

Health and Safety - Additional Information

Version	Author	Date	Changes Made
0.1	C. Bury	Nov 2018	First Edition
0.2	H. Brass	04/08/20	Updated Fire Evacuation Procedures
0.3	H. Brass	19/01/21	Updated Appendix 1 Accident Reporting procedures- accident book to be used. Appendix 4 – contractors – Site Support Officer responsible for areas. Updated Appendix 17 re security company – deleted.
0.4	H.Brass	03/02/21	Appendix 15 – details added regarding Covid-19.

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Appendix 1

Accident Reporting Procedures

In accordance with the Governors' accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses in the Accident Book, held in the Head of Operations office.

- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Principal, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc., must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

- Employee absence, as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR
- Incidents resulting in a student or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring.

The school will still be responsible for recording all work-related incidents which as a result has caused the persons to be absent from work for 3 days or more.

Appendix 2

Art

The Ladder School is committed to teaching all practical subjects in a safe way. This policy outlines the processes and procedures for ensuring safe working in Art.

Any activity taking place in practical rooms should comply with the recommendations of B.S.4163 2007.

Teaching staff are responsible for the maintenance of safe working conditions. They should anticipate potentially dangerous situations and act to prevent them from developing.

Staff should set an example in maintaining safe working and discipline within the classroom. Work needs to be well planned in order to prevent accidents.

Students must obey the school and classroom rules at all times and behave with thought and care when using materials and equipment.

COSHH

Substances used in the workplace should be assessed with reference to the Control of Substances Hazardous to Health.

Risk Assessment

- All practical activities must be assessed for risk, and safety measures used to keep the risks low.
- All risk assessment must be carried out before a practical activity is undertaken and the effectiveness of the risk assessment must be regularly monitored; if any new activities are to be undertaken, it is essential that a full risk assessment is carried out beforehand.
- The activity must not be undertaken until the risk assessment has been completed and recorded.
- Risk assessment should form part of lesson planning if any dangerous substances are to be used.
- Alternatives to hazardous substances should be sought.
- Suppliers of substances covered by COSHH regulations will supply details in order to assist risk assessment.

Room Safety

- All practical rooms must be locked when not in use
- Unsupervised students must not be allowed in hazardous rooms
- Staff are expected to leave workrooms in a safe condition;



- When starting a practical lesson, staff should check that rooms are clear, all thoroughfares and room exits are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken
- Fire doors must be unlocked and clear, only authorised staff are permitted to switch on the electricity and gas mains isolators. Students may not switch on these – not even under supervision;
- Students must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly
- Only one person may operate a machine or piece of equipment at a time.
- A specialist room may only be used for other curriculum activities if the person supervising the students understands room hazards in the room and can prevent them.
- Supply or cover teachers must be given information on the room hazards; this could be a laminated A4 sheet for the room explaining the location and operation of main services such as electrical isolators, any local hazards, and where help can be obtained. Cover teachers must not supervise practical work unless they are competent and experienced in the practical subject and understand the relevant safety procedures.

Safety Signs, Notices and Displays

Each workroom must have a set of safety rules and the fire procedure displayed clearly. Cautionary notices and signs must be displayed where appropriate.

Clothing

- Protective clothing such as aprons or overalls must be used in any ‘messy’ practical work, or where hazardous materials are being used.
- Do not use nylon or other plastic protective clothing in high-temperature work.
- People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts.

Eye Protection and Guards

- Eye protection must be used if there is any significant risk of eye injury in the work being carried out or observed. Do not overlook the risk when working with stretched materials.
- Eye protection must conform to BS EN166. Select the type of eye protection suitable for the practical work.
- Eye protectors must be kept clean and scratch free. They must be periodically washed in a mild household disinfectant.

First Aid

Each practical room must have easy access to a first-aid kit.



Storage

- Storage must be kept well organised and tidy. Large items should not be stored high, and proper stepladders or similar must be available for reaching high shelves safely
- Standing on benches, chairs, tables etc. is not permitted
- Sharp tools and utensils must be stored so that accidental contact with the sharp part is unlikely and they must be securely locked away when not in use
- All materials which are hazardous, for example they may be toxic, flammable or corrosive, must be clearly labelled. The labelling must state the material and the nature of the hazard(s)
- Keep all working quantities of these materials to a minimum
- Access to hazardous materials must be restricted to authorised staff only
- All hazardous materials must be stored away from direct access by students
- Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom.

Shelving

- Make regular checks to ensure that shelving is in a safe condition.
- Shelves must not be overloaded, and heavy materials must not be stored high up.
- Ensure that the shelf space is used sensibly with no items stacked precariously.
- Proper stepladders must be provided for access to shelving beyond easy reach from the floor.

Maintenance, Inspection and Testing of Equipment

Health and Safety law requires that equipment and machinery is maintained in a safe condition. To achieve this, equipment must be maintained, inspected and, where necessary, tested.

There are 3 levels of inspection, maintenance and testing of equipment which must be carried out. These are:

- A visual check by staff of equipment prior to its use or on a daily basis.
- A more formal visual inspection which should be carried out termly by staff. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.
- Formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually, or for LEV equipment, every 14 months.

Training Records and Certification.

- All practical work must be supervised by a suitably qualified teacher/associate member of staff

- It is every teacher's responsibility to ensure that his or her knowledge of Health and Safety is current.
- Any perceived training needs should be discussed with the Head of Operations/Line Manager.



Appendix 3

Asbestos

The asbestos register is held in the Head of Operations' office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

The school's asbestos monitoring is the responsibility of the Head of Operations/Site Support Officer.

The school shall ensure:

- The asbestos log is maintained and that any changes are acted upon.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials on site will be carried out and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head of Operations/Site Support Officer.

Any damage to materials known or suspected to contain asbestos should be reported to the Head of Operations who will contact the relevant agencies.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Head of Operations.

Appendix 4

Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to school office/ reception where they will be asked to sign the visitor's book/tablet and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Site Support Officer is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work.

School Managed Projects

Where the school undertakes projects direct, the Governing Body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the Head of Operations who will ensure that consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM* regulations will apply.

To ensure contractor competency the school will use recommended contractors.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

* CDM refers to the Construction (Design and Management) Regulations 2015 and apply to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500-person days of work. In addition, 2 specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed. In such instances it is recommended that an agent be used to work on the school's behalf.

Appendix 5

Design Technology - Food

The Ladder School is committed to teaching all practical subjects in a safe way. This policy outlines the processes and procedures for ensuring safe working in D and T Food rooms.

Any activity taking place in practical rooms should comply with the recommendations of B.S.4163 2007.

Teaching staff are responsible for the maintenance of safe working conditions. They should anticipate potentially dangerous situations and act to prevent them from developing.

Staff should set an example in maintaining safe working and discipline within the classroom. Work needs to be well planned in order to prevent accidents.

Students must obey the school and classroom rules at all times and behave with thought and care when using materials and equipment.

Every student, on first entering a workshop (and at intervals thereafter), must be instructed on the rules of behaviour including such matters as:

- Avoiding pranks, carrying and handling equipment, tidiness, and the necessity for quiet and orderly movement.
- Not to stand too near other students operating equipment, never to operate equipment unless told to do so and the purpose of controls and protective clothing.
- There should be appropriate warning notices on relevant equipment and they be prominently displayed in food room.

COSHH

Substances used in the workplace should be assessed with reference to the Control of Substances Hazardous to Health.

Risk Assessment

- All practical activities must be assessed for risk, and safety measures used to keep the risks low.
- All risk assessment must be carried out before a practical activity is undertaken and the effectiveness of the risk assessment must be regularly monitored; if any new activities are to be undertaken, it is essential that a full risk assessment is carried out beforehand.
- The activity must not be undertaken until the risk assessment has been completed and recorded.



- Risk assessment should form part of lesson planning if any dangerous substances are equipment.

Preparation

- Wash Health and Safety beforehand.
- Don't lick fingers while cooking.
- Ensure that equipment is clean, and tables sterilised before use.
- Cooked foods must be kept separate from raw foods.

Cooking

- Students must be supervised at all times.
- The correct temperature must be used for cooking.
- Correct Health and Safety procedures and correct equipment must be used when handling hot food.
- Food or boiling liquids cooking on the hob must not be left unattended.
- Cool foods quickly unless the recipe says otherwise.

Cleaning up

- Washing up must be carried out safely (no sharp knives to be placed in the sinks)
- All food rubbish must be put in black plastic sacks and tied up.
- Cookers must be cleaned after use.
- Tables should be sterilised.

Eating the food or transporting it elsewhere

- Food should be put in a clean container with a lid.
- Food should not be left out in school uncovered.

Students must inform the teacher if they are intolerant or allergic to certain foods or ingredients.

Room Safety

- All practical rooms must be locked when not in use.
- Unsupervised students must not be allowed in hazardous rooms.
- Staff are expected to leave workrooms in a safe condition.
- When starting a practical lesson, staff should check that rooms are clear, all thoroughfares and room exits are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken
- Fire doors must be unlocked and clear. Only authorised staff are permitted to switch on the electricity and gas mains isolators. Students may not switch on these – not even under supervision.



- Students must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly.
- Only one person may operate a machine or piece of equipment at a time.
- A specialist room may only be used for other curriculum activities if the person supervising the students understands room hazards in the room and can prevent them.
- Supply or cover teachers must be given information on the room hazards; this could be a laminated A4 sheet for the room explaining the location and operation of main services such as electrical isolators, any local hazards, and where help can be obtained. Cover teachers must not supervise practical work unless they are competent and experienced in the practical subject and understand the relevant safety procedures.

Safety Signs, Notices and Displays

Each workroom must have a set of safety rules and the fire procedure displayed clearly. Cautionary notices and signs must be displayed where appropriate.

Clothing

- Protective clothing such as aprons or overalls must be used in any 'messy' practical work, or where hazardous materials are being used.
- Do not use nylon or other plastic protective clothing in high-temperature work.
- People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts. Appropriate blue dressing should be worn.

Eye Protection and Guards

- Eye protection must be used if there is any significant risk of eye injury in the work being carried out or observed. Do not overlook the risk when working with stretched materials.
- Eye protection must conform to BS EN166. Select the type of eye protection suitable for the practical work.
- Eye protectors must be kept clean and scratch free. They must be periodically washed in a mild household disinfectant.

First Aid

Each practical room must have easy access to a first-aid kit.

Storage

- Food should be stored appropriately, either in cupboards, refrigerators or freezers, according to the labels on the food.
- Food should be wrapped and kept according to the sell-by date.



- Food should not be left out in school unless it is in use for a display (it must not be allowed to grow mould unless in a closed container).

Maintenance, Inspection and Testing of Equipment

Health and Safety law requires that equipment and machinery is maintained in a safe condition. To achieve this, equipment must be maintained, inspected and, where necessary, tested.

There are 3 levels of inspection, maintenance and testing of equipment which must be carried out. These are:

- A visual check by staff of equipment prior to its use or on a daily basis.
- A more formal visual inspection which should be carried out termly by staff. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.
- Formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually, or for LEV equipment, every 14 months.

Training Records and Certification

- All practical work must be supervised by a suitably qualified teacher/associate member of staff
- It is every teacher's responsibility to ensure that his or her knowledge of Health and Safety is current.
- Any perceived training needs should be discussed with the Head of Operations/Line Manager.

Appendix 6

Display Screen Equipment (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g.



admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use.)

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

Staff that meet the criteria given in the guidance of the above regulations are defined as 'users'. The Principal or nominated staff will be responsible for arranging the following to comply with the Regulations:

- Health and Safety training for 'users'.
- Assessment of workstations.
- Planning work to include breaks or changes of activity.
- Eye tests and the provision of special spectacles where these are required for display screen equipment work

Health and Safety and Computers:

- Students should not be connecting or disconnecting electrical equipment without adequate supervision.
- Staff should be aware of the dangers of epilepsy with flickering computer screens and make every effort to know of students who have experienced any problems (this information should be in their medical records). In addition, they should look out for any reaction within their lessons.
- Food and drink should not be consumed by students near the computers.
- Students should be reminded, whenever relevant, of the dangers of too many hours in front of a monitor.
- Bags should be kept away from the computers to avoid damage.
- Any problems with the equipment should be reported to the class teacher who should isolate the equipment and report the problem to the network manager.
- All electrical equipment is checked once a year under the electrical audit.
- All equipment must conform to Health and Safety Standards. In view of the fact that our students spend comparatively little time at a computer screen, we are not affected by the latest rulings on antiglare screen.

SEN students and computers:

- Some SEN students may be provided with individual equipment (identified on SEN Target student list). Teaching staff should liaise with the SEN department, when this is so, and ascertain the arrangements that have been set up with the student for printing.

- Where a student has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the student. Possible problems may be upstairs room, pressing several keys simultaneously.
- Staff should be aware that a poor performance academically does not necessarily imply a poor performance on the computers. Every student has the same right to access and development. Furthermore, a student who has a problem with presentation can be highly motivated by obtaining a computer printout.

Appendix 7

First Aid and Medication

First aid boxes are located at various locations around the school. The first aiders are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

First Aiders:

- The school has sufficient numbers of first aiders (includes First Aid at Work and Emergency First Aid). A list of first aiders is displayed in reception.
- The Principal will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.
- Drivers will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to hospital:

- If the first aider or Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Administration of medicines

All medication will be administered to students in accordance with the DfE document and the school Medication Policy.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_students_at_school_with_medical_conditions.pdf

The only medication kept and administered within school are those prescribed specifically for a student at the request of the parent/carer and with the consent of the SLT.

Records of administration of medicines will be kept by the Reception/Office Staff. No member of staff should administer any medicines unless a request form has been completed by the parent/carer. All medications kept in school are securely stored in Office/Reception with access strictly controlled.

Health Care Plans

Health care plans are in place for those students with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.). These plans are reviewed annually, and written precautions/procedures made available to staff. Staff undergo specific training related to health conditions of students



and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

Appendix 8

Fire Evacuation and other Emergency Procedures

The Principal is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Head of Operations' office and reviewed on an annual basis.

Fire Instructions

- These documents are made available to all staff and included in the school's induction process.
- An outline of evacuation procedures is made available to all contractors/visitors and are posted throughout the site.
- Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency Procedures

Fire and Evacuation

- Fire and emergency evacuation procedures are detailed below.
- These procedures will be reviewed at least annually.
- Emergency contact and key holder details are maintained by the School Head of Operations

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the fire log book.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- Ensure the alarm is raised before attempting to tackle a fire.
- Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.

Details of service isolation points (gas, water, electricity)

- Gas: Kiosk on side of building
- Water: Cupboard opposite Catering Room
- Electricity: Switch Room off Parent Meeting Room (off Reception)

Details of chemicals and flammable substances on site are kept by the Site Support Officer / Head of Operations as appropriate, for consultation.

Fire Evacuation and other Emergency Procedures

If you find a fire or one is reported to you:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They should then notify Reception Office (Ext: 3004) of the exact location of the incident.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- Ensure the alarm is raised before attempting to tackle a fire.

On hearing the Fire Alarm:

- All staff, students, occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing bell.
- The double-knock system means that the alarm will not sound around the building immediately but will be heard in the Vice Principal and Reception Offices. The member of staff in the office will check the fire alarm box panel to see which point has been activated. The radio will be used to contact the member of staff on duty and/or the Site Support Officer who will investigate the specific call point activated. The designated person will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- If the alarm is false, the call point will be reset by the member of staff with the white key and the panel reset. If the alarm is not false, the member of staff will radio Reception staff who will press the evacuate button on the fire alarm panel and evacuation procedure will commence.
- Reception staff will summon the emergency services (dial 999) as necessary.
- Reception staff will provide registers and visitor book/staff signing sheet for checking personnel.
- Staff will supervise/effect the evacuation of students/visitors to the designated assembly point(s).
- Staff not with students, visitors and contractors must leave the building by the nearest exit and report directly to a fire warden at the assembly point (**Vine Access Centre entrance**).
- Staff, students and visitors who evacuate through an exit that leads them to the front/ reception area of the school are to assemble in the main car parking area and then proceed to their nominated assembly point when the relevant access gates are unlocked by the Site Support Assistant.



Green Boxes

Green boxes in the following areas require a key as there is not a break glass:

Reception next to external door

Door into Reception from Main School (near Stairwell 1)

Stairwell 2 on all floors

**IMPORTANT: YOU MUST HAVE THE GREEN BOX KEY ON YOU AT ALL TIMES
– IF YOU HAVE NOT BEEN GIVEN A KEY OR YOU HAVE LOST THE KEY,
PLEASE NOTIFY HEAD OF OPERATIONS URGENTLY**

Assembly Point

- Public footpath outside the Vine Access Centre entrance.
- Students should leave in single file when instructed by the teacher in charge of the class. Students should then leave by the nearest available escape route. The last person to leave the classroom must close the door (**do not lock**). Students should walk in their subject/form groups and remain with their teacher at the assembly point.
- If a student is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.
- A calm orderly exit is essential
- Walk quickly – do not run or stop to collect belongings
- Ensure staff are stationed to cross students over the road quickly.
- On arrival at the assembly area students must stand in their form groups while staff perform a head count. Registers, visitor's book/tablet. will be taken out to the assembly point by the Reception/Office Staff. The result of this check must be reported to the relevant class teacher as soon as it is completed.
- Allocated Fire Wardens are responsible for ensuring corridors/buildings are cleared. Fire wardens should ensure that in the event of their absence, another member of staff is available to take over their duties.

Fire Warden	Area
Chris Bury	Ground Floor
Aishah Mahmood	First Floor
Sadiyah Ugharatdar	Second Floor
Ruth Williams	Road Crossing

All Fire Wardens should report to the Head of Operations that corridors/buildings are cleared.

- The Principal/ member of the Senior Leadership Team (SLT) will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade/ Principal/ member of the SLT.



- If the building cannot be reoccupied following an evacuation, the school Emergency Plan procedures will be implemented.

General Evacuation for People with Additional Needs

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

Visual disability

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the person's hand on their shoulder, on level surfaces they should take the member of staff's arm and follow them.

Hearing disability

People with a hearing disability should be escorted out of the building by staff.

Appendix 9

Inspection/ Maintenance of Emergency Equipment

Testing of the fire alarm system

- Fire alarm call points will be tested weekly in rotation by the Site Support Officer and a record kept in the fire log book. This test will occur on Tuesday morning.
- Any defects on the system will be reported immediately to the alarm contractor/ electrical engineer.
- A fire alarm maintenance contract is in place and the system will be tested periodically.

Inspection of firefighting equipment

- An approved competent contractor undertakes an annual maintenance service of all firefighting equipment. Weekly checks are carried out to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering.
- Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the approved contractor.

Emergency Lighting

These systems will be checked for operation monthly in house by the Site Support Officer and annually by an approved competent contractor.

Green Door Release Boxes

These will be tested regularly by the Site Support Officer.

Emergency Red Pull Cords

- These will be tested regularly by the Site Support Officers
- Test records are located in the site's fire log book.

Means of escape

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

Appendix 10

Flammable and Hazardous Substances

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (the COSHH Regulations).

Within subject's areas (science and food) the Subject Lead is responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishment's nominated person responsible for substances hazardous to health will be the Head of Operations.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.)
- Suitable personal protective equipment (PPE) has been identified and available for use.
- PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Radioactive Sources

The school follows CLEAPSS guidance L93 in Managing Ionising Radiations and Radioactive sources.

- Walsall Council's Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser. (RPA)
- The member of staff in charge of radioactive sources (RPS) is the Associate Assistant Principal who is responsible for ensuring all records pertaining to radioactive sources are maintained.

Appendix 11

General Hazards

Workplace accommodation standards are regulated by the Workplace (Health, Safety and Welfare) regulations 1999. It is the policy of the school to comply with the standards for cleanliness, overcrowding, temperature, ventilation and lighting that are detailed in these Regulations and Approved Code of Practice. Staff shall ensure that areas are not overcrowded, and that furniture and equipment is arranged to allow unobstructed passage to all areas and exit doors.

Under no circumstances should staff use tables, chairs or any other item of furniture to stand on to work at height. If a stepping stool or step ladders have been provided they must be inspected before each time they are used. A fully detailed risk assessment must also be completed and agreed with the Health and Safety group.

Ladders are not to be used without a fully completed risk assessment which has been agreed. Ladders are stored with the site staff and may only be used if that person has received the relevant training.

Students must not be asked to work at height under any circumstances.

In general, heavy items should be stored at waist level to reduce the risk of injury from falling and handling. Filing cabinet drawers shall not be overloaded and staff must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported on the relevant forms. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

Running is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Students' bags are not to be left in walkways or areas where they create tripping hazards.

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

No knives or similar items are allowed on site for whatever reason. Any student who is suspected of carrying such articles must be dealt with immediately.

Disposal of Waste Materials.

All waste material that could cause harm to any member of staff, student or other persons should be properly packaged to prevent injury and disposed of (for example all glass should be wrapped in newspaper and securely taped).

Hazardous materials such as chemicals require specialist disposal (Site Staff should be contacted).

Appendix 12

Health and Safety Information and Training

Consultation

The school's health and safety committee meet twice a term. The school Governing Body meets once a term to discuss health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by school management.

The Health and Safety Law poster is displayed in the Reception area.

Elite Safety in Education provides competent health and safety advice for the school.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by their line manager.

The Principal is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Training records are held by the administration team. Head of Operations is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Principal will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Vice Principal/Assistant Associate Principal's/ line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.



Appendix 13

Health and Safety Monitoring and Inspection

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Head of Operations.

Monitoring inspections of individual departments will be carried out by the subject lead/teacher or nominated staff.

The person(s) undertaking such inspections will complete a report in writing and submit this to the Principal. Responsibility for following up items detailed in the safety inspection report will rest with relevant line manager/Head of Operations.

A named governor will be involved/undertake an inspection on an annual basis and report back to both the relevant sub-committee and full Governing Body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

Appendix 14

Induction Procedures

All new Staff to the School will be required to be involved in an induction process. This will cover many topics and the school's relevant policies and procedures. This will include:

- Accident reporting (RIDDOR and other in-house requirements)
- Administration of medication.
- Care and control of students
- Child protection issues – identification of SENCO.
- Cleaning, reporting failures and inadequacies.
- Dealing with drug related incidents
- Disability, sex and race discrimination policies.
- Discipline of students.
- Emergency procedures
- Employee facilities including toilets, medical room and drinking water.
- Employers Health and Safety statement.
- Environmental concerns – heating, lighting, furniture etc.
- Equipment instructions – generally made available on or near equipment.
- Fire safety and fire drill.
- First Aid – identification of first-aiders, position of first aid kits.
- Good housekeeping – tidy workspaces etc.
- Identification of Health and Safety representatives and committee structure.
- Off-site activities – risk assessment required.
- Risk Assessment – reporting and recording process.
- Safe Handling.
- Safe routes to school.
- Safety signs.
- Security and personnel protection – internal communication.
- Sickness and absence policy.
- Stress.
- Use and safety of PE equipment.
- Use of personnel protective clothing.
- Work experience.



Appendix 15

Legionella

The school complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A legionella water risk assessment of the school has been completed by NANT. The Head of Operations is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control log book. The Head of Operations will be responsible for undertaking basic operational controls in lieu of a Legionella water risk assessment being conducted by NANT.

This will include:

- Identifying and flushing rarely used outlets on a regular basis and after school holiday periods.
- Disinfecting/descaling showers, or other areas where water droplets are formed at least termly.

Coronavirus Disease – COVID-19

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems, such as, cardiovascular disease, diabetes, chronic respiratory disease and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus and how it spreads.

Protect yourself and others from infection by washing your hands, or using an alcohol based rub, frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow). Up to date advice can be found <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Appendix 16

Lettings/Shared use of premises

Lettings are managed by the Head of Operations following guidance laid down by Governors.

Prior to any agreement for letting out of the school premises/equipment a written contract detailing the terms and conditions must be signed by the hirer.

Information will be given to the hirers regarding the emergency procedures.

The hirer is responsible for ensuring they have sufficient first aid arrangements in place.

Appendix 17

Lone Working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain a senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the child/family being visited.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable".



Appendix 18

Moving and Handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items unless they have received training and/or equipment to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Head of Operations and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

All staff who move and handle students have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

All moving, and handling of students has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6-monthly basis by a competent contractor.

Appendix 19

New and Expectant Mothers

All the normal rules relating to risk assessment apply for expectant and new mothers though, because certain hazards present more significant risks for this group, the law requires employers to follow a slightly stricter regime of preventative or precautionary measures. The table below briefly summarises the main points. The same general principles apply in relation to students who are expectant or new mothers and, though the employer's legal duties do not specifically apply in such situations, our policy is that risks must be assessed. Appropriate precautions must be taken to protect people to whom we owe a duty of care.

Most of simple risks are already covered by advice based on generic risk assessments. However, there are circumstances in which the school must always undertake specific risk assessments; for example, when a member of staff notifies the school that she is pregnant. The school will produce a risk assessment specific to her. The law requires that adjustments are made to an employee's work and/or environment where these are necessary to ensure that the woman and the baby remain healthy and safe. These adjustments may have to be varied as a pregnancy progresses as the woman's capabilities and tolerances are likely to change. Remember that, even after giving birth, certain risks may still need to be controlled to ensure the safety of the new mother and, if she is breastfeeding, the safety of her baby.

In certain cases, it may be necessary to move the member of staff to alternative work or, in extreme cases, grant paid leave. If an employer fails to protect the health and safety of their pregnant workers, it is automatically considered to be sex discrimination.

Some risks (some chemicals, physical risks such as radioactive substances and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some occupations (school lab technicians, for example) give the school as much notice as possible so that adjustment can be made.

Principal/Line Managers must ensure they explain the matter to their female staff of childbearing age. It is important also not to exaggerate the risks, which are generally quite low in the school setting, to avoid creating unnecessary anxiety. The school will consult the CLEAPSS guidance for more specific advice on these issues.

Responsibilities

Risks to employed expectant and new mothers must be adequately assessed and controlled. Heads of departments will be responsible for carrying out risk assessments.

Appendix 20

Educational Visits

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our student's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all students at all times. Within these limits we seek to make our visits available to all students, and wherever possible to make them accessible to those with disabilities. The benefits to students of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Improved achievement and attainment across a range of curricular subjects. Students are active participants, not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. For example, encouraging students to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.
- Provide a wider range of experiences for our students than could be provided on the school site alone.
- Promoting the independence of our students as learners to enable them to grow and develop in new learning environments.

Residential activities

Students in the school will have the opportunity to take part in a residential visit.

How visits may be authorised



The principal will appoint a group leader to be responsible for running the activity. This will normally be a teacher employed at the school.

The school's educational visits coordinator will be involved in the management of off-site visits they will:

- Ensure that risk assessments are completed by using the EVOLVE on-line system and in the required timescales depending on the type of visit.
- Support the principal and governing body in their decisions on approval
- Organise related staff training
- Verify that all accompanying adults, including private car drivers, have had satisfactory Disclosure and Barring checks, and use approved coach companies.
- Make sure that all necessary permissions and medical forms are obtained
- Generic risk assessments are available on the EVOLVE system for staff to use where there is no need to carryout repeated risk assessments for example Local visits, use of minibus, coaches etc.
- The EVC will only approve a visit once they are happy all risks have been managed.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by OEAP National Guidance. All off-site activities must take place in accordance with the guidance given.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the principal before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, the principal will seek the approval of the governing body and inform the Emergency Planning Unit before permitting the activity to take place.

It is our policy that all students should be able to participate in educational visits. Where a student with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a student with disabilities. Any such adjustments will be included in the risk assessment.

Risk Assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?



- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, to carry out an on-site risk assessment. It is important to consider the probable weather conditions at the time of year proposed for the trip, and the group leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability about the age and any needs of the student's.

They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Principal/governing body will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be considered when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school and should be built into the overall financial arrangements for the visit itself.

An activity should have sufficient adults taking part to provide for adequate supervision in all cases. Exact ratios will be determined following a review of the risk assessment.

A risk assessment must also cover transport to and from the venue.

A copy of the completed risk assessment will be given to the principal (residential trips), the educational visits coordinator and all adults supervising the trip.

Transport

The costing of off-site activities should include any of the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the school has opted to pay for



Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business Insurance) of each driver covers such journeys and double-checking that each driver has been subject to the normal police checks.

The school makes a charge to parents if their children are transported by means of transport provided by the school. The charge covers the expenses of the journey only; we do not make any profit from this.

Communication with Parents

The parents of students taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a student can be involved in any off-site activities. This can be a one-off form at the start of the academic year (separate permission slips required for residential activities).

Funding for off-site activities is provided mainly by parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No student may be excluded from an activity because of the unwillingness or inability of the parent to contribute. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Principal deciding about the financial viability of the activity in reasonable time.

Further Health and Safety Considerations

All adults accompanying a party must be made aware, by the group leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a group leaves school, the school office should be provided with a list of everyone, students and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the group, and especially the students, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical

questionnaire returns and ensuring that students are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual student is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the principal the possibility of excluding that student from the activity.

More detailed guidance on procedures and requirements can be obtained from www.oeapng.info/

Visit Plan

The visit plan for intended educational visits must include the following:

- Risk assessment
- Report on preliminary visit
- Applications for approval of visit
- General information
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule
- Accommodation plan (if applicable)
- Full plan of activities
- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for party leaders
- Guidance for the emergency contact and Principal
- Medical questionnaire returns
- First-aid boxes



Appendix 21

Physical Education

Safe practice in physical education should be an integral feature of all aspects and in all phases of education, from the very early years of playgroup and reception through to adult, further and higher education.

Teachers and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element.

Young people should learn about the principles of safety as applied to themselves and to the care and well-being of others. This should be a planned and intentional aspect of the curriculum.

Comprehensive guidance and advice for schools and outdoor education groups is to be found in the following publication: 'Safe Practice in Physical Education and School Sport' published by the Association of Physical Education (formally BAALPE) <http://www.afpe.org.uk/> ISBN 1 902523 68 7

Duty of Care

In loco parentis forms the basis for duty of care which all teachers must operate when they have children in their care. This applies to all activities within the school curriculum, to extra-curricular activities during or outside normal school hours and whether undertaken on or away from school premises.

Risk Assessment

Hazards in PE are reduced through effective management, for example by balancing appropriate challenge and acceptable risk. The school has created and maintained a risk assessment for each PE work area.

Significant hazards and their control measures should also be included in "schemes of work" as appropriate.

The School ensures that stringent checks, including Disclosure and Barring checks, are made before allowing any unsupervised access to children. Refer to; 'Guidelines for Local Education Authorities, Schools and Colleges' in the use of 'Adults other than Teachers in Physical Education and Sport Programmes', BAALPE.

Class Sizes in Physical Education

- In determining the size of teaching groups in physical education, Principals and teachers consider;
- Nature of the activity
- Age, experience and developmental stage of student/students



- Requirements of National Curriculum

General Health and Safety Issues in PE

Please note that The Ladder School will use third party facilities in the first instance to deliver the PE curriculum. Whilst we will follow these guidelines the equipment/apparatus will not belong to the school.

Manual Handling and Storage of Equipment

Where possible manual handling tasks should be avoided, or the risk of handling injury minimised by appropriate task design or the use of handling aids (e.g. trolleys). The layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised.

Apparatus Handling by Students

It is an integral part of the subject to involve students in apparatus handling, particularly in gymnastics and trampolining. However this must be carried out in such a way as to reduce risk to students as far as is reasonably practicable. The school has arrangements in place to enable students to learn how to handle equipment safely according to their age and strength. BAALPE guidance, pages 196 and 199 refer.

Inspection of Equipment

All facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment is inspected regularly.

The school decides with competent contractors to inspect PE equipment at least annually.

PE Staff carry out pre-use visual checks of equipment to identify obvious defects; this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.

Games posts are kept in good condition; lighter portable posts are secured to prevent them from falling over. Free standing posts are secured, and all posts are checked regularly.

Hazards and Equipment Defects

It is the responsibility of everyone in the PE department to inform the teacher in charge of any hazards, e.g. defects to equipment, so that appropriate action can be taken. If the teacher in charge considers a defect to be a significant threat to health and safety,

the equipment must be taken out of use until the defect has been remedied. Such equipment should also be labelled indicating that it is faulty and must not be used.

First Aid

The school has suitable numbers of first aid trained personnel. A travelling first aid kit and clear, effective procedures for contacting the emergency services is in place.

There are procedures to address the needs of injured students and the remainder of the group if anticipated, on visits away from school premises.

Incident Reporting

Any injuries to staff arising out of PE or school sports activities and those to students resulting in significant injury/first aid attention should be reported immediately.

It should be noted that accidents and incidents that happen in relation to curriculum sports activities and result in students being killed or taken to hospital for treatment are also reportable to the Health and Safety Executive (HSE).

Clothing and Footwear

This must be appropriate to the activity.

For indoor activities (dance, gymnastics etc.) it is not acceptable to work in socks alone because they do not grip the floor. Bare foot work is acceptable when floor conditions are suitable, for example smooth, clean and without splinters. If the condition of the floor does not allow bare feet, then soft soled plimsolls provide the best alternative. Clothing allowing freedom of movement appropriate to the activity should be worn. Personal Effects (Jewellery etc.)

Jewellery, for example watches, rings, earrings, bracelets, necklaces etc. (including jewellery worn through the ears, nose, eyebrows, lips and other exposed areas of the body) should not be worn whilst participating in PE lessons.

In addition, belts with metal buckles should not be worn and long hair should be secured as appropriate to the activity. Students should be consistently reminded of these requirements and a check carried out to ensure compliance before the activity begins.

The school includes a section in the prospectus outlining the school policy on this issue.

When ears, etc. are newly pierced studs and rings cannot be removed for a period of around four to six weeks while the piercing heals. In such cases BAALPE guidance should be followed, for example:

- All personal effects should be removed; if they cannot be removed, the adult in charge should act to make the situation safe (e.g. adjust the activity for the individual student or group); if the situation cannot be made safe, the individual student should not actively participate.
- Some students may need to wear personal effects such as glasses or hearing aids. In these circumstances, the adult in charge should determine whether it is more hazardous for them to actively participate wearing such items, both in terms of their own safety and that of the other students.
- Taping over ear studs is sometimes used to make the situation safe. However, the adult in charge should be confident that this strategy will be effective.
- Teachers must not remove or replace earrings. They cannot be responsible for the consequences of removing or replacing earrings. Parents cannot transfer this responsibility to teachers.

Clothing

For all physical activities students must be suitably dressed to ensure their safety at all times, for example, when using climbing equipment hazards can arise from unfastened coats, woollen gloves, scarves, ties.

Appropriate footwear must be worn. Hazards arise from - slippery soles, open toed and sling back sandals, heels and untied laces.

Appendix 22

Premises and Work Equipment

Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept by the Head of Operations/Site Support Officer.

The Head of Operations is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted.

All staff are required to report any problems found with plant/ equipment to the Head of Operations. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Gas Safety

All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor.

Air Conditioning Units

All Air Conditioning Units will be inspected and tested on an annual basis by an approved contractor.

Smoking

The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required and carried out by a qualified competent person.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

Appendix 23

General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching and premises) will be co-ordinated by Elite Safety in Education.

The risk assessments are held centrally in a shared work area, and a hard copy will be kept in the Head of Operations' office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/student are held on that person's file and will be undertaken by the relevant line manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant subject teachers using the relevant codes of practice and model risk assessments developed by national bodies.

The school has a subscription to CLEAPSS, in Science and DT their publications can be used as sources of model risk assessment.

In addition, the following publications are used as sources of model risk assessments:

- [BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [Safeguards in the school laboratory 11th edition, ASE 2006 <http://www.ase.org.uk/>]
- [Topics in safety, 3rd Edition ASE 2001]
- National Society for Education in Art and Design (NSEAD)
- <http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and School Sport' Association of PE 'AfPE' <http://www.afpe.org.uk/>



Appendix 24

Science

This Science Health and Safety Policy should be read in conjunction with the school's general Health and Safety Policy and the arrangements for implementing that policy in this school. The purpose of this document is to record the arrangements made in the Science to implement the policy in accordance with any Code of Practice or Guidance issued by the employer.

This document is maintained by the Associate Assistant Principal. It is kept available for consultation by Science staff and for inspection by visiting HSE inspectors or a representative of the employer. A copy of this document has been placed in the school prep room 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 and safety representatives for their members and their right to require a safety committee to be set up in the school. The Science staff will cooperate with any union health and 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.

General Aims

It is the duty of all Science staff, for example teachers, staff who work in science occasionally and other support staff to:

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

Duties and Functions/Tasks

The employer, The Ladder School (Mercian Trust), has the ultimate duty to ensure the health and safety of employees and others on the site. The task of overseeing health and safety on this site has been delegated by the employer to the Principal.

Within the Science, this task is further delegated to the Associate Assistant Principal who has the particular function of maintaining this policy document.

Risk Assessments

Every employer is required under various regulations to supply employees with a Risk Assessment before any hazardous activity takes place. (Hazardous activities,



common in Science departments, are listed in the publications. Because it is impracticable for the employer to write risk assessments for each of the many activities in school Science, this employer follows the HSE recommendation to adopt published 'model' or 'general' risk assessments, which school Science departments adapt to their local circumstances.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special 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 used, for example, length, width and height, availability of services and whether or not the ventilation rate is good or poor
- Any substances possibly hazardous to health with concentrations of solutions
- The quantities of substances hazardous to health likely to be used;
- 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 not deviate from it, unless their proposed activities have been agreed with the Associate Assistant Principal.

Staff should also ensure that they undertake a risk assessment for every lesson making use of the agreed risk assessment grid:

Risk Assessment Grid

Risk Level	Activity	Materials and Procedures	Group Size and Venue	Group Dynamics
1	Practical activity within the everyday experience of the individual	Physical, Chemical and Electrical hazards within the everyday experience of that particular age group and ability range	Small group with adequate working area.	Well behaved, mature group
2	Outside the everyday experience of the individual but tasks have familiar aspects	Physical, Chemical and Electrical hazards similar to those encountered in the day-to-day routines of the particular age group and ability range	Large group with adequate working area	Generally well behaved. Most of group have a mature attitude
3	Outside the everyday experience of the individual, sufficient training/demonstration given	Physical, Chemical and Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, COSHH and Electricity at work regulations, but are not specifically mentioned in the Hazcards or laboratory manuals	Small group with restricted working area	Group requires strict classroom management. Will act appropriately when reminded or cautioned
4	Outside the everyday experience of the individual, training given for certain aspects only	Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, COSHH and Electricity at work regulations and are mentioned specifically in either the Hazcards or laboratory manuals	Large group with restricted working area	Group with many discipline problems. Some members lack maturity and respond slowly to the warnings and sanctions
5	Outside the everyday experience of the individual, no training given, or	Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, and are mentioned specifically in either the Hazcards or Laboratory manuals and have a high level	Insufficient work space. Room too small for the group size, and/or not	Badly behaved, immature group



	the individual is not able to retain satisfactorily instructions or information given	of associated risk e.g. concentrated acids, heating to high temperatures	furnished appropriately	
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- Select the descriptor that matches the lesson being planned for each category.
- Add the values of each descriptor to give a Risk Assessment total.
- Refer to table below for decision.

Low Risk 4 - 6	Medium Risk 7 - 12	High Risk 13 - 16	Caution 17 - 20
The possibility and nature of an accident occurring are not substantially different to those encountered in everyday experience.	The hazards encountered are outside the groups' experience but adopting principles of safe practice should bring them to an acceptable level.	Individuals in a group may need special handling. Extra emphasis must be placed on classroom management and safety protocol.	Would this be safer as a demonstration? Could the same point be taught another way? There could be serious consequences if an accident results.

Electrical Testing

To meet the requirements of the Electricity at Work Regulations 1989, this employer requires portable electrical equipment to be inspected and tested regularly. The Site Support Officer has the job of seeing that this happens within Science.

This work will be carried out by both an external contractor and the Site Support Officer using a proper earth-bonding and insulation test set. For details/schedule to be completed. The data is stored and is available for staff reference and for inspection by the employer's representative or an HSE Inspector.

All staff should visually inspect any electrical equipment before use.

Gas Cylinders

An annual inspection and safety check is carried out by BOC.

Animals, Plants and Microorganisms in Schools

The hazards associated with the use of animals, plants and microorganisms are discussed in texts listed in, which also give advice on controlling them. This advice will be followed, and any queries referred to the Associate Assistant Principal.

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 1998). 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 or are receiving special training is labelled accordingly. Any user who discovers a hazardous defect in an item of equipment must report it to the Site Support Officer.

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 1992). Prescription safety spectacles are to be ordered from any optician and the employer will meet the extra cost of the safety features. Laboratory coats are supplied by the employer and laundered by the school.

The employer expects eye protection to be available for students and visitors. Goggles or face shields to chemical splash standard are worn whenever there is a risk to the eyes. The condition of the eye protection is checked regularly.

Chemicals

Offers of gifts of chemicals are viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included. The task of arranging safe storage of chemicals, including highly flammable liquids, is given to the Site Support Officer who will see that labels are readable and that a spill kit is to hand and properly replenished, the Associate Assistant Principal would advise on this.

Hazardous activities involving chemicals restricted to those who have received or are receiving special training are identified as part of the risk assessment.

Manual Handling

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 1992). Manual-handling operations will be assessed by individual staff before attempting them. Problems will be reported to the Principal.

New and Expectant Mothers Taking Part in School Science

Please refer to the CLEAPSS sheet PS13. All science staff issued with this document.

Security

Access to laboratories and preparation rooms will be controlled to comply with the Management of Health and Safety at Work Regulations 1999. All preparation rooms and store rooms are to be kept locked at all times except when in use. All laboratories

which are left open are cleared of all hazards, including shutting-off all services when supervision by a qualified Science teacher comes to an end. No class is allowed to carry out practical work in a laboratory without supervision by a qualified Science teacher, familiar with the departmental safety procedures. In the unusual circumstance of any non-Science staff being required to lead practical work, adequate training in laboratory rules will be provided. *Please note we do not currently have a full laboratory.*

Concern for Others

All Science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed. Notice and permission required if entering chemical storage areas.

Outdoor Activities

When planning any field trips staff must consult one or more of the following: employer's code of practice, CLEAPSS Laboratory Handbook, Managing Out-of-classroom Activities, Geographical Association.

Local Code of Practice

Staff will follow instructions from the employer, whether temporary or long term as expressed in the employer's Code of Practice.

Emergency Procedures

Fire

Science staff will follow the normal school procedures in case of major fires. This is supported by regular drills arranged by the school. The school Head of Operations is the staff member currently responsible for this.

Spills

Spills of any volume 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. Advice on dealing with spills is given in the CLEAPSS Laboratory Handbook. Absorbed spills should be transferred to a bucket and taken to the prep room for appropriate treatment.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small volumes can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures.



Injury

Science staff will follow the normal school procedures in cases which require first aid. They will carry out immediate remedial measures whilst waiting for first aiders after any accident that occurs in Science. This would be completed by a named first aider.

Reporting Procedures

Dangerous occurrences, injuries or suspected injuries to a student or a member of staff and instances of damage or theft will be reported using the standard school procedures.

Science Department Rules

The Guidelines for Science Staff are contained in [Guidelines for Working in Science.docx](#)

Training Policy

All training course should be booked through the Head of Operations. The person with the task of seeing that training is provided is the Associate Assistant Principal. Particular training functions are delegated as follows:

- Safety aspects of the work of NQTs – Associate Assistant Principal
- Safety of students on teaching practice - Associate Assistant Principal + supervising class teacher.
- Safety of non-Science teachers using laboratories – Associate Assistant Principal
- Manual handling for all staff using laboratories – Principal
- Safe procedures for cleaners – Cleaning staff/Head of Operations
- Training in the use of specialist equipment, chemicals or procedures - safety training of non-Science support staff – Existing science staff

Communications

It is acknowledged that communication of safety information is of the greatest importance and is the job of the Associate Assistant Principal with help from the Site Support Officer. All staff have access to this Policy via the internet. The main 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 e.g. by Associate Assistant Principal.

Monitoring

The employer expects the Science department to monitor the implementation of this policy. Laboratories, store rooms and preparation areas are checked on a regular basis by the Site Support Officer. Any issues are raised with the Associate Assistant



Principal and relevant action is taken e.g. problem resolved or referred to the Head of Operations.



Appendix 26

Security and Violence

The school will take all reasonable steps to protect staff from violent behaviour. (The school's disciplinary measures remain in force)

- Any incident should be recorded, and a copy of the incident given to the appropriate person within the school
- Any intruder found on the premises or grounds should be politely asked to leave and a member of senior leadership informed
- Under no circumstances should staff attempt to evict intruders by force
- Any refusal to leave should be reported to the office or senior leadership team immediately so that police can be informed.

Appendix 26

Site Staff

General responsibilities:

- The maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces.
- Deal with any stray animals that come onto the school grounds and contact the relevant authorities as required.
- Erecting temporary warning notices on any floors that become slippery from cleaning operations, leaks or spills etc.
- The maintenance of fixtures and fittings, for example replacing light bulbs, tubes and broken door handles etc.
- Reporting faults to the Head of Operations.
- Carrying out any necessary testing of fire alarm and emergency lighting batteries and testing the operation of any automatic emergency boiler fuel cut off devices.
- Keeping storage areas tidy and ensuring that any highly flammable liquid, e.g. petrol is stored in safe areas.
- Keeping the boiler house and plant rooms clean, tidy and free from accumulations of combustible materials and flammable liquids.
- Ensuring that boiler house ventilators are kept free of obstruction.
- Operating the boilers and plant in accordance with the manufacturer's advice and for ensuring the relevant instruction notices are posted.
- Isolating the electricity supply before changing light bulbs or tubes or carrying out any maintenance or repairs on equipment.
- Putting warning notices on isolated switches and equipment.
- Wearing appropriate personal protective equipment e.g. PVC gloves when handling fuel oil, safety shoes at all times, respirators when involved in dusty work, eye protection when hammering, chiselling or drilling etc.
- Storing all cleaning substances in accordance with the manufacturer's advice and where there are significant risks to health, following the control measures detailed in the COSHH assessments.
- The routine inspection of access equipment such as ladders, stepladders, tower scaffold etc.
- Ensuring that all access equipment is suitable for the work involved and is used in accordance with the manufacturer's advice.
- Obtaining assistance to foot ladders and steady steps when climbing more than 8 rungs high.
- Not approaching the edge of flat roofs nearer than 2 metres (except at ladder access point where this must be at least more than 1 metre above the roof).
- Cleaning any shower heads and running hot and cold-water services prior to the school re-opening after more than 5 days closure.



Appendix 27

Stress/Wellbeing

The school and Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

- Regular Performance Management Reviews.
- Mentoring for all staff.
- Open door policy of Principal and Line Managers.
- Mentoring of new staff.
- Supportive SLT.



Appendix 28

Work Experience

The Head of Personalised Support is responsible for managing and coordinating work related learning.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable. (If schools do not use the LA's preferred suppliers, pre-placement health and safety assessments must be carried out by competent people and supporting documentation completed.)
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent/carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours' provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.
- The Ladder School works with a number of private companies to facilitate our placements, these companies ensure the highest level of scrutiny and safety. Further information can be found in the Work Experience Policy.



Appendix 29

Work at Height

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs.

The establishment's nominated person responsible for work at height is the Head of Operations.

The nominated person shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained, and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces are properly controlled.

Students will not be permitted to use ladders/stepladders.

Students can use kick stools, but they must be under direct supervision and a risk assessment should be carried out prior to use.

Contractors will not be permitted to use any of the school's work equipment.

Appendix 30

Vehicles on Site

- Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.
- The maximum speed limit entering the car park is 5 miles per hour.
- The access from the road shall be kept clear for emergency vehicles.
- The main vehicle access gate incorporates a separate designated pedestrian walkway for students, staff and visitors.
- If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

Deliveries

Where possible, deliveries should be made between 9am – 2pm.