



Ralph Sadleir School

HEALTH AND SAFETY POLICY 2020 - 2022

PART 1. STATEMENT OF INTENT

The Academy Trust of Ralph Sadleir School will strive to achieve and maintain the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties. This policy applies to all users of the Academy establishment – staff, pupils, parents, visitors and contractors.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and made available to all members of staff. A copy will be emailed out annually to all staff via email, or sooner if updates are made to the policy. The latest copy of the policy is kept in the Business Manager's office and on the RSS teacher folder on Google Drive.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis (or 2 yearly will be the maximum cycle for review) by the Senior Leadership Team and the Local Governing Body.

This policy statement supplements:

Hertfordshire County Council's (HCC) Health and Safety Policy and any guidance from the Department for Education and the Health and Safety Executive.

Signed

Signed

Mrs J Tye
Chair of Board of Directors

Mr R Fuller
Headteacher

Date: _____

Date: _____

Proud to Achieve

Ralph Sadleir School, Station Road, Puckeridge, Hertfordshire, SG11 1TF

PART 2. ORGANISATION

As the employer, the Board of Directors of the Academy Trust has overall responsibility for Health and Safety at Ralph Sadleir School.

Responsibilities of the Academy Trust:

The Academy Trust will provide access to competent H&S advice via The Education Health and Safety Team, Tel: 01992 556478 as required by the Health and Safety at Work etc. Act 1974.

The Academy Trust will receive regular reports from the Local Governing Body.

At a school level, duties and responsibilities have been assigned to staff and governors as detailed below.

Responsibilities of the Local Governing Body:

The Local Governing Body is accountable for ensuring health and safety management systems are in place and effective. As a minimum these systems should adhere to the Academy Trust's Health and Safety Policy, procedures and standards as detailed in the [Herts County Council Health and Safety Manual](http://www.thegrid.org.uk/info/healthandsafety/manual). This can be found at: www.thegrid.org.uk/info/healthandsafety/manual.

A Health & Safety Governor has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Local Governing Body.

The school's Health and Safety Governor is Mrs C Prince.

The Local Governing Body will receive regular reports from the Headteacher or other nominated member of staff (Health and Safety Officer) in order to enable them to provide and prioritise resources for health and safety issues.

The Local Governing Body will:

- Make arrangements to ensure that the Trust complies with all relevant legislation, particularly the HSWA and the Management of Health and Safety at Work Regulations 1999.
- Provide regular reports to the Academy Trust.
- Where required, seek specialist advice via The Education Health and Safety Team, Tel: 01992 556478 as required by the Health and Safety at Work etc Act 1974.
- Ensure that appropriate resources are allocated for health and safety matters based on suitable and sufficient risk assessments.
- Ensure that health and safety matters are given priority within the Academy Development Plan and is a standing item on the agenda of principle governor meetings.
- Ensure that British and European Standards are adhered to when purchasing and maintaining equipment.
- Ensure that appropriate health and safety inspections are carried out.



Responsibilities of the Headteacher:

Overall responsibility for the day to day management of health and safety in accordance with the Academy Trust Health and Safety Policy and procedures rests with the Headteacher. The Headteacher will take an active leadership role in health and safety management.

The Headteacher has responsibility for:

- Co-operating with the Academy Trust and Local Governing Body to enable health and safety policy, procedures and legislation to be implemented and complied with, and establish and monitor health and safety targets.
- Allocating sufficient resources to meet health and safety priorities.
- Ensuring attendance on appropriate health and safety training courses.
- Consulting with members of staff on health and safety matters.
- Maintaining liaison with local police and be aware of local security matters affecting the Trust.
- Ensuring that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors, ensuring that all relevant people know, understand and accept their health and safety duties and responsibilities.
- Ensuring adequate resources are allocated to facilitate healthy and safe working and teaching practices.
- Ensuring effective arrangements are in place to proactively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Local Governing Body on health and safety performance and any safety concerns/issues which may need to be addressed by the allocation of funds.
- Ensuring that the Local Governing Body is advised of health and safety implications when undertaking the management of the school budget.
- Ensuring that the premises, all machinery, appliances and equipment purchased by and used within the school, conforms to British, European or International Standard, and is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate.
- Ensuring that only approved chemicals and substances are used at the school and ensures that the appropriate safety information and risk assessment is available to the user.
- Ensuring that suitable and protective clothing is provided to staff and pupils who require it, and ensuring that it is worn when necessary.
- Ensuring that the school has a fully trained first aider (Mrs F Wyatt), and all staff have basic first aid training, and adequate first aid treatment is available by the provision of a First Aider or appointed person. First aid boxes must be kept adequately stocked.
- Ensuring accidents/violent incidents are recorded and where necessary, investigated and reported to the Health & Safety Service and Local Governing Body as soon as possible.
- Ensuring that fixtures and exits are checked periodically and maintained to ensure that they are in working order.
- Ensuring adequate welfare facilities are provided and maintained for staff and pupils.
- Ensuring periodic safety inspections of the school are carried out.
- Ensuring that contractors working in the school, report to him/her and the H&S Officer before work



commences in order to ascertain work details and agree safety procedures with the Business Manager/CAV before carrying out work.

- Ensuring a record is kept of any contagious disease that is contracted by anyone, and all acts of violence and bullying is reported to the Local Governing Body.
- Ensuring that a suitable and sufficient fire risk assessment is carried out, updated and reviewed for the school premises.
- Ensuring that fire procedures are planned and rehearsed at least once a term.
- Ensuring fire equipment is tested and working correctly.
- Reporting to the Secretary of State via DfE any significant risks which cannot be rectified within the establishment's budget.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions.
- Ensuring that in his/her absence, health and safety duties are delegated as appropriate.
- Ensuring that there is an annual appraisal of the school's health and safety performance.
- Ensuring that risk assessments are undertaken and reviewed as appropriate.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the Headteacher to the Deputy Headteacher. Within departments this task is further delegated to the relevant Faculty Leaders or subject-specific teachers.

The school's Health and Safety Officer is Ms K Campbell, Head of science faculty, Associate Assistant Headteacher .

Responsibilities of other staff holding posts of special responsibility:

The Deputy Headteacher, Faculty Heads, subject-specific teachers and Site Manager will ensure that, where applicable, the following is undertaken:

- Apply the school's Health and Safety policy to their own department or area of work.
- Contribute towards the development of the Academy action plan and ensure targets are met within departments.
- Ensure health and safety is considered during changes or projects, and are monitored.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.).
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Health and Safety Officer of any problems they are unable to resolve within the resources available to them.



- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported to the Health and Safety Officer and investigated.
- Agree training plans for new staff and new staff document that they are aware and understand the relevant codes of practice and safe operating systems. Supervision is arranged and undertaken for new staff and training is kept up to date.
- Ensure that regular safety inspections are carried out in areas of staff responsibility.
- Ensure that appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly.
- Ensure that any hazardous substances are stored and used correctly.
- Ensure that standards of health and safety are monitored and appropriate remedial action is taken where required.
- Departmental risk assessments are prepared and reviewed annually or sooner should the need arise.

Responsibilities of employees:

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Use correct equipment, tools and protective clothing issued.
- Attend any training provided.
- Report all accidents and incidents in line with the reporting procedure.
- Cooperate with school management on all matters relating to health and safety.
- Cooperate with the Headteacher in undertaking risk assessment for all activities with significant risks, to identify hazards and control measures and to communicate this to all people who need to know.
- Be responsible for the health and safety of the pupils they supervise.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Ensure that all pupils know the fire procedures and evacuate safely in the event of a fire or fire drill.
- Arrange for first aid treatment in the event of an injury, investigate the accident (if necessary) and record the details on the appropriate documentation.
- Ensure all classroom activities are carried out in a safe and healthy manner.

- Ensure playground activities are supervised and any violent behavior is stopped and reported to a member of the senior leadership team.
- Ensure that pupils are adequately supervised at lunchtime.
- Ensure that when undertaking school trips, sufficient research, planning, precautions and supervision are undertaken.
- Ensure that whilst transporting pupils by car or minibus, appropriate restraints are worn and Academy guidelines followed.
- Ensure that appropriate action is taken to make safe any dangerous conditions caused by wet or icy weather.
- Ensure that pupils do not bring in to school any dangerous or hazardous substances or item/implement that could cause harm, without the expressed permission from the Headteacher.

All Pupils

All pupils must:

- Cooperate with staff members on health and safety matters and follow all safety rules.
- Not interfere with anything provided to safeguard their own and everyone else's health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to a member of staff.
- Behave in a way that does not put their or anyone else's health and safety at risk.
- Not misuse any equipment, especially if it might endanger themselves or others.
- To observe standards of dress consistent with good health, safety and hygiene practices.

PART 3. APPENDICES

The following list of appendices covers the key elements of a Health and Safety policy.

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Fire Prevention, Testing of Equipment
Appendix 6	-	First Aid and Medication
Appendix 7	-	Accident Reporting Procedures
Appendix 8	-	Health and Safety Information and Training
Appendix 9	-	Personal safety / lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	Flammable and Hazardous Substances
Appendix 12	-	Moving and Handling



Appendix 13	-	Asbestos
Appendix 14	-	Contractors
Appendix 15	-	Work at Height
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Lettings
Appendix 18	-	Minibuses
Appendix 219	-	Stress
Appendix 20	-	Legionella
Appendix 21	-	Playground Activities
Appendix 22	-	Working temperatures within school
Appendix 23	-	Site Security and Vehicles on Site
Appendix 24	-	Visitors to the School
Appendix 25	-	Training
Appendix 26	-	Snow and Ice (severe weather)
Appendix 27	-	Science Department policy guidance & legislation
Appendix 28	-	Design & Technology policy guidance & legislation
Appendix 29	-	Physical Education policy guidance & legislation
Appendix 30	-	School swimming and pools

APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments:

The school conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by the Health & Safety Officer following guidance contained in the [Ralph Sadleir School Health and Safety Manual](#) and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in the Assistant Headteacher's Office. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments:

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the SENCO or Head of Faculty.

Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities:

Risk assessments for curriculum activities will be coordinated by Faculty Leaders and subject teachers, using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use such as schemes of work /lesson plans/etc.

The Academy Trust subscribes to CLEAPSS and their publications¹ are used as sources of model risk assessments within Science, Art and DT.

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

- BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice.
- Safeguards in the school laboratory, 2006 11th edition, ASE <http://www.ase.org.uk/> ISBN 978-0-86357-408-5.
- Topics in safety, 3rd Edition ASE.
- National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>.
- Safe Practice in 'Physical Education and School Sport' 2016 Association of PE 'AfPE' <http://www.afpe.org.uk/>

CLEAPSS Science and D&T publications via www.cleapss.org.uk

APPENDIX 2

OFFSITE VISITS

The Academy Trust has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <http://www.hertsdirect.org/services/edlearn/schlfe/outside/offsitevisits/>

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants' names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Coordinator(s) Mr R Fuller (Headteacher) who will check the documentation and planning of the trip and, if acceptable, refer the documentation to the Headteacher for authorisation.



Parental consent is to be sought and given in writing. Any parental helpers or helpers not employed directly by the school, should undergo a DBS check prior to the trip.

All vehicles that are to be used for transporting pupils to and from specified destinations, must be properly taxed, insured, and have valid MOT certificates. If using the school minibus, the Minibus Policy must be followed and all drivers must be properly qualified and approved.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by the Health and Safety Officer. It is the H&S Officer's responsibility to make sure that health and safety procedures are being adhered to.

Monitoring inspections of individual departments will be carried out by Heads of Faculty.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher / Resources Committee. Responsibility for following up items detailed in the safety inspection report will rest with the Health and Safety Officer.

The responsibility of the Health and Safety Governor is to ensure that the Health and Safety Officer is certain that health and safety procedures and rules are followed in school. The named governor, Mr B Johnson, will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full Local Governing Body meetings.

Advice and pro forma inspection checklists can be found in the Ralph Sadleir School Health and Safety Manual.

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

APPENDIX 4

FIRE PRECAUTIONS, EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

Fire prevention is part of everyone's duties. In particular, attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises is unoccupied.

All electrical equipment that does not need to be left on, is switched off. If electrical equipment does need to be left on, it should be kept clear of combustible material in case of a fault developing when left unattended.

The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained in the [Ralph Sadleir School Health and Safety Manual](#). The fire risk assessment is located in the school's Fire Alarm and Inspections folder and will be reviewed on an annual basis. This is located in the Assistant Headteacher's Office.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the Staff Handbook and Fire.

Evacuation Plan displayed in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices. Emergency contact and key holder details are maintained by the Business Manager and updated to the LA via Solero.

Fire Drills

Fire drills will be undertaken termly and results recorded in the Fire Alarm and Inspections folder. This is located in the Assistant Headteacher's Office.

On hearing the fire alarm, all pupils will stand in silence to leave the area via the designated route for each particular room/working area. A member of staff will be last to leave the area and ensure that the door is closed behind them.

Staff will guide pupils to congregate in silence in the Year7/8 playground, in their registration groups. Registers will be taken to ensure all pupils are out of the building. The Headteacher and Business Manager will each have an attendance list to tick off all teaching, support staff and visitors to ensure that everyone is out of the building.

All absentees must be reported to the Headteacher and Business Manager, who will instigate a search or further action if required.

No-one is to leave the assembly point and re-enter the building until the Headteacher has given the all clear. Leaving the assembly point will be carried out in the same manner as the evacuation, in silence and class by class.

Fire Fighting

- If a fire is discovered, the nearest alarm must be activated.
- If the electricity has failed, blow continuous short blasts on whistles to alert other staff members, who will follow suit.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.

Details of service isolation points

Water –	Kitchen
Gas -	Science Lab and Food Technology Room
Electricity –	KS3 cleaning cupboard, 6/2, Palmen Suite, rear of hall, Science Lab, Food Technology Prep Room, Yr5 Boys Toilets, Staff room, Dining Hall, M1, Art room
Telephone -	Staff room x2

Details of chemicals and flammable substances on site.



An inventory of these will be kept by Site Manager and Subject Leaders as appropriate, for consultation.

APPENDIX 5

INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT

The Health and Safety Officer is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the Assistant Headteacher's Office.

Fire alarm system

Fire alarm call points will be tested weekly in rotation by the Site Manager. This test will occur each Monday.

Any defects on the system will be reported immediately to the alarm contractor Fire Safety Services (01234) 854100.

A fire alarm maintenance contract is in place with Fire Safety Services and the system tested quarterly by them.

Fire-fighting equipment

Weekly in-house checks are carried out by the Site Manager to ensure that all fire-fighting equipment is in the correct place, is available for use and operational and for any evidence of tampering.

Fire Safety Services undertakes an annual maintenance service of all fire-fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Fire Safety Services (01234) 854100 via Business Manager.

Emergency lighting systems

These systems will be checked for operation monthly in house by the Site Manager and annually a full discharge test and certification of the system will be undertaken by Fire Safety Services (01234) 854100.

Means of escape

The Site Manager will undertake daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

APPENDIX 6

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

Trained to emergency aid level:

All teaching members of staff, Mrs F Wyatt (ext 201), Ms K Campbell, Mrs T McCloskey, Mrs J Emery, Mrs C Pinto and Mrs E Kerner.



TRAINED TO EMERGENCY AID LEVEL INCLUDING PAEDIATRIC FIRST AID:

Teaching Assistants and Administration Team.

First aid qualifications remain valid for 3 years. The Health & Safety Officer will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

School Office

The office staff are responsible for regularly checking (termly) that the contents of first aid boxes including travel kits/ those in vehicles are complete and replenished as necessary.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of a pupil, with the parents/carers. Details of any other relevant contact numbers of Hospital A&E departments, schools nurse etc.

Local Hospitals:

The Lister Hospital, Stevenage (01438 314333)
Addenbrookes Hospital, Cambridge (01223 245 151)

School Health Advisor:

Mrs A Smyk (01763 257979) – alice.smyk@hchs.nhs.uk and Mrs Victoria Hyde.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document ["Managing Medicines in Schools and Early Years Settings"](#).

The School Office staff will, at the request of the parent / carer and with the consent of the Headteacher, administer medication prescribed by a medical practitioner.

No administration of any medication will be made unless a parent has given written consent.

The School Office staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by School Office staff.

All non-emergency medication kept in school are securely stored i.e. in a lockable cupboard in school office and refrigerated meds kept in clearly labelled container within fridge (in the staffroom) with access strictly controlled. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.



Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the main school office, and clearly labelled.

The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.

Health Care Plans

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the SENCo (Miss V Wilson).

All staff are made aware of any relevant health care needs and copies of health care plans are available from the SENCo (Miss V Wilson/emailed to relevant staff).

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

An accident is any injury that requires first aid treatment. If the First Aider assesses that no treatment is required, then the 'sick book' need only be completed.

Accidents to employees

All employee accidents, no matter how minor, will be reported using the online accident reporting system hosted on Solero, but only if hospitalisation is required.

Accidents to pupils and other non-employees (members of public / visitors to site etc.)

A local accident book held in School Office is used to record all minor incidents to non-employees, more significant incidents (that require hospitalisation) as detailed below will also reported using the online accident reporting system hosted on Solero.

- Major injuries, including head injuries/concussion/unconsciousness – due to lasting harm and invisible injury.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

It is the responsibility of the member of staff who first dealt with the accident (not the first aider) to make sure that all sections of the accident book are completed.



All major incidents will be reported to the Headteacher, Health and Safety Officer and Mr B Johnson, the Health and Safety Governor. Parents / carers will be notified immediately of all major injuries.

The Health & Safety Committee will review the accident reports to identify any patterns that indicate action is required to therefore reduce likely reoccurrence. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury (broken limbs, not fingers, and any other injury requiring hospital treatment) and dangerous occurrences must and will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Education Health and Safety team on 01992 556478. The Headteacher and Governing Body will also be informed.

It is the responsibility of the Health & Safety Officer or Business Manager to report incidents to the HSE.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the Education Health and Safety Team.

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Resources & Audit Committee meets half termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Communication of Information

Detailed information on how to comply with the Academy Trust Health and Safety Policy is given in the [Ralph Sadleir School Health and Safety Manual](#), which is available for reference via the Business Manager and the shared resources computer drive (W:\RMShared Documents/ School Office Administration / Health & Safety).

The Health and Safety Law poster is displayed in the staffroom.

The Academy Trust as the employer provides access to competent H&S advice via Mr B Johnson (Health & Safety Governor) and Mr R Fuller, Ms K Campbell, Associate Assistant Headteacher (Health & Safety Officer) as required by the Health and Safety at Work etc. Act 1974.

Health and Safety Training

All employees will be provided with:

- Induction training in the requirements of this policy on starting at Ralph Sadleir;
- Told and therefore aware of where the latest copy of the H&S Policy is stored, and told when it has been updated/changed.



Update training in response to any significant change;

Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)

- Refresher training where required.

All staff will be expected to read the policy in full, and sign and date a declaration to say that they have read and understood the policy. Any new instructions or restrictions will be communicated to all staff in writing (via email) and highlighted as part of the standard cycle of policy review.

Supply teachers must be made fully aware of any arrangements for emergency action, ie: fire evacuation, accident procedures and reporting and any other arrangements which may affect them whilst they are in school.

Training records will be kept in / by the Business Manager in the Assistant Headteacher's office. The Health and Safety Officer is responsible for coordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

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

APPENDIX 9

PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromise the school's aims in providing an environment in which the pupils and staff feel safe.

Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the Headteacher and sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

- Inform someone you are working alone and what time you plan to leave. This is likely to be the Site Manager.
- Have access to a telephone.



- Remain alert to others on the premises.
- Undertake no hazardous activities.
- Be satisfied you are working in a safe environment.
- Ensure you know the security arrangements for the building and the procedures for the last person to leave.
- In the case of an intruder:
 - o Any person on site who is not identifiable should be regarded as an intruder.
 - o Staff should investigate any unknown or unescorted person and pupils should be encouraged to report such persons to a member of staff.
 - o If the intruder has no valid reason to be on the site they should be asked to leave and the police called, if necessary.

School staff responding to call outs Nominated key holders attending empty premises where there has been alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

Statutory inspections

The school will provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained to legislative requirements by competent contractors. Records of such monitoring will be kept in / by the Assistant Headteacher's office.

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

Equipment restricted to those users who are authorised / have received specific training is detailed in the register.

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

Staff shall not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions must be immediately reported to the Site Manager.

Curriculum Areas

Faculty Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented. Staff should alert Faculty Leaders of any concerns over equipment.

External play equipment

PE and Play equipment is subject to an annual inspection by Design and Technology Services.

PE/Science/Design & Technology/Art

Equipment for these departments are all inspected annually by Design and Technology Services.

The Kiln in the Art department is also inspected annually by an external company.

Electrical Safety

Electrical equipment and systems are subject to the Electricity at Work Regulation 1989.

All portable electrical equipment should be fitted with safety type plug heads BS 1363.

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Business Manager and Site Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually. This inspection and testing will be conducted annually by Safe Solutions.

The Business Manager, working with the ICT Technicians provided by Partnership Education, is responsible for keeping an up-to-date inventory of all relevant ICT electrical appliances and for ensuring that all equipment is available for testing.

Each Faculty is responsible for maintaining an up to date inventory of all portable electrical equipment and ensure that all equipment is available for testing.

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

A fixed electrical installation test (fixed wire test) will be conducted by Southern Electric Contracting on a 5 year cycle and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period.

Premises

The Senior Leadership Team and Site Manager will work together to:

- Provide and maintain a safe and healthy building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors/corridors/playgrounds/steps/doorways/fire escape routes and security arrangements which would minimise the risk of acts of violence.
- Provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation.
- To provide and maintain adequate welfare arrangements for staff and pupils such as eating, washing and toilet facilities and accommodation for clothing and personal belongings.

APPENDIX 11

FLAMMABLE AND HAZARDOUS SUBSTANCES

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



Within curriculum areas (in particular Science and DT) Faculty Leaders are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) Each Faculty will inform the Health & Safety Officer of all substances used within the Academy that require COSHH assessments. The H&S Officer will be responsible for ensuring that all actions identified in the assessments are implemented.

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is the Site Manager.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Where required, COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children, and not left in areas frequented by children, e.g. classrooms, toilets, hall etc..
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.
- Sufficient information, instruction and training is provided to all persons handling hazardous substances.
- That each individual Faculty arrangements for dealing with COSHH are outlined in each Faculty policy.

Where persons may be affected by their use on site, the Site Manager is responsible for ensuring that COSHH assessments are available from contractors.

Secondary level only - Radioactive sources

The school follows CLEAPSS guidance L93 in 'Managing Ionising Radiations and Radioactive sources in school' 2013 edition.

- HCC's Radiation Protection Office is the Curriculum Advisor for Science.
- CLEAPSS provide the Radiation Protection Adviser (RAP) service for HCC.

The member of staff with day to day responsibility for radioactive sources is Ms K Campbell, Head of Science Faculty. She is responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.

APPENDIX 12

LIFTING AND HANDLING

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

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



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

Paediatric Moving and Handling

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

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

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

When moving stacked chairs, the chair trolley is used. The chair trolley will be loaded with a maximum of 8 chairs.

When moving dining tables or class tables, only one table to be moved at a time with a minimum of two persons to be involved in the manual handling operation.

APPENDIX 13

ASBESTOS

An asbestos management plan is in place for the school in accordance with the [Academy Trust Asbestos Policy](#).

The school's asbestos log is held in the Assistant Headteacher's office and maintained by the Authorising Officers. It will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. kilns).

The Headteacher will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling/pushing drawing pin in to ACM may result in the release of fibres into the air).

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's Asbestos Authorising Officers and the area immediately evacuated and closed/locked off.

Professional advice will be sought and details of the incident reported to HCC's Asbestos Team – asbestos@hertfordshire.gov.uk.

No work can commence until this log has been checked and permission to work given by an Asbestos Authorising Officer to confirm that those undertaking the work are fully aware of the location of all known asbestos.

The School's Asbestos Authorising Officers are Mr R Fuller (Headteacher), Miss M Devine (Business Manager) and Mr C Verderame (Site Manager). Refresher training is provided 3 yearly.

These Authorising Officers shall ensure:

- The asbestos management plan is maintained and that any changes are notified to the Academy Trust.
- That the asbestos log is consulted at the earliest possible opportunity in the planning process and that **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded in the asbestos log by Site Manager / Health & Safety Officer. (Minimum of annually).
- The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels/tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The school's Asbestos Management Plan is kept up to date and that any asbestos works (removal, new project specific surveys etc) are notified to the LA via asbestos@hertfordshire.gov.uk.

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

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer.

APPENDIX 14

CONTRACTORS

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

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

The Health and Safety Officer / Site Manager / Business Manager are responsible for monitoring areas where the contractors' work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

The Construction (Design and Management) Regulations 2015 applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects directly the Academy Trust are considered the 'client' and therefore have additional statutory obligations.

Such projects are managed by the Business Manager who will ensure that all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM² regulations



will apply.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. Details can be found at:

<http://www.thegrid.org.uk/info/premises/property.shtml>

These contractors have satisfied the County Council that they understand and abide by health and safety regulations. When considering the appointment of contractors outside of Hertfordshire frameworks the Business Manager will undertake appropriate competency checks prior to engaging a contractor.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site. Contractors will also need to be DBS checked if working on site during school hours/term time or where children will be present.

Contractors' equipment must not be left unattended and activities must not present a hazard to others in the vicinity of work.

APPENDIX 15

WORK AT HEIGHT

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

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there. When working at height (including accessing storage or putting up displays) appropriate stepladders (if appropriately trained) or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff that use ladders / stepladders.

<http://www.hse.gov.uk/pubns/indg405.pdf>.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role, e.g. site staff, drama, technicians etc.

The school's nominated person responsible for work at height is Mr C Verderame (Site Manager).

Regular checks must be carried out on all access equipment to ensure its safety. These checks will be carried out and recorded by the Site Manager.

Scaffolding must only be erected by authorised persons.

If site staff do not have the correct equipment to carry out the required task they must inform the Site Manager immediately, who in turn will make adequate arrangements for the work to be carried out safely (this will require a risk assessment to be done, recorded and kept for reference/inspection). The establishments nominated person responsible for work at height is the Site Manager.

The nominated person shall ensure:

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;



- The risks from working at height are assessed and appropriate equipment selected;
- A register of access equipment is maintained and all equipment is regularly inspected and maintained;
- Any risks from fragile surfaces is properly controlled.
- That access equipment being used is long enough to reach the place of work without the user having to over-reach in any direction.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

Under the Display Screen Equipment Regulations 1992, all staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. School Office staff shall have a DSE assessment carried out annually or when a substantial change is made to an existing workstation.

Once the assessments are complete, arrangements will be made to reduce any risks which are highlighted from the assessment.

Advice on the use of DSE is available in the Ralph Sadleir School Health and Safety Manual and in the ICT Acceptable Use Policy.

APPENDIX 17

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Business Manager following the Academy Trust Lettings Policy and procedures.

Any requests to hire should be addressed in writing to the Business Manager. Appropriate forms and information will then be sent to the hirer.

Staff may book areas for internal (school-based) use. They should check availability with the Business Manager in the first instance. Rules for the use of areas around the school should be followed at all times.

APPENDIX 18

MINIBUSES

The Business Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.³

All minibus drivers should hold a valid HCC minibus permit (valid for 5 years)
Issued by the HCC Road Safety Unit.

The Site Manager is responsible for undertaking regular checks on the vehicles and the schools operation of minibuses follows [County Guidance](#).

³ All drivers must be over 21 and hold a full Category B (car) licence; non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

The Academy has a detailed Minibus Policy which should be referred to and followed.

APPENDIX 19

STRESS / WELLBEING

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

All members of staff have a Performance Management line manager who they can discuss any concerns with.

Staff have the opportunity to complete an annual staff questionnaire which is reviewed by the Personnel Committee and fed back to the Headteacher and staff.

Any staff that have any physical/mental concerns will have an individual care plan/risk assessment completed and reviewed on a monthly basis with the Headteacher (as appropriate).

APPENDIX 20

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the [Hertfordshire County Council Health and Safety Manual](#).

The Health and Safety Officer is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

A water risk assessment of the school was completed Easter 2020 by HCC. Mr C Verderame (Site Manager) is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment should be reviewed where significant changes have occurred to the water system. The Site Manager will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted.

Operational checks include:

- Water is heated and stored to 60 degrees C at calorifiers (any vessel that generates heat within a mass of stored water).
- Six monthly temperature checks of stored water.
- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- Conducting necessary water temperature checks (monthly).
- Disinfecting / descaling showers, or other areas where water droplets are formed (quarterly).
- Water tanks being inspected for compliance and safety on an annual basis and tank temperature recorded.



APPENDIX 21

PLAYGROUND ACTIVITIES

The Academy Trust is committed to ensure that activities that take place outside of the classroom are safe for all pupils.

Bullying/stress/physical injury:

- An anti-bullying policy is in place.
- Adult supervisors are familiar with the policy.
- Training is in place for supervisors in identification and prevention of bullying.

Fighting/rough games/injury:

- Supervisors aware of school rules on appropriate behaviour.
- Supervisors trained in how to deal with this type of situation.
- Prohibit inappropriate games from the school.
- Security/Children absconding/leaving grounds unobserved:
- If arriving early/leaving early all pupils will go via admin and sign out.
- During school hours, no pupil may leave the school site without adult accompaniment.
- No inappropriate games will be played on the premises.
- All fences will be properly maintained and secured.
- Supervision levels appropriate for the layout of the site and the play areas, especially in the vicinity of the gates and where there are public footpaths through the school grounds.

Response to accidents/more serious injury:

- There is an adequate number of supervisors to account for emergency situations (a minimum of 2 members of teaching staff at breaktime and a minimum of 4 MSA's at lunchtime.
- First aid kits located in the admin office.
- There are trained first aiders present on the site and available at all times.
- Supervisors who do not have first aid training are aware of the action they should take in the event of an injury and what not to do.

APPENDIX 22

Working temperatures in school



Although the Academy is not covered by legislation for maximum and minimum working temperatures, it is agreed that staff and pupils should not be expected to work in temperatures greater than 30 degrees C. Where temperatures in a room exceed this, staff and pupils will be re-located within the school. Where the problem is Academy-wide, (e.g. in the very rare event of a heat-wave) the Headteacher will make a decision about whether to close part of or all of the school for a period of time.

The same principle applies to minimum temperatures. It is agreed that staff and pupils should not be expected to work inside a building where temperatures fall to 16 degrees C or less. If this happens, staff and pupils will be re-located within the school if possible. Where the issue is Academy wide (for example, there being a problem with the heating system), the Headteacher will make a decision to close part or all of the school for a period of time.

APPENDIX 23

Site Security and Vehicles on Site

The access and exit gate to the school will be closed at all times. This is to ensure the safety and security of our pupils.

Vehicular access to the school is restricted to school staff and visitors only. Staff, visitors or contractors leaving or entering the site, must ensure the gates are closed behind them. All staff are responsible for ensuring that these gates are always closed.

Parents are not to enter the school site to drop off their children via car in the mornings or afternoons. This is to help ease congestion and create more parking space for minibuses as well as create a safer environment for pupils walking in to school or leaving.

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

The speed limit for cars on site is 5mph.

APPENDIX 24

Visitors and Contractors

- All visitors to the school site will sign in at Reception immediately on arrival and wear a visitors badge at all times whilst on site.
- Visitors to Ralph Sadleir who are not DBS checked, will need to be escorted by a member of staff AT ALL TIMES and wear a visitors ID badge with a red lanyard.
- Visitors who have a DBS and photographic proof of identity, will wear a visitors badge with a green lanyard and do not need to be escorted around the school by a member of staff.
- Staff inviting a visitor on to the school site will need to ask the visitor for their DBS certificate prior to the visit and this will be logged in a folder which is kept in the school office. The DBS certificate can be presented on arrival at the school.
- On leaving Ralph Sadleir School, all visitors, parents etc. must sign out at Reception and hand in their visitor's badge.

- Visitors are to read the summary of health and safety and evacuation procedures on arrival at the Academy.
- Visitors are to follow evacuation procedures in the event of an emergency.
- Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as reasonably practical, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions.

APPENDIX 25

Training

All new staff starting at Ralph Sadleir will go through an induction programme that impresses upon them their responsibilities in relation to the duty of care and the procedures therein. Training plays an important part in the effective development of all staff. Constructive health and safety training enhances the performance of individuals and improves effectiveness. A trained member of staff is able to work confidently, knowing and understanding what the work involves, why it is being carried out and how it should be done safely.

As part of the inductions, staff will be instructed in fire safety, site safety practices and procedures and first aid procedures. This induction will when possible, be carried out during the first week of a new starter's employment.

A health and safety training document sits within the Staff Induction Pack and is updated by the Health and Safety Officer (Ms K Campbell).

Specific health and safety training will be highlighted when identified through a risk assessment, during the performance management process, when a new employee starts a role or when a current employee changes their role and has new responsibilities. This will be organised through the relevant department, or faculty and with the assistance of the Health and Safety Officer if required.

Ralph Sadleir School has a designated qualified first aider based in the school office (Mrs F Wyatt, Mrs C Pinto, Mrs E Kerner, Ms K Campbell, Mrs J Emery and Mrs T McCloskey). All teaching and support staff have completed "Emergency First Aid at Work" first aid course, with the Teaching Assistants and Admin Staff extending that to include a paediatric element.

APPENDIX 26

Snow and Ice (severe weather)

In icy conditions, and especially when snow has fallen, the Site Manager will endeavour to clear and maintain a safe environment so far as reasonably practical. Footpaths and routes around the school will be maintained in a safe condition.

In these conditions, work will start as early as possible so that worst hit areas can be cleared prior to staff and pupils being on site. If all areas cannot be cleared in time for staff and pupils arriving, everyone must be informed to avoid these areas.

Staff are expected to take the initiative and not use areas that have obviously not been cleared and made safe. Staff and pupils are also expected to wear appropriate footwear in snowy and icy conditions. The Academy has a Severe Weather Policy which outlines procedures should bad weather hit unexpectedly and school closure.

APPENDIX 27

Science Department guidance & legislation

Guidance and legislation that the Science department should take in to account when drafting their departmental safety policy:

- COSHH – The Control of Substances Hazardous to Health Regulations 2002.

CLEAPSS documentation is considered sufficient to act as the risk assessments required under COSHH providing that only the chemicals covered by CLEAPSS are used in accordance with the work methods outlined by CLEAPSS.

- Radioactive Materials – guidance is available through CLEAPSS on Administrative Memorandum 1/92 – Procedures for dealing with Radioactive Materials.
- Safety in laboratories (DfE publication).
- Model Science Safety Policy available through CLEAPSS.

APPENDIX 28

Design & Technology Department guidance & legislation

Guidance and legislation that the Design & Technology department should take in to account when drafting their departmental safety policy:

- **COSHH**

CLEAPSS documentation is considered sufficient to act as the risk assessments required under COSHH providing that only the chemicals covered by CLEAPSS are used in accordance with the work methods outlined by CLEAPSS.

- **The Noise at Work Regulations 2005**

Certain pieces of machinery require the provision of hearing protection.

- BS 4163 Code of Practice for Health & Safety in Workshops of Schools and Similar Establishments.
- Safety in Practical Studies (DCSF publication).

APPENDIX 29

Physical Education Department guidance & legislation

Guidance and legislation that the Physical Education department should take in to account when drafting their departmental safety policy:

- Safe Practices in Physical Education (DCSF publication).
- Safe Practice in Physical Education (BAALPE publication)

APPENDIX 30

School Swimming

Primary school swimming in public/secondary schools

These will be planned as an offsite visit in line with the school's policy.

The school will obtain a copy of the pool's normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition the school will obtain assurance over:

- The level of training of the swimming teacher (s).
- Pupil/Swimming teacher ratio.
- Rescue/Lifeguard provision provided.

References

HSE Website www.hse.gov.uk

HSE Five Steps to Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>

HSE A Guide to Risk Assessment Requirements -
<http://www.hse.gov.uk/pubns/indg218.pdf>

HSE Reporting school accidents <http://www.hse.gov.uk/pubns/edis1.htm>

Health and Safety Commission (HSC) Managing Health and Safety in Schools £5.95

HSC Health and safety guidance for school governors and members of school boards £5.95

A Guide to the Law for School Governors (DCFS 2001)-
<http://www.dfes.gov.uk/governor/info.cfm>

DCFS School Security website www.dfes.gov.uk/Academiesecurity

DCFS Health and Safety of Pupils on Educational Visits: A Good Practice Guide
http://www.dfes.gov.uk/h_s_ev/index.shtml

DCFS/DH Supporting Pupils with Medical Needs: A Good Practice Guide -<http://www.dfes.gov.uk/medical>

DCFS Guidance on First Aid for Schools <http://www.dfes.gov.uk/firstaid>

DCFS/Home Office School Security: Dealing with Troublemakers -
<http://www.dfes.gov.uk/Academiesecurity/dwthome.shtml>

DCFS Safety Education: Guidance for Academies, December 2008
(Ref: DfES/0161/20002)

DCFS video "Can you see what they see?"

DCFS Code of Practice on LEA-School Relations - <http://www.dfes.gov.uk/lea/>

Guidance on Standards for School Premises (ref DCFS14 OF JULY (2008).

DCFS/CEDC Safe Keeping: A good practice guide for health and safety in study support (Ref DCFS 0197/2000)

HSE's info line is 08701 545500

Health and Safety legislation:

The Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Education legislation:

Education (School Premises) Regulations 1999 (SI 1999 No.2).

School Standards and Framework Act 1998.

School Inspections Act 1996.

Education Act 1996.

Associated Ralph Sadleir School Policies

Asbestos Policy

Anti-bullying Policy

Minibus Policy

Lettings/Hirings Policy

ICT Acceptable Use Policy

Severe Weather Policy

Fire Safety Evacuation Procedures