up by the person concerned.
- You must not try out any experiments on your own unless each one has been approved by your teacher.
- You must not take away any materials of any kind from the laboratory.
- **Laboratories can be dangerous places. If you prove yourself to be untrustworthy or behave foolishly and so endanger yourself or others, or if you interfere in any way with equipment or apparatus being used by another pupil, you may be banned from using the laboratories for a period of time, or even permanently.**

## 5.7 Laboratory Safety Precautions for Pupils

- Chemicals should never be tasted and should be smelled only with the greatest caution. Eating and drinking are forbidden in all science rooms.
- Never lean over Bunsen burners, either lit or unlit, because their flames are often difficult to see. Bunsen burners should be turned off when not in use.
- Always use only small quantities of chemicals.

- When heating anything in a test tube, never point the mouth of the tube towards yourself or anyone else.
- In case of any accident involving strong acids or alkalis, wash immediately with plenty of cold water before reporting the accident.
- Long hair must be tied back and safety goggles must be worn when carrying out any chemical reactions. Attention must also be paid to other safety measures, such as the wearing of laboratory coats, protective gloves and suitable footwear.
- At the end of a practical session, all pupils must wipe their benches, rinse chemicals from used apparatus, then return the equipment and wash their hands. All waste solvents and other flammable liquids must be placed in the container provided and must not be poured down the sink.

## **6. CODE OF PRACTICE: ICT ROOMS**

### **6.1 Identification of areas of risk**

Electrical, trailing flexes

Eyestrain

### **6.2 Control of risks**

No magnets or magnetic substances are to be brought into the ICT room.

A CO<sub>2</sub> fire extinguisher should be available in the event of fire.

Every piece of equipment in use should be connected to its own switched socket.

Nothing should be placed directly on top of any part of a computer.

All cabling between computers and peripherals should be kept as neat and tidy as possible.

No food or drink should be brought into the ICT room.

Pupils are allowed to use the ICT room only under the supervision of a member of staff, unless express permission has been given by the Headmaster or Deputy Head. The outer door should be kept locked when staff are not in attendance.

Users should have a five-second focus break every five minutes and a five-minute task break every 45 minutes. No disks, printer paper or rubbish should be left lying around.

No equipment known to be faulty should be used and the fault should be reported to the teacher in charge.

## 7. CODE OF PRACTICE: PE/GAMES

### 7.1 Identification of areas of risk

Slipping, falling, tripping

Physical injury

Incorrect use of equipment

Pupils' medical conditions

Hard balls, bats, clubs, etc

Sharp objects on the playing fields

Exposure to the sun

Flying objects: balls, javelins, etc

Drowning

Travel off-site

### 7.2 Control of risks

- The teacher in charge should always give explicit instructions on how to handle equipment and apparatus safely.
- All equipment and apparatus should be regularly inspected and in good order.
- Pupils should be taught how to take part in each activity safely, within the rules of the activity. They should also understand the importance of adequate warming up and muscle stretching before taking part in sport.
- Pupils should be given clear instructions as to appropriate behaviour and procedures in the changing rooms. Staff should be on hand to deal with any hazards.
- Pupils taking part in sport must always wear the correct clothing and footwear, including gum shields and other protection. Long hair must be tied back and no jewellery (rings, earrings or watches) may be worn.
- The games field should be checked regularly by grounds staff for any objects which might cause injury. PE/Games staff should carry out further checks prior to use.
- The grounds staff should aim to maintain the surface of the pitches and tracks in such a way as to minimise the risk of injury from holes, subsidence or surface flooding.
- Goal posts and crossbars should be checked regularly to ensure they are securely fastened by the use of goal anchors. The sandpit should be checked before use for glass and any object which might cause injury, and the pit should be dug regularly.
- Hedges, trees and bushes should be trimmed so as not to become a hazard to people's eyes.
- Staff should be aware that pupils may on occasion have excessive exposure to the sun. Pupils should wear hats in these circumstances and opportunities taken for periods of instruction in the shade.
- Pupils must be taught to throw a javelin, shot or similar object in a safe manner, including carrying, throwing and retrieval. The risks involved should be brought to pupils' attention on a regular basis.
- Pupils should take responsibility for handing any medication, such as inhalers, to staff for safe-keeping prior to any physical activity, whether or not it is likely to be needed.

### 7.3 Swimming Pool

- The swimming pool may only be used by pupils under the supervision of a member of staff. Two members of staff must be present at all times and the staff-pupil ratio for supervision should be 1:20 or better for seniors, 1:10 or better for juniors and infants.
- No-one should ever swim alone in the pool.
- Strict supervision and discipline are essential. The teacher's responsibility is to ensure that the safety precautions are clear and are understood by the pupils who should be constantly made aware of them.

- Pupils must never be allowed to run along the side or jump into the pool near other swimmers.
- The rescue aids should be available at all times.
- The pool area should be locked up after use.
- For out-of-hours use specific training in water testing and the Normal Operating Procedure and Emergency Action Plan is required. Upon successful completion, a key to the padlock is issued.

#### **7.4 Minibus/coach travel off-site**

- No more than the statutory maximum number of pupils may be taken in a minibus or coach. No standing is allowed, nor 'doubling up' of pupils on seats.
- Particular care should be taken when pupils are entering or leaving the vehicle.
- All passengers must wear seat belts at all times.
- It is essential that all doors are checked to be securely closed before commencing any journey.
- The pupils should be asked to clear out any litter or rubbish after using the vehicle.
- A weekly safety checklist must be completed

ALL SPORTING ACTIVITIES SHOULD COMPLY WITH ANY GUIDELINES ISSUED BY RELEVANT NATIONAL SPORTING BODIES.

## 8. CODE OF PRACTICE: FOOD TECHNOLOGY ROOMS

### 8.1 Identification of areas of risk

Burns from cookers and hot pans and dishes	Mixing machine
Electricity	Food processor blades
Microwave radiation	Knives - use & storage
Food poisoning	

### 8.2 Control of risks

- All pupils should be taught the good practices of food hygiene and safety regulations. Strict safety and hygiene codes should be observed before and during lessons.
- A first aid box is provided.
- Suitable fire extinguishers are readily available.
- All machines and electrical equipment should be checked termly. All items which are damaged or deemed to be unsafe should be removed or rendered inoperable until a safe repair has been carried out.
- Microwave ovens should be checked once a year for leakage.
- Staff should ensure that refrigerators and freezers are operating within their safe temperature ranges. 'Use by' dates on perishable foods stored in the refrigerators should be checked daily.
- Food processor blades and other sharp tools and implements should be stored in a safe place and should be used by pupils only after appropriate training and initial supervision.
- All pupils must wear appropriate protective clothing at all times. Jewellery should not be worn and long hair must be tied back.
- Hand-washing facilities, a nail brush and disposable paper towels are provided. Covered waste bins are emptied and cleaned on a daily basis.
- Accidents should be dealt with in an appropriate manner and recorded.

Key:

HM	Headmaster	Sc	Head of Science
DH	Deputy Head	IT	ICT teacher
HJ	Head of Juniors	PE	Head of PE
HI	Head of Infants	DT	Design Technology teacher
		LM	Bursar
		CT	Caretaker

## 9. AREAS OF RESPONSIBILITY

### Hillingdon House

Basement CT

#### Ground floor:

Entrance hall & corridors CT

Stairs (x3) CT

Girls' toilets CT

Outside toilets CT

Staff toilet CT

Main office HM

Headmaster's study	HM	Art	Art teacher
Head's PA office	HM	FT	Food Technology
Storeroom (x3)	HM	teacher	
Servery	OM	Staff office	DH Art/
Medical room	OM	ICT room	IT Off
Mountbatten Hall	DH	ICT office	IT Adm
Senior classrooms (x3)	DH		Lock
Food technology rooms (x2)	FT	<i>Second floor:</i>	Cha
Locker rooms (x2)	DH	Corridors	CT
Science laboratory	Sc	Staff toilet (x2)	CT <b>Margaret Jones</b>
Science store rooms (x2)	Sc	<b>House</b> Accounts office (x2)	HM Infant
		classrooms (x9)	HI Archive store HM
		Boys' toilets (x2)	CT Uniform shops
		(x2) HM Girls' toilets (x2)	CT
<i>First floor:</i>			
Corridors	CT	Store rooms (x2)	OM Dis
Stairs (x2)	CT	Senior classrooms (x2)	DH Hea
Boys' toilets	CT	Learning support rooms (x2)	DH Boi
Guest toilet	CT	Music practice rooms (x4)	DH Play
Staff toilets & showers	CT	Music office	DH
Fire escape	CT	Music store	DH <b>Oth</b>
Resources room	HM	Drama store	DH The
Lost property	LM	Senior Teacher's office	DH Foy
Cleaners' store	CT	<b>Swire House</b>	The
Senior classrooms (x2)	DH	Entrance area & corridors	CT PE s
Senior library (x3)	DH	Stairs (x2)	CT Junior store
Music rooms (x2)	DH		HJ Toilets (x3) CT
Deputy Head's office	DH	French classroom	HJ
Staff common room	DH	Senior classrooms (x4)	DH Swimming
Staff work room	DH	pool PE DT room DT	Swimming
Staff kitchen	DH	changing rooms PE DT store DT	Pool
		boiler room CT	
Science laboratories (x2)	Sc	Junior library	HJ
Science prep rooms (x2)	Sc	Learning support	HI
Art room	Art	Tennis courts	PE
Playing fields	PE	<b>Jubilee House</b>	Main drive & exit drive
CT			
Entrance hall & corridors	CT	Playground/play areas	CT
Stairways (x2)	CT	Gardens & grounds	CT Boys' toilets (x2)
CT Greenhouse	CT		
Girls' toilets (x2)	CT	Caretaker's outbuildings	CT Disabled toilet CT Fuel oil
storage tanks (x3)	CT	Staff toilets (x2)	CT Caretaker's house CT
Junior classrooms (x8)	HJ		
ICT room	HJ		