Empowering all to achieve

Severn Vale School
An Academy

HEALTH AND SAFETY POLICY

Date of Policy	September 2026
Date of Next Review	September 2027
Staff Responsible	Business Manager / Site Manager
Reference	Staff shared area/policies/DL/NW
School / Governor Policy	Governor

HEALTH AND SAFETY POLICY STATEMENT

PART ONE

STATEMENT OF INTENT

1. The school's Governing Body recognise and accept overall responsibility and accountability under UK legislation for the health, safety and welfare for the school, workforce and students. As responsible employers, persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

2. The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.

3. In compliance with the Health and Safety at Work etc. Act 1974, this school's Governing Body will ensure so far as is reasonably practicable that:

3.1 the premises are maintained in a safe condition.
3.2 safe access to and egress from the premises is maintained.
3.3 all plant and equipment is safe to use.
3.4 appropriate safe systems of work exist and are maintained including offsite visits.
3.5 sufficient information, instruction, training and supervision is available and provided.
3.6 arrangements exist for the safe use, handling and storage of articles and substances at work.
3.7 a healthy working environment is maintained including adequate welfare facilities.

4. In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes pupils), contractors, etc., are or may be affected by the school activities, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider, which must set standards by example for its pupils, this commitment is seen as especially important.

5. The Governing Body will endeavour within its allocated resources to set aside adequate finance for the policy to be properly implemented.

6. The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to support the Governing Body's commitment to continuous improvement in our Health and Safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

6.1 to take care of their own safety and that of others and;
6.2 to co-operate with the Governing Body and Senior Leadership Team so that they may carry out their own responsibilities successfully.

7. All relevant Regulations, Codes of Practice will be complied with as necessary.

8. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

9. A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice boards and will be reviewed annually.

10. This policy statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Name _____ Signature _____ Date:_____
(Chair of Governors)

Endorsed by

Name _____ Signature _____ Date:_____
(Head Teacher)

Monitoring and Evaluating the Policy

This policy will be updated annually by Site Manager and monitored by the Governors' Resources Committee.

PART TWO

ORGANISATION

Introduction

In order to achieve compliance with the Schools Governing Body's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of the Policy

An organisational chart for H&S Management is attached at **Appendix A**.

The Duties of the Governing Body

In the discharge of its duty, the Governing Body, in consultation with the Headteacher, will:

- Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the school;
- Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- Identify and evaluate all risks relating to;
    - the premises
    - school activities
    - educational visits
    - school-sponsored events
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
- Create and monitor the management structure to enable the implementation of Health and Safety.

In Particular the Governing Body Undertakes to Provide:

- a safe place for staff and pupils to work including safe means of entry and exits
- plant equipment and systems of work which are safe
- safe arrangements for the handling, storage and transport of articles and substances
- safe and healthy working conditions which take into account all appropriate statutory requirements
- codes of practice
- guidance, supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given Health and Safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure, that such training is provided. Pupils will receive information and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated
- monitor the school's Health and Safety performance through management review of the Health and Safety Management Programme
- the required safety and protective equipment and clothing (PPE) together with information on its use
- adequate welfare facilities

So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

- this policy
- all other relevant Health and Safety matters
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

The Duties of the Headteacher

As well as the general duties of all members of staff, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Heads of Departments, senior members of staff, teachers and others as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that proper Health and Safety standards are maintained at all times.

In particular, the Headteacher will, on a day-to-day basis, be responsible for:

- ensuring safe working conditions of the school premises and facilities
- ensuring, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- ensure safe working practices and procedures throughout the school so that all risks are controlled
- arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LEA are made aware of the findings
- identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in Health and Safety matters
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the Health and Safety of staff, pupils and others are made safe in a timescale commensurate with the risk
- collate accident and incident information and, when necessary, carry out accident, incident and near miss investigations and implement any remedial action to prevent reoccurrence
- monitor the standards of Health and Safety throughout the school, including all school-based activities
- monitor the management structure, in consultation with the governors; consult with members of staff, including Safety Representatives, on Health and Safety issues; and
- encourage staff and others to promote Health and Safety.

The Duties of Supervisory Staff (**This includes Deputy Headteachers, Curriculum Co-ordinators, Heads of Year, Heads of Departments, School Business Manager, Site Manager, Clerical Managers/Supervisors**)

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher or the School Business Manager who has been nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's Health and Safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- safe methods of working exist and are implemented throughout their area of responsibility
- Health and Safety regulations, rules, procedures and codes of practice are being applied effectively
- staff, pupils and others under their jurisdiction are instructed in safe working practices
- new employees working within their area given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary
- regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary
- positive, corrective action is taken where necessary to ensure the Health and Safety of all staff, pupils and others
- all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised
- they monitor the standard of Health and Safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of Health and Safety
- all Health and Safety information is communicated to the relevant persons and they report any Health and Safety concerns to the Site Manager
- Ensure risk assessments are in place for all school events, in and out of school hours, including Parents' and Open Evening events

Duties of Class Teachers

Class teachers are expected to:

- exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out
- follow the particular Health and Safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice and to ensure that they are applied
- give clear oral and written instructions and warnings to pupils where necessary.
- follow safe working procedures personally
- require the use of protective clothing and guards where necessary.
- make recommendations to their Headteacher or Head of Department on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation; and report all accidents, near misses, defects and dangerous occurrences to their Head of Department.

Duties of All Employees [including temporary, supply teachers and volunteers]

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons
- observe all instructions on Health and Safety issued by the LEA, School or any other person delegated to be responsible for a relevant aspect of Health and Safety
- act in accordance with any specific H&S training received
- report all accidents in accordance with current procedure
- co-operate with other persons to enable them to carry out their Health and Safety responsibilities
- inform their Line Manager of all potential hazards to Health and Safety, in particular those which are of a serious or imminent danger
- inform their Line Manager of any shortcomings they consider being in the School's Health and Safety arrangements
- exercise good standards of housekeeping and cleanliness
- know and apply the procedures in respect of fire, first aid and other emergencies.
- co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive
- All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the Health and Safety implications of such work or purchase are considered; and Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments.

School Health and Safety Co-Ordinator

The School Health and Safety Co-ordinator (Site Manager) has the following responsibilities:

- to co-ordinate and manage the annual risk assessment process for the school
- to co-ordinate the annual general workplace monitoring inspections and performance monitoring process
- to make provision for the inspection and maintenance of work equipment throughout the school
- to manage the keeping of records of all Health and Safety activities
- to advise the Headteacher of situations or activities which are potentially hazardous to the Health and Safety of staff, pupils and visitors
- to ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; and carrying out any other functions devolved by the Headteacher or Governing Body.

School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Safety Representatives. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

Each department will have Health and Safety Representatives (including union Safety Representatives) nominated by the employees of each department.

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the Health and Safety of themselves and others
- observe standards of dress consistent with safety and/or hygiene
- observe all the Health and Safety rules of the school and in particular the instructions of staff given in an emergency; and use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their Health and Safety.

Visitors, Members of the Public and Volunteers

Visitors and members of the public are requested to co-operate with the Health and Safety arrangements put in place by the school to protect them when using the school premises or land.

Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees. Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

PART THREE

GENERAL ARRANGEMENTS

Health, Safety and Welfare

The following procedures and arrangements have been established within our school to minimise Health and Safety risk to as low as reasonably practicable.

Accident Reporting, Recording and Investigation

The school will report and investigate accidents, incidents and near misses and the school will adhere to the GCC SHE Assure Procedure accident reporting and investigation in line with the she procedure, all staff will be encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a recurrence.
All completed accident/incident/near miss forms will be reported electronically using SHE Assure accident database.

Animals

Although it is unusual to have animals onsite, there may be occasions where it is appropriate and authorised to do so.

Anyone who brings an animal onsite must follow the following guidance:

- Any owners who bring an animal onsite must have the express permission of the Headteacher
- The owner must take full responsibility for the animal and provide assurance of the temperament and behaviour of the animal
- The owner must ensure there is no disruption to teaching and learning in all areas of the school
- Animals should not be brought into shared offices or areas of the schools
- Animals brought in for teaching purposes must be done so under the direction of a senior member of staff
- A notice should be provided to make others aware of the animal, in case of phobias, allergies or medical issues
- Animals should we walked offsite (if appropriate) in the owner's scheduled break
- Any mess created by the animal must be immediately cleaned up by the owner
- Any infestations resulting from bringing an animal onsite are the responsibility of the owner

Asbestos

To minimize risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment by:

- complying with all regulations and county policy concerning the control of asbestos
- arranging the removal of asbestos containing materials where the risk to building users is unacceptable
- the Site Manager has responsibility for implementing the Asbestos Management Plan in compliance with The Control of Asbestos Regulations 2012
- the Site Manager is also responsible for informing contractors of ACM's on the school premises before the work is carried out.

Contractors

The school follows the guidance issued by HSE as outlined in the Control of Asbestos Regulations 2012 for the selection, appointment and monitoring anyone undertaking works. These include:

- Ensuring contractors read, understand and sign the contractors visitors / Asbestos Register book prior to commencement of work
- checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation e.g. CHAS or a combination taking into consideration nature and scale of the works required). This will be undertaken by the Site Manager.
- Examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions
- having clearly identified personnel who are points of contact for contractors and visiting workers
- having all significant and unusual hazards and risks on site clearly identified.
- exchanging information on hazards and risks
- ensure method statements are in place

Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

- segregation of traffic and pedestrians
- segregation of contractors and occupants of the school (where possible)
- safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled
- implications on fire precautions due to possible increased risk and interference with fire alarm
- system and routes of evacuation

Communication. The school recognizes that it is crucial that issues relating to premises works are communicated effectively. This includes:

- providing visitors with copies of appropriate hazard registers such as the asbestos register
- telling visitors about hazards on site
- asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes)
- asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes)
- controlling access so that contractors know who may also be working on site
- sign-off/safe completion certificates

Coronavirus/Life-Threatening Diseases/Virus

The school will conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance. To provide safe working and learning conditions. To ensure a systematic approach to the identification of risks and the allocation of resources to control them.

Severn Vale School will adopt health and safety arrangements for viruses in line with Health & Safety legislation, and in consideration of government guidelines. Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

Regular assessment of hazards and associated risks.

- Implementing preventive and protective control measures against those risks to an acceptable / tolerable level.
- Monitoring the effectiveness of those measures by SLT.
- Provision of information, instruction and protective equipment to staff (and pupils where required).
- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
- Implement measures to ensure social distancing is observed across the site and in all buildings consistent with and appropriate to the numbers of pupils, staff and visitors in the school.
- Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors.
- Operate an ongoing enhanced cleaning regime.
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required.
- Educate pupils and to encourage and re-assure them about the measures in place to protect themselves.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them.
- Require staff to exercise increased due care and attention and observe safe working methods.
- Communicate regularly and effectively with staff and parents about the school's response to coronavirus.
- Provide for children of critical workers and vulnerable children to be accommodated alongside returning year groups where possible.
- Put in place the support required for the return of pupils with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies.
- Put in place any flexible working arrangements needed to support delivery of education during a lock down, including staggered start/end times and working remotely.
- Put in place measures to check on staff wellbeing.

- Draw up contingency plans for:
    - Someone falling ill or demonstrating symptoms on site
    - Deep cleaning in the event of an outbreak of a virus on site
    - Provide appropriate personal protective equipment (PPE) as required by staff for providing first aid and intimate care.
    - Put in place arrangements for the continuing education of those children who have not yet returned to school.

Curriculum Safety (including extended schools activity/study support)

The school recognises that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available CLEAPSSS (Consortium of Local Education Authorities for the Provision of Science Services),

AfPE (Association for Physical, DATA (Design and Technology Association) and GCC procedures and guidance. All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support.
All schemes of work including lesson plans will be annotated with relevant Health and Safety hazards with precautions that will be taken.
Schemes of work will be reviewed to assess the risk in all activities in order to determine:

- where close supervision is required
- suitable group size
- suitability for whole class participation
- where particular skills need to be taught
- personal protective equipment (PPE)
- levels of hygiene required

Drugs & Medications

Parents have the prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or pediatrician, if needed.

A school nurse and specialist voluntary bodies will be approached to provide additional background information for staff.

There is no legal duty requiring school or staff to administer medicines. The school recognises that children with medical needs have the same rights of admission to a school as other children.

The school has adopted the DFE-Supporting pupils at school with medical conditions.

For more complex needs the school has adopted guidance from the Council For The Disabled Children (www.councilfordisabledchildren.org.uk)

In the event that a student requires controlled medication, written permission will be obtained from parents. A log will be kept for any medication given to students or staff

Students with more severe medical conditions will be recorded in (IHCP) Individual Health Care Plans and linked to the school's MIS system.

Electrical Equipment [fixed and portable]

Staff should not use their own electrical equipment on site unless it has been inspected by a qualified electrician. The Site Team PAT tests all portable equipment in school on an annual basis.
Fixed electrical checks will be carried out in accordance with BS7671 IET Wiring 18th Edition, Electricity at work regulations 1989 and Health and Safety at work act 1974.

Fire Precautions & Procedures

The guidance Fire Safety Risk Assessment - Educational Premises issued by The Department for Communities and Local Government (DCLG) has been adopted.
The named competent person (Site Manager) is responsible for the implementing the fire Management Plan by:-

- detailing of any significant findings from the fire risk assessment and any action taken

- testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices
- testing of fire-warning systems, including alarm tests and periodic maintenance by a competent person
- recording of false alarms
- testing and maintenance of emergency lighting systems
- testing and maintenance of fire extinguishers and fire blankets etc.
- testing and maintenance of other fire safety equipment such as fire-suppression and smoke control systems
- Bi-termly training of all people with fire evacuation drills
- planning, organising, policy and implementation, monitoring, audit and review;
- maintenance and audit of any systems that are provided to help the fire and rescue service
- the arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire
- all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors

Lock Down & Take Cover procedures

- detailing of any significant findings from drills
- testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices
- testing alarms tests and periodic maintenance by a competent person
- Minimum of one annual drill for students and staff for Lock down and cover
- planning, organising, policy and implementation, monitoring, audit and review
- Ensuring that any e-info or media is available to staff and students detailing what to do in the event of a specific emergency

First Aid

The school will follow the statutory requirements for first aid and provide suitably trained first aid staff. The guidance issued by the DfE on first aid for schools has been adopted by the school. The school has a First Aid Policy which details full guidance for staff and first aiders.

Glass and Glazing

All glass within the school must be either safety glass or coated with anti-shatter film, fitted by a competent glazier.

Hazardous Substances

GCC SHE Procedure SHE/Pro/4 Control of Hazardous Substances (COSHH) has been adopted in respect of managing hazardous substances. Where hazardous substances are used, line managers themselves or a designated competent employee will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.

Health and Safety Advice

Health and Safety advice is obtained from Gloucestershire County Council SHE Unit - 01452 425350 SHE@gloucestershire.gov.uk but must be sought via the Health and Safety Co-ordinator.

Handling & Lifting

Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

Managers are responsible for assessing the appropriate approach to handling task and may seek professional advice from the SHE Unit and Occupational Health as necessary via the Health and Safety Co-ordinator.

Lettings/shared use of premises

All letting of the school site will be subject to a signed agreement between both parties

The school will ensure that the hirer has public liability insurance in place in order of a minimum of £5m to indemnify the school from all such hirer's claims arising from negligence.

Lone Working

Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Solutions can include the provision of mobile phones, radios, in-out boards and other means of monitoring staff whereabouts.

Staff themselves have a responsibility to ensure their own Health and Safety and assist in the operation of any systems designed to provide for their safety.

Maintenance / Inspection of Equipment

Guidance on servicing, testing or inspection of equipment should be followed and records kept by the Site Manager.

Personal Protective Equipment (PPE)

Line managers will assess on the basis of risk assessment and COSHH assessments the need for PPE. Where it is assessed, that PPE is required it shall be appropriately selected and provided free of charge. A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary.

Staff are responsible for ensuring that they use PPE where it is provided.

Risk Assessments

The Secondary School Risk Assessment Toolkit (SHE Assure) should be followed as guidance to the risk assessment process.

Risk assessment is the responsibility of the school's management at a variety of levels.

Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities.

Risks should be assessed by severity/probability and control measures implemented to reduce the risk as low as reasonably practicable. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is a change in circumstances.

School Trips/ Off-Site Activities

The school complies with DfE and LA guidance on educational visits and school journeys

The named competent person nominated as the Offsite visits coordinator responsibilities are to:-

- support the head and governors with approval and other decisions
- assess the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience
- organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness etc
- organise thorough induction of leaders and other adults taking pupils on a specific visit
- organise the emergency arrangements and ensure there is an emergency contact for each visit
- review systems and, on occasion, monitor practice

School Transport

Where staff are required to drive as part of their job, line managers/heads of department will detail of any significant findings from the risk assessment and any action taken. The Site Manager will, on an annual basis check that drivers hold a current and valid driving licence and have undertaken MIDAS training. This will include specialist training for disabled access.

Staff Consultation

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on Health and Safety matters. The nominated safety representatives of each department will be offered a role in these consultations.

The Governors CFC Committee meets four times a year and Health and Safety is added to meeting agendas.

The school has a Health and Safety Committee (Operational Safeguarding Team) whereby a member of that team meets on a quarterly basis to discuss Health and Safety issues with staff representatives.

Staff Health and Safety Training and Development

Line managers/Heads of Departments within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of Health and Safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation.

Line managers conducting annual reviews will consider Health and Safety performance and address areas of concern with employees
Where new jobs or task areas or where there are changes in Health and Safety legislation, associated training and competency issues will be addressed by Line Managers/Heads of Department as a matter of priority.

Staff Well-being / Stress

The school has a statement for Mental Health and Wellbeing – Whole School Approach. This promotes wellbeing in staff and students, and details warning signs and internal and external help from several agencies.

Use of Display Screens

The majority of staff within the school are not considered to be DSE users. The school will adhere to The Health and Safety (Display Screen Equipment) Regulations 1992. Line Managers/Heads of Department will ensure that DSE workplace assessments are conducted for all users and suitable and sufficient adjustments made for posture and ergonomic set up of equipment.

DSE assessments will be reviewed annually and where there are changes to equipment, office layouts or staff.

Vehicles on Site and end of day duty

Staff will endeavour to:

- Segregate vehicular access and vulnerable (pedestrians & cyclists) traffic
- Design-out vehicular and vulnerable traffic route conflicts, both at access and on-site.
- Staff on end of school duty will wear suitable and sufficient Hi Vis PPE
- Staff will control the flow of student traffic crossing the road on foot and entering the highway on bicycle to enable safe egress from the school site.

Violence to Staff / School Security

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Headteacher and The Governing body will liaise with their local Crime Prevention Officer.

Managers/Heads of Department are responsible for assessing the risks of violence to staff

Where violence is identified line managers will ensure that appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents.

The Headteacher has the power to search students who are suspected of carrying weapons etc.

Selected staff are trained in positive handling techniques by a certified trainer to use as a last resort in the event of physical intervention.

Working at Height

Line managers/heads of department will ensure that working at height is risk assessed in accordance with HSE-WAHR 2005 and that appropriate control measures are put in place to mitigate those risks. Staff themselves have a responsibility to ensure their own Health and Safety and assist in the operation of any systems designed to provide for their safety.

Work Experience

Work experience co-ordinators work with ERFA (WWW.erfa.co.uk) to ensure that work experience checks are carried out prior to booking with employers being made.

Workplace Inspections and Premises Risks

Line managers/Heads of Departments responsible for premises/departments are to undertake workplace inspections every three months.

The Site Manager will ensure that hazards associated with premises are monitored, controlled and kept as low as reasonably practicable. Legionella checks and an asbestos register on site are examples of significant property risks that are being controlled.

Managers should refer to the SHE Caretaking duties Risk Assessment toolkit (SHE/GN/46) for more detailed guidance on premises risk. For further information, Site Manager should contact Corporate Building Services.

Management Review of the Health and Safety Management Programme

The Health and Safety Co-ordinator will submit a report, detailing accident/incident data and significant Health and Safety issues, to the Governors CFC Committee for review of the school's Health and Safety performance.

Emergency/Crisis Plans

The Health and Safety Co-ordinator will review the school's emergency/crisis plans on an annual basis and report to the Governors and the School's CFC Committee any issues that need to be addressed.

Department Health & Safety Arrangements

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Page 42	Appendix A - Health and Safety Management Structure

Art and DT Department Health and Safety

The Art and DT Department works in line with the whole school policy on health and safety. Please refer to the general staff handbook for the full SVS policy.

The department is fully aware of the implications brought about by operating in a practical area, in terms of health and safety. It is an integral part of this department's policy to inform and impress upon individuals- whether students or other staff members- the necessity for what is considered to be correct studio practice.

Procedural arrangements

In order to ensure the Art Department is safe and low risk as reasonably practicable, there are a number of responsibilities placed on the head of Department. These include the annual and periodic review of risk assessments and annual (or other frequency) inspections of equipment and plant, such as machinery, ventilation systems and electrical.
Additional expertise and support is use as appropriate from site staff and outside agencies to carry out work and inspections on specialist equipment such as kilns.

The subject leader will ensure that all staff within the department are familiar with relevant aspects of the guidance and associated risk assessments. Responsibility for specific tasks should be allocated and recorded in the Health & Safety file.

Generic Risk Assessment – work activity

A generic risk assessment sheet which outlines potential hazards and their risk ranking as part of the work activity inventory sheet, (refer to risk ranking matrix in Health & Safety file) is recorded in The Health & Safety file and should be updated annually and should be signed by the subject leader and the Business Manager. These record the potential hazards, existing control measures, degree of risk, any additional action that id required and the degree of risk with the additional control measures.

Each Scheme of work has the health and safety information attached and the level of risk according to the activities and equipment used.

Hazardous materials

The department endeavour to keep the amount of hazardous materials to an absolute minimum. Where these materials are necessary COSHH information sheets sent by the manufacturer or supplier will be kept in the Health & Safety file. Any hazardous materials are to be appropriately stored and locked away.

Recording of Incidents and accidents

It is each individual teacher's responsibility to ensure that any accidents or incidents which occur in the classroom are recorded on the appropriate sheet in the Health & Safety file. Any accident or incident requiring medical attention should be clearly recorded and additional information and records of the incident from other parties should also be kept on file. The subject leader should be informed of any such incidents immediately.

Information for students

It is the responsibility of a teacher in charge of a class to instruct and inform the students of any potential hazards and of general health and safety points when using any equipment.
Students should also be referred to the 'Health & Safety in Art' posters displayed in each room outlining general Health and Safety points.

Action Procedure

Through the day to day running of the department it is essential to adopt safe codes of practice and any points of safety which do give cause for concern should be reported. This extends to the use of new equipment and approaches to delivering the curriculum itself. It is the responsibility of the individual to decide whether protective measures should be taken when operating in such a way demands this. At all times protective measures such as goggles gloves, aprons, should be readily available for use. As part of a students' learning a variety of tools will be used. Safe use is an integral part of their introduction to equipment and methods. It is vital to dispose of or remove any defective equipment and notify the head of department with a view to initiating repair or replacement if viable.

The department acknowledges the necessity for a well ordered studio practice which allows the safe arrival and departure by both staff and students. It is the responsibility of the individual member of staff to ensure that this happens.

Although through their own specialisms, staff awareness of health and safety is commonplace, there is a need to be vigilant at all times, acknowledging that prevention is better than cure. This extends to the operation, transportation, storage and presentation of all equipment employed in the delivery of the Art curriculum.

Art Department General Safety Points
It is essential that the following instructions are respected at all times:

- All cutting instruments should be carried with their cutting edge face downwards.
- The use of this equipment should be fully explained before entrusting to students. This includes the use of appropriate cutting boards and practice of cutting away from the body.
- All equipment which could pose a potential hazard such as knives, scissors etc. should be counted out and in at the beginning and end of each lesson.
- Pupils should be encouraged to select and use materials and equipment in an organised manner, avoiding crowding around cupboards, sinks, etc. or when working, when the need for order is paramount.
- Glazes, chemicals and other toxic substances should be kept in a locked cupboard where student access is restricted. All materials should conform to recommended school use.
- The first aid box is kept in the joint office. In case of special need a member of staff who is a qualified first aider should be called.
- Floors and surfaces should be kept clean. If any problems arise with cleaning this should be logged with the Assistant Site Manager.
- Access to the kiln room should be restricted to staff only or to small numbers of students who are closely supervised.

Design and Technology

For Health and Safety purposes, it is necessary to have equipment checked. It is more convenient for these checks to be made each year at approximately the same time, although some checks could be checked on a less frequent basis.

Suggested Health and Safety Check Pattern:

Autumn Term	Workshop Machines Heat Treatment and Dust Extraction units Pressure Cookers - Insurance Check Sewing Machines Microwaves and Cookers
Spring Term	Health and Safety Audit of D/T facilities
Summer Term	Testing of Portable Equipment – Site Team

Health and Safety Policy

This policy supplements the whole school Health and Safety Policy.

All members of the faculty should be aware of and comply with the written statements or policies found in the Health and Safety guidance under the following headings;

COSHH Statement	Accident Reports
Fire reports/policy	Fieldwork Guidelines
Computers	Minibus Safety

Although the Subject Leader is responsible for the safety policy of the faculty, it is the responsibility of each individual to ensure that all safety measures are applied at all times. In practical areas it is particularly important that all staff are aware of the dangers inherent in our specialisations

Risk assessments must be carried out on al projects and equipment before starting. A copy of the risk assessment sheet must be filled in a filed in the DT main office.

When the faculty has a PGCE student on teacher placement, it will be the responsibility of the main classroom teacher to ensure all health and safety requirements are followed.

Machinery, Plant and Equipment:

- All new equipment should be examined and checked for compliance to Health and Safety standards before use.
- All equipment should be checked when used. It is important that defective equipment is removed immediately. It may be necessary to put up ‘Out of Use’ notices in fixed equipment.
- All portable equipment found to be defective should be placed immediately into the Technicians Office. A label explaining the fault found should be placed with the equipment.
- Only electrical plugs having shrouded pins should be fitted and by the Technician only.

- All electrical equipment should be tested annually by a qualified person. A sticker on the plug should give the date of approval.
- All machines in the workshops should be tested annually by a qualified person independent from the school.
- Relevant compressors should be tested annually by a qualified person.
- Dust extraction should be tested by a qualified person. The extraction system (to be entered) must be balanced. This must be carried out at least every fifteen months.
- Hand held tools are safer when properly sharpened. Blunt tools should be taken to the Technicians office for sharpening.
- Only personnel who are suitably qualified should use the circular saw, planer and band saws. (PGCE students may use the equipment if they are closely supervised and have been given the required Health and Safety information).
- Protective clothing should be used for all practical activities. Goggles are a requirement if using any machines including hand held power tools and pneumatic systems and components. Long hair must be tied back.
- Particular care must be taken supervising pupils using the Hegner Saw. The protective arm and guard must be in place and pupils given instructions on how to use the equipment.
- Care should always be taken when handing hot, sharp or corrosive materials.
- Proper oven gloves should be used when lifting hot pans, casseroles, etc and suitable trivets used when placing hot items on the working surfaces.
- Only school owned electrical items should be used and these should be clearly identified as belonging to the school.
- Only low temperature glue guns may be used by pupils. Pupils should be aware of the correct procedure to deal with burns should they occur.

Dust and Fumes:

The dust extractors linked to various machines should be used at all times. The trays and dustbins should be regularly emptied.
The dust collecting system should be periodically checked to ensure no build-up of dust, which could contribute to a fire hazard. The circular saw should be checked weekly.
Surfaces in workshops should be dusted down and floors vacuumed daily.
All work surfaces in food and textiles rooms must be kept clean at all times.

Toxic Substances:

Substances should be kept in an identified container.
All glue, solvents and other inflammable substances should be kept in a fire cupboard, which should be locked when not in use.
Masks and gloves(PPE) should be used where appropriate.

Power:

All key operated power switches should be turned off, keys removed and stored in a secure location when rooms are not in use.

First Aid:

Although basic first aid materials are held within the various rooms, these are for minor cuts only.
It is important that all pupils should realise that burns from any source should be treated immediately.
Accidents should be reported to the student support office and the appropriate form completed by the first aider giving treatment.
Any injury should be reported to HOD who will record all the details and any action taken.
If a machine is deemed to be at fault then an 'Out of Order' sign must be placed in the machine immediately and the item isolated.

Fire Precautions:

Details of actions to be taken when a fire is discovered should be displayed in each working area.
Suitable firefighting appliances and blankets should be available in all work areas.

All personnel new to the department must be made fully aware of the faculties' health and safety policy and their responsibilities.

Food Technology
Health & Safety

Practical work is an essential component of Food Technology teaching. It is the duty of all members of Food Technology Staff to take reasonable care for the health and safety of themselves and students who may be affected by their acts or omissions during work;

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

Health and safety roles
Severn Vale has the duty to ensure the health and safety of employees and students within this school. Within the food department, the faculty head is delegated to maintaining this policy document and reviewing safe practice in Food Technology. Communication of Health and safety information is of greatest importance.

Training
The person with the task of seeing that training is provided is the Head of Faculty/Site Manager.

Risk assessments
The Food Technology schemes of work have been checked against model risk assessments and staff should only deviate from the schemes only if their proposed activities have been checked and agreed by the Head of Faculty/Site Manager.

Equipment and resources
Electrical equipment testing will be carried out as required by qualified Site Staff

Food Safety: Food should be stored correctly with perishable foods refrigerated use by dates checked and adhered to. Food preparation surfaces will be sanitised after each practical session. Procedures to avoid cross contamination between food and/or equipment will be used.

Equipment safety: Food Technology staff should familiarize themselves with the safe use of equipment within the school. Any member of staff finding a hazardous defect in an item of equipment must report it to the Food Technology teacher/Site Manager.

Personal protective equipment: The employer provides aprons and it is expected that staff students and visitors use these where necessary.

Chemical: the task of arranging the safe storage of chemicals will be carried out in accordance with any local directives. Food Technology staff will ensure that chemicals are stored securely to minimize the risk of fire, explosion and spillage, labels are readable.

Personal hygiene: all Food Technology staff will practice good personal hygiene to prevent contamination of food by contact with the food handler's body or clothing. Security Access to the Food Technology kitchens and the preparation rooms will be controlled.

Emergency Procedures Fire: Food Technology staff will follow the school procedures in case of major fires.

Spills: Small spills should be dealt with using paper towels. Site Team should be called for major spills.

Injury: Food Technology staff will follow the normal school procedures in cases that require first aid. Food technician/First Aider will carry out remedial measures (e.g. band aids/ plasters).

Reporting procedures: Injuries to a pupil or a member of staff must be reported using the standard school procedures. Dangerous situations that may have resulted in injury should be reported to the Site Manager and Head of Faculty.

Review
A review of this policy will be carried out at the end of each academic year.

Geography Department
Health and Safety Policy

This policy supplements the whole school Health and Safety Policy. Members of the department should be aware of and comply with the written statement or policies which are found as appendices or in the main policy;

- **COSHH Statement**
- **Accident reports**
- **Fire**
- **Fieldwork Guidelines**
- **Computers**
- **Minibus Safety**

Arrangements will be made for new members of staff to be thoroughly briefed on Health and Safety Policy.

Classroom Procedures

General Principles.
a) All staff share the responsibility for maintaining a safe and healthy working environment for pupils and colleagues.
b) The **Subject Leader (SL)** must be informed of any hazard as soon as it is detected.

Classrooms
a) Pupils should be supervised at all times and staff should ensure that they do nothing that may cause harm to themselves or others.
b) Risk assessments should be made before carrying out any activity.
c) Staff must report any hazard as soon as it is detected.
d) If a hazard is identified staff should attempt to make the area safe as long as there is no risk to the health or safety of staff or pupils.
e) If nothing can be done to eliminate a problem that could threaten the health and safety of people then all personnel should be moved well clear of the area. If this situation does arise people should move quickly and calmly to a safe location.
f) During lessons bags and coats should be kept safely out of the way.

Classroom equipment
a) Staff must keep a check on safety aspects of their classrooms, such as the chairs, tables, other furniture, floor, ceiling, windows and wall fittings.
b) Staple guns must not be used by pupils.
c) Care should be taken when lifting heavy objects e.g. packs of paper, books, tables, chairs and any other equipment; especially when taking things down from shelves. Tables should always be carried by two people.
d) Care must be taken when using board markers and felt tip pens that may contain toxic substances. Pupils making use of such equipment should be closely monitored.

Electrical equipment
a) Staff must check all electrical equipment for obvious visible damage before use.
b) Any faulty equipment must be taken out of use and reported to the SL for action. Staff should not attempt repairs of any sort. This must be left to a qualified electrician.

c) All electrical leads must be wound away safely and should not be left trailing dangerously.
d) Pupils should not move heavy equipment such as OHPs and T.V.s. Staff should take great care when moving such equipment.
e) If using headphones pupils should be warned of the dangers of their use beforehand. The volume should be turned to a minimum when they are turned on.

Fire.
a) All staff must be familiar with, and follow school procedures in the case of a fire.
b) All staff must ensure that their teaching room has a current fire notice.
C) All staff must be familiar with exit routes and pupil instructions that should be given.

Accident procedure
a) In the case of an accident seek the immediate assistance of a colleague and inform the HOD/ SL as soon as possible.
b) If first aid is needed contact students support or the main reception who will ensure designated first aiders will attend/see the student. Where possible, pupils should be sent to the main office, not the medical room.
c) Accidents must be recorded on the Accident/Incident Report form, which can be obtained from Student Support by the supervising member of staff as soon as possible after the accident. If a teacher deals with an accident at which no member of staff is present, then they should fill in the sheet.

Supervision of fieldwork.
a) Staff must be familiar with the school policy for educational visits and the departmental policy regarding the planning of fieldwork visits.
b) Registers must be taken as often as necessary to ensure that all pupils remain within the party.
c) A first aid kit should be taken on all fieldwork activities away from the immediate environment of the school.
d) In safe circumstances small groups of pupils may work out of the immediate sight of the teacher for a given period, but staff must make every effort to visit such groups frequently and insist on a rendezvous time and place. Pupils must never go off alone.
e) In circumstances which could be regarded as remotely hazardous (eg near water, cliff tops etc.) pupils must always be under direct supervision.

Safety file.
As part of a risk assessment, or the result of pupil action, it is sometimes necessary to ban a pupil from fieldwork for a specified period of time. If this is the case then parents should be informed in writing and a copy of the letter designated for the student's personal records. This should be written on the bottom of the letter for the parent to read.

More information about Health and Safety at Work can be found in the School Health and Safety Policy in your staff handbook.

THE PHYSICAL EDUCATION DEPARTMENT
HEALTH & SAFETY POLICY

The Physical Education Department follows closely the guidelines for Safety in Physical Education as detailed in the **AFPE** publication **"Safe practice in physical education and school sport and physical activity 2016 - 9th Edition".** A full copy of this is available in the Department.

This policy supplements the whole school Health & Safety policy.

It is important that whatever the activity the content of the lessons should be such that pupils are never faced with an unreasonable, unrealistic task and that safety is paramount.

It is the responsibility of every member of the Physical Education Department to be aware of their pupils' medical conditions, and how this may affect the activities they participate in, and the overall standard of their performance.

During lessons and extra-curricular activities members of the Physical Education staff should be aware of first aid procedures and be sure to report accidents to the School Office as soon as possible after the incident, and if necessary complete the Accident Book.

With regards to extra-curricular fixtures, please refer to the school policy on Educational Visits.

Apparatus and Equipment

All of the apparatus in the Sports Hall and Gymnasium is checked annually by Xeles Services and followed by a comprehensive online report detailing any areas of concern. All store cupboards are checked daily by the PE technician and in-house repairs carried out when necessary.

It is the responsibility of each member of staff however, to ensure that:

- The visual condition of all equipment is apparently safe
- That equipment apparatus should be handled in a safe manner, and stored appropriately after use
- Pupils are wearing correct clothing and footwear
- Jewellery is not worn
- There is adequate lighting
- That the surface conditions are suitable and safe
- Any defect in apparatus or equipment must be reported to the Subject Leader who will take the appropriate action to ensure the safety of pupils until the defect has been repaired. This is important since defects can occur between inspections

Supervision

Neither fixed nor moveable equipment may be used in the Gymnasium or Sports Hall by anyone not qualified as a Physical Education teacher. However, benches may be used by teaching staff for appropriate uses. Pupils must be given instruction for using equipment and apparatus prior to use.

Access

Pupils are not allowed to enter the gymnasium, sports hall, dance studio, fitness suite or store cupboards until told to do so by a member of staff. With P.E staff permission, the pupils are allowed in these workspaces after school in order to set up a court for netball or for dance rehearsal. In line with the school policy, students are expected to behave in a responsible manner.

Pupil Safety in Lessons

Stud earrings and watches should be removed at the beginning of each lesson and placed in the appropriate valuables box for locking, situated in the P.E staff office.

First Aid and Emergency Procedures

The school has a number of trained first aiders available and 2 first aid kits are accessible in the PE department itself. The PE department follows whole school first aid and emergency procedures in reporting and addressing the needs of injured pupils or staff.

ACTIVITY SPECIFIC POLICY STATEMENTS

GYMNASTICS

Teachers and pupils must take every safety precaution. Pupils must be taught how to handle apparatus correctly and be aware of the procedure that “no apparatus, once erected, should be touched until it has been checked by the member of staff”.

The subject must only be taught by one who has acceptable qualifications and suitable experience.

The floor must be clear, smooth and non-slip and carefully maintained. No person is permitted to cross the gymnasium floor with outdoor non-sports shoes.

Matting of sufficient density and thickness should be positioned around apparatus to assist with the absorption of the momentum of the pupils from landings, dismounts and falls. Landing mats must be placed wherever landing momentum is generated.

Please see activity specific risk assessment for further information.

TRAMPOLINING

Trampolining should only be taught by a teacher with a British Trampoline Federation qualification in trampolining. The equipment must be thoroughly checked before use, and pupils must be well versed in the routine of getting it out and putting it away and supervised at all times when doing so.

The British Trampolining Code of Practice (appendix 1) should be followed at all times. Please also see activity specific risk assessment for more information.

ATHLETICS

It is essential that pupils and staff are aware of the need for safety procedures and follow them at all times.

In the teaching of athletics, much depends on the teacher-pupil relationship and the trust and understanding that may be placed on all members of the group. All class / group members must be fully aware of their responsibilities.

The teacher must assess what events and facilities may be used concurrently. The teaching area should be free from “danger zones”.

Throwing areas should be positioned apart, where there is no foreseeable possibility of accidents.

During class teaching, the teacher should always be present at the throwing events, as this is the most potentially dangerous area.

Responsibility rests on the teacher to decide when facilities are suitable and safe.

THROWING EVENTS

It is in these events that the greatest risk of serious accidents may occur.

The number of pupils actually throwing at any one time should be limited, with ample space between them. The routine line up should always be applied, and the pupils should be made aware from the outset of the teaching programme that they are not to retrieve any piece of equipment after throwing until told to do so by the member of staff in charge. This routine must be strictly enforced.

Left-handed throwers should work together at the end (throwers left) of the throw line.

No pupil should be allowed to take part in throwing events without staff supervision.

Teaching staff must be aware of the Department curriculum and the appropriate events that should be taught to the different year groups.

JAVELIN

These must not be left in the ground at a dangerous angle.
Great care must be taken in pulling the javelin out of the ground. Pupils must face the direction in which it is being pulled.
Javelins must always be carried vertically back to the throw line.
Non-throwers should stand well behind the throwing line.
At the end of a lesson staff must ensure that they lead their class back safely to the store cupboard and take the javelins from the pupils to store away safely. At no point should pupils be left unsupervised with javelins.

DISCUS

A wide margin of error must be allowed for particularly when the discus is wet. Pupils must stand well to the side or behind the thrower with a clear view of the flight of the discus.

- Shot
- Pupils must carry the shot with 2 hands from the store cupboard to the workspace on the field.
- Pupils must not be allowed to play with the shot or throw without permission.
- Non-throwers should stand behind and well away from the circle / throwing line, especially when non-standing throws are taking place.

JUMPING EVENTS

High Jump: A coverall must be used to ensure that the base units remain linked together.

Long Jump: Implements such as rakes and measuring tapes should not be left lying near to the jumping areas. Rakes should be placed on the ground with the "teeth" facing down into the ground. Run-up areas should be firm and even with white take-off boards securely bedded into the runways.

Please see activity specific risk assessment for further information.

ACTIVITY SPECIFIC RISK ASSESSMENTS

In addition to following the code of practice outlined in the **AFPE** publication for Safe Practice 2016 and the activity specific policy statements outlined in this departmental policy, we have also conducted our own risk assessments for the following more high risk activity areas:

Athletics
Games
Gymnastics
Trampolining
Fitness Suite Machinery
Outdoor Adventurous Activities

These can be found in the PE Department along with risk assessments for all work areas in the PE department.

WORK EXPERIENCE

Health and Safety Policy

1. Gloucestershire guidelines for the placement of students on work experience are followed.

2. Students, Parents and Employers all complete a Work Experience Application Form, or Appendix 3 Form in the case of extended placements which are scrutinised according to HSE guidance. Once signed, this forms a contract between all parties.

All parties are also made aware of the details for the Work Experience Co-ordinator who acts as a point of contact for all parties and liaises with the relevant agencies.

3. On receipt of a completed Application, a full inspection of the intended workplace is carried out on behalf of the school.
Any issues must be rectified before clearance is given, for instance there must be confirmation that -

a) the placement is suitable for the age group.
b) the premises are safe.
c) valid employee liability insurance is in place.

The visiting agent assesses any potential risks involved in the day to day work carried out, highlighting these items and adding conditions if required.
This information is contained on a job description which is issued to students and parents prior to commencement.

Parents are asked to read, sign and return the document to school.

4. Parents are made fully aware of work experience, the process of application and point of contact for any problems at an early stage via correspondence from the school. Full details of the placement, including any potential hazards are issued prior to commencement.

5. Students receive a substantial amount of preparation leading up to block work experience. This has a high emphasis on health and safety in the work place, and is delivered through a variety of media including ICT, drama presentation, quizzes and worksheets.

Each student is issued with a Health and Safety awareness booklet prior to going out on block placement.

Students are asked to complete a study of potential hazards in the work place as part of a workbook to use whilst on placement.

6. During Work Experience Week, each student is contacted at the work place by a member of staff who checks that the student is happy and safe in the placement.

SCIENCE DEPARTMENT

Health and Safety Policy

The Health and Safety at Work Act 1974 demands that employees take reasonable care for their own and others' safety, co-operating with employers over safety matters, carrying out activities in accordance with training and instruction, informing employers of any serious risks and failures in safety arrangements and not interfering with or misusing items provided for health and safety. This policy is consistent with, and so reinforces, the School's Health and Safety Policy which seeks to promote safe and healthy working conditions, behaviour and procedures. The department policy supplements the school policy and members of the department should, be aware of, and comply with the written statements or policies which are found as appendices to the main policy:

The science department regards the safety of pupils, students, teachers, technicians and all visitors to the department area as paramount. Essential reading for every teacher and technician is 'Safeguards in the School Laboratory' (11th Edition, ASE 2006), which has been circulated during 2010. All staff are familiar with the local authority's code of practice for safety in science education (HS93/1, May 1993) and with the CLEAPSS document 'Managing Risk Assessment in Science', L196 (August 2005.)

All staff need to be familiar with the use of the CLEAPSS software which is installed on the network and proficient in accessing relevant information where required for risk assessment.

1. FIRE: Staff and pupils must know the correct procedures in the event of fire. Fire fighting equipment must be checked regularly.

2. ACCIDENTS must be reported to the Subject Leader and an Accident Form, available from the school office, completed. Accidents, near accidents and potential hazards must be reported at the following department meeting. The risk will then be assessed and work schemes annotated appropriately to indicate the risk and relevant precautions. The immediate treatment for burns is immersion under running water for 20 minutes. Chemicals in the eye must be irrigated with running water immediately, before further assistance is requested. In the case of alkali in the eye, irrigation must continue until the person is under the care of a specialist in the hospital. **A rubber tube, used solely for eye irrigation, must be readily accessible in every laboratory.**

3. RISK ASSESSMENTS, along COSHH guidelines, must be carried out for any activity in which there is a substance or procedure which is potentially hazardous to health, and particularly before any new or unfamiliar class or demonstration experiment is performed. The frequency of a risk assessment undertaking will vary according to the experience of the member of staff. Newly qualified and student teachers will need to make consultations very frequently. Guidance on risk assessments is given in CLEAPSS booklet 'Managing Risk Assessment in Science, L196' (August 2005). Whenever a risk assessment indicates a significant risk then the activity must be discussed at the next department meeting. If the activity is to be continued, then the relevant work schemes must be annotated to indicate that there is significant risk and, where possible, the conditions must be revised so the risk is minimised. A record of the risk assessments discussed at department meetings is kept in the safety file in the Prep Room.

4. EYE PROTECTION must be worn by all persons when an activity involves acids, alkalis, chemicals, use of a Bunsen burner or any other eye risk situation. For activities involving acids and alkalis of greater than molar concentration, goggles meeting BS2092C (EN 1663) must be worn. Advice is given in the relevant work scheme.

Pupils should be aware that the glare from burning magnesium can cause eye damage and should be taught how to diffuse the brightness of the light through their fingers (Advice from CLEAPSS, 1999 - please refer to safety file)

5. CHEMICAL HAZARDS: Relevant Hazards must accompany chemicals to laboratories.
Chemicals must be stored carefully, especially flammable, poisonous and corrosive ones. Disposal of chemicals such as organic solvents and alkali metals must be done correctly, if necessary, by the technicians. Spillage of toxic chemicals such as mercury and concentrated acid must be dealt with correctly and rooms evacuated temporarily if necessary. Experiments involving the production of toxic fumes must be carried out in a fume cupboard. Pupils should be taught to pour chemicals correctly. Plastic pipettes should not be used other than for water or saline.

6. ELECTRICAL EQUIPMENT is subject to an annual safety check. Damaged electrical items must not be used and should be removed from laboratories until repaired. Only competent persons should attempt to repair electrical equipment.

7. OTHER EQUIPMENT. Any potential hazard e.g. broken equipment must be reported to the technicians and not used. Broken glass must be placed in the glass bins and NOT in waste paper bins. Unnecessary storage of equipment in laboratories should be avoided.

8. RADIOACTIVE SUBSTANCES: The local rules for the use of ionising radiations must be followed.

MANAGERIAL RESPONSIBILITIES OF STAFF

Members of the department must use safe techniques themselves and explain them to pupils in their charge. This will involve informing each new pupil of the safety notes and repeating them as necessary throughout the pupil's time in school. A copy of the safety notes should be given to each new pupil to learn and be stuck in their book. The safety notice from *Safeguards in the School Laboratory* should be displayed clearly in each lab and referred to regularly during practical work.

Pupils need training in safe practice. This can be achieved through discussion, demonstration, revision and informal testing. They should be taught, and then regularly reminded, about the correct procedure for assessing and controlling the risk of any potentially hazardous activity.

Student and newly qualified teachers, together with new members of the department, must be made fully aware of the department's policy and their responsibilities. It is recognised that teachers new to the profession or teaching outside their normal area of specialism will require considerable guidance on safety matters. This should be given by the Subject Leader, an experienced teacher or technician.

All visiting teachers should be made aware of department policy.

a) Members of other faculties on cover must not be given work of a potentially dangerous nature.

b) Supply staff should be given work which takes regard of their qualifications and experience.

c) Student teachers must be fully acquainted with safety policy. The normal class teacher must be in a position to intervene if necessary and remains responsible for safety.

Technicians should be involved in discussions on safety and be aware of their responsibilities; this will involve issuing appropriate hazard warnings with equipment and chemicals. They must not be expected to undertake tasks for which they have not been trained.

SAFETY PROCEDURES: STAFF (INCLUDING TECHNICIANS)

Science staff are conversant with DDfE. publication "*Safety in Science Education*" (now out of print but available via the ASE website)
https://www.ase.org.uk

The department is run generally on the lines recommended. The safety check list issued by the Laboratory Safeguards Subcommittee (EiS 1986) is used as a basis for periodic checks (copy attached).

A red box file covering SAFETY is located on the book shelves in the prep room. This contains up to date handbooks and copies of safety circulars from DCSF, ASE, CLEAPSS and the local authority. Staff are informed of new regulations, advice or hazardous preparation room procedures when these are circulated to schools. Copies of "*Hazards"* are available in preparation rooms and on the local network.. Safety issues are discussed at department meetings. Work schemes and technician's guides are amended as appropriate. An annually updated version of the CLEAPSS information installed on the network.

Accidents involving staff or pupils are reported to Subject Leader and an accident form is completed (available from the main office). Accidents and near accidents are discussed at department meetings, allowing risk assessments to be revised if necessary.

Radioactive substances regulations - a list of radioactive emitters registered on 7.12.87. The radiation protection officer at S.V.S. is Simon Pitt-Hughes. All staff are issued with a copy of local rules.
A log book is kept with the radioactive sources and must be completed on each occasion the sources are used. This book also contains details of checks to be made by the technicians. The toxic chemical register is kept in the prep room, and is updated by the senior technician, who is the key holder, in addition to the Site Manager. All radioactive sources and containers are leak tested by the radiation supervisor on an annual basis.

MANAGING A RISK ASSESSMENT

A hazard is something with the potential to cause harm to a person, or damage to property. A risk is the likelihood of a hazard causing harm in practice.

A risk assessment is needed wherever a hazard may be present. All staff must be familiar with the CLEAPSS document 'Managing Risk Assessment in Science', L196 (August 2005) which gives full practical details on when and how to make risk assessments. Work schemes are annotated to indicate activities which have significant risk and it is vital that all staff carry out a further risk assessment - specific to that particular lesson - before using such activities in the classroom.

Hazards must be identified and considered. Account needs to be taken of the size of the practical group, age, ability, special educational needs and behaviour in relation to the accommodation, equipment and activity. The following questions form a useful start to a risk assessment:

- How could persons be injured or their health damaged during the activity?
- Could the activity go wrong and thereby produce hazards?

- Has the activity a worthwhile educational aim?
- Can this aim be achieved by a safer activity?
- Can a less hazardous chemical, organism or procedure be used?
- Could risks be reduced by changing parameters such as voltages, temperatures, or the quantities or concentrations of chemicals?

Appropriate safety equipment must always be used. Pupils need to be told what the hazards are and how to ensure that risks are kept low. Emergency procedures must be known by staff and if necessary pupils. The needs of visitors and support staff must also be taken into account.

Any concern about the hazardous nature of any activity or procedure must be referred to either the next department meeting or to the Subject Leader. If any member of staff is unsure as to the procedure for carrying out risk assessments, then the advice of the Subject Leader must be sought.

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LOCAL RULES FOR THE USE OF IONISING RADIATION

These rules are necessary to comply with the law and the Ionising Radiations Regulations 1985. They allow the properties of ionising radiations to be investigated in a safe and interesting manner. SVS holds only closed sources. Science teachers are responsible for ensuring that the procedures below are adopted whenever sources are handled.

1. Students at SVS are not permitted to handle the sources.
2. Only qualified science teachers are permitted to handle sources for teaching purposes.
3. The sources should be used for demonstration of the properties of ionising radiations at KS4 as identified in the departmental work schemes. Any staff uncertain about the correct handling and use of sources should refer to the Radiation Protection Supervisor – Simon Pitt Hughes.
4. At the beginning of the lesson (and not before) the sources should be removed from the store by the teacher.
5. The times of removal and return of each source from/to the store should be recorded by the teacher in the 'Use Log Book' provided.
6. Each source should be carried in its box and kept there until it is required.
7. Only one source should be used at a time in any one experiment.
8. All closed sources should be handled with a tool which keeps the fingers at least 10 cm from the active region.
9. In the event of a source being dropped or possibly damaged a report must be made immediately to the Radiation Protection Supervisor – Jonathan Scott
10. Further information can be obtained by referring to CLEAPSS booklet - Ionising Radiations and Radioactive Substances (L93) - located in the Departmental Safety File or by contacting the Radiation Protection Adviser: 01452 425450

LABORATORY RULES (STAFF)

1. Staff must be familiar with and observe the department's safety policy.
2. Pupils must not be left unattended in a laboratory.
3. Pupils must be supervised thoroughly. Dangerous behaviour must be dealt with promptly and if there is need to remove the pupil for the safety of themselves and others they should be issued

with a C3A and sent to the SIU. Extended cases of misbehaviour in the presence of a hazard should be reported to the Subject Leader. Eating and drinking should be dealt with through the issuing of a consequence under rule 5 and not a C3A.

4. Laboratories must be kept tidy with no unused equipment left on benches.
5. Eye protection and safety screens must be used whenever the situation demands them. Students failing to wear eye protection should be issued with a consequence in the usual manner rather than a C3A.
6. Spillages must be cleaned up immediately.
7. No apparatus, chemicals or materials must be removed from the laboratory.
8. Excessive quantities of chemicals must not be supplied for an experiment. This applies particularly to flammable liquids, caustic chemicals, acids and substances such as sodium.
9. Experiments which involve the production of hazardous fumes must be carried out in a fume cupboard.
10. Pupils must not be allowed to insert or adjust glass tubing, thermometers etc. in rubber bungs.
11. Any apparatus made in school must be tested to ensure that it is safe to use. Adequate instructions must accompany the apparatus to ensure its safe use.
12. Electrical equipment must be connected and used in accordance with the manufacturer's instructions. It must be regularly checked, especially the security of the cable.
13. Staff must be aware of pupils with any medical or physical handicap which might cause them to be a risk in the laboratory.
14. All staff must be familiar with simple first aid. No creams or tablets should be administered. The immediate treatment for any chemical substance in the eye is irrigation with cold water. A rubber hose for this purpose is readily accessible in all laboratories and preparation rooms and staff must know the location of this. If in doubt irrigate the eye and send for first aid.
15. The pond area is out of bounds to all pupils unless under the direct supervision of a member of staff.

HEALTH and SAFETY (PUPILS)

The teaching of Health and Safety is a statutory requirement of the National Curriculum at both KS 3 & 4.

At KS3 pupils should be taught to:

a. take responsibility for recognising hazards in a range of work with living things, materials and devices with which they are familiar
b. use appropriate information sources to assess risks, both immediate and cumulative
c. apply their knowledge and take action to control the risks to themselves and to others

At KS4 pupils should be taught to:

a. take responsibility for recognising hazards in a range of materials, activities and environments, including the unfamiliar
b. use information in order to assess the risk of the unfamiliar
c. manage their working environment and justify the action taken to control risk

Our aim, in line with the National Curriculum, is to encourage the children to behave in a responsible manner, and to take more responsibility for their own and other's safety. The "*safety notes*" are not, therefore, just a list of prohibitions. They aim to encourage pupils from the start to think positively, about safety, so that eventually they will be able to come to safety orientated decisions regardless of

situation or supervision. Particularly important is the consideration of situations which do not always appear to be dangerous, but which often are, and of which pupils must be made aware.

At the start of the first year several lessons are spent discussing safe procedures in a laboratory, and the reasons behind them. This work is supplemented with videos and cartoon type sheets on the "*spot the hazard*" principle. A set of laboratory safety notes is attached at the front of the first science book issued for all Y7 pupils.

Health and Safety issues are then readdressed throughout Key stages 3 and 4. Pupils are encouraged to take responsibility for recognising hazards in familiar and less familiar circumstances, they are taught how to use information sources to assess risks in those circumstances and how to take action to control the risk to themselves and others.

It is hoped that this more active approach will instil a greater understanding of safe procedures.

LABORATORY SAFETY NOTES (PUPILS)

1. Wait for your teacher before going into the lab.
2. Running in the lab is dangerous. Always walk.
3. Always keep your bag either on the shelving provided or under the bench.
4. Put your stool under the bench when you are not using it.
5. Work carefully and quietly.
6. Report accidents at once. (Treat burns and eye damage immediately).
7. Report breakages at once. Your teacher will tell you how to clear up safely.
8. Do not eat or drink anything in the lab.
9. Before making extra experiments, check with your teacher to make sure it is safe.
10. Chemicals and equipment should only be taken out of the lab if your teacher has said that you may do so.
11. Please be tidy.
    a) put your apparatus away neatly
    b) wipe your bench with a cloth
    c) put solid waste in the tub provided
    d) put liquid waste down the sink with lots of water
    e) put broken glass in the special bin provided
12. For some experiments you need to take special care
    a) wear safety goggles
    b) if your hair is long, tie it back
    c) when not heating, alter a burner flame to yellow
    d) don't leave your experiment with no one there
    e) some hair sprays/gels are inflammable and can be dangerous
    f) loose clothing and non-uniform footwear are a hazard.

SAFETY / MAINTENANCE CHECKS

One simple way of checking safety is to have lists for checking at regular intervals. The lists that follow are suggested for use on a daily, weekly or annual basis. Not all items are relevant for all staff, the Subject Leader will delegate responsibility for these tasks.

DAILY CHECKS

1. Bins for paper and glass are present and have been emptied.
2. Sinks free of rubbish and not blocked.
3. Gas taps are in working order.
4. Benches clean and cleared of unnecessary equipment.
5. Safety glasses present and in good repair.
6. Floor clean and dry.
7. Windows/blinds in good repair. Lighting satisfactory.
8. Electrical equipment switched off and unplugged when not in use.
9. Windows closed at the end of the day.
10. Fire fighting equipment and notices in correct place.

MONTHLY CHECKS

1. Stores - are all chemicals stored correctly?
2. Safety file up to date and new items read by all staff.
3. Apparatus for dealing with spillages readily available.

YEARLY CHECKS

Records of annual safety and maintenance checks are located either in prep room or in school safety records.

1. Fire fighting equipment tested and checked by contractor.
2. Chemicals store check and stocktaking. Disposal of unwanted, unusable chemicals.
3. All electrical apparatus serviced. Cables checked, replaced etc.
4. Gas cylinders checked, renewed if necessary.
5. Radioactive sources checked.
6. Steam engine & pressure cooker
7. Fume cupboard air flow
8. Review of Department Safety Policy.

ICT
Health and Safety Policy

Pupils and staff need to be aware of potential risks and hazards in the use of ICT and the facilities

General use of Rooms

Bags and coats should be left under benches and not in a manner that could cause tripping
Pupils should use the seating in an appropriate manner to avoid risk of damaging falls
Chairs should be left in a tidy manner to avoid risk of tripping
Pupils should not touch the electrical wires or sockets.

Use of Computers

- Pupils should be expected to sit properly at the computers and avoid postures that could harm their back
- Pupils should expected to use hold and use the mice in a way that does not promote strains
- Pupils should be encouraged to take short breaks from the screen if using the computers for a prolonged time to avoid possible eye strain
- The brightness and contrast of the screens can be adjusted by pupils with the permission of a teacher to reduce the risk of eye strain
- Light levels in the room should be controlled as much as possible to reduce unnecessary glare

MUSIC DEPARTMENT

Health and Safety Policy

Health and Safety in the Classroom:

Both classrooms are equipped for 1 keyboard between 2 students and the following points are to be observed to ensure safe and effective use of equipment.

- Students should put all belongings (bags, coats etc) under the desk/bench so that students can move around the room safely.
- Clear expectations and instructions are issued to students when using musical instruments and associated electronic equipment.
- Headphones are provided for each student along with two-way headphone splitters. Headphones should be used for individual, pair and small group work. 4-way headphone splitters are provided for use in groups of 3 or 4 students.
- Where group work on keyboards exceeds 4 in a group then headphones will not be used but volume of keyboards must no higher than half volume.
- Where percussion instruments are used in lessons, students are to be briefed on sensible use and volume.
- Practice pads are provided for the drum kit when used in a class set up.
- Electronic guitars and amps are provided for use in lessons. These must be set up on the bench with the student using it to avoid trailing cables. Students must be briefed on appropriate use of cables so that they are not left or across walkways around the classroom.
- Students should not drink over the keyboards and any drinks must be stored in their bags under the desk.
- All electronic equipment is PAT tested by site staff on an annual basis.

Fire exits and extinguishers:

- Both teaching classrooms have external fire doors to be used by students if the alarm is sounded.
- Fire extinguishers are located in both rooms.
- OK to check practice rooms if alarm sounds during evacuation.

Health and Safety in Extracurricular Activities/Rehearsals:

- Teachers leading extracurricular ensembles and rehearsals are responsible for ensuring that students are clear about the safe set up of relevant instruments and equipment.
- Power leads, sounds cables/leads should be set up away from walkways around the rehearsal space.
- Equipment should be returned to relevant storage areas.

Health and Safety in Performance:

- Layout of stage/performance space should be laid out clearly and set up changes should be planned to enable safe set up and clear down.
- All trailing cables should be taped down and highlighted.
- Equipment not being used for a set should be stored safely during and between the performances.
- Any movement of equipment must be supervised by a member of staff.
- Health and safety announcements must be made at the start of all public performances, highlighting the fire exits and fire meeting point.

APPENDIX A – Health and Safety Management Structure

